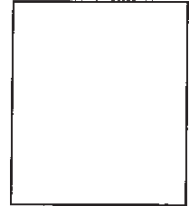




## SHEFFIELD CITY COUNCIL Committee Report



---

**Report of:** Chief Licensing Officer (Head of Licensing)

---

**Date:** 12<sup>th</sup> February 2013

---

**Subject:** Licensing Act 2003

---

**Author of Report:** Andy Ruston – 203 7752

---

**Summary:** To consider an application for the review of a premises licence

---

**Recommendations:** That members note the content of the report and any further information supplied.

---

**Background Papers:**

---

**Category of Report:** OPEN

---



**REPORT OF THE CHIEF LICENSING OFFICER,  
HEAD OF LICENSING, TO THE LICENSING SUB COMMITTEE**

Ref No 12/13

**LICENSING ACT 2003**

**Review of Premises Licence – One Stop, 30 Tilford Road, Sheffield, S13  
7QP**

**1.0 PURPOSE OF REPORT**

- 1.1 To consider an application for the review of a premises licence made under Section 51 of the Licensing Act 2003 in relation to One Stop, 30 Tilford Road, Sheffield, S13 7QP.

**2.0 THE APPLICATION**

- 2.1 The applicant is South Yorkshire Police.
- 2.2 The application, which was received on 20<sup>th</sup> December 2012, is attached to this report labelled Appendix 'A'.
- 2.3 The grounds for the review are based on the following aspects of the 2003 Licensing Act objectives:-

Prevention of Public Nuisance  
Protection of Children from Harm

- 2.4 The application form details further the grounds for review.

**3.0 REASONS FOR REFERRAL**

- 3.1 The Licensing Authority must under the Act refer any application for review to the Licensing Committee, unless it is withdrawn, or if representations are made by an interested party that the Licensing Authority are of the opinion that they are frivolous or vexatious.
- 3.2 The Licensing Authority has, during the representation period received representations from the following:-
- a) Sheffield Safeguarding Children Board Appendix 'B'
- 3.3 The applicant, the Premises Licence Holder and any other person that has made representations have been invited to attend the hearing. Copies of the front page of the notices are attached to this report labelled Appendix 'C'.

#### **4.0 FINANCIAL IMPLICATIONS**

- 4.1 There are no specific financial implications arising from this application. However additional costs may be incurred should the matter go to appeal. In such an eventuality it may not be possible to recover all these costs. The impact of these additional costs (if any) will be kept under review and may be subject of a further report during the year.

#### **5.0 THE LEGAL POSITION**

- 5.1 The Licensing Act 2003 at section 52(3) requires that the Licensing Authority must, having regard to the application and any relevant representations, take such steps mentioned in subsection (4) (if any) as it considers necessary for the promotion of the licensing objectives.

- 5.2 Section 52(4) states:

"The steps are –

- a) To modify the conditions of the licence;
- b) To exclude the licensable activity from the scope of the licence;
- c) To remove the designated premises supervisor;
- d) To suspend the licence for a period not exceeding three months;
- e) To revoke the licence;

and for this purpose the conditions of the licence are modified if any of them is altered or omitted, or any new condition added."

- 5.3 If members decide to take the steps referred to in (a) or (b) above, it may provide that the modification or exclusion is to have effect for only such period (not exceeding three months) as it may specify.

- 5.4 The Licensing Act 2003 at section 52(11) states that:

"A determination under this section does not have effect –

- a) until the end of the period given for appealing against the decision, or
- b) if the decision is appealed against, until the appeal is disposed of."

- 5.5 The Licensing Act 2003 at section 4(1) requires the Licensing Authority to carry out its functions with a view to promoting the Licensing Objectives which section 4(2) sets out as: -

- a) the prevention of crime and disorder,
- b) public safety,
- c) the prevention of public nuisance,
- d) the protection of children from harm.

- 5.6 Section 4(3) of the Licensing Act also requires the Licensing Authority to have regard to the published statement of the Licensing Policy and any guidance issued by the Secretary of State under Section 182.

## **6.0 HEARINGS REGULATIONS**

- 6.1 Regulations governing hearings under the Licensing Act 2003 have been made by the Secretary of State.
- 6.2 The Licensing Authority has provided all parties with the information required in the Regulations to the 2003 Act as set out at Appendix 'D'.
- 6.3 Attached at Appendix 'D' is the following: -
- a) a copy of the Notice of Hearing;
  - b) the rights of a party provided in Regulations 15 and 16;
  - c) the consequences if a party does not attend or is not represented at the hearing
  - d) the procedure to be followed at the hearing.

## **7.0 APPEALS**

- 7.1 The Licensing Act 2003 section 181 and Schedule 5 makes provision for appeals to be made by the applicant; the holder of the premises licence and those making representations against decisions of the Licensing Authority to the Magistrates Court.

## **8.0 RECOMMENDATIONS**

- 8.1 That members carefully consider the application for review along with any other representations made and take such steps as detailed in paragraph 5.2 above that the Committee consider necessary for the promotion of the Licensing Objectives.

## **9.0 OPTIONS OPEN TO THE COMMITTEE**

- 9.1
- a) modify the conditions of the licence;
  - b) exclude a licensable activity from the scope of the licence;
  - c) remove the designated premises supervisor;
  - d) suspend the licence for a period not exceeding three months;
  - e) revoke the licence; or
  - f) reject the application for review.

Steve Lonnia,  
Chief Licensing Officer, Head of Licensing  
Business Strategy and Regulation  
Place Portfolio  
Block C, Staniforth Road Depot  
Sheffield  
S9 3HD.

# APPENDIX A

Re: One Stop, 30 Tilford Road, Sheffield, S13 7QP.

Premise Licence Holders –One Stop Stores Limited, Apex Road, Brownhills,  
Walsall, West Midlands, WS8 7TS

Designated Premises Supervisor – Mr Ian COXON

**INDEX TO BUNDLE OF DOCUMENTS**

Compiled on 20<sup>th</sup> December 2012

	DOCUMENT
	Application for Review (S51) dated 20 <sup>th</sup> December 2012
	Community Impact Statement from Inspector Jason BOOTH dated 12 <sup>th</sup> December 2012
	Statement of Acting Special Sergeant BYNE dated 30 <sup>th</sup> May 2012
	Statement of Special Constable Lucie OVEREND dated 30 <sup>th</sup> May 2012
	Statement of Volunteer dated 30 <sup>th</sup> May 2012
	Copy of Fixed Penalty Notice ticket dated 30 <sup>th</sup> May 2012
	Statement of PC517 LOCKWOOD dated 23 <sup>rd</sup> June 2012
	Statement of Special Constable Lucie OVEREND dated 23 <sup>rd</sup> June 2012
	Statement of Volunteer dated 23 <sup>rd</sup> June 2012
	Copy of Fixed Penalty Notice ticket dated 23 <sup>rd</sup> June 2012
	Copy of Confirmation of Information / Training Pack and letter to DPS dated 25 <sup>th</sup> June 2012
	Copy of Closure Notice dated 28 <sup>th</sup> June 2012 and emailed acceptance of the Notice dated 9 <sup>th</sup> July 2012
	Statement of PC517 LOCKWOOD dated 22 <sup>nd</sup> November 2012
	Statement of PC2301 Helen CHURCH dated 22 <sup>nd</sup> November 2012
	Statement of Volunteer dated 22 <sup>nd</sup> November 2012
	Copy of Fixed Penalty Notice ticket dated 22 <sup>nd</sup> November 2012
	Copy of Premise Licence SY 0643 PR Issue No: 19

**Application for the review of a premises licence or club premises certificate 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 Elizabeth PAYNE (for and on behalf of the Chief Constable, South Yorkshire Police)

-----  
(Insert name of applicant)

**apply for the review of a premises licence under section 51 / apply for the review of a club premises certificate under section 87 of the Licensing Act 2003 for the premises described in Part 1 below (delete as applicable)**

**Part 1 – Premises or club premises details**

<b>Postal address of premises or, if none, ordnance survey map reference or description</b>  One Stop 30 Tilford Road	
<b>Post town</b> Sheffield	<b>Post code (if known)</b> S13 7QP

<b>Name of premises licence holder or club holding club premises certificate (if known)</b> One Stop Stores Limited, Apex Road, Brownhills, Walsall, West Midlands, WS8 7TS
--

<b>Number of premises licence or club premises certificate (if known)</b> SY-0043 PR
---

**Part 2 - Applicant details**

I am

**Please tick yes**

- 1) an interested party (please complete (A) or (B) below)
- a) a person living in the vicinity of the premises
  - b) a body representing persons living in the vicinity of the premises
  - c) a person involved in business in the vicinity of the premises
  - d) a body representing persons involved in business in the vicinity of the premises



- 2) a responsible authority (please complete (C) below)
- 3) a member of the club to which this application relates (please complete (A) below)

**(A) DETAILS OF INDIVIDUAL APPLICANT (fill in as applicable)**

Please tick

Mr  Mrs  Miss  Ms  Other title (for example, Rev)

**Surname**

**First names**



I am 18 years old or over

Please tick yes

**Current postal address if different from premises address**

**Post town**

**Post Code**

**Daytime contact telephone number**

**E-mail address (optional)**

**(B) DETAILS OF OTHER APPLICANT**

**Name and address**

**Telephone number (if any)**

**E-mail address (optional)**

**(C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT**

Name and address  South Yorkshire Police Liquor Licensing Dept Attercliffe Police Station 60 Attercliffe Common Sheffield S9 2AD
Telephone number (if any) 0114 2523163
E-mail address (optional)

**This application to review relates to the following licensing objective(s)**

Please tick one or more boxes

- |   |                                     |
|---|-------------------------------------|
| 1) the prevention of crime and disorder | <input checked="" type="checkbox"/> |
| 2) public safety                        | <input type="checkbox"/>            |
| 3) the prevention of public nuisance    | <input checked="" type="checkbox"/> |
| 4) the protection of children from harm | <input checked="" type="checkbox"/> |

**Please state the ground(s) for review (please read guidance note 1)**

The grounds for this review are based on the following aspects of the 2003 Licensing Act objectives: -

Prevention of Public Nuisance  
Protection of Children from harm

One Stop, 30 Tilford Road, Sheffield, S13 7QP was issued with a Premises Licence No SY-0642-PP on the 1st November 2005. The Premises Licence Holder is shown as One Stop Stores Ltd and the Designated Premises Supervisor is Mr Ian COXON.

The premises have been the subject of recent test purchase operations. Since 30<sup>th</sup> May 2012 it has failed the test three times and passed the test three times. Full details of these test purchase operations are contained within this report.

These test purchase operations are conducted to provide a positive response and action following complaints from the public and observations by police staff that many instances of anti-social behaviour involve young people under the age of 18 years, who have acquired alcohol and/or are under the influence of alcohol.

Many instances of concern by local residents relate to shopping precincts, park areas and other similar hotspots, which suffer from graffiti, criminal damage and threatening behaviour by these young people towards other law abiding members of the public.

The issue of child safety is also raised, in that alcohol acquired by young people illegally is often passed to even younger children and over indulged by all, thereby

causing serious concern for health and safety.

**Please provide as much information as possible to support the application**  
(please read guidance note 2)

Test Purchase Operations and Intervention carried out over the last six months: -

1. Wednesday 30th May 2012

One bottle of Bulmers Cider was sold to a police volunteer, 16 years old by a member of staff namely, Jacqueline BERTRAN.

A Fixed Penalty Notice No. A0075765 9 was issued attracting a penalty of £80.00

2. Saturday 23rd June 2012

One bottle of Bulmers Cider was sold to two police volunteers aged 15 & 16 years old by staff member Joshua RICHARDSON

A Fixed Penalty Notice No. A0078199 1 was issued attracting a penalty of £80.00

3. On the 25<sup>th</sup> June 2012 the premises were visited by Police licensing and the local Police Team Inspector who spoke with the DPS Ian COXON regarding the Failure on 23<sup>rd</sup> June. An Information Pack containing advice and support from South Yorkshire Police, Childrens Safeguarding, and Trading Standards was handed to Ian COXON, and he was advised to ensure that all his staff were made aware of its contents.

4. On 3<sup>rd</sup> July 2012 a meeting was held with Police Licensing, the local Police Team Inspector, the premise DPS and a representative from the Premise Licence Holders One Stop Stores Limited where the Failed Test Purchases and upcoming Voluntary Closure were discussed. The multi-agency Training Course run by South Yorkshire Police, Safeguarding Children and Trading Standards was recommended.

5. On 11<sup>th</sup> July 2012 the DPS Ian COXON and three staff members attended the multi-agency Safeguarding Children Training Course which is run by Safeguarding Children, Trading Standards and South Yorkshire Police.

6. A Voluntary Closure Notice was in place from 08:00hrs 13<sup>th</sup> July 2012 to 22:00hrs 15<sup>th</sup> July 2012. Checks show that the premise complied with the closure notice throughout this period.

7. Saturday 25<sup>th</sup> August 2012 premises passed test purchase.

8. Friday 5<sup>th</sup> October 2012 premises passed test purchase.

9. Friday 2<sup>nd</sup> November 2012 premises passed test purchase.

10. Thursday 22nd November 2012

One bottle of Red Square Reloaded Vodka Mix costing £1.99 was sold to a police volunteer aged 16 years by a member of staff namely, Rachel WILSON.

A Fixed Penalty Notice No. A0081086 0 was issued attracting a penalty of £80.00

**Please tick yes**

Have you made an application for review relating to this premises before

If yes please state the date of that application

Day

Month

Year

**If you have made representations before relating to this premises please state what they were and when you made them**

No representations have been made in the past.



Please tick yes

- I have sent copies of this form and enclosures to the responsible authorities and the premises licence holder or club holding the club premises certificate, as appropriate
- I understand that if I do not comply with the above requirements my application will be rejected

**IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**Part 3 – Signatures** (please read guidance note 3)

**Signature of applicant or applicant's solicitor or other duly authorised agent** (See guidance note 4). **If signing on behalf of the applicant please state in what capacity.**

Signature



Date

20/12/12

Capacity Licensing Officer - South Yorkshire Police

**Contact name (where not previously given) and postal address for correspondence associated with this application** (please read guidance note 5)

E Payne  
SYP Licensing Team  
Attercliffe Police Station  
60 Attercliffe Common

**Post town**  
Sheffield

**Post Code**  
S9 2AD

**Telephone number (if any)** 0114 2523163

**If you would prefer us to correspond with you using an e-mail address your e-mail address (optional)**

**Notes for Guidance**

1. The ground(s) for review must be based on one of the licensing objectives.
2. Please list any additional information or details for example dates of problems which are included in the grounds for review if available.
3. The application form must be signed.
4. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
5. This is the address which we shall use to correspond with you about this application.

**WITNESS STATEMENT**

Criminal Procedure Rules, r 27.2; Criminal Justice Act 1967, s. 9; Magistrates' Courts Act 1980, s.5B

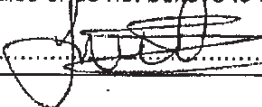
URN 

--	--	--	--

Statement of Jason BOOTH.....

Age if under 18 Over 18.... (If over 18 insert "over 18") Occupation: INSPECTOR.....

This statement (consisting of 2 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

Signature .....  J. BOOTH (witness) Date: 12<sup>th</sup> December 2012.....

Tick if witness evidence is visually recorded  (supply witness details on rear)

My name is Jason BOOTH, I am a police Inspector currently responsible for the South East Sheffield Safer Neighbourhood Area which includes Woodhouse.

One of my primary functions is problem solving around quality of life issues, community safety, and responding to long term problems within the community either as a partnership with other interested agencies, or as a stand-alone police service. In doing this I consult with the community, speak to my partners and ensure that lines of communication are open between South Yorkshire Police and those who represent the communities.

The issue of alcohol and its effect on behaviour is taken very seriously within the South East. Indeed Woodhouse was the first area within Sheffield to obtain a Designated Public Place Order (DPPO) which ensures that people are not allowed to congregate within public areas and consume alcohol. The effect of the order has been positive, and can be linked to a significant decrease in alcohol fuelled crime and disorder in Woodhouse itself.

I can confirm that the effect of alcohol on young people is very detrimental not only to the young people themselves, but also the local community which is why, as an area, we place great weight on the importance of carrying out Test Purchase Operations. These are done with the aim of identifying premises

Signature: .....  ..... Signature Witnessed by: .....



Continuation of Statement of: Jason Booth

which do not have stringent procedures and policies in place to help ensure that they are only selling alcohol to over 18s. Once identified we work with local partner agencies to offer support, advice and training to try and reduce the possibility of these premises committing the offence of underage sales again.

As the other evidence within this bundle shows, One Stop have failed three test purchase operations in the space of six months. The premises have also passed three operations during this time, however I have grave concerns with regards to the management of the premise and I have met with them previously to highlight this. As stated above the effects of alcohol on young people can lead to an increase in Anti-Social and criminal behaviour which negatively impacts on the local community. Therefore I am eager to ensure that premises such as One Stop are made aware of the impact of their failure to prevent sales to underage people, and that in future they take all reasonable steps available to ensure that this does not happen again.

Signature:  Signature Witnessed by: .....

RESTRICTED (when complete)

WITNESS STATEMENT

(CJ Act 1967, s.9 MC Act 1980, ss.5A(3) (a) and 5B; MC Rules 1981, r.70)

URN [ ] [ ] [ ] [ ]

Statement of Christopher BYNE

Age if under 18 18 (If over 18 insert "over 18") Occupation: Acting Special Sergeant

This statement (consisting of ..... page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

Signature [Signature] Date: 30.05.2012

Tick if witness evidence is visually recorded [ ] (supply witness details on rear)

I am a Special Police Constable / \*Police Community Support Officer in the South Yorkshire Police, currently stationed at Moss Way Police Station.

On Wednesday the 30th of May 2012 I attended at Woodhouse Police Station and was briefed in relation to a planned test purchase operation, namely the purchase of alcohol from off-licences.

Also present was [Redacted] a Police Volunteer with South Yorkshire Police.

At 18:50 hours that same day I was on duty in full uniform when SPC Lucie Oxband entered an off-licence trading under the name of ONE STOP SHOP located at Station Road Woodhouse.

This officer was shortly followed by the above mentioned Police Volunteer, intending to make a test purchase of alcohol.

Signature [Signature] Signature Witnessed by [Signature]

RESTRICTED (when complete)

Continuation of Statement of: ...Christopher BYRNE.....

A short while later both the Police Officer and the volunteer came out of the store and approached me. The volunteer was in possession of

.....a Bottle of Bolmers.....

which was handed over and ~~later suitably disposed of~~ entered into the property store at Moss Way Police Station.

The volunteer fully informed PC Luke OVERHEAD and myself of the circumstances which had just occurred.

.....to the staff member Jacqueline BERTRAM.....

I introduced myself and explained the test purchase operation. The offence of selling alcohol to an under aged person was outlined and BERTRAM was cautioned.

Reply (NO REPLY).....

\* I completed a fixed penalty notice for the offence of selling alcohol to a person under the age of 18 years, Contrary to Section 146 of the Licensing Act 2003. The fixed penalty process and payment procedure was explained.

\*Any further replies

Signature:  Signature Witnessed by: .....

2004/05(1)

R

RESTRICTED (when complete)

WITNESS STATEMENT

(CJ Act 1967, s.9 MC Act 1980, ss.5A(3) (a) and 5B; MC Rules 1981, r.70)

URN [ ] [ ] [ ] [ ]

Statement of SPC714 LUCIE OVEREND

Age if under 18 (If over 18 insert "over 18") Occupation: SC

This statement (consisting of 2 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

Signature Lkovered Date: 30/5/12

Tick if witness evidence is visually recorded [ ] (supply witness details on rear)

special I am a Police Constable in the South Yorkshire Police, currently stationed at MASSWAY Police Station.

On Wednesday the 30 of May 2012 I attended at Woodhouse Police Station and was briefed in relation to a planned test purchase operation, namely the purchase of alcohol from off-licences.

Also present was [redacted] Young Volunteer with South Yorkshire Police. A photographic image was taken of \*his/her appearance at that time and is produced as evidence duly labelled and signed by me.

At 18:50 hours that same day I entered an off-licence trading under the name of ONE STOP SHOP, Station Road, Woodhouse, CO. Located at Station Road, Woodhouse, SHEFFIELD.

Signature Lkovered Signature Witnessed by:

**RESTRICTED (when complete)**

Continuation of Statement of: SPC7141 LUCIE OVEREND

Page 2

I was shortly followed by the above mentioned Young Volunteer who I observed select the following alcoholic item(s) one large bottle of Bunnys cidre

\*He/she took the item(s) to the till area and presented it to the member of staff serving, who I would describe as follows: -

Short height, red/brown very short hair, wearing glasses and a blue uniform white female

\*Delete if inappropriate\*

~~The member of staff asked the Young Volunteer if he/she had any form of identification. The Young volunteer informed them that they did not.~~

The member of staff informed the Young Volunteer that the purchase price was £2.15 who then handed the money to them before leaving the store with the purchased goods. I observed this purchase from a close and unobstructed distance in good light. I also then left the store.

Outside the store the Young Volunteer fully informed ~~\*PC/~~ RCSO SPC7147 and myself of the circumstances which had just occurred. They also handed over the alcoholic purchase, which was ~~\*later suitably disposed of /~~ \*entered into the property store at mass way

Police Station

Signature: SPC7141 LUCIE Signature Witnessed by: .....

**RESTRICTED (when complete)**

**WITNESS STATEMENT**

(CJ Act 1967, s.9 MC Act 1980, ss.5A(3) (a) and 5B; MC Rules 1981, r.70)

URN 

--	--	--	--


Statement of  

Age if under 18 16 (If over 18 insert "over 18") Occupation: STUDENT

This statement (consisting of 2 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

Signature   Date: .....

Tick if witness evidence is visually recorded  (supply witness details on rear)

I am the above named person and live at an address known to South Yorkshire Police. I am currently a young volunteer within the South Yorkshire Police and I am 16 years of age, born   
I have received training to act as the purchaser for the purpose of test purchase operations.

On Wednesday 30th of May 2011 I attended at Woodhouse Police Station and was briefed in relation to a planned test purchase operation, namely the purchase of alcohol from off-licences. A photographic image was taken of my appearance at that time.

At 18:50 hours the same day I entered an off-licence trading under the name of one stop shop located at Tilford Road, Woodhouse, Sheffield

Also in the store at that time was a plain clothes Police Officer PC Overend

I selected the following alcoholic item(s) 1 x bottle Bulmer's Original Cider

I took the item(s) to the till area and presented it to the member of staff serving. I would

describe this person as follows: -

Signature:   Signature Witnessed by: CKAVOED

**RESTRICTED (when complete)**

Continuation of Statement of: Bradley James CRANSTONE

Page 2

white female, approx 60's, short red hair, wearing  
glasses & uniform

\*Delete if inappropriate\*

~~The member of staff asked me if I had a form of identification and I informed them that I did not.~~

The member of staff informed me that the price was £. 2.15... and I handed the money to them before leaving the store with the purchased goods

Outside the store I informed SPC Overland and SPC/PCSO Byrne of what had happened inside the store and handed the alcoholic purchase to PC/PCSO Byrne

In respect of the above matter, if I had been challenged I would have fully admitted my age and left the premises without making a purchase.

I took no further part in this matter.

Signature: [Redacted] Signature Witnessed by: Overland

**SOUTH YORKSHIRE POLICE**  
**PENALTY NOTICE**  
**PENALTY AMOUNT £80**  
**DETAILS OF RECIPIENT**

PART 6A

PN No.

**A 0075765 9**

**IMPORTANT INFORMATION**

ANY STATEMENT OFFERED BY THE SUSPECT OR A 3RD PARTY, WITNESS SHOULD BE RECORDED IN YOUR POCKET NOTEBOOK.

HEIGHT  4 Ft  Mtr  BUILD **PR**

EYE COLOUR **HAZEL**

Glasses  G  C  N

HAIR COLOUR **CL** COLOUR **RD** COLOUR

**MARKS AND FEATURES**

TATTOO (TATT) RIGHT (R) SCALP BROW FACE ARMS SPEECH EYES  
 MARK LEFT (L) EARS NOSE LEGS FINGER LIPS CHIN  
 MISSING CENTRE (C) TEETH GAIT TOES NECK GENITALS CHEST HAND  
 SCAR ABDOMEN BREAST BACK GENITALS CHEST FEET HAND  
 PIERCED (PRCD) BUTTOCKS TONGUE  
 PECULIAR (PECU)

Description (Describe the Mark and Location on the Body)	

REPLY TO CAUTION

**NO REPLY**

AT [time] **1855** ON [date] **30052012**

ID CHECKS MADE (e.g. documents seen)

Drivers' Licence  Passport  Bank / Credit Card  National Insurance

Travel/Photo Card  IND Card  PNC  Radio  Other (specify)

Specify Other **STOLEN ID CARD**

Details (e.g. driver / card / passport no.)

**DETAILS OF OFFICER CORROBORATING EVIDENCE**

Name **LUCIE OVEREND**

Officer No. **SPC 7141**

Signed (sig) **[Signature]**

DATE **30052012**

ADDITIONAL NOTES (continue on a separate sheet if necessary and affix to PND)

CJU 24 (May 2010)

PRIVATE WHEN COMPLETED

**SOUTH YORKSHIRE POLICE**  
**PENALTY NOTICE**  
**PENALTY AMOUNT £80**

3

PART 4 CTO COPY

PN No.

**A 0075765 9**

TITLE **MRS**

SURNAME

**BERTRAM**

FORENAMES

DATE OF BIRTH (ddmm/yyyy)

ADDRESS

POSTCODE

OFFENCE TIME

OFFENCE DATE

**1850**

**30052012**

AT (LOCATION)

**ONE STOP SHOP**

**STATION ROAD**

OFFENCE CODE

**DA07**

DATE OF ISSUE

**30052012**

YOU (offence particulars)

**JACQUELINE BERTRAM**

**SOLD ALCOHOL TO A CHILD**

**UNDER 18 YEARS OLD**

CONTRARY TO (Act containing offence)

**LEGAL LICENSING ACT 2003**

PLACE OF ISSUE:

Street

Custody

I acknowledge receipt of this Penalty Notice

Signature: **[Signature]**

ISSUED BY

Sumame **BYNO**

Signature **[Signature]**

Collar No. **7147**

District

**KC**

Rank

**ALIC**

**MUST BE COMPLETED**

**ADDITIONAL DETAILS OF RECIPIENT**

Gender: M  F

IC Code **01**

SD Code **W1**

Occupation

**SALES ASSISTANT**

3<sup>rd</sup> Part Witness Statement: Particulars Obtained?

Y

N

Photograph

Fingerprint

DNA

PNC I.D. No.

District code offence look place

**KC**

A/S No.

RESTRICTED WHEN COMPLETED

W



**RESTRICTED (when complete)**

**WITNESS STATEMENT**

(CJ Act 1967, s.9 MC Act 1980, ss.5A(3) (a) and 5B; MC Rules 1981, r.70)

URN 

--	--	--	--

Statement of Robert Lockwood

Age if under 18 0'18 (If over 18 insert "over 18") Occupation: PC 517

This statement (consisting of 7 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything which I know to be false or do not believe to be true

Signature R. Lockwood Date: 23/6/12

Tick if witness evidence is visually recorded  (supply witness details on rear)

I am a \*Police Constable / \*Police Community Support Officer in the South Yorkshire Police, currently stationed at Woodhouse Police Station.

On Saturday the 23rd of June 2012 I attended at Woodhouse Police Station and was briefed in relation to a planned test purchase operation, namely the purchase of alcohol from off-licences.

Also present was [REDACTED] a Police Volunteer with South Yorkshire Police.

At 18.55 hours that same day I was on duty in full uniform when PC Overend entered an off-licence trading under the name of One Stop Shop located at Tilford Road, Sheffield

This officer was shortly followed by the above mentioned Police Volunteer, intending to make a test purchase of alcohol.

Signature: [Signature]

Signature Witnessed by:

**RESTRICTED (when complete)**

Continuation of Statement of: Robert Lockwood

Page 2

A short while later both the Police Officer and the volunteer came out of the store and approached me. The volunteer was in possession of

1x 565ml bottle Budweiser Real Beviies cider

which was handed over and \*later suitably disposed of / \*entered into the property store at

Miss Way Police Station.

The volunteer fully informed PC Overend and myself of the circumstances which had just occurred.

I introduced myself and explained the test purchase operation. The offence of selling alcohol to an under aged person was outlined and Joshua Richards was cautioned.

Reply "I'm skint"

I completed a fixed penalty notice for the offence of selling alcohol to a person under the age of 18 years, Contrary to Section 146 of the Licensing Act 2003. The fixed penalty process and payment procedure was explained.

\*Any further replies

Signature: R. Lockwood Signature Witnessed by: .....

Y

**RESTRICTED (when complete)**

**WITNESS STATEMENT**

(CJ Act 1967, s.9 MC Act 1980, ss.5A(3) (a) and 5B; MC Rules 1981, r.70)

URN 

--	--	--	--

Statement of LUCIE OVEREND

Age if under 18 over 18 (If over 18 insert "over 18") Occupation: SC

This statement (consisting of 3 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

Signature Lucie Overend Date: 23/6/12

Tick if witness evidence is visually recorded  (supply witness details on rear)

special  
I am a Police Constable in the South Yorkshire Police, currently stationed at Moss Way Police Station.

On Saturday the 23 of JUNE..... 2012 I attended at ... Woodhouse ... Police Station and was briefed in relation to a planned test purchase operation, namely the purchase of alcohol from off-licences.

Also present was [REDACTED] a Police Volunteer with South Yorkshire Police. A photographic image was taken of \*his/her appearance at that time and is produced as evidence duly labelled and signed by me.

At 18:55 hours that same day I entered an off-licence trading under the name of The One Stop Shop Located at Station Road, Woodhouse, Sheffield

Signature: Lucie Overend Signature Witnessed by: .....

**RESTRICTED (when complete)**Continuation of Statement of: LUCIE OVEREND

Page 2

I was shortly followed by the above mentioned Police volunteer who I observed select the following alcoholic item(s) bottle of Buimers Red Berry Cider (568ml)

\*He/she took the item(s) to the till area and presented it to the member of staff serving, who I would describe as follows: -

Aged approximately 20 years of age, white male with short brown hair. His build was slim and he wore a blue polo shirt and name badge stating 'Josh'

\*Delete if inappropriate

~~The member of staff asked the volunteer if he/she had any form of identification. The Cadet informed them that they did not.~~

The member of staff informed the volunteer that the purchase price was £2.15. who then handed the money to them before leaving the store with the purchased goods. I observed this purchase from a close and unobstructed distance in good light. I also then left the store.

Outside the store the volunteer fully informed ~~\*PC / PISO~~ Lockwood and myself of the circumstances which had just occurred. They also handed over the alcoholic purchase, which was ~~\*later suitably disposed of /~~ entered into the property store at Massway Police Station

In company with ~~\*PC / PISO~~ Lockwood I went back inside the store and we approached the aforementioned member of staff, who I now know to be: -

Joshua RICHARDSON

We both introduced and identified ourselves and explained the test purchase operation. The offence of selling alcohol to an under aged person was outlined and RICHARDSON was cautioned.

Signature: L Overend Signature Witnessed by: .....

**RESTRICTED (when complete)**

Continuation of Statement of: CKovered

Page 3

Reply ... I'M SKINT

~~\*PC/PESO~~ Lockwood..... completed a fixed penalty notice for the offence of selling alcohol to a person under the age of 18 years, Contrary to Section 146 of the Licensing Act 2003. The fixed penalty process and payment procedure was explained.

\*Any further replies

Signature: CKovered Signature Witnessed by: .....

2004/05(1)

RESTRICTED (when complete)

WITNESS STATEMENT

(CJ Act 1967, s.9 MC Act 1980, ss.5A(3) (a) and 5B; MC Rules 1981, r.70)

URN

Four empty boxes for URN

Statement of [redacted]

Age if under 18 16 (If over 18 insert "over 18")

Occupation: Student

This statement (consisting of 2 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

Signature [redacted] Date: 23-6-12

Tick if witness evidence is visually recorded [ ] (supply witness details on rear)

I am the above named person and live at an address known to South Yorkshire Police. I am currently a Police volunteer within the South Yorkshire Police and I am 16 years of age, born [redacted]. I have received training to act as the purchaser for the purpose of test purchase operations.

On Saturday the 23rd of June 2012 I attended at Woodhouse Police Station and was briefed in relation to a planned test purchase operation, namely the purchase of alcohol from off-licences. A photographic image was taken of my appearance at that time.

At 18.55 hours the same day I entered an off-licence trading under the name of One Step Shop located at Tilford Road, Sheffield

Also in the store at that time was a plain clothes Police Officer SPC Overend

I selected the following alcoholic item(s) 1 x 568ml bottle Budweiser Real Pilsener Beer

I took the item(s) to the till area and presented it/them to the member of staff serving. I would describe this person as follows: -

Signature: [redacted] Signature Witnessed by: R. Pedersen PCS17

**RESTRICTED (when complete)**

Continuation of Statement of: Bridley CRANSTON

Page 2

white male, aged around 20 yrs, shaven  
brown hair, around 5'8" tall, slim build

\*Delete if inappropriate\*

~~The member of staff asked me if I had a form of identification and I informed them that I did not.~~

The member of staff informed me that the price was £2.15 and I handed the money to them before leaving the store with the purchased goods

Outside the store I informed PC O'Connell and PC/PSO Lockwood of what had happened inside the store and handed the alcoholic purchase to PC/PSO Lockwood

In respect of the above matter, if I had been challenged I would have fully admitted my age and left the premises without making a purchase.

I took no further part in this matter.

Signature: [Redacted]

Signature Witnessed by: R. Lockwood

2004/05(1)

**SOUTH YORKSHIRE POLICE**  
PENALTY NOTICE  
PENALTY AMOUNT £80

PART 4 CTO COPY

PN No.

**A 0078199 1**

TITLE

**MR**

SURNAME

**RICHARDSON**

FORENAMES

**JOSHUA**

DATE OF BIRTH (ddmmyyy)

ADDRESS

[REDACTED ADDRESS]

POSTCODE

OFFENCE TIME

**1355**

OFFENCE DATE

**23 06 2012**

AT (LOCATION)

**ONE STOP SHOP  
TILFORD ROAD**

OFFENCE CODE

**DA07**

DATE OF ISSUE

**23 06 2012**

YOU (offence particulars) **SAW ALCOHOL TO A PERSON UNDER 18 YRS OF AGE**

CONTRARY TO (Act containing offence) **SEC 146 LICENSING ACT 2003**

PLACE OF ISSUE:

Street

Custody

I acknowledge receipt of this Penalty Notice

Signature: **[Signature]**

ISSUED BY

Surname

Signature

**[Signature]**

Collar No.

**517**

District

**14KC**

Rank

**PC**

**MUST BE COMPLETED**

ADDITIONAL DETAILS OF RECIPIENT

Gender:

M

F

IC Code

**1**

SD Code

**W1**

Occupation

**SALES ASSISTANT**

3<sup>rd</sup> Part Witness Statement: Particulars Obtained?

Y

N

Photograph

Fingerprint

DNA

PNC (I.D. No.)

[REDACTED]

District code offence took place

**14KC**

A/S No.

[REDACTED]

RESTRICTED WHEN COMPLETED

C.B.U. 24 (11/2012)

**SOUTH YORKSHIRE POLICE**  
PENALTY NOTICE  
PENALTY AMOUNT £80

HEIGHT

**5' 11"**

WEIGHT

**160**

BUILD

**SLIM**

EYE COLOUR

**BLUE**

Glasses

HAIR COLOUR

**B&B**

COLOUR

COLOUR

**MARKS AND FEATURES**

TATTOO (TATT) \_\_\_\_\_ SCALP \_\_\_\_\_  
 MARK \_\_\_\_\_ EARS \_\_\_\_\_ BROW \_\_\_\_\_ FACE \_\_\_\_\_ ARMS \_\_\_\_\_ SPEECH \_\_\_\_\_ EYES \_\_\_\_\_  
 MISSING \_\_\_\_\_ LEFT (L) \_\_\_\_\_ NOSE \_\_\_\_\_ LEGS \_\_\_\_\_ FINGER \_\_\_\_\_ LIPS \_\_\_\_\_ CHIN \_\_\_\_\_  
 SCAR \_\_\_\_\_ CENTRE (C) \_\_\_\_\_ TEETH \_\_\_\_\_ GAIT \_\_\_\_\_ TOES \_\_\_\_\_ NECK \_\_\_\_\_ OCELOT \_\_\_\_\_ HAND \_\_\_\_\_  
 PIERCED (PIRCD) \_\_\_\_\_ ABDOMEN \_\_\_\_\_ BREAST \_\_\_\_\_ BACK \_\_\_\_\_ GENITALS \_\_\_\_\_ FEET \_\_\_\_\_ HIPS \_\_\_\_\_  
 PECULIAR (PECU) \_\_\_\_\_ BUTTOCKS \_\_\_\_\_ TONGUE \_\_\_\_\_

Description (Describe the Mark and Location on the Body)


**REPLY TO CAUTION**

**1 M SKINT**

AT (time)

**1910**

ON (date)

**23 06 2012**

I/D CHECKS MADE (e.g. documents seen)

Drivers' Licence  Passport  Bank / Credit Card  National Insurance

Travel Photo Card  INB Card  PNC  Radio  Other (specify)

Details (e.g. driver / car / passport no.)

**DETAILS OF OFFICER CORROBORATING EVIDENCE**

Name **LUCIE OXBEND**

Officer No. **SPC 714**

Signed (sig) **[Signature]**

DATE **23 06 2012**

ADDITIONAL NOTES (continues on a separate sheet if necessary and affix to PND)

PRIVATE WHEN COMPLETED



I Ian Green  
of One Stop - Tiltford Road  
confirm that on the 25/6/12

received an information pack relating to test purchase operations and includes various information from Sheffield Safeguarding Children Board, South Yorkshire Police, Trading Standards and Sheffield Licence Watch.

I was also informed about the free multi-agency training course.

Signature 


Date 25/6/12

Contact details

Mobile 07468037966

Landline 01909 517623

E Mail address.....

JawCexl 

7-20am 28/6/12

## CLOSURE NOTICE FOR PERSISTENTLY SELLING ALCOHOL TO CHILDREN

Section 169A(2) of Licensing Act 2003

This notice offers a period of closure as an alternative to criminal prosecution for an offence of repeatedly selling alcohol to underage persons. It is addressed to the person(s) (which may include a company etc) who hold the relevant premises licence for the premises concerned. A copy of this closure notice will be sent to the holder of the premises licence at the address for that person set out in the licence.

The premise licence holder(s) should read parts 10, 11, 12 and 13 of this notice with particular care as they contain information concerning their rights. If you have been handed this notice and are not the premises licence holder, you may wish to inform the premises licence holder(s) that this notice has been served.

1. Name and rank of the police officer (must hold the rank of superintendent or above) / name of the inspector or sergeant and measure (delete as appropriate) giving this closure notice	
Superintendent Shaun Morley	
2. Name of the police, community support or trading standards officer (delete as appropriate) serving this closure notice (A closure notice may be served by being handed to a person on the premises who appears to have control of or responsibility for the premises and who need not be the premises licence holder)	
INSPECTOR J. BOOTH	
3. Date on which closure notice is given	28 06 2012

3. Date on which closure premises licence holder(s)	
4. Address of premises in respect of which this notice is being given	One Stop, 30 Tilford Road, Sheffield, S13 7QP
5. Premises Licence Reference number and issuing authority	SY 0643 PR - Sheffield City Council
6. Name of premises licence holder(s)	One Stop Stores Limited
7. Address of premises licence holder(s). (This is the address to which a copy of this closure notice will be sent)	Apex Road, Brownhills, Walsall, West Midlands, WS8 7TS

8. Particulars of alleged offence under section 147A of the Licensing Act 2003, including: <ul style="list-style-type: none"> <li>• Particulars of unlawful sales made to persons under 18;</li> <li>• Dates of the sales; and</li> <li>• The individuals making the sales (so far as known).</li> </ul> (Note: you can be liable for offence if you were a premises licence holder at the time each unlawful sale took place on the premises)	
First	30 <sup>th</sup> May 2012 - Sale of one bottle of Bulmers (alcohol) at a cost of £2.99 made by staff

Sale:	Dealt with by Fixed Penalty Ticket number A 0075765 9
Second unlawful sale:	23 <sup>rd</sup> June 2012 – One bottle of Bulmers (alcohol) made by staff member Joshua RICHARDSON. Dealt with by Fixed Penalty Ticket number A 0078199 1.
Third unlawful sale:	

<b>9. Proposed period during which sales of alcohol by retail are to be prohibited (commencing not less than 14 days after this closure notice was served):</b>			
From	Time: 08:00hrs	To	Time: 22:00hrs
	Date: 13/07/2012		Date: 15/07/2012

<b>10. Effect of accepting of the proposed prohibition (closure)</b>
If you decide to accept the proposed closure (on how to do this, see part 12 below), all sales by retail of alcohol at the premises during the period specified in part 9 of this notice will be unauthorised. An unauthorised sale is a criminal offence (see section 136 of the licensing Act 2003). A person guilty of an offence under that section is liable on summary conviction to imprisonment for a term not exceeding six months or to a fine not exceeding £20,000, or to both.
<b>11. Right to elect to go trial</b>
You do not have to accept the proposed closure. As an alternative, you may elect to be tried in a court of law for the offence described in part 8 above. That right may be exercised by informing the officer named in part 14 in writing or by e-mail.
<b>12. How to accept the proposed prohibition</b>
In order to accept the proposed closure, <u>all</u> premises licence holder(s) should notify the officer named in part 14 of their decision in writing or by e-mail <u>within 14 days</u> of this notice being served. Failure to notify the officer named in part 14 of acceptance of the prohibition within 14 days will be taken as a decision to elect for trial for the alleged offence described in part 8.
The right to be tried for the alleged offence described in part 8 of this closure notice will be taken to have been exercised unless every person who was a holder of the premises licence at the time this notice was given accepts the proposed prohibition.

<b>14. Name of the police officer or trading standards officer to whom notice exercising the option to accept the prohibition should be given, or election to go to trial must be sent, within 14 days</b>
Inspector Booth
c/o South Yorkshire Police Licensing
The address of the officer in part 14
60 Attercliffe Common, Sheffield, S9 2AD
E-mail address and telephone number of the officer in part 14
0114 2523617



"Sarah Marklew"  
 <Sarah.Marklew@onestop.c  
 o.uk>  
 09/07/2012 12:32

To <Jason.booth@southyorks.pnn.police.uk>,  
 <elizabeth.payne@southyorks.pnn.police.uk>  
 cc  
 bcc  
 Subject Closure Notice - One Stop, 30 Tilford Road, Sheffield, S13  
 7QP

Dear Jason/ Lizzie

One Stop Stores Ltd accepts the Closure Notice relating to One Stop, 30 Tilford Road, Sheffield, S13  
 7QP - SY 0643 PR.

Regards

Sarah

Sarah Marklew  
 Trading Law Manager (Licensing)  
 One Stop Stores Ltd  
 01543 363195

\*\*\*\*\* -----  
 Disclaimer ---- This is a confidential email. One Stop may monitor and record all emails. The  
 views expressed in this email are those of the sender and not One Stop. One Stop Stores  
 Limited Company Number: 02462858 Registered in England Registered Office: Apex House,  
 Apex Road, Brownhills, Walsall, West Midlands WS8 7TS VAT Registration Number: GB  
 220 4302 31 Please consider the Environment before printing this message.  
 \*\*\*\*\*

**RESTRICTED (when complete)**

**WITNESS STATEMENT**

(CJ Act 1967, s.9 MC Act 1980, ss.5A(3) (a) and 5B; MC Rules 1981, r.70)

URN 

--	--	--	--

Statement of Robert Lockwood

Age if under 18 018 (If over 18 insert "over 18") Occupation: PC 517

This statement (consisting of 2 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

Signature R. Lockwood Date: 22-11-12

Tick if witness evidence is visually recorded  (supply witness details on rear)

I am a \*Police Constable / ~~\*Police Community Support Officer~~ in the South Yorkshire Police, currently stationed at Moos Way Police Station.

On Thursday the 22nd of November 2012 I attended at Moos Way Police Station and was briefed in relation to a planned test purchase operation, namely the purchase of alcohol from off-licences.

Also present was [redacted] a young volunteer with South Yorkshire Police.

At 2030 hours that same day I was on duty in full uniform when PC Church entered an off-licence trading under the name of One Stop located at Tilford Road, Woodhouse, Sheffield

This officer was shortly followed by the above mentioned young volunteer, intending to make a test purchase of alcohol.

Signature: R. Lockwood Signature Witnessed by: .....

**RESTRICTED (when complete)**

Continuation of Statement of: Robert Leckwood

Page 2

A short while later both the Police Officer and the young volunteer came out of the store and approached me. The young volunteer was in possession of

1 x bottle Red Square Reloaded Vodka Mix

which was handed over and \*later suitably disposed of / \*entered into the property store at

Miss Way Police Station.

The young volunteer fully informed PC Church and myself of the circumstances which had just occurred.

I then went inside the store and approached a member of staff, who I now know to be: -

Rachel Wilson

I introduced and identified myself and explained the test purchase operation. The offence of selling alcohol to an under aged person was outlined and Wilson was cautioned.

Reply no reply

I completed a fixed penalty notice (reference no. PC0510360) for the offence of selling alcohol to a person under the age of 18 years, Contrary to Section 146 of the Licensing Act 2003. The fixed penalty process and payment procedure was explained.

\*Any further replies

Signature: R. Leckwood Signature Witnessed by: .....

2004/05/11

**WITNESS STATEMENT**

CJ Act 1967, s.9 MC Act 1980, ss.5A(3) (a) and 5B; Criminal Procedure Rules 2005, Rule 27.1

URN 

--	--	--	--

Statement of Helen church

Age if under 18 Over 18.... (If over 18 insert "over 18") Occupation: Police Constable 2361

This statement (consisting of 2 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

Signature [Handwritten Signature] Date: 22nd November 2012

Tick if witness evidence is visually recorded  (supply witness details on rear)

I am a Police Constable in the South Yorkshire Police, currently stationed at Woodhouse Police Station.

On Thursday the 22nd of November 2012, I attended at Moss Way Police Station and was briefed in relation to a planned test purchase operation, namely the purchase of alcohol from off-licences.

Also present was [Redacted Name] a young volunteer with South Yorkshire Police.

~~A photographic image was taken of his/her appearance at that time and is produced as evidence~~  
duly labelled and signed by me.

At 2036 hours that same day I entered an off-licence trading under the name of ONE STOP SHOP

Located at TILFORD ROAD WOODHOUSE SHEFFIELD

Signature: [Handwritten Signature] Signature Witnessed by: .....

Continuation of Statement of: Helen Church (PC 2861)

Page 2

I was shortly followed by the above mentioned young volunteer who I observed select the following alcoholic item(s) RED SQUARE RELOADED

He/she took the item(s) to the till area and presented it to the member of staff serving who I would describe as follows:-

White, female, medium build, aged 30-35, long brown hair tied in a pony-tail

\*Deletes as appropriate

~~The member of staff asked the young volunteer if he/she had any form of identification. The young volunteer informed them they did not.~~

The member of staff informed the young volunteer that the purchase price was £1.99 who then handed the money to them before leaving the store with the purchased goods. I observed the purchase from a close and unobstructed distance in good light. I also then left the store.

Outside the young volunteer fully informed PC/PCSO 517 LOCKWOOD and myself of the circumstances which had just occurred. They also handed over the alcoholic purchase which was later suitably disposed of/entered into the property store at Me 31 WA Police Station.

I took no further part in the matter

Signature: [Handwritten Signature] Signature Witnessed by: .....



WITNESS STATEMENT

CJ Act 1967, s.9 MC Act 1980, ss.5A(3) (a) and 5B; Criminal Procedure Rules 2005, Rule 27.1

URN [ ] [ ] [ ] [ ]

Statement of [REDACTED]

Age if under 18 <sup>16 yrs</sup> Over 18 (If over 18 insert "over 18") Occupation: student

This statement (consisting of ... page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated anything which I know to be false or do not believe to be true.

Signature [Signature] Date: 22-11-12

Tick if witness evidence is visually recorded  (supply witness details on rear)

I am the above named person and live at an address known to South Yorkshire Police. I am currently a young volunteer within the South Yorkshire Police and I am 16 years of age, born [REDACTED]. I have received training to act as the purchaser for the purpose of test purchase operations.

On Thursday the 22nd of November 2012 I attended at Moss Way Police Station and was briefed in relation to a planned test purchase operation, namely the purchase of alcohol from off-licences. A photographic image was taken of my appearance at that time.

At 20:26 hours the same day I entered an off-licence trading under the name of

One Stop located at Tilford Road, Woodhouse, Sheffield

Also in the store at that time was a plain clothes Police Officer, PC

Church

I selected the following alcoholic item(s) Red Square Re-labeled Vodka  
Misc

Signature: [Signature] Signature Witnessed by: [Signature]

Continuation of Statement of: Sophie Burgess

Page 2

I took the item(s) to the till area and presented it/them to the member of staff serving. I would describe this person as follows: -

white female, aged early 30's, brown hair  
in a pony tail

\*Delete if Inappropriate\*

~~The member of staff asked me if I had a form of identification and I informed them that I did not.~~

The member of staff informed me that the price was £1.99 and I handed the money to them before leaving the store with the purchased goods

Outside the store I informed PC Lockwood and \*PC/PCSO Church of what had happened inside the store and handed the alcoholic purchase to PC/PCSO Lockwood

In respect of the above matter, if I had been challenged I would have fully admitted my age and left the premises without making a purchase.

I took no further part in this matter.

Signature: [Signature] Signature Witnessed by: [Signature]

**SOUTH YORKSHIRE POLICE**  
**PENALTY NOTICE**  
**PENALTY AMOUNT £80**  
**DETAILS OF RECIPIENT**

PART 6A

PN No.

**A 0081086 0**

**IMPORTANT INFORMATION**

ANY STATEMENT OFFERED BY THE SUSPECT OR A 3RD PARTY WITNESS SHOULD BE RECORDED IN YOUR POCKET NOTEBOOK.

HEIGHT   Ft  Mir  BUILD   
 EYE COLOUR   
 Glasses G  C  N   
 HAIR COLOUR  COLOUR  COLOUR

**MARKS AND FEATURES**

TATTOO (TATT) RIGHT (R) SCALP BROW FACE ARMS SPEECH EYES  
 MARK LEFT (L) EARS NOSE LEGS FINGER LIPS CHIN  
 MISSING CENTRE (C) TEETH GAIT TOES NECK CHEST HAND  
 SCAR ABDOMEN BREAST BACK GENITALS FEET HIPS  
 PIERCED (PRCD) BUTTOCKS TONGUE  
 PECULIAR (PECU)

Description (Describe the Mark and Location on the Body)

[REDACTED]

REPLY TO CAUTION

**NO REPLY**

AT (time)  ON (date)

I/D CHECKS MADE [e.g. documents seen]

Drivers' Licence  Passport  Bank / Credit Card  National Insurance

Travel/Photo Card  IND Card  PNC  Radio  Other (specify)

Specify Other

Details (e.g. driver / card / passport no.)

**DETAILS OF OFFICER CORROBORATING EVIDENCE**

Name

Officer No.

Signed (sig) \_\_\_\_\_

DATE

ADDITIONAL NOTES (continue on a separate sheet if necessary and affix to PND)

C.10 (Jan 2012)

PRIVATE WHEN COMPLETED

**SOUTH YORKSHIRE POLICE**  
**PENALTY NOTICE**  
**PENALTY AMOUNT £80**

PART 4 CTO COPY

PN No.

**A**

TITLE  SURNAME

FORENAMES

DATE OF BIRTH (ddmmyyyy)  ADDRESS

POSTCODE

OFFENCE TIME  OFFENCE DATE

AT (LOCATION)

OFFENCE CODE  DATE OF ISSUE

YOU (offence particulars)

CONTRARY TO (Act containing offence)

PLACE OF ISSUE: Street  Custody

I acknowledge receipt of this Penalty Notice  
 Signature: \_\_\_\_\_

ISSUED BY  Signature

Collar No.  District

Rank

**MUST BE COMPLETED**

**ADDITIONAL DETAILS OF RECIPIENT**

Gender: M  F  IC Code  SD Code

Occupation

3<sup>rd</sup> Part Witness Statement: Particulars Obtained?

Y  N

Photograph  Fingerprint  DNA

PNC I.D. No.

District code offence took place

A/S No.

RESTRICTED WHEN COMPLETED

C.10 (Jan 2012)

# APPENDIX B

## Ruston Andy (CEX)








**From:** Licensing(General)  
**Sent:** 16 January 2013 16:20  
**To:** Ruston Andy (CEX)  
**Cc:** Proctor Matthew  
**Subject:** FW: APPLICATION TO REVIEW THE PREMISES LICENCE: ONE STOP, 30 TILFORD ROAD, SHEFFIELD S13 7QP








**Importance:** High

**Attachments:** One Stop Off Licence Review Representation Jan 2013.doc; One Stop Tilford Rd.doc; challenge\_25\_poster[1].pdf; Home Office Fake ID Poster.pdf; Proof of Age Scheme Criteria.doc; proxy\_purchase.pdf; Refusals Log SSCB.doc; Challenge 21.pdf; safeguarding letter.doc; Licensing risk assessment.doc; Off Licence LEAFLET final for website.pdf; patrol record.doc; cover letter DPS One Stop.doc; cover letter LH One Stop.doc

---

**From:** (GCSX) Hague Julie  
**Sent:** 16 January 2013 16:19  
**To:** Licensing(General)  
**Cc:** 'Sheffield.Liquor-Licensing@southyorks.pnn.police.uk'  
**Subject:** APPLICATION TO REVIEW THE PREMISES LICENCE: ONE STOP, 30 TILFORD ROAD, SHEFFIELD S13 7QP  
**Importance:** High

        
One Stop Off Licence Review Re... One Stop Tilford Rd.doc (146 K... challenge\_25\_poste r[1].pdf (37... Home Office Fake ID Poster.pdf... Proof of Age Scheme Criteria.d... proxy\_purchase.pd f (99 KB) Refusals Log SSCB.doc (29 KB)

        
Challenge 21.pdf (243 KB) safeguarding letter.doc (119 K... Licensing risk assessment.doc ... Off Licence LEAFLET final for ... patrol record.doc (32 KB) cover letter DPS One Stop.doc ... cover letter LH One Stop.doc (...)

### For the attention of the Licensing Authority

This e'mailed representation is made in accordance with the agreement with the Licensing Authority on the 18th October 2006 to accept representations by e'mail

Please be informed that I have made a representation on behalf of the Sheffield Safeguarding Children Board in relation to the above application. The representation is submitted to the Licensing Authority and is attached to this e'mail along with related correspondence for the consideration of the Licensing Sub Committee.

In have informed the Premises Licence Holder, Designated Premises Supervisor and applicant of the representation.

Thank you.

**Julie Hague**  
**Licensing Project Manager**  
**Sheffield Safeguarding Children Board**

**Tel 0114 2736753**  
**julie.hague@sheffield.gov.uk**



16<sup>th</sup> January 2013

The Licensing Authority  
Sheffield City Council  
Chief Executives Directorate  
Legal & Administrative Services  
Licensing General Section  
Town Hall  
Surrey Street  
Sheffield S1 2HH

Address correspondence to:

Julie Hague  
Sheffield Safeguarding Children  
Board - Licensing Project  
Floor 2  
Redvers House  
Union Street  
Sheffield S1 2JQ  
Telephone: 0114 2736753  
Email: [Julie.hague@sheffield.gov.uk](mailto:Julie.hague@sheffield.gov.uk)  
Fax: 0114 2734628

Dear Sirs

**APPLICATION TO REVIEW A PREMISES LICENCE – ONE STOP, 30 TILFORD ROAD,  
SHEFFIELD S13 7QP**

The above documentation has been provided to the Sheffield Safeguarding Children Board (SSCB Licensing Project) as a Responsible Authority under the Licensing Act 2003. I am writing on behalf of the Safeguarding Children Board to make a Representation under the Core Objective for the Protection of Children from Harm, on the grounds that there have been repeated sales of alcohol to children and young people at the premises over a period of 6 months.

The Safeguarding Children Board takes a serious view of premises that are unable to protect children from the risks associated with underage sales of alcohol. The evidence presented by South Yorkshire Police shows that out of 6 test purchase operations conducted at the premises within a period of 6 months, 3 were failed, resulting in alcohol being sold to children as young as 15 years.

In response to the failed test purchase operations, the Safeguarding Children Board has attempted to work in partnership with the premises management. In line with the Licensing Authority approved Joint Agency Test Purchase Strategy, which is an agreed process to assist premise managers to improve their operation, positive safeguarding interventions have been made:

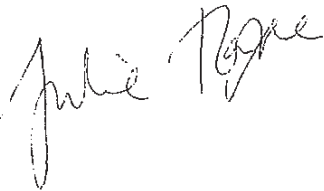
- a. On 25.6.12, written safeguarding guidance was provided to the Designated Premises Supervisor, as part of a multi agency information pack (copy at Appendix 1).
- b. On 4.7.12, an advice letter including the offer of free multi agency training was provided to the Designated Premises Supervisor (copy at Appendix 2).
- c. On 11.7.12 the Designated Premises Supervisor plus 3 staff attended the free multi agency training.

The Safeguarding Children Board acknowledges that the Designated Premises Supervisor has responded to the safeguarding advice and training in a positive way and has been co-operative, engaging in partnership work to try to address the issues. Following the training in July 2012, the premises passed an encouraging 3 test purchase operations, between August and November 2012.

However, despite an interim improvement and attempts to support the premises management, a consistent operational improvement has not been achieved and evidence of underage sales has now resumed, with the premises failing a third test purchase operation in November 2012.

In light of the above, the Sheffield Safeguarding Children Board is concerned that the necessary systems for the prevention of underage sales of alcohol are not consistently enforced and therefore would ask the Licensing Authority to take positive action to protect children and young people from the risks presenting at this premises.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Julie Hague', written in a cursive style.

**JULIE HAGUE**  
**Licensing Project Manager**  
**Safeguarding Children Board**

Cc Licence Holder  
Designated Premises Supervisor  
SY Police



4.7.12

Mr Ian Coxon  
Designated Premises Supervisor  
30 Tilford Road  
Sheffield S13 7QP

Address correspondence to:

Julie Hague  
Sheffield Safeguarding Children Board  
- Licensing Project  
Floor 2  
Redvers House  
Union Street  
Sheffield S1 2JQ  
Telephone: 0114 2736753  
Email: [Julie.hague@sheffield.gov.uk](mailto:Julie.hague@sheffield.gov.uk)  
Fax: 0114 2734628

Dear Sir/Madam

**THE PROTECTION OF CHILDREN AT LICENSED PREMISES - LICENSING ACT 2003**  
**OFFER OF FREE STAFF TRAINING: One Stop Off Licence, 30 Tilford Road, Sheffield S13 7QP**

I am writing to confirm that a place has been reserved for the Designated Premises Supervisor or other suitable member of staff, on the multi-agency 'Safeguarding Children at Licensed Premises' training workshop. The workshop is free of charge and will take place as follows:

**Date: 11.7.12**

**Time: 1.15pm to 5.15pm**

**Venue: STADIA TECHNOLOGY PARK, 60 Shirland Lane, Sheffield S9 3SP**

The purpose of the workshop is to support you to operate the premises legally and responsibly, with due regard for the protection of children. It is important to attend the workshop in addition to any other training you may attend, as this training is recognised by the Sheffield Licensing Authority and will assist you with improving partnership work with the responsible authorities and finding out what services are available in Sheffield to help you; attendance will go towards your test of due diligence and help you to demonstrate that you are trying to address issues at the premises. Records of attendance will be maintained and shared with South Yorkshire Police, Sheffield City Council Trading Standards and the Licensing Authority.

Meanwhile, please ensure that the following systems are operating at the premises (immediate advice about age verification is available from Greg Ward, Trading Standards (0114 2736241):

- The Challenge 21 (OR 25) scheme: All staff must be trained to operate this, including managing confrontation, keeping a refusals log and knowledge of which types of identification are legitimate and acceptable.
- Staff training records must be maintained including the signature of trainees, details of the training delivered and dates, including refresher training.
- Signage to highlight the Challenge 21 OR 25 scheme and to highlight the law in relation to children and alcohol must be prominently displayed.
- A children and young people's risk assessment should be undertaken and this should inform your operating policy and staff training. Assistance with the risk assessment process including a risk assessment tool is available from the Sheffield Safeguarding Children Board (contact details above).

Materials such as posters and other signage to promote your proof of age scheme are also available to download from the internet at <http://www.noidnosale.com/>; or <http://www.drinkaware.co.uk/resources>. Proof of age materials may also be obtained from [info@validateuk.co.uk](mailto:info@validateuk.co.uk) to assist customers who do not have other types of acceptable identification.

**TO SECURE A PLACE PLEASE CONFIRM BY 10<sup>TH</sup> JULY 2012. DELEGATES ATTENDING THE WORKSHOP MUST BRING PHOTO ID (passport or driving licence) IN ORDER TO OBTAIN A CERTIFICATE OF ATTENDANCE. Please let us know in advance if you have any special requirements to access the training.**

Yours sincerely  
**JULIE HAGUE**

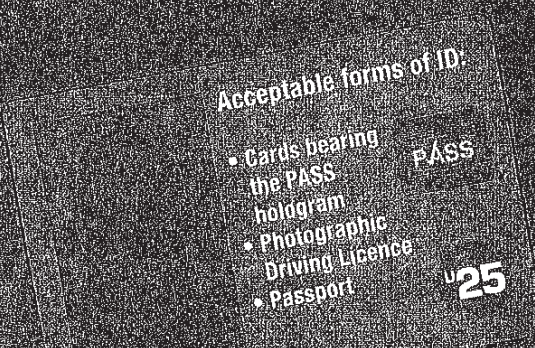
**Licensing Project Manager, Sheffield Safeguarding Children Board**



# UNDER 25?



u25



[DRINKAWARE.CO.UK](http://DRINKAWARE.CO.UK)



# Using Fake ID?

# IF YOU'RE CAUGHT OUT YOU'RE KEPT OUT

**If you're caught using fake, or someone else's ID you could have it confiscated and be prosecuted.**

Attempting to enter these premises with ID that you know includes false information, or ID that belongs to another person, is an offence and you may be prosecuted under section 2 of the Fraud Act 2006.

## SHEFFIELD MULTI-AGENCY TACKLING UNDERAGE SALES GROUP

### Criteria for a Recognised Proof of Age Scheme

This guidance was produced by the Sheffield 'Tackling Underage Sales Group', a strategic partnership between the Licensing Authority, City Council Trading Standards, South Yorkshire Police and the Sheffield Safeguarding Children Board. Its purpose is to clearly set out the criteria that licensees and their staff are expected to meet in order to operate a proof of age scheme that is recognised and approved by the authorities in Sheffield.

For a proof of age scheme to be recognised and approved, it must seek to prevent the sale of all age restricted products, including alcohol, tobacco and adult magazines/publications and must operate the following components:

- **Proof of Age** must be requested if staff suspect that the customer is under the age of 18 years. To assist staff, the 'Challenge 21' rule or similar should be applied. This means that if a customer appears to be under 21 years of age staff must ask them to prove they are over 18. Documents acceptable as proof of age must have a photograph of the holder plus a date of birth, ie passport, driving licence or an ID card featuring the 'PASS' hologram. If the customer cannot prove they are old enough, the sale must be refused.
- **Refusals Register** –when a refusal is made this must be recorded, using a written log book or till prompts. Written records should include the date and time of the refusal, the product the young person attempted to buy, a physical description of the customer and any other significant comments (for example if the incident was reported to the police; customer confrontation). The refusals register should be kept near the till. Till prompts/refusals registers should be retained made available to the authorities for inspection on request. Refusals records should be regularly checked by the premises management to ensure staff are completing them properly and to help management identify staff training needs.
- **Signage** to publicise the scheme should be prominently displayed throughout the premises, particularly in alcohol display areas and around the till. This alerts customers to the fact that they may be asked to prove their age and can help staff to diffuse confrontations by transferring the blame on to the scheme/law. Signage also reminds staff to ask for proof of age.
- **Staff training** – staff should receive induction training prior to selling age restricted goods and refresher training must be delivered regularly. Training records must be maintained and detail: the content of the training\*, date, name and qualifications of the trainer, signatures of the trainer and trainee. Training records must also include evidence that the trainee has knowledge/understanding of the training (for example, a test or quiz, completed and signed by the trainee).

**\*The content of the training must include:** the law in relation to young people and alcohol/ age restricted goods; what are age restricted goods; how to monitor for proxy purchase; the penalties for making an underage sale; how to make a refusal; how to record a refusal; types of acceptable ID and how to check it; the four core objectives of the Licensing Act 2003 and the premises policy for meeting the core objectives to ensure the premises operates legally and responsibly to prevent underage sales.

**Please note:** Membership of the Responsible Retailer scheme will help you to fulfil this criteria and comply with the Challenge 21 scheme. If you wish to join the scheme contact Greg Ward, Sheffield City Council Trading Standards, (0114) 2736241.

**You could face a  
£5000 fine and  
imprisonment for  
up to 3 months.**

**RASG**

Retail of Alcohol  
Standards  
Group

**DRINKAWARE.CO.UK**

# Refusals Log

Please keep a record every time the sale of alcohol is refused and the reason why (for example unable to provide suitable ID; suspected underage; person appears intoxicated)

Date	Time	Product	Description of person(s) refused	Reason for refusal	Name of staff

Monitored by \_\_\_\_\_ (Manager/Supervisor) Date \_\_\_\_\_

# Challenge

If you are  
lucky enough  
to look under 21

21

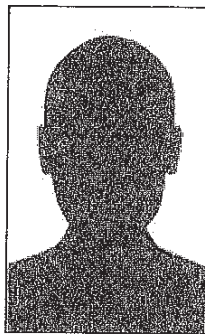
you will be asked to prove  
that you are

**over**

18

**when you buy alcohol**

If you are under 18  
you are committing  
an offence if you  
attempt to buy  
alcohol



The only acceptable forms  
of proof are:

- Photocard Driving Licence
- Passport
- Proof of age cards bearing the PASS hologram



[DRINKAWARE.CO.UK](http://DRINKAWARE.CO.UK)

[BEERANDPUB.COM](http://BEERANDPUB.COM)

BRITISH  
**BEER & PUB**  
ASSOCIATION



Address correspondence to:  
**Julie Hague**  
**Sheffield Safeguarding Children  
Board - Licensing Project**  
Floor 2 Redvers House  
Union Street Sheffield S1 2JQ  
**Telephone: 0114 2736753**  
**Email: [Julie.hague@sheffield.gov.uk](mailto:Julie.hague@sheffield.gov.uk)**

Dear Premises Manager

**PROTECTION OF CHILDREN FROM HARM (LICENSING ACT 2003) –  
UNDERAGE SALES OF ALCOHOL**

The Sheffield Safeguarding Children Board works in partnership with Trading Standards, Police and Licensed Trade staff to make sure staff are trained and systems are in place at your premises to prevent underage sales of alcohol and supply by proxy purchase. This is because when children and young people drink, they are at risk of:

- long term health problems
- getting involved in anti social or risky behaviour
- unwanted/unprotected sex
- being soft targets for criminals or sexual exploitation

To assist you to manage the risks associated with underage sales, free advice and training is available to you. To book on the free training, please contact me at the above address. For advice or support about due diligence please contact Greg Ward, Responsible Retailer Scheme, Trading Standards (0114 2736241). If you are having difficulties with groups of young people outside of your premises, please contact Nicole Harwood at the Targeted Youth Service (0114 2053543).

The Safeguarding Children Board takes a serious view of premises supplying alcohol to children and young people and may take action under the Licensing Act 2003 if due diligence is not in place to prevent underage sales.


Yours sincerely

**Julie Hague**  
**Licensing Project Manager**  
**Sheffield Safeguarding Children Board**

SHEFFIELD SAFEGUARDING CHILDREN BOARD – LICENSING PROJECT  
 SAFEGUARDING CHILDREN & THE LICENSING ACT 2003

RISK ASSESSMENT TOOL

This risk assessment must consider ALL children under the age of 18, who have may have access to the premises including children as customers, employees, residents, friends/relatives or other children who access the premises.

Potential risk	Is this a possible risk at your premises? if no, state why not if yes, state the safeguarding measures you will operate to manage the risk OR circle from the list 	Safeguarding measures (please circle the control measures to be operated at your premises)	Comments
<ul style="list-style-type: none"> <li>• Could your staff /entertainers / volunteers at the premises pose a threat to children – could their role bring them in proximity to children or allow them to behave inappropriately without raising suspicion?</li> </ul>		<ul style="list-style-type: none"> <li>• Use safe recruitment practices: check the identity of job applicants; always request references in writing and confirm written references with the referee by telephone to ensure they are authentic); obtain a Criminal Records Bureau check and clearance prior to appointment</li> <li>• Layout of children's entertainment/activity areas to be designed for transparency /supervision /monitoring</li> <li>• Designated area for children/families</li> </ul>	
<ul style="list-style-type: none"> <li>• Staff lacking awareness of safeguarding issues</li> </ul>		<ul style="list-style-type: none"> <li>• Appoint a children's safeguarder who will train and advise staff how to identify and manage risk</li> <li>• Ensure that staff are aware of policy and the conditions attached to the licence</li> </ul>	



SHEFFIELD SAFEGUARDING CHILDREN BOARD – LICENSING PROJECT

- Staff and members of the public unaware of how to report safeguarding concerns
- Children who are not adequately supervised by a responsible adult
- Children coming into contact with strangers/customers /residents who may pose a threat to children
- adults who may expose children to dangerous or
- Provide staff/Children's Safeguarder with uniforms or badges so that they are easily identifiable
- Provide lead safeguarder contact details to all staff
- During activities where staff are responsible for the supervision of children, ensure staffing levels meet the national standard requirements for staff:child ratios
- Ensure that staff are trained to consistently operate safeguarding measures and that they are committed to their enforcement
- If the adults accompanying children are responsible for their supervision display signage (eg children's charter) to say so.
- Take action to address adults who fail to behave responsibly (refuse to serve adults who are intoxicated/incapable of supervising adequately; ask them to remain with their child(ren) at all times; impose sanctions/Licencwatch ban/suspension of club membership)
- Ensure that children are confined to designated family areas of the premises (eg by using cordons or barriers or other means of segregation)
- Ensure children are supervised by accompanying adults at all times
- Restrict or prohibit children's access to the premises or parts of the

SHEFFIELD SAFEGUARDING CHILDREN BOARD – LICENSING PROJECT

inappropriate behaviour

- Children being exposed to risk because they have been removed (or removed themselves) from the appropriate area of the premises/event

premises

- Staff should be vigilant and report suspicious behaviour
- Impose sanctions/Licencewatch ban/suspended membership on individuals who fail to behave responsibly
- Ensure that signage is clearly displayed to identify areas where children's access is prohibited or restricted and to indicate a family friendly environment
- Monitor/patrol the premises regularly
- Operate restrictions that require children to be accompanied by an adult
- Display signage (eg children's charter) to remind adults of their responsibilities
- Prohibit children's access to the premises; or restrict access to specific areas during times when unsuitable entertainment/activity is taking place.

- Children exposed to inappropriate adult environments (eg premises where adult entertainment such as 'blue' comedians; entertainers using strong or offensive language; sexualized entertainment; or material with violent/aggressive content.

SHEFFIELD SAFEGUARDING CHILDREN BOARD – LICENSING PROJECT

- |  |   |
|--|---|
| <ul style="list-style-type: none"><li>• Children exposed to unsuitable viewing material</li></ul>  | <ul style="list-style-type: none"><li>• Ensure that television, video/dvd etc display screens are suitably separate from children's areas; eg screened off so that children cannot see/sound-proofed so they are unable hear unsuitable material. If films are exhibited, the classification restrictions relating to the film as set out by the British Board of Film Classification (BBFC) should be clearly displayed and admission rules strictly enforced. If the film has not been given a BBFC classification the admission of children to the exhibition of any film must be restricted in accordance with any recommendation given by the Licensing Authority.</li></ul> |
| <ul style="list-style-type: none"><li>• Children purchasing or consuming alcohol or other people buying it for them (proxy purchase)</li></ul> | <ul style="list-style-type: none"><li>• Display signs throughout the premises and at points of sale, in plain language to highlight the law in relation to children and alcohol</li><li>• Ensure all staff are aware of the law and that they are proactively operating the Challenge 21 or other recognized proof of age scheme</li><li>• Display signage to notify the public that the premises operates a Proof of Age scheme</li><li>• Staff to wear badges to indicate that they must ask for proof of age</li><li>• Train staff to manage confrontation –</li></ul>   |

SHEFFIELD SAFEGUARDING CHILDREN BOARD – LICENSING PROJECT

<ul style="list-style-type: none"> <li>• Children gaining admission to adult orientated premises/events</li> <li>• Premises or Events that of a style/character known to attract irresponsible adults (eg adults who become intoxicated/ are involved with substance misuse / known to groom or pimp/ adults who become violent (including football/sporting events or live/sub culture music events that are associated</li> </ul>	<p>give staff a copy of the Portman Group's leaflet 'Say No to Underage Drinkers'</p> <ul style="list-style-type: none"> <li>• Use CCTV or other methods to monitor the outside the premises, to ensure that children are not purchasing by proxy</li> <li>• Ensure that staff are trained and vigilant and that they screen rigorously for under age admission; staff to request proof of age and accept only legitimate proof (eg passport, photo driving license, photo student card or identification approved by the PASS Accreditation System)</li> <li>• Operate Challenge 21 scheme.</li> <li>• Keep a refusals book</li> </ul>
	<ul style="list-style-type: none"> <li>• Use CCTV to monitor activity at the premises/event and be vigilant of suspicious or unsuitable behaviour</li> <li>• Restrict or prohibit access to children</li> <li>• Operate Challenge 21</li> <li>• Door staff/security staff to be briefed of the risks, be vigilant and train staff take necessary action to remove risks to children</li> <li>• Impose sanctions (Licencewatch ban, suspension of membership) on irresponsible individuals</li> <li>• Designate family areas (eg away from the bar)</li> <li>• Apply restrictions so that children do not remain at the premises at certain</li> </ul>

SHEFFIELD SAFEGUARDING CHILDREN BOARD – LICENSING PROJECT

<p>with substance misuse (drugs/alcohol)</p> <ul style="list-style-type: none"> <li>• Children engaging in or witnessing substance misuse (drugs or alcohol)</li> </ul>	<p>times (eg restrict the hours prior to or following a football match; ensure they do not remain unaccompanied after a certain time)</p>
<ul style="list-style-type: none"> <li>• Children illegally or inappropriately employed</li> </ul>	<ul style="list-style-type: none"> <li>• Restrict or prohibit access to children</li> <li>• Pat-down checks at point of entry to prevent smuggling substances into the premises (gender appropriate)</li> <li>• Breath checks at point of entry to detect under age alcohol use/intoxication</li> <li>• Regular toilet checks</li> <li>• Adequate lighting to avoid covert activities</li> <li>• Assign staff to patrol the site</li> </ul>
	<ul style="list-style-type: none"> <li>• Ensure management/staff are familiar with employment laws/local by-laws in relation to the employment of children and that work permits are obtained as necessary</li> </ul>

This risk assessment was completed by:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

Role at the Premises:  
(eg DPS, Manager, Lead Safeguarder)

14.3.07

h/h

17

SHEFFIELD SAFEGUARDING CHILDREN BOARD – LICENSING PROJECT  
Name and address of premises:

---

---

Date Assessment was Completed:

---

# SAFEGUARDING CHILDREN

## A Guide for the Off Licence Trade



SUPPORTED BY SOUTH YORKSHIRE POLICE AND TRADING STANDARDS

Under the Licensing Act 2003 you and your staff have a legal responsibility to protect children at your premises. In the interests of child safety and to protect your business, it's important that you operate in a way that is safe and legal. Off licences attract young people for various reasons - they often meet outside the premises and research shows<sup>1</sup> that off licences are targeted by young people as places where alcohol can be easily obtained.

## What the risks to children are

- ⊙ Age restricted products<sup>2</sup> ~ this includes alcohol, solvents and cigarettes (tobacco can cause health risks and is often the **gateway drug** leading children into substance misuse). Children can be creative in their attempts to buy these products, eg persuade adults to purchase for them (proxy purchase) or they may try to make themselves appear older. If you operate a delivery service, they may use this to avoid proof of age checks.
- ⊙ Alcohol ~ when children drink they are vulnerable to physical, accidental and other types of harm. Their judgement is affected and they take risks such as drinking in dangerous places (parks, dark alleys), having unprotected sex or experiment with drugs, or they may get involved in fights, anti-social and criminal activity which will escalate if it is alcohol-fuelled. **Alcohol is addictive** and can cause health problems – there is no safe amount of alcohol

<sup>1</sup> Home Office Findings 277 2004 Offending, Crime and Justice Survey of 10 – 25 year olds. This Findings is specifically focused on results for those aged 10 to 17 years of age.

<sup>2</sup> Further information about age restricted products can be obtained from Consumer Direct 08454 040506



for a child - even a small amount can be lethal, particularly if it's taken with other substances such as drugs or medication. It's impossible for you to know what effects alcohol might have if you supply it to a child. If you, or your staff supply children with alcohol you are putting them at risk of harm. Hospital services regularly respond to the needs of people in drink who are the victims of road accidents and physical attacks, including children.

IF A CHILD COMES  
TO HARM AFTER  
YOU SUPPLIED  
THEM WITH  
ALCOHOL YOU  
COULD BE  
ACCOUNTABLE

- ⊙ Groups of children can be intimidating for other customers. If they're allowed to meet outside the premises they may attract 'undesirable' adults, such as drug dealers and other types of criminals. This puts children and your business at risk.

REMEMBER, THEY  
MEET FOR A  
REASON AND IT'S  
NOT TO KEEP  
WARM!

## THE LAW

The authorities in South Yorkshire take a serious view of the sale of alcohol and other age restricted products, to children. Spot checks (test purchase operations) are regularly undertaken by the Police and Trading Standards officers to find out which premises are operating irresponsibly.

IF YOU FAIL A  
TEST PURCHASE  
OPERATION YOU  
AND YOUR STAFF  
WILL BE HIT WITH  
AN ON-THE-SPOT  
£80 FINE OR FACE  
OTHER LEGAL  
ACTION.

If your premises fail a test purchase operation the Designated Premises Supervisor must attend an interview with the authorities – even if the DPS did not make the sale.

Premises that do not operate responsibly and legally risk the licence being reviewed, suspended or even revoked. Remember – the DPS is ultimately responsible for ALL licensable activities at the premises.

## BEST PRACTICE

Because off licences vary in the style and character of their trade, it's important to do a risk assessment. This will help you to identify the potential risks at your premises and take the necessary steps to manage risk. Help and advice about risk assessment is available from the agencies listed at the back of this leaflet.

Here is a list<sup>3</sup> of safeguarding measures that should be operated at off licences to minimize risk to children:

- ⊙ Staff training about their responsibilities under the Licensing Act 2003 - make sure they are aware of the law; ensure they understand why age restricted products pose a risk to children. All staff should know how to say no to underage purchasers and be vigilant for proxy purchasing. Give all staff a copy of this leaflet.
- ⊙ Operate till prompts to ensure staff check for proof of age
- ⊙ Maintain a refusals book
- ⊙ Rigorously operate the Challenge 21 proof of age scheme
- ⊙ Only accept legitimate proof of ID (passport/driving licences or PASS accredited schemes)
- ⊙ Display signage throughout the store including point of sale to highlight your policy/proof of age scheme/ and the law
- ⊙ Join Licencewatch to keep you up to date with schemes and resources that may help you

<sup>3</sup> This list is not exhaustive

- ⊗ Display all age-restricted products in an area that is clearly visible to staff and ensure these areas are constantly monitored. The location of all age restricted products should be carefully considered to prevent easy access to children.
- ⊗ Assign a Lead Safeguarder for children's issues at the premises
- ⊗ Discourage inappropriate relationships between staff and young customers
- ⊗ Become a Responsible Retailer by joining the local scheme, if your local Trading Standards Department operates one in your area
- ⊗ Familiarize yourself with the local byelaws relating to the employment of children - there are special requirements for the employment of children under the age of 18 and age restricted products can only be sold by a person aged 16+ if the sale is directly supervised by an adult member of staff
- ⊗ Refuse to serve adults who are intoxicated – it's an offence to serve anyone who is drunk
- ⊗ Install CCTV inside and outside the premises
- ⊗ Discourage young people from meeting outside the premises - use security lighting in any dark corners and restrict access to outside sheltered areas.<sup>4</sup> There are security devices you can use to help you with this, or contact your local police.
- ⊗ Communicate in a way that is reasonable with children, use diffusing techniques if necessary to avoid confrontation. (There's an excellent

<sup>4</sup> Contact your Local Authority Planning Department and Fire Service for information about appropriate ways to restrict areas

advice leaflet about 'Saying No to Under Age Drinkers' produced by the Portman Group and available free of charge through Licencewatch membership)

- ⊙ Use colour-coded carrier bags or coded price stickers on the products you sell – this will help the police to detect which premises are selling alcohol to children
- ⊙ **ALWAYS TAKE ACTION IF YOU THINK A CHILD IS VULNERABLE** – For example, if you think that a child is intoxicated, in a dangerous situation, or if you suspect they're truanting you should contact your local police station or school immediately.

## USEFUL CONTACTS AND RESOURCES

If you have immediate concerns about children's safety and are not sure what to do you can ring:

South Yorkshire Police HQ (0114) 2202020

Or you can contact your local Social Care Services (Children & Young People's Service Access & Assessment Team) if your concerns are about a child's general welfare.

Advice and information can also be obtained from:

Licencewatch	(0114) 2758688
Sheffield Safeguarding Children Board Licensing Project	(0114) 2736753
South Yorkshire Police Liquor Licensing Dept	(0114) 2523617
Consumer Direct (to report the sale of age restricted products to children)	08454 040506
Brij Chaggar Rotherham Chamber of Commerce	(01709) 386200
SHED Young People's Drug and Alcohol Service	(0114) 2729164
Rotherham Safeguarding Children Unit	(01709) 382121 ext. 2390





16.1.13

One Stop Stores Limited  
Apex Road  
Brownhills  
Walsall  
West Midlands WS8 7TS

Address correspondence to:

Julie Hague  
Sheffield Safeguarding Children  
Board - Licensing Project  
Floor 2  
Redvers House  
Union Street  
Sheffield S1 2JQ  
Telephone: 0114 2736753  
Email: [Julie.hague@sheffield.gov.uk](mailto:Julie.hague@sheffield.gov.uk)  
Fax: 0114 2734628

Dear Sir

**APPLICATION TO REVIEW THE PREMISES LICENCE: ONE STOP, 30 TILFORD ROAD, SHEFFIELD S13 7QP**

I am writing to inform you that I have made a representation in relation to the above matter and I have enclosed with this letter a copy of my representation, for your information.

Yours faithfully

**JULIE HAGUE**  
Licensing Manager  
Sheffield Safeguarding Children Board





16.1.13

Mr Ian Coxon  
DPS  
One Stop  
30 Tilford Road  
Sheffield S13 7QP

Address correspondence to:

Julie Hague  
Sheffield Safeguarding Children  
Board - Licensing Project  
Floor 2  
Redvers House  
Union Street  
Sheffield S1 2JQ  
Telephone: 0114 2736753  
Email: [Julie.hague@sheffield.gov.uk](mailto:Julie.hague@sheffield.gov.uk)  
Fax: 0114 2734628

Dear Sir

**APPLICATION TO REVIEW THE PREMISES LICENCE: ONE STOP, 30 TILFORD ROAD, SHEFFIELD S13 7QP**

I am writing to inform you that I have made a representation in relation to the above matter and I have enclosed with this letter a copy of my representation, for your information.

Yours faithfully

**JULIE HAGUE**  
Licensing Manager  
Sheffield Safeguarding Children Board

# APPENDIX C

---

**Notice of hearing to consider an  
application for review of premises  
licence and any relevant representations**

To: One Stop Stores Limited,  
Apex Road  
Brownhills  
Walsall  
West Midlands  
WS8 7TS.

The Sheffield City Council being the licensing authority, on the 20th December 2012 received an application for a review of a Premises Licence in respect of premises known as One Stop, 30 Tilford Road, Sheffield, S13 7QP.

During the consultation period the Council received representations from Sheffield Safeguarding Children Board.

The Council now GIVES YOU NOTICE that the review will be considered at a hearing to be held in a meeting room at Sheffield City Council, The Town Hall, Pinstone Street, Sheffield S1 2HH, on the 12<sup>th</sup> February 2013 at 10am; following which the Council will issue a Notice of Determination of the Application for Review.

The documents which accompany this notice are the relevant representations which have been made, as defined in Section 52(7) of the Act.

The particular points on which the Council considers that it will want clarification at the hearing from a party are as follows:

- 1) Your response to the application for review, upon which you may ask and be asked questions by the parties to the hearing.
- 2) You may also be asked questions by the parties to the hearing, relating to the application made for review the Premises Licence.

**You should complete form LAR1 and return it to: The Licensing Service, Business Strategy and Regulation, Place Portfolio, Block C, Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD, within five (5) working days before the day or the first day on which the hearing is to be held.**

Dated 28<sup>th</sup> January 2013

Signed   
The officer appointed for this purpose

Please address any communications to:

The Licensing Service  
Business Strategy and Regulation  
Place Portfolio  
Block C, Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD.

---

**Notice of hearing to consider an  
application for review of premises  
licence and any relevant representations**

---

SYP Licensing Team  
Attercliffe Police Station  
60 Attercliffe Common  
SHEFFIELD  
S9 2AD

The Sheffield City Council being the licensing authority, on the 20th December 2012 / received an application for a review of a Premises Licence in respect of premises known as One Stop, 30 Tilford Road, Sheffield, S13 7QP.

During the consultation period the Council received representations from Sheffield Safeguarding Children Board.

The Council now GIVES YOU NOTICE that the review will be considered at a hearing to be held in a meeting room at Sheffield City Council, The Town Hall, Pinstone Street, Sheffield S1 2HH, on the 12<sup>th</sup> February 2013 at 10am; following which the Council will issue a Notice of Determination of the Application for Review.

The documents which accompany this notice are the relevant representations which have been made, as defined in Section 52(7) of the Act.

The particular points on which the Council considers that it will want clarification at the hearing from a party are as follows:

- 1) The application for review you have made with reference to these particular premises and the four core objectives.
- 2) You may also be asked questions by the parties to the hearing, relating to your application.

**You should complete form LAR1 and return it to: The Licensing Service, Business Strategy and Regulation, Place Portfolio, Block C, Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD, within five (5) working days before the day or the first day on which the hearing is to be held.**

Dated 25 January 2013

Signed   
The officer appointed for this purpose

Please address any communications to:

The Licensing Service  
Business Strategy and Regulation  
Place Portfolio  
Block C, Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD.

---

**Notice of hearing to consider an  
application for review of premises  
licence and any relevant representations**

Julie Hague  
Licensing Project Manager  
Sheffield Safeguarding Children Board

The Sheffield City Council being the licensing authority, on the 20th December 2012 received an application for a review of a Premises Licence in respect of premises known as One Stop, 30 Tilford Road, Sheffield, S13 7QP.

During the consultation period the Council received representations from Sheffield Safeguarding Children Board.

The Council now GIVES YOU NOTICE that the review will be considered at a hearing to be held in a meeting room at Sheffield City Council, The Town Hall, Pinstone Street, Sheffield S1 2HH, on the 12<sup>th</sup> February 2013 at 10am; following which the Council will issue a Notice of Determination of the Application for Review.

The documents which accompany this notice are the relevant representations which have been made, as defined in Section 52(7) of the Act.

The particular points on which the Council considers that it will want clarification at the hearing from a party are as follows:

1. The representations you have made in connection with the review with reference to these particular premises and the four core objectives.
2. You may also be asked questions by the parties to the hearing, relating to your representations.

**You should complete form LAR1 and return it to: The Licensing Service, Business Strategy and Regulation, Place Portfolio, Block C, Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD, within five (5) working days before the day or the first day on which the hearing is to be held.**

Dated 25 January 2013

Signed   
The officer appointed for this purpose

Please address any communications to:

The Licensing Service  
Business Strategy and Regulation  
Place Portfolio  
Block C, Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD.

# APPENDIX D

---

**Notice of hearing to consider an  
application for review of premises  
licence and any relevant representations**

To: One Stop Stores Limited,  
Apex Road  
Brownhills  
Walsall  
West Midlands  
WS8 7TS.

The Sheffield City Council being the licensing authority, on the 20th December 2012 received an application for a review of a Premises Licence in respect of premises known as One Stop, 30 Tilford Road, Sheffield, S13 7QP.

During the consultation period the Council received representations from Sheffield Safeguarding Children Board.

The Council now GIVES YOU NOTICE that the review will be considered at a hearing to be held in a meeting room at Sheffield City Council, The Town Hall, Pinstone Street, Sheffield S1 2HH, on the 12<sup>th</sup> February 2013 at 10am; following which the Council will issue a Notice of Determination of the Application for Review.

The documents which accompany this notice are the relevant representations which have been made, as defined in Section 52(7) of the Act.

The particular points on which the Council considers that it will want clarification at the hearing from a party are as follows:

- 1) Your response to the application for review, upon which you may ask and be asked questions by the parties to the hearing.
- 2) You may also be asked questions by the parties to the hearing, relating to the application made for review the Premises Licence.

**You should complete form LAR1 and return it to: The Licensing Service, Business Strategy and Regulation, Place Portfolio, Block C, Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD, within five (5) working days before the day or the first day on which the hearing is to be held.**

Dated 28<sup>th</sup> January 2013

Signed   
The officer appointed for this purpose

Please address any communications to:

The Licensing Service  
Business Strategy and Regulation  
Place Portfolio  
Block C, Staniforth Road Depot, Staniforth Road, Sheffield, S9 3HD.

## NOTES

### Right of attendance, assistance and representation

15. ~~Subject to regulations 14(2) and 25, a party may attend the hearing and may be assisted or represented by any person whether or not that person is legally qualified.~~

### Representations and supporting information

16. At the hearing a party shall be entitled to –
- (a) in response to a point upon which the authority has given notice to a party that it will want clarification under regulation 7(1)(d), give further information in support of their application, representations or notice (as applicable),
  - (b) if given permission by the authority, question any other party; and
  - (c) address the authority

### Failure of parties to attend the hearing

20. – (1) If a party has informed the authority that he does not intend to attend or be represented at a hearing, the hearing may proceed in his absence.
- (2) If a party who has not so indicated fails to attend or be represented at a hearing the authority may:–
- (a) where it considers it to be necessary in the public interest, adjourn the hearing to a specified date, or
  - (b) hold the hearing in the party's absence.
- (3) Where the authority holds the hearing in the absence of a party, the authority shall consider at the hearing the application, representations or notice made by that party.
- (4) Where the authority adjourns the hearing to a specified date it must forthwith notify the parties of the date, time and place to which the hearing has been adjourned.

### Procedure at hearing

21. Subject to the provisions of the Regulations, the authority shall determine the procedure to be followed at the hearing.
22. At the beginning of the hearing, the authority shall explain to the parties the procedure which it proposes to follow at the hearing and shall consider any request made by a party under regulation 8(2) for permission for another person to appear at the hearing, such permission shall not be unreasonably withheld.
23. A hearing shall take the form of a discussion led by the authority and cross-examination shall not be permitted unless the authority considers that cross-examination is required for it to consider the representations, application or notice as the case may require.
24. The authority must allow the parties an equal maximum period of time in which to exercise their rights provided for at regulation 16.
25. The authority may require any person attending the hearing who in their opinion is behaving in a disruptive manner to leave the hearing and may –
- (a) refuse to permit that person to return, or
  - (b) permit him to return only on such conditions as the authority may specify, but such a person may, before the end of the hearing, submit to the authority in writing any information which they would have been entitled to give orally had they not been required to leave.



## Licensing Act 2003 – Hearing Procedure (REVIEW) – Regulation 7 (1)

**This procedure has been drawn up in accordance with the Licensing Act 2003 to assist those parties attending Licensing Committee hearings.**

1. The hearing before the Council is Quasi Judicial.
  2. The Chair of the Licensing Committee will introduce the Committee and ask officers to introduce themselves.
  3. The Chair will ask the applicants and other parties to formally introduce themselves.
  4. The Solicitor to the Committee will outline the procedure to be followed at the hearing.
  5. Hearing Procedure:-
    - (a) The Licensing Officer will introduce the report.
    - (b) Questions concerning the report can be asked by Members the applicant and other parties.
    - (c) The Licensing Officer will introduce the applicant for review (or his/her nominated representative) who will be asked to detail the application.
    - (d) Members may ask questions.
    - (e) The Licensing Officer will in turn introduce representatives for the other Responsible Authorities and Interested parties who will be asked to detail their relevant representations
    - (f) Members may ask questions
    - (g) With the leave of the Chair the licensee or his representative may cross examine the representatives of the applicant for review and the other Responsible Authorities and Interested Parties.
    - (h) The licensee (or his/her nominated representative) will then be asked to respond to the application and to any other representations made.
    - (i) The licensee (or his/her nominated representative) may then be asked questions by members and with the leave of the Chair from the other parties present.
    - (j) The applicant will then be given the opportunity to sum up the application.
    - (k) The representatives of the Responsible Authorities will be given the opportunity to sum up
    - (l) The licensee will be given the opportunity to sum up
    - (m) The Licensing Officer will then detail the options.
    - (n) There will then be a private session for members to take legal advice and consider the application.
  6. The decision of the Licensing Committee will be given in accordance with the requirements of the Licensing Act 2003 and regulations made there under.
- NB: 1) At any time in the Licensing Process Members of the Committee may request legal advice from the Solicitor to the Committee. This advice may be given in open session or in private.
- 2) The Board Hearing will be held in public unless and in accordance with the Regulations the Committee determine that the public should be excluded.

Approved by the Licensing Committee 4<sup>th</sup> August 2011

Regulation 8 (LAR 1)

**Notice of actions following receipt  
of notice of hearing**

To Sheffield City Council  
The Licensing Service  
Block Staniforth Road Depot  
Staniforth Road  
Sheffield  
S9 3HD.

I  
of

hereby confirm that I have received the Notice of Hearing dated  
and notify you as follows:

[I [do not] intend to attend the hearing]

[I [do not] intend to be represented at the hearing [by]:

]

[I consider the hearing to be unnecessary because:

]

[I request that \_\_\_\_\_ should appear at the  
hearing and set out below the point or points on which this person may be able to assist the  
authority in relation to this application, representations or notice of the party making the  
request

]

Dated

Signed.....

Regulation 8

~~(1) A party shall give to the authority within the period of time provided for in the following provisions of this regulation a notice stating –~~

- ~~(a) whether he intends to attend or be represented at the hearing;~~
- ~~(b) whether he considers a hearing to be unnecessary~~

(2) In a case where a party wishes any other person (other than the person he intends to represent him at the hearing) to appear at the hearing, the notice referred to in paragraph (1) shall contain a request for permission for such other person to appear at the hearing accompanied by details of the name of that person and a brief description of the point or points on which that person may be able to assist the authority in relation to the application, representations or notice of the party making the request.

(3) In the case of a hearing under –

- (a) section 48(3)(a) (cancellation of interim authority notice following police objection), or
- (b) section 105(2)(a) (counter notice following police objection to temporary event notice),

the party shall give the notice no later than one working day before the day or the first day on which the hearing is to be held.

(4) In the case of a hearing under –

- (a) section 167(5)(a) (review of premises licence following closure order),
- (b) paragraph 4(3)(a) of Schedule 8 (determination of application for conversion of existing licence),
- (c) paragraph 16(3)(a) of Schedule 8 (determination of application for conversion of existing club certificate)
- (d) paragraph 26(3)(a) of Schedule 8 (determination of application by holder of justices' licence for grant of personal licence),

the party shall give the notice no later than two working days before the day or the first day on which the hearing is to be held.

(5) In any other case, the party shall give the notice no later than five working days before the day or the first day on which the hearing is to be held.

This page is intentionally left blank