

## Sansom, Jeremy

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**From:** Navjinder Kaur [REDACTED] >  
**Sent:** 20 May 2024 06:43  
**To:** Sansom, Jeremy  
**Subject:** Re: Minor Variation

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Good morning to you ,

I have seen the video email but my sister in law gonna help us to fill the form we will make payment and apply the changes soon we can and I will let you know through the email , we r really apologise for delay ... thank you ..

I have been working whole week could not get chance to do anything ...

[Sent from Yahoo Mail for iPhone](#)

On Friday, April 26, 2024, 3:42 PM, Sansom, Jeremy <Jeremy.Sansom@gloucestershire.police.uk> wrote:

Good afternoon Mrs KAUR,

Following my visit on Wednesday 24<sup>th</sup> April 2024 at 11:45am, as discussed due to the balance of probability that an underage sale of alcohol has taken place with you being the DPS who made the sale I would like you to submit a minor variation for conditions to be added to the current premises licence.

This is not compulsory but would allay some of the concerns I currently have in regards to the premises. By adding these conditions to your premises licence and fully understanding the meaning and importance of them I believe this will assist you negating any future underage sales which if did take place could lead to a review of your premises licence.

This would be a cost to you of £89 and I have provided a link to Cheltenham Borough Council Licensing application page for the minor variation at the end of the email.

I have also added at the end of this email the licence conditions and wording I would like used.

I would like the minor variation to be submitted by **Friday 17<sup>th</sup> May 2024.**

If you wish to discuss this matter any further with me please don't hesitate to contact me.

CBC Licensing team have been copied into this email.

### **Proposed licence conditions and wording for the minor variation:**

#### **Prevention of crime and disorder**

- a) A CCTV system will be in operation and recording when the premises is open and licensable activities are taking place. Cameras shall encompass all ingress and egress to the premises. Recorded images shall be retained for a minimum period of 28 days (14 days for digital systems). The CCTV system shall be maintained in good working order. CCTV images will be provided to the police and other responsible authorities if requested as soon as practicable.
- b) The correct time and date will be generated onto both the recording and the real time image screen
- c) Any person left in charge of the premises must be trained in the use of any such CCTV equipment, and be able to produce CCTV images to an officer from a responsible authority upon request.
- d) Spirits for sale shall only be displayed behind the staff counter.

#### **The protection of children from harm**

- a) The 'Challenge 25' scheme shall be adopted, so that any customer attempting to purchase alcoholic liquor who appears to be under the age of 25 shall be asked for an accredited photographic proof of their age (e.g. passport, photo driving licence or a PASS approved card) and that a sale shall not be made unless this evidence is produced. This will only be treated as a breach where the customer subsequently turns out to be under 18 years of age.
- b) Challenge 25 signage will be displayed at the entrance to the premises, all areas where alcohol is displayed and at the cash till payment area. The signage will be displayed prominently and in the sight of customers and staff.
- c) A log (electronic or written) shall be kept at the premises to record all refused sales of alcohol for reasons that the person(s) is, or appears to be, under 18 years of age. The log shall record the date and time of the refusal

and the name of the member of staff who refused the sale. The DPS shall check the book once a month ensuring that it is up to date and when it is checked will sign and date it. The book shall be made available for inspection upon the request of a duly authorised officer of the Licensing Authority or Police. This log will be retained for a period of 12 months on a rolling basis.

d) An incident log be will kept which will include the date, time and details of incident that has taken place. The DPS shall check the book once a month ensuring that it is up to date and when it is checked will sign and date it. The book shall be made available for inspection upon the request of a duly authorised officer of the Licensing Authority or Police. This log will be retained for a period of 12 months on a rolling basis..

e) The Designated Premises Supervisor (DPS) shall ensure that all Staff concerned in the sale of alcohol are trained in their responsibilities under the Licensing Act 2003, particularly concerning drunk sales, underage sales and proxy sales. Training will include challenging every individual who appears to be under 25 years of age and to refuse service where individuals cannot produce acceptable means of identification, and using the refusal register. Such training (including any refresher training) will be logged and provided not less than every twelve months. The training log shall be made available for inspection by Police and “authorised persons” immediately upon request.

## Links:

Minor Variation - [Minor variations | Premises licence | Cheltenham Borough Council](#)

Kind Regards

**Jeremy Sansom**  
**Police Constable 2309**  
**Cheltenham & Tewkesbury Liquor Licensing Officer**

Crime Prevention Team

Gloucestershire Constabulary

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[www.gloucestershire.police.uk](http://www.gloucestershire.police.uk) | [Twitter page](#) | [Facebook page](#)



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