



# **WOKINGHAM BOROUGH COUNCIL**

A Meeting of the **LICENSING AND APPEALS HEARINGS  
SUB COMMITTEE** will be held at the Council Chamber -  
Civic Offices on  
**FRIDAY 18 MAY 2018 AT 2.00 PM**

A handwritten signature in black ink, appearing to read 'Manjeet Gill', is written over a light blue rectangular background.

Manjeet Gill  
Chief Executive  
Published on 10 May 2018

## **Our Vision**

***A great place to live, an even better place to do business***

### ***Our Priorities***

**Improve educational attainment and focus on every child achieving their potential**

**Invest in regenerating towns and villages, support social and economic prosperity, whilst encouraging business growth**

**Ensure strong sustainable communities that are vibrant and supported by well designed development**

**Tackle traffic congestion in specific areas of the Borough**

**Improve the customer experience when accessing Council services**

### ***The Underpinning Principles***

**Offer excellent value for your Council Tax**

**Provide affordable homes**

**Look after the vulnerable**

**Improve health, wellbeing and quality of life**

**Maintain and improve the waste collection, recycling and fuel efficiency**

**Deliver quality in all that we do**

## MEMBERSHIP OF THE LICENSING AND APPEALS HEARINGS SUB COMMITTEE

### Councillors

John Halsall

Chris Bowring

Barrie Patman

ITEM NO.	WARD	SUBJECT	PAGE NO.
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### Order of Procedure

1.		<b>ELECTION OF CHAIRMAN</b> To elect a Chairman for the meeting.	
2.		<b>DECLARATION OF INTEREST</b> To receive any declarations of interest.	
3.	Sonning	<b>APPLICATION TO VARY PREMISES LICENCE PR0071 - BP SONNING CUTTING SF CONNECT 709 LONDON ROAD, WOODLEY RG6 1BG</b> To consider the report and its attachments outlining details of the application and objection.	5 - 8
		<b>Map</b>	9 - 10
		<b>Premises Licence</b>	11 - 14
		<b>Application</b>	15 - 34
		<b>Thames Valley Police email</b>	35 - 36
		<b>Thames Valley Police Objection</b>	37 - 38
		<b>Crime Statistics</b>	39 - 42
		<b>Trading Standards email correspondence</b>	43 - 46

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Shute End, Wokingham, RG40 1BN

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# Agenda Item 3.

<b>TITLE</b>	<b>BP Sonning Cutting SF Connect 709 London Road Woodley RG6 1BG Application To Vary Premises Licence PR0071</b>
<b>FOR CONSIDERATION BY</b>	Sub Committee of the Licensing and Appeals Committee on 18 May 2018
<b>WARD</b>	Sonning
<b>LEAD OFFICER</b>	Karen Court - Licensing Officer Julia O'Brien – Team Manager Sean Murphy – Public Protection Manager

## **PURPOSE OF REPORT**

To provide relevant information for the Sub Committee to consider and determine the application from BP Oil UK Limited to vary the premises licence PR0071 for BP Sonning Cutting SF Connect.

## **OUTCOMES**

In accordance with S35 of the Licensing Act 2003 and the Wokingham Borough Council Licensing Policy, the application is referred to the Licensing and Appeals Sub Committee for determination as representation to the variation has been received from Thames Valley Police.

## **RECOMMENDATIONS**

The Sub Committee to determine the application to grant or refuse the application, with conditions and/or amendments as appropriate.

## **SUPPORTING INFORMATION**

### **Background**

The application to vary the premises licence was received on 28 March 2018 by email, it was also sent by post and date stamped 29 March 2018.

The following documentation is attached:

1. copy of the variation application
2. location / layout plans
3. Current premises licence PR0071
4. Thames Valley Police representation
5. Trading Standards representation resolved with conditions agreed

The application was checked and confirmed to be correctly made. The 28 day consultation period ran from 28 March to 25 April 2018. The responsible authorities, ward members and town council were advised by email on 29 March 2017.

Details of the application are as follows:

- The premises is described as “A petrol forecourt selling a broad range of groceries, household products and alcohol”
- Extension of the hours for the sale of alcohol to 24 hours daily
- To remove the embedded restrictions in the licence
- To remove the conditions under Annex 2 of the premises licence save for the following condition will remain on the premises licence:
- “The proposed display and storage of alcohol may be displayed or stored from time to time in different positions within the premises”
- To include in Annex 2 the updated conditions in boxes b to e of section M of the operating schedule.

The application has been advertised correctly, with site notices displayed at the premises (these were checked during the consultation period) and a notice placed in the Wokingham News on 4 April 2018.

During the statutory consultation period of 28 days, representation was received from Thames Valley Police.

Representation was also made by Trading Standards but resolved by the agreement of conditions.

### **Responses Received from Responsible Authorities**

Thames Valley Police – “objection” representation

Fire Authority – “no representation” response

Environmental Health - “no comments” response

Health & Safety/Food Safety Team – no response received

Trading Standards – “objection” representation followed by agreement of conditions

Planning – “no objections” response

Children and Young People’s Services – no response received

Public Health – no response received

### **Other Relevant Information**

None

### **Analysis of Issues**

Promotion of the four licensing objectives:

- the prevention of crime and disorder
- public safety
- the prevention of public nuisance
- the protection of children from harm

The operating schedule section of the application details how the applicant proposes to address these.

Requirement of Licensing Act 2003 to determine an application and achieve the four licensing objectives – prevention of crime and disorder, public safety, prevention of public nuisance and protection of children from harm.

Wokingham Borough Council's licensing policy – operating hours – the council recognises that one important aspect of the Licensing Act 2003 is the abolition of national opening hours for premises selling alcohol and will only determine the opening hours of any licensable activity if there is the belief that by limiting the operating hours one or more of the licensing objectives will be met.

#### **List of Attachments**

- BP Oil UK Limited application to vary premises licence
- Location plan
- Copy of current premises licence PR0071
- Thames Valley Police representation
- Trading Standards representation with conditions agreed

#### **Reasons for Decision**

In accordance with legislative requirements

#### **Alternative Options considered, if any**

None

#### **List of Background Papers**

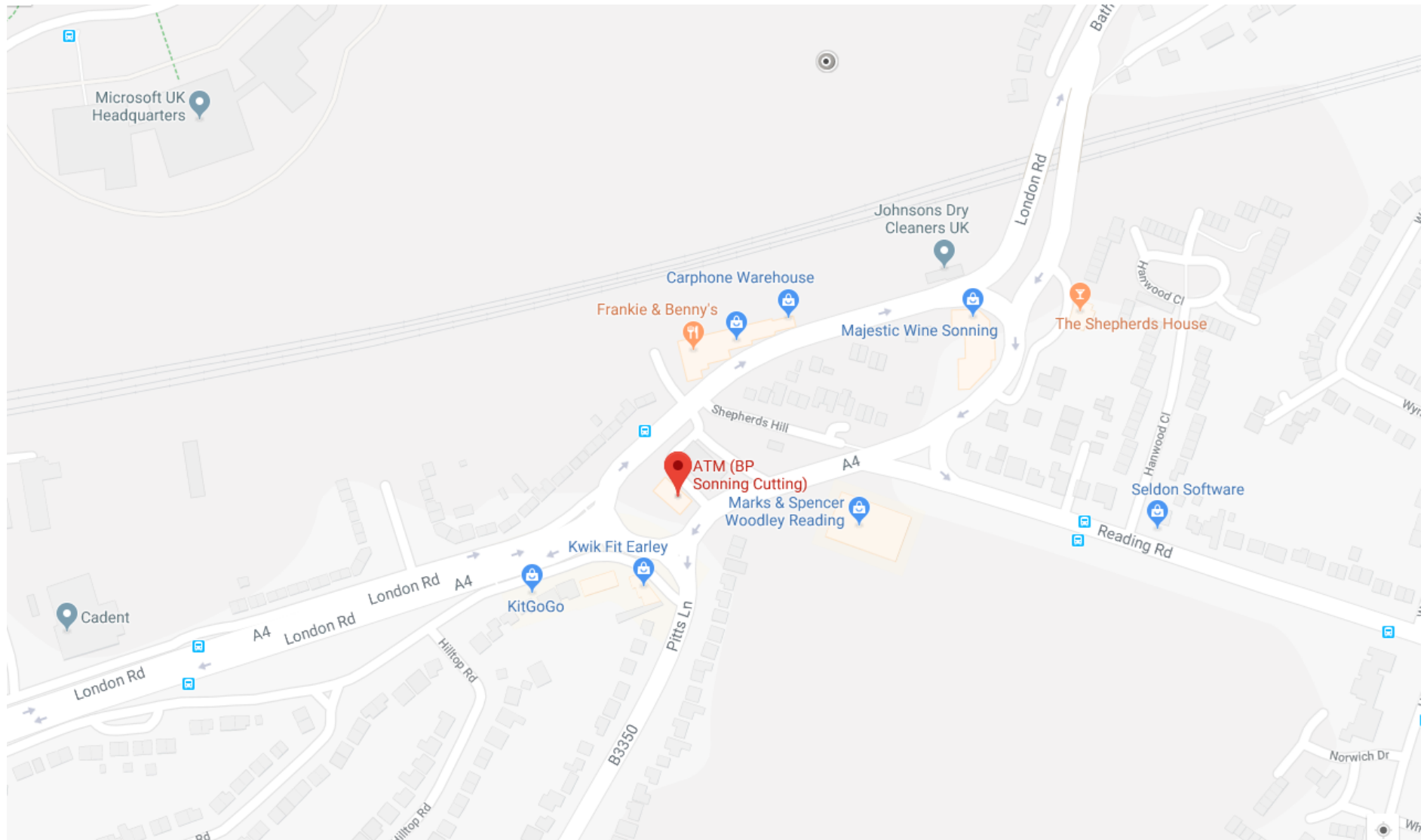
Attachments List as Detailed above

<b>Contact</b> Karen Court	<b>Service</b> Public Protection Partnership
<b>Telephone No</b> 01635 519791	<b>Email</b> karen.court@westberks.gov.uk
<b>Date</b> 1 May 2018	<b>Version No.</b> 1

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## BP SONNING CUTTING LOCATION



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**WOKINGHAM  
BOROUGH COUNCIL**

**Licensing Service  
Wokingham Borough Council  
Shute End  
Wokingham  
Berkshire  
RG40 1WW**

## ANNEXES

### Annex 1 – Mandatory Conditions under the Licensing Act 2003

#### Mandatory Condition – Supply of Alcohol

- 1) that no supply of alcohol may be made under the premises licence
  - a. at any 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; and
- 2) that every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence

#### The Licensing Act 2003 (Mandatory Licensing Conditions) (Amendment) Order 2014 (in force 1 October 2014)

1. (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 licence 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.
2. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for price which is less than the permitted price.
  - (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 rate 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 this 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.

### Annex 2 – Conditions consistent with the operating schedule

### **Embedded Restrictions**

Embedded Restrictions carried over from Licensing Act 1964 – copy attached

#### **a) General**

1. The proposed display and storage of alcohol may be displayed or stored for time to time in different positions within the premises.

#### **b) Prevention of Crime and Disorder**

1. CCTV will be maintained which is fit for the purpose. The system will incorporate a camera covering the entrance door and be capable of providing an image, which is regarded as identification standard.
2. CCTV will incorporate a recording facility and any recording will be retained and stored in a suitable and secure manner for a minimum of one calendar month. A system will be in place to maintain the quality of the recorded image and a complete audit trail maintained.
3. CCTV will be maintained and fully operational throughout the hours that the premises are open for any licensable activity.
4. The precise position of the cameras may be agreed with the Police from time to time.

#### **c) Public Safety**

1. At all times there will be adequate levels of staff. Such staff levels will be disclosed on request to the Licensing Authority and Police.

#### **d) Prevention of Public Nuisance**

1. Adequate waste receptacles for use by customers shall be provided in and immediately outside the premises.

#### **e) Protection of Children from Harm**

1. All staff will be trained to request evidence of age from any person seeking to buy alcohol and appearing to the member of staff to be under the age of 18. Such evidence is to be of a photographic nature such as a passport or photographic driving licence until other effective identification technology, such as thumbprint or pupil recognition is introduced.

### **Annex 3 – Responsible Authority Conditions**

None

### **Annex 4 - Conditions attached after a Hearing by the licensing authority**

Not applicable

### **Annex 5 – Plans**

Plans of premises attached



**WOKINGHAM**  
**BOROUGH COUNCIL**

Licensing Service  
Wokingham Borough Council  
Shute End  
Wokingham  
Berkshire  
RG40 1WW

#### Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION

**BP Sonning Connect (t/a M&S Simply Food)**

709 London Road, Woodley, Berkshire, RG6 1BG

WHERE THE LICENCE IS TIME LIMITED THE DATES

Start: 24 November 2005

End: Indefinite

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

Late Night Refreshment  
Supply of Alcohol

THE OPENING HOURS OF THE PREMISES:

Mon 00:01-00:00  
Tue 00:01-00:00  
Wed 00:01-00:00  
Thu 00:01-00:00  
Fri 00:01-00:00  
Sat 00:01-00:00  
Sun 00:01-00:00

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES:

Late Night Refreshment

Mon 23:00-05:00  
Tue 23:00-05:00  
Wed 23:00-05:00  
Thu 23:00-05:00  
Fri 23:00-05:00  
Sat 23:00-05:00  
Sun 23:00-05:00

provision of late night refreshment

Late night refreshment may be provided at the premises for consumption on or off the premises. When the shop doors are locked, service of late night refreshment will be through the night pay window. Late night refreshment will be in the form of hot drinks and/or hot snacks such as, but not exclusively coffee, tea, hot filled baguettes and other bakery items.

Indoors and Outdoors

Supply of Alcohol

Mon 08:00-23:00  
Tue 08:00-23:00  
Wed 08:00-23:00  
Thu 08:00-23:00  
Fri 08:00-23:00  
Sat 08:00-23:00  
Sun 08:00-23:00

the sale by retail of alcohol

WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND/OR OFF PREMISES

Off Premises

NAME AND (REGISTERED) ADDRESS OF HOLDER OF PREMISES LICENCE

BP Oil UK Limited, Chertsey Road, Sunbury On Thames, Middlesex, TW16 7BP  
Telephone: 01908 853 000

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)

0446915

NAME OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL

Ms Samantha Leanne Farmer

Date of Issue: 26 September 2017

.....  
**Signature of Authorised Officer**

New Premises Licence - 21/11/2005  
Internal Amendment - 24/01/2006  
Change of Premises Name - 10/05/2007  
Variation of DPS - 08/06/2010  
Variation of DPS - 11/05/2012  
Variation of DPS - 18/02/2014  
Variation of DPS - 14/05/2014  
Variation of DPS - 15/09/2017

## Application to vary a premises licence under the Licensing Act 2003

### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We BP Oil UK Limited

(Insert name(s) of applicant)

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

**Premises licence number**

PR0071

### Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description  
Sonning Cutting SF Connect  
709 London Road

Post town

Woodley

Postcode

RG6 1BG

Telephone number at premises (if any)

Non-domestic rateable value of premises

£210,000

### Part 2 – Applicant details

Daytime contact telephone number	
E-mail address (optional)	
Current postal address if different from premises address	<p>BP Oil UK Limited Chertsey Road</p> <p>All correspondence to: Winckworth Sherwood LLP (Ref: CVE/88/362/RPB) Minerva House 5 Montague Close London SE1 9BB</p>
Post town	Sunbury on Thames
Postcode	TW16 7BP

### Part 3 - Variation

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible?

☒ Yes

☐  
No

If not, from what date do you want the variation to take effect?

DD		MM		YYYY			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see guidance note 1) ☐ Yes ☒ No

**Please describe briefly the nature of the proposed variation** (Please see guidance note 2)

A petrol forecourt store selling a broad range of groceries, household products and alcohol. Situated at Sonning Cutting SF Connect, 709 London Road, Woodley, Berkshire, RG6 1BG to be varied as follows:

1. Extension of the hours for the sale of alcohol to 24 hours daily.
2. To remove the embedded restrictions in the licence.
3. To remove the conditions under Annex 2 of the premises licence save for the following condition will remain on the premises licence:

*The proposed display and storage of alcohol may be displayed or stored from time to time in different positions within the premises.*

4. To include in Annex 2 the updated conditions in boxes b to e of Section M of the operating schedule.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:



#### Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

**Provision of regulated entertainment (Please see guidance note 3) Please tick all that apply**

- a) plays (if ticking yes, fill in box A) ☐
- b) films (if ticking yes, fill in box B) ☐
- c) indoor sporting events (if ticking yes, fill in box C) ☐
- d) boxing or wrestling entertainment (if ticking yes, fill in box D) ☐
- e) live music (if ticking yes, fill in box E) ☐
- f) recorded music (if ticking yes, fill in box F) ☐
- g) performances of dance (if ticking yes, fill in box G) ☐
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) ☐

**Provision of late night refreshment** (if ticking yes, fill in box I) ☐

**Supply of alcohol** (if ticking yes, fill in box J) ☒

**In all cases complete boxes K, L and M**

A

Plays Standard days and timings (please read guidance note 8)			<u>Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 4)</u>	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here (please read guidance note 5)</u>		
Mon					
Tue			<u>State any seasonal variations for performing plays (please read guidance note 6)</u>		
Wed					
Thur			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 7)</u>		
Fri					
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 8)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			Please give further details here (please read guidance note 5)		
Tue					
Wed			State any seasonal variations for the exhibition of films (please read guidance note 6)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 7)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 8)			Please give further details (please read guidance note 5)
Day	Start	Finish	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 6)
Wed			
Thur			
Fri			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 7)
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 8)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 5)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 6)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 7)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 8)			Will the performance of live music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 5)		
Tue					
Wed			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 6)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 7)		
Sat					
Sun					

## F

Recorded music Standard days and timings (please read guidance note 8)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 5)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 6)		
Thur					
Fri					
Sat			<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 7)		
Sun					

G

<b>Performances of dance</b> Standard days and timings (please read guidance note 8)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 4)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 5)		
Mon					
Tue					
Wed			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 6)		
Thur					
Fri					
Sat			<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 7)		
Sun					



# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 8)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 4)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 5)		
Wed			<b><u>Please give further details here</u></b> (please read guidance note 5)		
Thur			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 6)		
Fri			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 6)		
Sat			<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 7)		
Sun			<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 7)		

## I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 8)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 4)		Indoors	<input type="checkbox"/>
					Outdoors	<input type="checkbox"/>
Day	Start	Finish	Both <input type="checkbox"/>			
Mon			<b>Please give further details here</b> (please read guidance note 5)			
Tue						
Wed			<b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 6)			
Thur						
Fri			<b>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</b> (please read guidance note 7)			
Sat						
Sun						

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 8)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 9)	On the premises	<input type="checkbox"/>
				Off the premises	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 6)		
Mon	0000	2400			
Tue	0000	2400			
Wed	0000	2400			
			<b>Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 7)		
Thur	0000	2400			
Fri	0000	2400			
Sat	0000	2400			
Sun	0000	2400			

K

<p><b>Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children</b> (please read guidance note 10).</p> <p>The premises sell alcohol and other age restricted products.</p>
--

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 8)			<b>State any seasonal variations</b> (please read guidance note 6)
Day	Start	Finish	
Mon	0000	2400	
Tue	0000	2400	
Wed	0000	2400	
Thur	0000	2400	
Fri	0000	2400	<b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 7)
Sat	0000	2400	
Sun	0000	2400	

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

1. Any embedded restrictions set out in the licence.
2. The hours for the sale of alcohol are currently restricted to:  
Monday to Sunday: 0800 to 2300
3. The conditions in Annex 2.

The above restrictions and conditions would be removed as a consequence of the proposed variation.

Please tick as appropriate

- I have enclosed the premises licence ☒
- I have enclosed the relevant part of the premises licence ☐

If you have not ticked one of these boxes, please fill in reasons for not including the licence or part of it below

Reasons why I have not enclosed the premises licence or relevant part of premises licence.

**M** Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

**a) General – all four licensing objectives (b, c, d and e) (please read guidance note 11)**

**b) The prevention of crime and disorder**

1. A digital CCTV system will be installed, or the existing system maintained, such system to be fit for the purpose.
2. The CCTV system shall be capable of producing immediate copies on site. Copies of recordings will either be recorded digitally on to CD/DVD or other equivalent medium.
3. Any recording will be retained and stored in a suitable and secure manner for a minimum of 31 days and shall be made available, subject to compliance with Data Protection legislation, to the police for inspection on request.
4. The precise positions of the cameras may be agreed, subject to compliance with Data Protection legislation, with the police from time to time.
5. The system will display, on any recording, the correct time and date of the recording.
6. The CCTV system will be maintained and fully operational throughout the hours that the premises are open for any licensable activity.

**c) Public safety**

The premises licence holder will at all times maintain adequate levels of staff. Such staff levels will be disclosed, on request, to the licensing authority and police.

**d) The prevention of public nuisance**

Adequate waste receptacles for use by customers shall be provided in and immediately outside the premises.

**e) The protection of children from harm**

The premises licence holder will ensure that an age verification policy will apply to the premises whereby all cashiers will be trained to ask any customer attempting to purchase alcohol, who appears to be under the age of 25 years (or older if the licence holder so elects) to produce, before being sold alcohol, identification being a passport or photocard driving licence bearing a holographic mark or other form of identification that complies with any mandatory condition that may apply to this licence.

**Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee; or ☒
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy. ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☒
- I understand that I must now advertise my application. ☒
- I have enclosed the premises licence or relevant part of it or explanation. ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒

**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**Part 5 – Signatures** (please read guidance note 12)

**Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent** (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	Winchworth Sherwood LP
Date	27 March 2018
Capacity	Solicitors on behalf of the applicant

**Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent** (please read guidance note 14). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

<b>Contact name (where not previously given) and address for correspondence associated with this application</b> (please read guidance note 15) (Ref: CVE/88/362/RPB) Winckworth Sherwood LLP Minerva House 5 Montague Close			
<b>Post town</b>	<b>London</b>	<b>Post code</b>	<b>SE1 9BB</b>
<b>Telephone number (if any)</b>	<b>020 7593 0366</b>		
<b>If you would prefer us to correspond with you by e-mail, your e-mail address (optional)</b> cedwards@wslaw.co.uk			

### Notes for Guidance

**This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.**

1. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable for the late night levy
2. Describe the premises. For example, the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place of consumption of these off-supplies of alcohol, you must include a description of where the place will be and its proximity to the premises.
3. In terms of specific regulated entertainments please note that:
  - Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.
  - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
  - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
  - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
  - Live music: no licence permission is required for:
    - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
    - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.



- a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
  - Recorded Music: no licence permission is required for:
    - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
    - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
    - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
  - Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
  - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
    - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
    - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
    - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
    - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
4. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
  5. For example state type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
  6. For example (but not exclusively), where the activity will occur on additional days during the summer months.
  7. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

8. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
9. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
10. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
11. Please list here steps you will take to promote all four licensing objectives together.
12. The application form must be signed.
13. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
14. Where there is more than one applicant, each of the applicants or their respective agents must sign the application form.
15. This is the address which we shall use to correspond with you about this application.

# Agenda Annex

On 27/03/2018, we received a Full Variation application relating to BP Sonning Connect Marks & Spencer Simply Food, 709 London Road, Woodley, Reading, RG6 1BG

=====  
Application to extend the sale of alcohol to 24 hours  
=====

Based on the supplied information, the Thames Valley Police response is: \*\*\* OBJECTION \*\*\*

Details of the objection and our rationale will be sent shortly by the Licensing Officer, who will also notify the applicant if appropriate

\*\*\*\* We are objecting under the grounds of Prevention of Crime and Disorder, the garage seem not to be trying to prevent crime & disorder but allow it to go ahead – the reported crime is high and previous discussions with the company have not reduced these numbers. A full report will follow shortly laying out the full circumstances of our ‘objection’ \*\*\*\*

Andy

Andy Dean C2915 – Licensing Officer (Wycombe, Wokingham & Bracknell): Address – Police Station, Queen Victoria Road, High Wycombe, Bucks HP11 1BE : Telephone (Int) 312 6077, (Ext) 01865 309275.

NOT RESTRICTED

\*\*\*\*\*

Thames Valley Police currently use the Microsoft Office 2007 suite of applications. Please be aware of this if you intend to include an attachment with your email. This communication contains information which is confidential and may also be privileged. Any views or opinions expressed are those of the originator and not necessarily those of Thames Valley Police. It is for the exclusive use of the addressee(s). If you are not the intended recipient(s) please note that any form of distribution, copying or use of this communication or the information in it is strictly prohibited and may be unlawful. If you have received this communication in error please forward a copy to: [informationsecurity@thamesvalley.pnn.police.uk](mailto:informationsecurity@thamesvalley.pnn.police.uk) and to the sender. Please then delete the e-mail and destroy any copies of it. Thank you.

\*\*\*\*\*

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Division/Station : High Wycombe

From : Andy Dean  
Licensing Officer

To : Licensing Authority  
Wokingham Borough Council

Ref :

Date : 26 April 2018

Tel.No. 01865 309275

Subject :

**OBJECTION - BP Sonning Connect M & S Simply Food, Woodley**

Licensing Authority,

I Andy Dean on behalf of the Chief Constable of Thames Valley Police wish to Object to the application by the above premises for a full variation to sell alcohol over a 24 hour period from what it is at present. It is felt that the application will further undermine the Licensing Objectives and in particular the Prevention of Crime and Disorder.

Thames Valley Police believe that the premises have not taken into account the amount of crime they have reported within the last financial year (1<sup>st</sup> April 2017 – 31<sup>st</sup> March 2018) in actions in trying to prevent such crimes occurring.

The reported crime is covered below and also provided in Appendix A.

Total number of crimes recorded –	109	= 2 a week
Biltings (theft of fuel)	34	= 31% of total crime
Total number of Thefts / Shoplifting –	73	= 67% total crime
This breaks down to:- Alcohol	26	=35% of theft
Meat	29	=40% of theft
Foodstuffs	13	=18% of theft
Other	5	=7% of theft

Due to the demand recorded on our database the local policing team supervisor – Sgt Smith – has attended the premises and spoken with the Area Profit Protection Manager for BP and he gave the usual negative response to practical solutions offered to help prevent the shoplifting and biltings e.g.

1. The use of Security Guards – they challenge the validity of this as to would not be the guards job to tackle offenders. They also employ a non- confrontation policy for their staff.
2. Level s of staffing;- the Sgt indicated an evening he had attended the location to purchase some food and there was a queue of 6- 8 persons and one member of staff – to authorise petrol pumps, watch the shop and deal with customers
3. Pre Pay pumps – turned down flat as they want customers inside to pay in case they might buy items
4. RE configuring the shop layout to put target items closer to a line of sight of the tillpoint so offenders can't hide behind shelves etc. but layouts are set up by Head Office and can't be changed for individual sites.

They also confirmed what we already knew that they were being targeted again and again by the same offenders who obviously found it easy to steal and not be challenged –complaining that we have done nothing about it – however 2 prolific offenders have recently been arrested and convicted for a number of these offences.

Thames Valley Police fully accept that in an ideal world we would have more officers to deal with the crimes committed nowever that is no longer the case and companies including this one have to find other ways in trying to prevent these issues and utilise their own resilience more readily.

They are a Licensed Premises and under the Licensing Act 2003 they need to be meeting the Licensing Objectives and in particular the Prevention of Crime & Disorder, which they seem to have a total disregard for other than reporting it all and expecting our officers to investigate it all which we will and do do if the evidence is available.

It appears to Thames Valley Police that the company will not listen to advice on crime prevention from the police and wish to do nothing to reduce the crime that is occurring regularly within their premises.

In view of this Thames Valley Police are objecting to the extending of their licensing hours.

Andy Dean  
On behalf of the Chief Officer of Police

Occ. No.	Date	Time	Offence	Stolen	Value in £'s
43170160261	02/06/2017	1646	Assault	spat at staff	0
43170096503	03/04/2017	10.44	Theft	Beer, food & champagne	u/k
43170097107	03/04/2017	1400	Theft	Champagne x 2	75
43170098512	03/04/2017	2100	Theft	Meat items	70
43170098876	05/04/2017	1142	Theft	4 x Prosecco	64
43170100113	06/04/2017	1129	Theft	n/k	u/k
43170103784	09/04/2017	1323	Bilking	Fuel	91.66
43170107701	12/04/2017	1931 - 19.34	Theft	Steaks & Salmon	91.89
43170108309	14/04/2017	2226	Theft	Meat items	55
43170108554	14/04/2017	1822	Theft	Meat items	27
43170111777	18/04/2017	2017	Theft	Meat items	12
43170112449	19/04/2017	1325	Theft	foodstuffs	u/k
43170112570	19/04/2017	1317	Theft	Champagne	11
43170115421	21/04/2017	2215	Theft	5 x wine	70
43170116924	23/04/2017	19.41 - 19.53	Theft	Meat items	18
43170116930	23/04/2017	1943	Theft	Meat items	17.6
43170121506	27/04/2017	1548	Theft	Meat items	60
43170122779	28/04/2017	1751	Theft	Champagne	80
43170124328	30/04/2017	1605	Theft	Meat items	56.2
43170128563	24.4 - 04.5		Bilking	Fuel	54
43170129114	05/05/2017	x800	Bilking	Fuel	20.01
43170132737	06/05/2017	1952	Theft	wine	23
43170134600	09/05/2017	1225	Theft	foodstuffs	14.35
43170135464	10/05/2017	2117	Theft	wine	46
43170139114	14/05/2017	1000	Bilking	Fuel	37.8
43170139583	14/05/2017	2315	Theft	Beer	7.5
43170140326	11/05/2017	2035	Theft	champagne	128
43170140334	14/05/2017	2200	Theft	wine	28
43170142841	17/05/2017	1611	Bilking	Fuel	64.94
43170153546	26/05/2017	1905	Bilking	Fuel	59.5
43170154313	27/05/2017	2210	Theft	wine	32
43170154314	27/05/2017	2135	Theft	wine	128

# Sonning Connect

Crime reported April 2017 - April 2018

43170154317	27/05/2017	1711	Bilking	Fuel	20.35
43170156225	30/05/2017	1130	Bilking	Fuel	30.08
43170158299	01/06/2017	2157	Theft	wine	128
43170159819	01/06/2017	2314	Bilking	Fuel	51.57
43170160248	31/05/2017	2210	Theft	wine	80
43170161041	03/06/2017	x958	Theft	Meat items	45.6
43170161248	03/06/2017	1845	Theft	Meat items	25
43170164824	07/06/2017	x934	Bilking	fuel	47.04
43170165572	07/06/2017	1750	Theft	wine	56
43170175984	15/06/2017	2125	Theft	foodstuffs	60.25
43170179181	19/06/2017	1850	Bilking	fuel	60.86
43170185194	24/06/2017	1526	Bilking	Fuel	62.51
43170193034	28/06/2017	1802	Theft	champagne	52
43170193892	02/07/2017	1841	Bilking	Fuel	26.42
43170197547	05/07/2017	1540	Theft	Meat items	28.7
43170211297	17/07/2017	1941	Theft	Meat items	54
43170219199	23/07/2017	1700	Bilking	Fuel	68.64
43170219206	23/07/2017	1153	Theft	Meat items & champagne	uk
43170220186	25/07/2017	1126	Theft	Meat items	51.25
43170241454	14/08/2017	19.30 - 19.48	Theft	Bicycle	1500
43170248469	21/08/2017	08.00 - 12.00	Theft	Bicycle	u/k
43170313434	21/10/2017	18.50 - 19.15	Theft	foodstuffs	2.9
43180036901	04/02/2018	2055	Theft	wine	15
43170240222	13/08/2017	x700	Bilking	Fuel	23.76
43170241556	14/08/2017	1739	Theft	Meat items	14
43170247760	20/08/2017	1834	Theft	Alcohol - Kronenburg	u/k
43170249597	22/08/2017	1150	Bilking	Fuel	40.03
43170250720	23/08/2017	1105	Bilking	Fuel	87.42
43170251788	24/08/2017	1132	Theft	Meat items + wine	45
43170261740	03/09/2017	1559	Bilking	Fuel	20.05
43170292401	02/10/2017	1950	Bilking	Fuel	22.54
43170301480	10/10/2017	1925	Theft	Meat items	30
43170302335	11/10/2017	1900	Theft	Meat items	15



# Sonning Connect

## Crime reported April 2017 - April 2018

43170302595	11/10/2017	1951	Theft	Meat items	34
43170306729	15/10/2017	1830	Theft	champagne	49
43170307463	12/10/2017	2105	Theft	foodstuffs	150
43170307690	16/10/2017	1758	Theft	champagne	62.28
43170310011	17/10/2017	2057	Theft	Meat items	49
43170311006	18/10/2017	2300	Bilking	Fuel	107.82
43170313430	21/10/2017	1821	Theft	Meat items	52.25
43170314253	22/10/2017	1654	Theft	Meat items	31.5
43170320111	27/10/2017	2030	Theft	unknown	u/k
43170329433	05/11/2017	1900	Bilking	Fuel	49.21
43170330365	06/11/2017	1320	Bilking	Fuel	40
43170332930	04/11/2017	2024	Theft	Meat items	25.25
43170344702	19/11/2017	2003	Bilking	Fuel	69.51
43170352425	26/11/2017	1601	Bilking	Fuel	40.9
43170358097	30/11/2017	2115	Theft	Meat items	12.5
43170368833	12/12/2017	1443	Theft	Meat tiems	u/k
43170370032	12/12/2017	2053	Theft	foodstuffs	8
43170370044	12/12/2017	1425	Theft	Meat items +alcohol	58
43170378136	21/12/2017	1219	Theft	foodstuffs	38
43170382399	27/12/2017	1350	Theft	scratch cards x 2	u/k
43180007479	07/01/2018	1700	Theft	foodstuffs	20.75
43180013845	11/01/2018	1730	Theft	foodstuffs	u/k
43180014848	14/01/2018	2020	Theft	alcohol - vodka mix	15.54
43180016190	16/01/2018	1350	Bilking	Fuel	20.13
43180019900	19/01/2018	1730	Theft	foodstuffs	u/k
43180025099	23/01/2018	1915	Theft	foodstuffs	u/k
43180026268	25/01/2018	1830	Bilking	Fuel	40
43180031398	30/01/2018	1702	Bilking	Fuel	50.68
43180033858	01/02/2018	1440	Theft	wine	40
43180038799	05/02/2018	2015	Theft	meat items	50
43180041321	08/02/2018	1008	Bilking	Fuel	83
43180043990	10/02/2018	1900	Theft	alcohol - lager	16.99
43180054611	20/02/2018	2004	Theft	wine	33

# Sonning Connect

## Crime reported April 2017 - April 2018

43180066648	04/03/2018	1427	Theft	foodstuffs	15
43180069579	07/03/2018	x740	Bilking	Fuel	50.03
43180070647	07/03/2018	1915	Deception	cash	120
43180074630	11/03/2018	1400	Bilking	Fuel	40.05
43180077119	13/03/2018	1340	Bilking	Fuel	10
43180082678	18/03/2018	1650	Bilking	Fuel	74.12
43180086345	21/03/2018	1610	Theft	Meat items	33
43180093237	27/03/2018	1825	Bilking	Fuel	13.41
43180094958	29/03/2018	x822	Bilking	Fuel	50.01
43180095587	29/03/2018	1530	Theft	alcohol - lager	10
43180096333	30/03/2018	1535	Theft	chocolate egg	8

Total Crimes	109				
		Total thefts	73	67% of total crimes	
		Alcohol	26	35%	
		Meat	29	40%	
		Foodstuffs	13	18%	
		Other	5	7%	
Bilking	34			31% of total crimes	
Other	2				

**From:** Heather Fleming [<mailto:Heather.Fleming@westberks.gov.uk>]  
**Sent:** 06 April 2018 14:45  
**To:** Charlotte Edwards  
**Cc:** Licensing  
**Subject:** RE: Sonning Connect ref:CVE/88/362/RPB

Dear Charlotte,

Thank you for getting back to me, I believe that these conditions cover the concerns I had, therefore if these are added I would be happy for the license to be granted without the need for a hearing. I have copied the licensing team in to this email for their reference.

Any issues please let me know.

Kind regards  
Heather

**Heather Fleming**  
**Trading Standards Enforcement Officer**

**Public Protection Partnership**

A shared service provided by Bracknell Forest Council, West Berkshire Council and Wokingham Borough Council.

01635 503467 | [heather.fleming@westberks.gov.uk](mailto:heather.fleming@westberks.gov.uk) | [www.westberks.gov.uk](http://www.westberks.gov.uk)

**From:** Charlotte Edwards [<mailto:cedwards@wslaw.co.uk>]  
**Sent:** 06 April 2018 13:05  
**To:** Heather Fleming <[Heather.Fleming@westberks.gov.uk](mailto:Heather.Fleming@westberks.gov.uk)>  
**Cc:** Robert Botkai <[rbotkai@wslaw.co.uk](mailto:rbotkai@wslaw.co.uk)>  
**Subject:** Sonning Connect ref:CVE/88/362/RPB

**This is an EXTERNAL EMAIL. STOP. THINK before you CLICK links or OPEN attachments.**

---

Dear Heather

Thank you for your email below.

I am authorised on behalf of our client to propose the following additional conditions:

1. All staff engaged or to be engaged in the sale of alcohol on the premises shall receive the following training in age restricted sales:

- Induction training which must be completed and documented prior to the sale of alcohol by the staff member.
- Refresher/reinforcement training at intervals of no more than 6 months.

Training records will be available for inspection by a police officer or other authorised officer on request.

2. All cashiers shall be trained to record refusals of sales of alcohol in a refusals log/register. The book/register will contain:

- details of the time and date the refusal was made;
- the identity of the staff member refusing the sale;
- details of the alcohol the person attempted to purchase.

This log/register will be available for inspection by a police officer or other authorised officer on request.

Please can you confirm that the above conditions can be accepted. If so, I will inform the licensing authority of the additional conditions.

If you have any further queries, please do not hesitate to contact me.

Kind regards

Charlotte

---

**Charlotte Edwards**  
**Licensing Assistant**

**Winckworth**  
Sherwood

**T** +44 (0) 207 593 0366  
**F** +44 (0) 207 593 5069  
[cedwards@wslaw.co.uk](mailto:cedwards@wslaw.co.uk)

[www.wslaw.co.uk](http://www.wslaw.co.uk)

**From:** Heather Fleming [<mailto:Heather.Fleming@westberks.gov.uk>]  
**Sent:** 06 April 2018 10:11  
**To:** Charlotte Edwards  
**Cc:** [licensing@wokingham.gov.uk](mailto:licensing@wokingham.gov.uk)  
**Subject:** BP Sonning Connect ref:CVE/88/362/RPB

**This message originated outside Winckworth Sherwood**

---

Dear Sir/Madam,

I am responding on behalf of the Trading Standards service to the above application. I object to the application in relation to the steps the business intends to take as being insufficient to protect children from harm. However I would be happy for the license to be granted without the need for a hearing if the following conditions are added.

1) All staff employed in the sale of alcohol shall be trained in respect of the law relating to the sale of alcohol. The training shall include: Details of the Challenge 25 Policy operated by the premises, how to ask for ID, what ID to accept, what to do if a customer complains about being refused/asked and how to record any challenges. This training will be documented in writing and made available on request to Thames Valley Police, Trading Standards & Licensing Officers. Staff will be trained at least every 6 months and the content of the training will be reviewed and updated on a regular basis.

2) The premises shall maintain a refusals register. This register should detail the following information: Date, time, member of staff, what was requested, whether ID was produced, if so what ID, or the reason for refusal. A responsible member of staff will review and sign the refusals register at least once a week.

I would be grateful if your client would either accept the suggested conditions or generate alternative conditions that address my concerns.

Kind regards

Heather

**Heather Fleming**  
**Trading Standards Enforcement Officer**

**Public Protection Partnership**

A shared service provided by Bracknell Forest Council, West Berkshire Council and Wokingham Borough Council.

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