

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	Alter this section to: (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.

	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.		
	<p>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.</p> <p>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.</p>		
	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.