



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

Tel: 01903 737755

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Web:

[www.arun.gov.uk/licensing](http://www.arun.gov.uk/licensing)

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Mr Khawar Shahzad  
[REDACTED]  
[REDACTED]  
[REDACTED]

11 January 2021

Please ask for:  
Licensing Team

Our Ref: Licence 114092

Dear Mr Khawar Shahzad

#### **Licensing Act 2003 – Premises Licence Granted**

Further to your application for a Premises Licence I am pleased to advise that your licence has been granted. It takes the form of a Premises Licence and a Summary. The Summary must be displayed in a prominent position at the premises to which it relates. The Premises Licence must also be kept at the premises unless a certified copy of the licence has been issued. If this is the case a notice explaining the location of the licence must also be displayed. Failure to produce licences when requested by an authorised person may result in a fine of up to £500. Please ensure all relevant persons are aware of the conditions attached to the licence.

This licence incurs an annual fee unless it has been granted for a finite period of time. The annual fee is due 12 months from the date of the initial grant of the licence. If you have been sent this licence following an application to vary the licence or to transfer the licence to another party, you will be invoiced.

There may be restrictions which apply to this licence which are not explicitly displayed. There may also be restrictions to trading by way of Planning Conditions. The Licensing Team advises all licence holders to check whether there are Planning Conditions or restrictions applying to the property prior to trading.

For further information relating to premises licensing, please go to [www.arun.gov.uk/licensing](http://www.arun.gov.uk/licensing).

Yours sincerely,

Linda Mercer  
Technical Support Assistant



**Licensing Act 2003**  
**Premises Licence**

**Part A**

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

Premises Licence Number: **114092**

Grant Date: **25 September 2020**

<b>Premises name and address</b>
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Sussex News, 15B Surrey Street, Littlehampton, West Sussex, BN17 5AZ
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<b>The Opening Hours of the Premise</b>		
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Day	Start Time	End Time
Monday	06:30	23:00
Tuesday	06:30	23:00
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Thursday	06:30	23:00
Friday	06:30	23:00
Saturday	06:30	23:00
Sunday	06:30	23:00

Seasonal Variations:
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Non-standard times:
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<b>Where the licence is time limited the dates</b>
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<b>Licensable activities authorised by the licence</b>
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Sale or Supply of Alcohol: For consumption off the premises
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<b>The times the licence authorises the carrying out of licensable activities:</b>
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<b>Alcohol times: For consumption off the premises</b>
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Day	Start Time	End Time
Monday	08:00	23:00
Tuesday	08:00	23:00
Wednesday	08:00	23:00
Thursday	08:00	23:00
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Saturday	08:00	23:00

Sunday	08:00	23:00
<b>Seasonal Variations:</b> Non-standard times:		

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

For consumption off the premises

**Name, (registered) address, telephone number and email (where relevant) of holder of Premises Licence**

Mr Khawar Shahzad

[REDACTED]

kh [REDACTED]

**Registered number of holder, for example company number, charity number (where applicable):**

**Name, address and telephone number of Designated Premises Supervisor where the Premises Licence authorises the supply of alcohol**

Khawar Shahzad

[REDACTED]

**Personal licence number and issuing authority of Personal Licence held by Designated Premises Supervisor where the Premises Licence authorises for the supply of alcohol**

LN/301100006

Worthing Borough Council

### **Mandatory conditions**

Supply of Alcohol

Section 19: Where the licence authorises the supply of alcohol

The licence is granted subject to the mandatory conditions for sale of alcohol as set out in the Licensing Act 2003 as amended by the Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010 and Order 2014.

1. No supply of alcohol may be made under the Premises Licence -

(a) at a time when there is no Designated Premises Supervisor in respect of the Premises Licence; or

(b) at a time when the Designated Premises Supervisor does not hold a Personal Licence or his Personal Licence is suspended.

2. Every supply of alcohol under the Premises Licence must be made, or authorised by a person who holds a Personal Licence.

3.(1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises. (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises.

a) games or other activities which require or encourage, or are designed to require or encourage, individuals to -

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

(ii) drink as much alcohol as possible (whether within a time limit or otherwise);

b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;

c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;

d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).

4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

5.(1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

(2) The Designated Premises Supervisor in relation to the premises licences must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy. (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either:-

(a) a holographic mark or

(b) an ultraviolet feature.

6.The responsible person shall ensure that -

a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures -

(i) beer or cider: ½ pint;

(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and

(iii) still wine in a glass: 125 ml; and

b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

#### Minimum Drinks Pricing

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

2. For the purposes of the condition set out in paragraph 1 -

(a) 'duty' is to be construed in accordance with the Alcoholic Liquor Duties Act 1979

(b) 'permitted price' is the price found by applying the formula -  $P = D + (D \times V)$

Where -

(i) P is the permitted price

(ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

c) 'relevant person' means, in relation to premises in respect of which there is in force a premises licence;

(i) The holder of the premises licence

(ii) The designated premises supervisor (if any) in respect of such a licence, or

(iii) The personal licence holder who makes or authorises a supply of alcohol under such a licence;

d) 'relevant person' means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

e) 'value added tax' means value added tax charged in accordance with the Value Added Tax Act

1994.

3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from the paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

4.(1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ('the first day') would be different from the permitted price on the next day ('the second day') as a result of a change to the rate of duty or value added tax. (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

### **Conditions consistent with the Operating Schedule**

#### **General Objectives:**

#### **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 over 18 years of age, and that the intended recipient are over 18 years of age. 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:

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- 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.

**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.

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 will be able to show police and download recent data or footage with the absolute minimum of delay when requested.

The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy.

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 immediately & 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

An incident log shall be kept at the premises, and made available on request to officers of any responsible authority, which will record the following:

TV 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.

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An incident log shall be kept at the premises, and made available on request to officers of any responsible authority, which will record the following:

- All crimes reported to the venue;
- All ejections of patrons;
- Any complaints received;

- Any incidents of disorder;
- Any faults in the CCTV system or searching equipment;
- Any refusal of the sale of alcohol (in addition to being recorded in the refusals system);
- Any visit by an officer of a responsible authority.
- All off sales will be supplied in sealed containers.

### **Public Safety:**

#### **Prevention of Public Nuisance:**

No more than 20% of the sales area to be used at any one time for the sale, exposure for sale, or the display of alcohol. Notices will be prominently displayed at all exits requesting patrons to respect the needs of local residents and leave the area quietly. All waste shall be properly presented and placed out for collection no earlier than 30 minutes before the scheduled collection times. No rubbish, including bottles, shall be moved, removed or placed in outside areas between 23:00 and 08:00 hours.

#### **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.

Suitable and sufficient signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises.

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

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The Premises Licence Holder shall ensure that all staff members engaged or to be engaged, in selling alcohol at the premises shall receive the following 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 undertaken by staff members shall be fully documented and recorded 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 refusals recording system (either in book or electronic form) which shall be reviewed by the Designated Premises Supervisor 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.

**Conditions attached after a hearing by the licensing authority**

**Plans**

See separate Sheet.

**This Licence has been authorised by:**



**Sarah L Meeten**  
**Authorised Signatory**

**Issue Date: 11 January 2021**



**Licensing Act 2003**  
**Premises Licence**

**Part B - Summary**

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

Premises Licence Number: 114092  
Grant Date: 25 September 2020

<b>Premises name and address</b>
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Sussex News, 15B Surrey Street, Littlehampton, West Sussex, BN17 5AZ
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<b>The Opening Hours of the Premise</b>		
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<b>Where the licence is time limited the dates</b>
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<b>Licensable activities authorised by the licence</b>
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Sale or Supply of Alcohol: For consumption off the premises
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<b>The times the licence authorises the carrying out of licensable activities:</b>
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<b>Seasonal Variations: Non-standard times:</b>		

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

For consumption off the premises

**Name, (registered) address, telephone number and email (where relevant) of holder of Premises Licence**

Mr Khawar Shahzad

[REDACTED]

[REDACTED]

**Registered number of holder, for example company number, charity number (where applicable):**

**Name, Personal licence number and issuing authority of Personal Licence held by Designated Premises Supervisor where the Premises Licence authorises the supply of alcohol**

Khawar Shahzad

LN/301100006

Worthing Borough Council

**State whether access to the premises by children is restricted or prohibited:**

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Sarah L Meeten  
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