

Public Document Pack



LICENSING SUB-COMMITTEE

Wednesday, 1 April 2015 at 10.00 am
Council Chamber, Civic Centre, Silver Street,
Enfield, EN1 3XA

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Committee Secretary
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Councillors : Derek Levy (Chair), Peter Fallart and George Savva MBE

SUPPLEMENTARY AGENDA – PART 1

4. **SHEELPA EXPRESS, 389 ORDNANCE ROAD, ENFIELD, EN3 6HN** **(REPORT NO. 210)** (Pages 1 - 48)

Application to review a premises licence.

ADDITIONAL DOCUMENTARY EVIDENCE PROVIDED IN RESPECT OF
THIS APPLICATION FROM THE LICENCE HOLDER (CILANA LIMITED)
AND FROM THE APPLICANT FOR THE REVIEW (THE LICENSING
AUTHORITY)

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From: Alan Aylott [mailto:alan@dadds.co.uk]
Sent: 25 March 2015 15:56
To: Jane Creer
Cc: Mark Galvayne
Subject: Sheelpa Express

Dear Sirs

Please find attached some further documents upon which we will seek to rely at the hearing.

In addition, please note that we wish to propose two additional conditions as follows:-

1. The Premises Licence Holder shall ensure that any alcohol, cigarettes and/or tobacco products (intended to be offered for re-sale by retail in the premises) will only be purchased from reputable wholesalers.
2. The Premises Licence Holder shall immediately report to Enfield Trading Standards and the police any instances of a caller to the premises attempting to sell any alcohol, cigarettes and/or tobacco products.

Thank you

Kind regards

Alan Aylott

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BEFORE THE ENFIELD LICENSING SUB-COMMITTEE

BETWEEN:

CILANA LTD
(t/a Sheelpa Express, 389 Ordnance Road, EN3 6HN)

and

LONDON BOROUGH OF ENFIELD
(as the Licensing Authority)

WITNESS STATEMENT
Alan Aylott

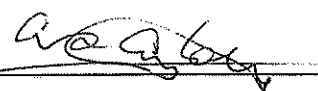
I, Alan Aylott of Crescent House, 51 High Street, Billericay, Essex, CM12 9AX, will say as follows:

1. I am employed as a Trainee Solicitor at Dadds LLP Licensing Solicitors.
2. I am a retired Police Officer with over 20 years' experience; some of this time as Operations Manager in an East London police station with particular responsibility for Licensing. I was also actively involved with Pubwatch and engaged in teaching licensing law; accredited with the British Institute of Innkeepers. I have been actively engaged in licensing matters since 1997.
3. On the 19th March 2015 I looked at the Police.UK web-site in connection with reported crime in and around the area of Sheelpa Express, 389 Ordnance Road, EN3 6HN.

4. I looked at the yearly figures from January 2014 until January 2015; the most recent figures available on the web-site being January 2015.
5. The Police.UK web site has a specific function to allow a data field on the site to be drawn according to the user's own specification utilising the 'draw your own area' tool.
6. Therefore I indicated the area around Sheelpa Express, 389 Ordnance Road, EN3 6HN. I produce a print screen of this area as **exhibit ARA/1**.
7. I then extracted total crime figures from January 2014 until January 2015 for this area. I recorded all crimes and there were nil results shown. I produce this record as **exhibit ARA/2**.
8. On 12.25pm I went to the premises of Sheelpa Express, 389 Ordnance Road, EN3 6HN where I met Mr Sezayi Aydemir. Also in attendance was Mrs Sevim Aydemir, the designated premises supervisor (DPS).
9. I produced a folder for Mrs Aydemir which included a training manual, training record sheets, refusals logs, incident logs, visitors logs and an authority for the DPS, together with a number of posters. A copy of the documents contained in the folder is exhibited as **exhibit ARA/3**.
10. I then went through Sheelpa Express' training manual with Mr Aydemir, Mrs Aydemir, Mr Cem Koca and Mr Atilla Derin; ensuring they were conversant with the contents and fully aware of their obligations and responsibilities under the Licensing Act 2003. I noted they all had personal licences, I was satisfied they had previously received sufficient training and were able to answer all my questions about licensing.
11. I completed a pro-forma checklist of my observations at the shop which I produce as **exhibit ARA/4**.
12. The shop is situated in a corner position on a busy residential road. Outside the shop were well-stocked displays of fruit and vegetables whilst inside, the shop was large and also well-stocked with groceries. The alcohol

was displayed within easy observation of the servery which was situated immediately inside and to the right hand side of the shop. Behind the servery was kept spirits, wines, medicines and cigarettes whilst adjacent to the servery was shelving for wines and other alcoholic products.

13. I checked for compliance with the conditions and I found that there was compliance with the following conditions:-
 - 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 14, 16, 17, 18 and 19.
14. Condition 11 and 13 are time related and I was not in a position to check these.
15. With reference to condition 15, I did not witness any persons come into the shop attempting to sell any products.
16. Condition 20 refers to beers or ciders above 7% ABV. I did not see any product of this nature.
17. With reference to condition 21, I did not see any single bottles or cans of beer, lager or cider sold.
18. I was satisfied there was compliance with the licence conditions. I was also satisfied that responsible management was in place. I left the store around 2.20pm.
19. I believe that the facts stated in this witness statement are true.


Alan Aylott, dated 20th March 2015

BEFORE THE ENFIELD LICENSING SUB-COMMITTEE

BETWEEN:

CILANA LTD
(t/a Sheelpa Express, 389 Ordnance Road, EN3 6HN)

and

LONDON BOROUGH OF ENFIELD
(as the Licensing Authority)

EXHIBIT ARA/1

This is the exhibit referred to as Exhibit ARA/1 in the witness statement of Alan Aylott.

Crime map for Enfield Lc - x

www.police.uk/metroplitan/00AKGS/crime/?+qpn60F/

Suggested Sites Valuation Office Ag... London Met Santander Online B... Councils BBC News - Home Facebook John Lewis Financi... My Sky Homepage TD Login Fidelity Route Planner [Dir...

POliceUK

- Crime map
- Policing team
- News and events
- Local policing priorities
- Performance
- Community Payback

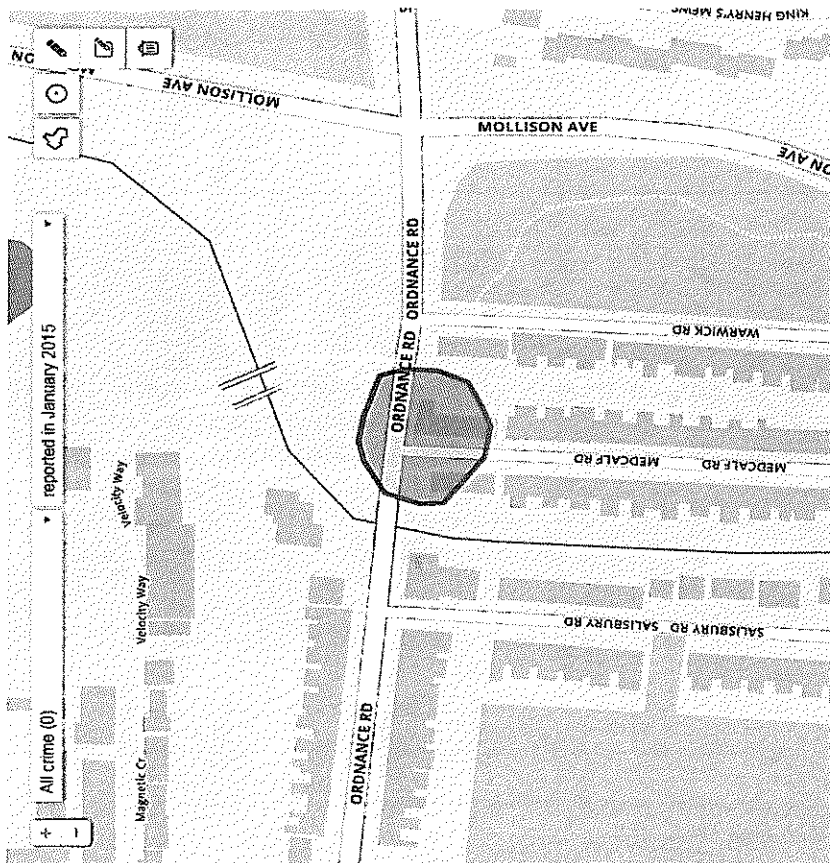
Next steps

- View detailed statistics
- Sign up for alerts
- Share this page

Related pages

- How to avoid being a victim of crime
- Find out more about Metropolitan Police Service's performance on HMIC's website
- How often is the information on the website updated?

View A-Z list of crime locations



10:15 19/03/2015

BEFORE THE ENFIELD LICENSING SUB-COMMITTEE

BETWEEN:

CILANA LTD

(t/a Sheelpa Express, 389 Ordnance Road, EN3 6HN)

and

LONDON BOROUGH OF ENFIELD

(as the Licensing Authority)

EXHIBIT ARA/2

This is the exhibit referred to as Exhibit ARA/2 in the witness statement of Alan Aylott.

BEFORE THE ENFIELD LICENSING SUB-COMMITTEE

BETWEEN:

CILANA LTD
(t/a Sheelpa Express, 389 Ordnance Road, EN3 6HN)

and

LONDON BOROUGH OF ENFIELD
(as the Licensing Authority)

EXHIBIT ARA/3

This is the exhibit referred to as Exhibit ARA/3 in the witness statement of Alan Aylott.

Sheelpa Express

389 Ordnance Road, Enfield EN3 6HN

Training Manual Licensing

IMPORTANT INSTRUCTION

THE TEN GOLDEN RULES

1. (a) Young persons under the age of 18 must not be permitted to buy alcoholic drinks. (Our Company Policy is that anyone appearing to be under 25 must prove that they are 18 or over, by providing acceptable proof of age ID)

(b) Young persons under 18 must not be permitted to sell alcohol without direct supervision by a senior member of staff, who must be over 18.
2. Persons who are under the influence of drink must not be sold alcoholic drinks.
3. A Police Officer in uniform must not be sold alcoholic drinks.
4. You must not allow people to drink on or outside the premises.
5. You must ensure that the “Challenge 25” prohibitive sign and the Trading Hours are prominently displayed.
6. Be very aware of persons over 18 who try to buy for under 18’s. Refuse the sale and record in the refusal book.
7. Be vigilant, constant supervision of the drinks area is not only necessary to deter pilferage, but to prevent under 18’s trying to select alcohol.
8. Before each transaction identify the customer. If in doubt ask for proof of age.
For this you can accept:-
 - a) a Recognised proof of age card with the PASS logo which include the Bite, Portman Group, Citizen, Connexions, Validate, Young Scot etc. identity cards, showing photo, date of birth and signature.
 - c) a Current Passport
 - d) the new style Driving Licence with photo

THE OLD STYLE DRIVING LICENCE WITHOUT A PHOTO IS NOT ACCEPTABLE

THE MAXIM YOU MUST FOLLOW IS:-

9. If in doubt do not make the sale. You have the right of refusal which will be backed up by the Manager and the Company. If a refusal is actioned, record the details in the refusal book e.g. male/female, date, time, reason – underage, drunk abusive.
10. Be aware of the licensing hours and ensure that the blinds are down or tensor barriers in place to prevent access to alcohol displays outside of permitted alcohol trading hours and that no sale takes place outside these hours.

Unit 1: Unlawful Sales

1.1 Authorising alcohol sales

1.1.1 Licenses

The retail sale of alcohol is only lawful if it is licensed. In England and Wales we have a dual licensing system. A building from which alcohol is sold must have a *premises licence* that states that the retail sale of alcohol is a licensable activity to be conducted on those premises. It makes no difference whether the premises are for 'on-sales' or 'off-sales'. Sales of alcohol from a building with a premises licence are lawful only if they are authorised by the holder of a *personal licence*.

1.1.2 Authorising bar and counter staff to make alcohol sales

Under the Licensing Act 2003 all sales of alcohol from a building with a premises licence must either be made or be authorised by a personal licence holder. There may be any number of personal licence holders working in a premises but only one Designated Premises Supervisor (DPS). The DPS will be the person in day-to-day control of the premises and all other personal licence holders working on the premises will be working under his or her control.

- As bar or counter staff, if the premises in which you work sells alcohol, even if alcohol sales are a very small part of the sales mix, you must have the authorisation of a personal licence holder for any alcohol sales you make to be lawful.
- You must therefore make sure you personally are authorised by a personal licence holder to make sales of alcohol – particularly in circumstances where a personal licence holder may not be on the premises all the time it is open for the sale of alcohol.
- A member of staff under the age of 18 may sell or supply alcohol only if each sale or supply is specially approved by the premises licence holder, the DPS or another person over the age of 18 authorised to give such approval by the premises licence holder or DPS.

- Staff members under 18 are not committing an offence if they sell or deliver alcohol for consumption with a table meal. Typically this would include someone working as a waiter or waitress.

1.2 The four licensing objectives

The licensing Act 2003 is underpinned by some basic principles known as the 'licensing objectives'. There are four of these and they are:

- 1. The prevention of crime and disorder**
- 2. Public safety**
- 3. The prevention of public nuisance**
- 4. The protection of children from harm**

The licensing objectives are all of equal importance and the promotion of these objectives is the main purpose of the licensing Act 2003. In addition, if licensed premises are operated in such a way as to undermine any of these objectives, then the police or trading standards officers could apply to the licensing authority to review the premises licence. Making underage sales of alcohol, or selling alcohol to drunks, could certainly undermine the protection of children from harm objective and possibly any or all of the other three objectives – because drunkenness and underage drinking fuel crime and disorder.

It is therefore very important that sales staff refuse service to underage drinkers and to drunks.

1.3 The law relating to underage sales and servicing drunks

1.3.1 Sale of alcohol to children

It is illegal for:

- Sales staff to sell or supply alcohol to anyone under 18. It is also an offence to knowingly allow the sale of alcohol to someone under 18. This applies not just to premises or personal licence holders but to bar and counter staff as well – because they have the capacity to prevent the sale.

- Anyone under 18 to buy or attempt to buy alcohol
- Anyone over 18 to buy or attempt to buy alcohol on behalf of someone under the age of 18
- Children under 18 to consume alcohol in licensed premises, or for a member of staff to allow them to do so
- Unaccompanied children, under the age of 16, to enter licensed premises where alcohol is sold for consumption on the premises, e.g. pubs, clubs and bars
- Unaccompanied children under 16 to be on premises licensed to sell alcohol for consumption on the premises between midnight and 5.00 a.m., when those premises are open, e.g. nightclubs and late-night bars

If a member of the sales staff sells alcohol to someone under the age of 18 they commit an offence. If a member of staff, or anyone else in a position to prevent such sales, knowingly allows the sale, delivery or consumption of alcohol to under – 18s, or to someone over 18 attempting to purchase alcohol for them, then likewise, they are committing an offence and can be prosecuted.

1.3.2 Exceptions to laws in relation to selling alcohol to underage children

It is *not* illegal for:

- A 16 or 17 year old to consume beer, wine or cider with a table meal, provide that an adult buys it for them and accompanies them at the meal
- A child under 18 to carry out a test purchase of alcohol when supervised by police or trading standards officers for the purposes of enforcing the laws on underage drinking.

1.3.3 Sale of alcohol and drunks

It is illegal for sales staff to:

- Sell alcohol to a person who is drunk
- Sell alcohol to someone in the company of a drunk who is buying the alcohol for consumption by the drunken person
- Knowingly allow alcohol to be sold to someone who is drunk

1.4 The law relating to other age-restricted products

1.4.1 Supply (sale or hire) of specific products to person under certain ages

In addition to restricting the sale of alcohol, the law prohibits the supply (sale or hire) of a range of other products to persons under certain ages. Some of these products may be sold in premises that also sell alcohol, some may not.

1.4.2 Products that may be supplied only to persons aged 18 and over

1. Tobacco products
2. 'Adult' fireworks
2. DVDs, videos, video games: classification 18
3. Volatile substances and solvent-based products – if it is believed that they may be inhaled for the purposes of becoming intoxicated
4. Lighter fuel containing butane

1.4.3 Products that may be supplied only to persons aged 17 and over

1. Crossbows
2. Airguns and pellets
(Age restriction soon to be raised to 18 years old)

1.4.4 Products that may be supplied only to persons aged 16 and over

1. Petrol
2. Offensive weapons / knives
(Age restriction soon to be raised to 18 years old)
3. Caps, cracker snaps, novelty matches, party poppers, serpents and throw downs
4. Lottery tickets and the instant win cards
5. Aerosol paint

1.4.5 Products that may be supplied only to persons aged 15 and over

1. DVDs, videos, video and computer games: classification 15

1.4.6 Products that may be supplied only to persons aged 12 and over

1. DVDs, videos, video and computer games: classification 12

1.4.7 Further information on selling offensive weapons and knives

‘Offensive weapons and knives’ include:

- Any knife, knife blade or razor blade
- Any axe
- Any other article that has a blade or sharp point, and that is made or adapted for the purpose of causing personal injury

Examples of knives that it would be an offence for sales staff to sell to persons under the age of 16 would include:

- Combat knives, such as sheath knives or bladed martial arts weapons
- Kitchen knives
- Craft knives

NB: the minimum age for buying knives is 18 years.

It is *not* an offence to sell the following products to persons under 16:

- Folding pocket knives if the cutting edge of the knife is less than 3 inches or 7.62cm
- Replacement cartridges for the safety razors provided less than 2mm of the blade is exposed.

1.4.8 Further information on selling or hiring recordings

Below is a table showing the age classification in respect of the sale or supply of recordings:

SYMBOL	CLASSIFICATION	MINIMUM AGE REQUIREMENT
U	Universal – suitable for all	Unrestricted
Uc	Universal – particularly suitable for children	Unrestricted
PG	Suitable for general viewing but some scenes may not be suitable for children	Unrestricted – but staff may wish to consult a parent
12	Suitable for persons aged 12 and over	12 and over
15	Suitable for persons aged 15 and over	15 and over
18	Suitable for persons aged 18 and over	18 and over
R18	'Restricted 18' – suitable for persons aged 18 and over in a licensed sex shop	18 and over

Exemptions

Works in categories that are solely designed to inform, educate or instruct or other works that concern only sport, religion or music and comprise only video game are exempt from classification – provided they do not contain scenes of a violent or sexual nature. Some producers of videos and DVDs label exempt products with an 'E', but this is not a legal requirement.

Unit 2: Preventing Unlawful Sales

2.1 Refusing service to persons intoxicated by alcohol

2.1.1 Recognising the signs of drunkenness

Sales staff have a duty not to serve alcohol to drunks. The early signs of intoxication may be difficult to spot (Level 1 and 2), but the later stages of intoxication can be obvious (Level 3 and 4), and the staff members need to be able to recognise the signs that drinkers may have reached these levels of intoxication.

Signs of drunkenness include:

- Slurred speech
- Speaking too loud
- Speaking too fast
- Loss of physical co-ordination
- Knocking things over / bumping into furniture
- Staggering, weaving or falling over
- Glazed eyes and / or small pupils
- Heavy sweating
- Vomiting
- Slow or irregular breathing
- Sleepiness or unconsciousness

2.2 Refusing service of alcohol to underage persons

2.2.1

Proof of age

Acceptable identification and proof of age include:

- Passport
- Photo driving licence
- Recognised proof age card incorporating the PASS logo

Any card incorporating the PASS logo should be accepted as a valid photo- ID and proof of age.

2.3 Refusing service of other age-restricted products

2.3.1 Knowing the product range and further information

Alcohol is the most well known age-restricted product and virtually everyone knows that a customer must be at least 18 years old to buy it. Many people do not know the full range of other products that are age-restricted, or, if they do, what the minimum age for purchasing a product might be. It may well be that underage customers for age-restricted products other than alcohol are attempting to buy without any deliberate intention of breaking the law.

Volatile substance and solvent-based products - These products are age-restricted because of the danger of solvent abuse. Solvent abuse is the inhaling of fumes given off by a wide range of solvent based products. The supply of such products is controlled by two pieces of legislation:

- **The Cigarette Lighter Refill (Safety) Regulation 1999** – makes it an offence to supply or offer to supply any cigarette lighter refill canister containing butane or a substance containing butane as a constituent to any person under 18.
- **The Intoxicating Substances (Supply) Act 1985** - makes it an offence to supply or offer to supply an intoxicating substance to a person you know, or have reasonable cause to believe is under 18, if you know or have reasonable cause to believe that person is going to use the substance in order to get intoxicated. An offence is also committed if you supply or offer to supply an intoxicating substance to someone you know or have reasonable cause to believe is purchasing the substance on behalf of someone who will use it to get intoxicated. This is sometimes called a 'proxy purchase'.

'Intoxicating substances' that are sometimes abused include:

- Solvent based glue
- Dry cleaning fluid
- Correction fluid and thinner
- Marker pens
- Aerosols (e.g. air freshener, hair spray, deodorant)
- 'Cold Start' and Antifreeze
- Nail varnish and varnish remover

How sales staff can recognise an abuser:

If you think someone is a solvent abuser you should not serve them.

Signs of abuse include:

- Slurred speech and behaviour
- Spots and sores around the mouth
- The smell of glue or solvents on the person's clothes

Your suspicions should be aroused if someone:

- Is a frequent buyer of solvents
- Buys large quantities
- Purchases solvents and plastic bags at the same time

Petrol sales

The minimum age that must have been reached to manage a petrol station is 18 years. To dispense petrol, as an employee of a petrol station, the minimum age is 16 years. A person under 16 who is not an employee of a petrol station may purchase petrol and it is not illegal for them to dispense it. However, the Health and Safety Executive guidance is that they must be closely supervised by an adult if they do. Allowing an employee under 16 to dispense petrol carries a maximum fine of £5000.

**Sheelpa Express
389 Ordnance Road, Enfield EN3 6HN
REFUSALS REGISTER -- NO I.D. NO SALE**

Date	Product	Time	Name of Person Or Description	Observations	Staff Member

MANAGER'S SIGNATURE _____

DATE _____

Sheelpa Express
389 Ordnance Road, Enfield EN3 6HN

INCIDENT REGISTER

Date	Time	Description of person(s) involved	Staff member
Description of incident			



VISITOR REGISTER – Sheelpa Express, 389 Ordnance Road, Enfield EN3 6HN

Date	Time	Name and organisation of person(s) involved (e.g. police)	Signature	Staff member
Comments (e.g.) “no matters arising”				

Questions

- What is the purpose of your visit?
- Are you visiting other premises?
- May I have your name? See your ID?
- Would you please sign the register/visitors form?
- Do you have any comments?

**DESIGNATED PREMISES SUPERVISOR (DPS)
LETTER OF AUTHORISATION**

To whom it may concern:

I, _____, being the Designated Premises Supervisor (DPS) and the holder of a Personal Licence am the person in a position of authority on the premises known as Sheelpa Express, 389 Ordnance Road, Enfield EN3 6HN

Premises Licence Number:

Personal Licence Number:

Hereby authorise the following named personnel to sell and supply alcohol, to comply with the licensing law and the conditions attached to the licence. This being either when I am present on the premises or in my absence when I am away from the premises. I can always be contactable on the following telephone number:

.....

NAMES OF AUTHORISED PERSONS:

I, being a person named below am aware of and accept my responsibilities under the Licensing Act 2003 and will endeavour to comply in accordance with the licensing law and the licence conditions attached to the licence.

NAME	PERSONAL LICENCE NO. (If applicable)	SIGNATURE

DESIGNATED PREMISES SUPERVISOR:

Name:

Signature:

Date: 2015

POLITE NOTICE

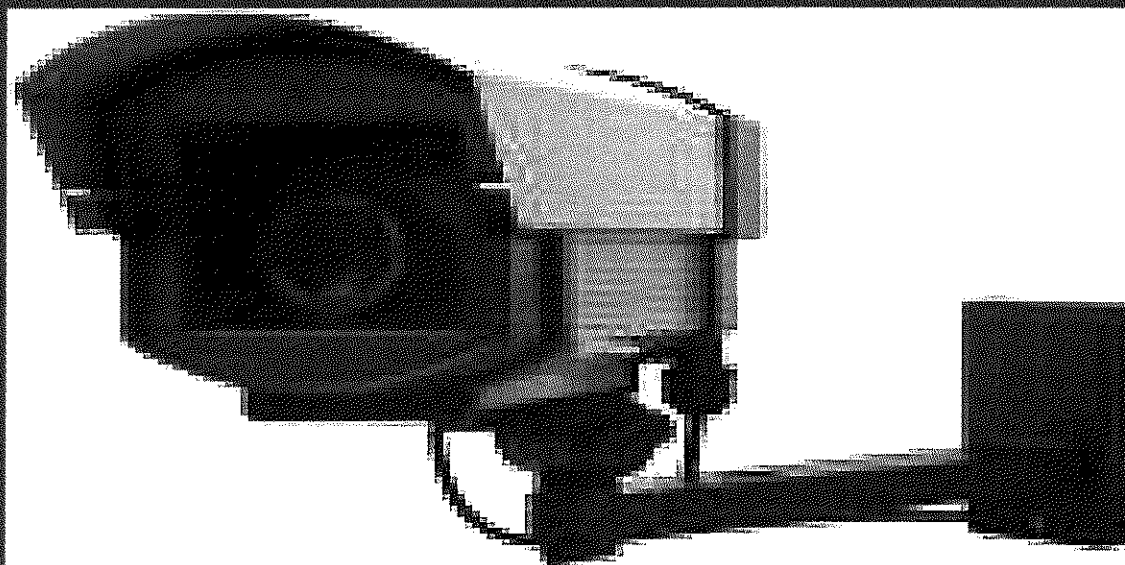
Please note that
we do not sell any
super-strength
beer, lager or
cider above
7%ABV

Dadds 
LICENSING SOLICITORS

01277 631 811
www.dadds.co.uk

POLITE NOTICE

- These premises are covered by CCTV



Dadds LLP
LICENSING SOLICITORS

t: 01277 631 811
w: www.dadds.co.uk
e: help@dadds.co.uk

POLITE NOTICE

Customers note:
these premises
are in a 'Drinking
Control Area' and
alcohol is not to
be consumed in
the street

Dadds 
LICENSING SOLICITORS

01277 631 811
www.dadds.co.uk

POLITE NOTICE

Please respect our
neighbours.

You are requested
to keep noise to a
minimum when
leaving these
premises

Dadds LLP
LICENSING SOLICITORS

01277 631 811
www.dadds.co.uk

POLITE NOTICE

**It is an offence for
any person to buy
alcohol/cigarettes
for a child under
the age of 18
years**

Dadds 
LICENSING SOLICITORS

01277 631 811
www.dadds.co.uk

POLITE NOTICE

Please note that
we do not sell
single cans of
beer, lager or
cider
(minimum
purchase=3)

Dadds 
LICENSING SOLICITORS

01277 631 811
www.dadds.co.uk

↓ UNDER ↓ 25?

**Please do not be offended
if we ask you to show I.D.
when you purchase
alcohol**

Thank you for your co-operation

Valid forms of ID include:

- 1. Photographic Driving Licence**
- 2. Passport**
- 3. Cards bearing the PASS hologram**



Dadds **LTP**
LICENSING SOLICITORS

LICENSING SPECIALISTS

www.dadds.co.uk

01277 631 811

BEFORE THE ENFIELD LICENSING SUB-COMMITTEE

BETWEEN:

CILANA LTD
(t/a Sheelpa Express, 389 Ordnance Road, EN3 6HN)

and

LONDON BOROUGH OF ENFIELD
(as the Licensing Authority)

EXHIBIT ARA/4

This is the exhibit referred to as Exhibit ARA/4 in the witness statement of Alan Aylott.

DADDS LLP

LICENSED PREMISES PRO FORMA CHECKLIST

Premises

1. Name of premises	Sheep Co Cyp
2. Address of premises	(Sheep Co Cyp) 389 Ordance Rd.
3. Day/ Time/ Date of visit	Thursday 12-25pm 19 ^{3/15}
4. Name of consultant conducting visit	Alan Aylott

Licences, Signage and Notices

5. Summary of premises licence displayed	Yes
6. Is there authority from premises licence holder giving custody of the licence	Verbal
7. Is the premises licence on the premises and available for inspection	Yes
8. Is there a notice outlining a search policy	N/A
9. Sign warning CCTV in operation	Yes
10. Is there anti drug signage displayed	N/A
11. Is there responsible alcohol signage	Yes - Control area Ch 25 etc
12. Are there customs and excise measures displayed	N/A
13. Had pre-opening checks been carried out	}
14. Is there a written record of these checks	
15. What is the capacity of the venue	
16. Is the capacity split in to individual areas	
17. How is the capacity managed	
18. What is the current occupancy	}
19. What is the occupancy at other times	
20. Is No smoking signage displayed	

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21. Is signage displayed asking customers to leave quietly	Yes
22. Other crime prevention/ public safety signage	N/A

Outside area

23. Is there a queue	}
24. Is the queue being managed	
25. Are queuing customers being vetted	
26. Is there an external smoking area	
27. Are smoking customers being monitored	} N/A.
28. Is there any nuisance created from the queue or smoking area	
29. Is there evidence of litter/ Bottles/ glass	None
30. Are customers drinking outside	} N/A.
31. Are external doors open	
32. Are windows open	

Entrance

33. Is there an ID scanner in operation	} N/A
34. How many door supervisors are there	
35. What are their locations	
36. Are they clearly identifiable	
37. Are they displaying their badges correctly	
38. What is their appearance	
39. Is there a door supervisor log	
40. Is it up to date and correct	
41. Are managers present and proactive	

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42. Is there a staff register	} N/A.
43. Is it complete and up to date	
44. Is there an incident book for the venue	Yes
45. Is it up to date	---
46. Is there a refusal log at the venue	Yes
47. Is it up to date	Yes (17 ³ / ₁₅ last entry)
48. Is there a manager at the door	N/A
49. Are there staff at the desk/ cash till	Yes
50. Is there a cloak room	N/A
51. Is it staffed	} N/A.
52. Is it available for use	
53. Is there unattended property around the venue	
54. Are customers being searched	
55. Are wands/ security arches in use	
56. Is there a search policy	
57. Is there a female door supervisor	

Premises Interior

58. What Licensable Activities are permitted	Sale of alcohol by retail
59. What are the terminal hours for activities	2300 (2230 Sunday)
60. What are the opening hours	8-11 10-10.30
61. Who is the Designated Premises Supervisor	Sevin Andemir
62. Are they present	Yes
63. Is there a Personal Licence Holder present	Yes
64. Do the non PLH's have written authority to sell alcohol	

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65. Is there an age restriction policy	
66. Are all fire doors closed and working	
67. Are all storage rooms locked and secure	
68. Type of entertainment provided	
69. What is the quality of lighting	
70. Is empty glassware collected effectively	
71. Is the floor dry and free from bottles/glass	
72. Did any customers appear to be inebriated	
73. Did any customers appear to be u/18	
74. Any evidence of drug misuse in venue	

Escape Routes

75. Are escape routes clearly signed	
76. Are they illuminated	
77. Are all fire exits free and unobstructed	
78. Are all escape routes well lit	
79. Are fire extinguishers properly positioned and in valid date	
80. Is there a fire risk assessment and when was it last updated	
81. General comment on Fire procedure	

Toilets

82. Is a toilet attendant present	
83. Are the toilets clean	
84. Evidence of drug use in toilets	
85. General comment on toilet area	

DADDS LLP

CCTV

86. Is CCTV installed	6 cameras (inc 4 o/s)
87. Is the system working correctly	Yes
88. Is the system secure	Yes (behind counter)
89. Are records kept	up to 47 days
90. Are they up to date	Yes
91. General comments on CCTV	Very clear.

General Observations

Sound! I saw footage of 12/15
 — " — my arrival

Recommendations

ALLEGED EVENTS AT SHEELPA EXPRESS, 389 ORDNANCE ROAD, EN3 6HN

N°	Date	Time	Alleged Events by Trading Standards/Police	Page No	Comments
<u>2014</u>					
1	23 rd May 2014	20:50	<ul style="list-style-type: none"> • Full licensing inspection • All conditions complied with • Under-age test purchase made-sale refused 		
2	8 th October 2014		<ul style="list-style-type: none"> • Trading Standards receive an allegation that the premises sell illegal cigarettes 		
3	9 th December 2014		<ul style="list-style-type: none"> • HMRC and trading standards inspect the premises and find- • 17 packets of cigarettes; 18 packs of tobacco-non duty paid 		
<u>2015</u>					
4	7 th January 2015		<ul style="list-style-type: none"> • Full licensing inspection • All conditions complied with except that CCTV footage was only stored for 30 days and not 31; and a personal licence card was not carried whilst working 		
<p>Previous review in April 2008 based on under-age sales</p>					
<p>Previous review in November 2013 based on under-age sales; breaches of conditions and links to ASB</p>					

NB

- On 19th March 2015 Mr Aylott visited the premises-all compliant (see statement)
- The premises do not sell to under-age and they are fully compliant with the conditions on the licence.

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LICENSING AUTHORITY REPRESENTATION

ADDITIONAL INFORMATION

Name and address of premises: Sheelpa Express
389 Ordnance Road
Enfield
EN3 6HN

Type of Application: Review of Premises Licence

Detailed below is additional information in relation to the non-duty paid and counterfeit products seized from the premises in 2011:

01/02/11 - Joint operation with HMRC, Trading Standards and Police. Premises visited and 162 litres of wine & 32.55 litres of spirits seized by HMRC

01/04/11 - 7 litre bottles of counterfeit Glen's vodka seized by Trading Standards

14/7/2011 – Licensing Enforcement sent Cliana Ltd a letter encouraging them to submit a minor variation to strengthen conditions of the premises licence – see *Appendix 6*. This letter included the following warning: **'Please consider this letter to be a warning as to your future conduct. Should further similar offences be committed at the premises, Trading Standards shall take immediate action in order to have the premises licence permanently revoked, as recommended by the Secretary of State guidance'**.

Duly Authorised: Charlotte Palmer, Licensing Enforcement Officer

Contact: charlotte.palmer@enfield.gov.uk

Signed:



Date: 25/03/2015

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Cilana Limited
Sheelpa Express
389 Ordnance Road
Enfield
EN3 6HN

Please
reply to:

Charlotte Palmer
Business Regulation, PO Box 57, Civic
Centre, Silver Street, Enfield, Middlesex
EN1 3XH

Tel: 020 8379 3965

Fax: 020 8379 2190

Email: trading.standards@enfield.gov.uk

My Ref: WK/210125454

Your Ref:

Date: 14th July 2011

Dear Sir / Madam,

Sheelpa Express, 389 Ordnance Road, Enfield, EN3 6HN - Licensing Act 2003

I write in relation to the premises licences that exist for the above premises.

On 1st February and 1st April 2011 Enfield Trading Standards, the Metropolitan Police and HM Revenue and Customs visited your premises and discovered that the premises was selling non duty paid alcohol. **This is a criminal offence.**

As a result of these visits and the discovery of illegal activities at the premises Enfield Trading Standards is considering reviewing the premises licence (LN/200900553). Trading Standards believe that additional conditions need to be added to the premises licence to strengthen the licensing objectives.

However, in considering any review application, the Council's Licensing Sub-Committee may choose to:

- revoke the licence;
- suspend the licence for up to three months;
- remove the DPS from the licence;
- exclude a licensable activity from the licence; and
- modify the conditions of the licence.

As an alternative to having your licence reviewed Trading Standards are prepared to offer you the opportunity to apply for a minor variation to voluntarily add conditions to the premises licence and / or to improve some of the current conditions.

Enclosed is a document showing suggested amendments to the conditions. The additional conditions are designed to help prevent crime and disorder associated with the sale of counterfeit and non-duty paid items on the premises in the future and to further support the licensing objectives.

Appendix A

**Amended / additional conditions to be added to premises licence for:
Sheelpa Express, 389 Ordnance Road, Enfield, EN3 6HN**

No.	Current Condition	TS Agree	Amended to read
3	There shall be no adult entertainment or services, activities or matters ancillary to the use of the premises that may give rise to concern in respect of children.	Y	
4	A monitored alarm system to EU 50131 must be installed at the premises.	Y	
5	A digital CCTV system must be installed in the premises complying with the following criteria: (1) Cameras must be sited to observe the entrance and exit doors both inside and outside, the alcohol displays and floor areas; (2) Cameras on the entrances must capture full frame shots of the heads and shoulders of all people entering the premises i.e. capable of identification; (3) Cameras viewing till areas must capture frames not less than 50% of screen; (4) Cameras overlooking floor areas should be wide angled to give an overview of the premises; (5) Cameras must capture a minimum of 16 frames per second; (6) Be capable of visually confirming the nature of the crime committed; (7) Provide a linked record of the date, time and place of any image; (8) Provide good quality images - colour during opening times; (9) Operate under existing light levels within and outside the premises; (10) Have the recording device located in a secure area or locked cabinet; (11) Have a monitor to review images and recorded picture quality; (12) Be regularly maintained to ensure continuous quality of image capture and retention; (13) Have signage displayed in the customer area to advise that CCTV is in operation; (14) Digital images must be kept for 31 days; (15) Police will have access to images at any reasonable time; (16) The equipment must have a suitable export method, e.g. CD/DVD writer so that the police can make an evidential copy of the data they require. This data should be in the native file	Y	<p>Alter this section to:</p> <p>(15) Police and / or authorised officers of the council will have access to images at any reasonable time; (16) The equipment must have a suitable export method, e.g. CD/DVD writer so that the police can make an evidential copy of the data they require. This data should be in the native file format, to ensure that no image quality is lost when making the copy. If this format is non-standard (i.e. manufacturer proprietary) then the manufacturer should supply the replay software to ensure that the video on the CD can be replayed by the police on a standard computer. Copies must be made available to Police and / or authorised officers of the council on request.</p>

	Annex 3 Proposed Conditions - additional	Agreed by Applicant	
	At least two members of staff shall be present on the shop floor of the premises from 19:00 until closing.		
	The premises licence holder shall ensure that the pavement from the building line to the kerb edge immediately outside the premises, including the gutter/channel at its junction with the kerb edge, is kept clean and free from litter at all material times to the satisfaction of the Licensing Authority.		
	Children under 14 years, not accompanied by an adult, are not permitted to remain at or enter the premises after 21:00 hours.		
	A personal licence holder is to be present on the premises and supervise the sale of alcohol, throughout the permitted hours for the sale of alcohol.		
	The premises licence holder and any other persons responsible for the purchase of stock shall not purchase any goods from door-to-door sellers.		
	The premises licence holder shall ensure that all receipts for goods bought are kept together in a file or folder as evidence that they have been brought into the UK through legal channels. Receipts shall show the following details: (1) Seller's name and address; (2) Seller's company details, if applicable; (3) Seller's VAT details, if applicable. Copies of these documents shall be retained on the premises for no less than 12 months and shall be made available to police or authorised officers of the council on request within five working days of the request.		
	An ultra violet light will be used at the store to check the authenticity of all stock purchased which bears a customs stamp.		

The posters, training material, training records and refusals book are all available from Trading Standards.

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