

# LICENSING SUB-COMMITTEE

## AGENDA



**Tuesday 19<sup>th</sup> August 2025**

**at 10:00 am**

**in Committee Room C,  
Civic Centre, Hartlepool**

MEMBERS: LICENSING SUB-COMMITTEE:

Councillors Clayton, Dodds and Napper

1. **APOLOGIES FOR ABSENCE**
2. **TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
3. **MINUTES**

No items

4. **ITEMS FOR DECISION**

- 4.1 Application for a new premises licence – 77 Church Street, Hartlepool –  
*Assistant Director, Regulatory Services*

5. **ANY OTHER ITEMS THE CHAIR CONSIDERS ARE URGENT**

### CIVIC CENTRE EVACUATION AND ASSEMBLY PROCEDURE

In the event of a fire alarm or a bomb alarm, please leave by the nearest emergency exit as directed by Council Officers. A Fire Alarm is a continuous ringing. A Bomb Alarm is a continuous tone.

The Assembly Point for everyone is Victory Square by the Cenotaph. If the meeting has to be evacuated, please proceed to the Assembly Point so that you can be safely accounted for.

# LICENSING ACT 2003

## Procedure for Hearings



Prior to the commencement of the meeting, a representative of the Democratic Services Section shall establish the identity of those present, who they represent and who intends, or wishes to speak.

1. The Chair's opening comments, including introduction of Members of sub-committee and officers present. Explanation of the decision to be considered.
2. The Assistant Director (Regulatory Services), or representative shall outline the application, any relevant representations and relevancy to Licensing Policy and statutory guidance.
3. Members ask any questions of the Assistant Director (Regulatory Services), or representative.
4. Applicant presents their case (either personally or via legal representation) and introduces witnesses where appropriate.
5. Questions by Members to applicant and/or applicant's witnesses.
6. Representations by responsible bodies and/or interested parties and witnesses introduced where appropriate.
7. Questions by Members to responsible bodies/interested parties and/or their witnesses.
8. Parties may question and clarify issues raised with the consent of the Chair.
9. If required, responsible bodies/interested parties to be given opportunity to sum up.
10. If required, the applicant to be given opportunity to sum up.
11. Members to have the opportunity to clarify any points raised. The Chair shall ask whether all parties are satisfied they have said all they wish to.
12. Members to go into closed session to deliberate.
13. Chair informs parties of their decision, with reasons.

# LICENSING SUB-COMMITTEE

19<sup>th</sup> August 2025



**Report of:** Assistant Director Regulatory Services

**Subject:** APPLICATION FOR A NEW PREMISES LICENCE:  
77 CHURCH STREET, HARTLEPOOL, TS24 7DN

## 1. COUNCIL PLAN PRIORITY

### Hartlepool will be a place:

- where those who are vulnerable will be safe and protected from harm.

## 2 PURPOSE OF REPORT

2.1 To consider an application for a new Premises Licence in respect of Church Street Local, 77 Church Street, Hartlepool. A Summary of the application is outlined below:

2.2 Applicant: Quinton George Benette

Premises: Church Street Local  
77 Church Street  
Hartlepool  
TS24 7DN

The applicant has revised his original application and is seeking a Licence for following activities:

Supply of Alcohol (off the premises)	Monday – Sunday 08:00 – 23:00
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Late Night Refreshment	Monday – Sunday 23:00 – 01:00
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## Opening hours

Monday – Sunday                      06:00 – 01:00

- 2.4 A copy of the original application is attached as **Appendix 1**.
- 2.5 Street view images of the premises are attached as **Appendix 2** and a map of the area is attached as **Appendix 3**.

## 3. BACKGROUND

- 3.1 The application has been advertised in the prescribed manner representations have been received by the Licensing Authority.
- 3.2 Fourteen local businesses have put forward a representation which can be read at **Appendix 4**. The representation makes reference to the following licensing objectives:
- The Prevention of Crime and Disorder
  - Prevention of Public Nuisance
  - Public Safety
- 3.3 The applicant has agreed conditions for the Premise Licence with Cleveland Police, these conditions can be read at **Appendix 5**.

## 4. PROPOSALS

- 4.1 As a relevant representations have been received, a hearing must be held for Members to consider the application (unless all parties agree a hearing is unnecessary).
- 4.2 Having regard to the representations received, Members may take any of the following steps for the promotion of the licensing objectives:
- i) To approve the application in its entirety
  - ii) To approve the application in part - with or without the addition of further conditions
  - iii) To reject the whole or part of the application
- 4.3 Members are reminded that they must only consider those aspects of the licence application that are relevant to the representations received.

**5. OTHER CONSIDERATIONS/ IMPLICATIONS**

<b>Risk Implications</b>	None
<b>Financial Considerations</b>	Appeal by the applicant or Responsible Authorities
<b>Legal Considerations</b>	Appeal by the applicant or Responsible Authorities
<b>Equality and Diversity Considerations</b>	None
<b>Staff Considerations</b>	None
<b>Asset Management Considerations</b>	None
<b>Environmental, Sustainability and Climate Change Considerations</b>	None

**6. RECOMMENDATIONS**

- 6.1 That Members consider the representations made by the applicant and the objectors and determine what aspects, if any, of the application should be granted and, if appropriate, what conditions, if any, should be attached.

**7. REASONS FOR RECOMMENDATIONS**

None

**8. BACKGROUND PAPERS**

Hartlepool Borough Council Statement of Licensing Policy 2021

[https://www.hartlepool.gov.uk/info/20023/licences\\_and\\_permits/228/alcohol\\_entertainment\\_and\\_late\\_night\\_refreshment/2](https://www.hartlepool.gov.uk/info/20023/licences_and_permits/228/alcohol_entertainment_and_late_night_refreshment/2)

Home Office Revised Guidance issued under section 182 of the Licensing Act 2003

<https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>

**9. CONTACT OFFICERS**

- 9.1 Sylvia Pinkney  
Assistant Director (Regulatory Services)
- 9.2 Rachael Readman  
Trading Standards and Licensing Manager



**Hartlepool**  
**Application for a premises licence**  
**Licensing Act 2003**

For help contact  
[licensing@hartlepool.gov.uk](mailto:licensing@hartlepool.gov.uk)  
 Telephone: 01429 523354

\* required information

## Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference  This is the unique reference for this application generated by the system.

Your reference  You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☒ Yes ☐ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

### Applicant Details

\* First name

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

☐ Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

☒ Applying as a business or organisation, including as a sole trader  
☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

### Applicant Business

Is the applicant's business registered in the UK with Companies House? ☐ Yes ☒ No

Is the applicant's business registered outside the UK? ☐ Yes ☒ No

Note: completing the Applicant Business section is optional in this form.

Business name

If the applicant's business is registered, use its registered name.

VAT number

Put "none" if the applicant is not registered for VAT.

*Continued from previous page...*

Legal status

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

### Applicant Business Address

If the applicant has one, this should be the applicant's official address - that is an address required of the applicant by law for receiving communications.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

### Agent Details

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

- ☒ An agent that is a business or organisation, including a sole trader  
☐ A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

### Agent Business

Is your business registered in the UK with Companies House? ☒ Yes ☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Agent Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

**Premises Address**

Are you able to provide a postal address, OS map reference or description of the premises?

☒ Address    ☐ OS map reference    ☐ Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)



## Section 3 of 21

### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☒ An individual or individuals
- ☐ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

### Confirm The Following

- ☒ I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- ☐ I am making the application pursuant to a statutory function
- ☐ I am making the application pursuant to a function discharged by virtue of His Majesty's prerogative

## Section 4 of 21

### INDIVIDUAL APPLICANT DETAILS

#### Applicant Name

Is the name the same as (or similar to) the details given in section one?

- ☒ Yes ☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

QUINTON GEORGE

Family name

BENETTE

Is the applicant 18 years of age or older?

- ☒ Yes ☐ No

Continued from previous page...

Current Residential Address

Is the address the same as (or similar to) the address given in section one?

☐ Yes ☒ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

☒ Yes ☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail

Telephone number

Other telephone number

\* Date of birth

dd

mm

yyyy

\* Nationality

Right to work share code

[Documents that demonstrate entitlement to work in the UK](#)  
[Right to work share code if not submitting scanned documents](#)

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start?

dd

/

mm

/

yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end

dd

/

mm

/

yyyy

Provide a general description of the premises

*Continued from previous page...*

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

THIS IS FORMERLY A BEAUTY SALON, CLOSED. THE VACANT STORE WILL NOW BE LOCAL CONVENIENCE STORE. PREVIOUSLY IT WAS A LICENSED RETAIL STORE. THIS IS TO REOPEN THE STORE BACK AND ALSO TO GET NEW LICENCE. THE STORE WILL HAVE ALL PRODUCTS AND OTHER SERVICES AS PART FO THE LOCAL CONVENIENCE STORE. THE STORE WILL OPERATE AS A LATE NIGHT STORE TO SUPPPORT THE LOCAL RESIDENCE NEEDS. APPLICANT IS LOCAL AND HAS BEEN MANAGING STORES LOCALLY. THE STORE IS A GREAT ADDITION TO THE LOCAL AREA TO ADD VALUE TO LOCAL COMMUNITY/ OTHER BUSINESSES.

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

## Section 6 of 21

### PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

## Section 7 of 21

### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

## Section 8 of 21

### PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

## Section 9 of 21

### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

## Section 10 of 21

### PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☐ Yes ☒ No

## Section 11 of 21

Continued from previous page...

## PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☐ Yes ☒ No

## Section 12 of 21

## PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☐ Yes ☒ No

## Section 13 of 21

## PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

☐ Yes ☒ No

## Section 14 of 21

## LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☒ Yes ☐ No

### Standard Days And Timings

#### MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

#### TUESDAY

Start

End

Start

End

#### WEDNESDAY

Start

End

Start

End

#### THURSDAY

Start

End

Start

End

#### FRIDAY

Start

End

Start

End

*Continued from previous page...*

**SATURDAY**

Start

End

Start

End

**SUNDAY**

Start

End

Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

☒ Indoors      ☐ Outdoors      ☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

THIS IS A COFFEE MACHINE AND HOT SNACKS AS PART OF THE RETAIL STORE.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 15 of 21**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

☒ Yes      ☐ No

**Standard Days And Timings**

Continued from previous page...

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

☐ On the premises ☒ Off the premises ☐ Both

If the sale of alcohol is for consumption on  
the premises select on, if the sale of alcohol  
is for consumption away from the premises  
select off. If the sale of alcohol is for  
consumption on the premises and away  
from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

*Continued from previous page...*

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

**Name**

First name	<input type="text" value="QUINTON GEORGE"/>
Family name	<input type="text" value="BENETTE"/>
Date of birth	<div><input type="text" value=""/> dd</div> / <div><input type="text" value=""/> mm</div> <div><input type="text" value=""/> yyyy</div>

**Enter the contact's address**

Building number or name	<input type="text" value=""/>
Street	<input type="text" value=""/>
District	<input type="text" value=""/>
City or town	<input type="text" value=""/>
County or administrative area	<input type="text" value=""/>
Postcode	<input type="text" value=""/>
Country	<input type="text" value="United Kingdom"/>
Personal Licence number (if known)	<input type="text" value="HART/PL/1320"/>
Issuing licensing authority (if known)	<input type="text" value="HARTLEPOOL COUNCIL"/>

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ☐ Electronically, by the proposed designated premises supervisor
- ☒ As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

**Section 16 of 21**

**ADULT ENTERTAINMENT**

*Continued from previous page...*

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

NONE

## Section 17 of 21

### HOURS PREMISES ARE OPEN TO THE PUBLIC

#### Standard Days And Timings

##### MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

##### TUESDAY

Start

End

Start

End

##### WEDNESDAY

Start

End

Start

End

##### THURSDAY

Start

End

Start

End

##### FRIDAY

Start

End

Start

End

##### SATURDAY

Start

End

Start

End

##### SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.



*Continued from previous page...*

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

## Section 18 of 21

### LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

1. A Comprehensive recordable CCTV system will be installed and maintained covering the trade areas whilst encompassing all ingress and egress to the premises. The system must continually record whilst the premises is open for licensable activities and during all times when customers remain at the premises. The system must be capable of providing pictures of evidential quality, in particular facial recognition. All recordings must be stored for a minimum period of 31 days with date and time. Recordings must be made available immediately upon the request of a Police or Authorised Officer.

2. A Challenge 25 proof of age scheme will be operated at all times. Anyone attempting to purchase alcohol that appears to be under 25 years of age will be asked for proof of their age.

3. The only forms of acceptable identification shall be either a valid photographic driving licence, a valid passport, military identification or any other recognised form of photographic identification incorporating the PASS logo. Failure to produce satisfactory proof of age when purchasing alcohol will result in a refused sale.

4. Clear and prominent signage informing customers of the age verification policy in operation will be clearly displayed at all entrances to the premises. At the point of sale and in close proximity to the alcohol displayed.

5. The refusal record will be kept on the premises for production, on request, to an officer of a Responsible Authority. Deliveries of alcohol shall only be made to residential or to business addresses, where the relevant details of the purchaser have been recorded as part of the original sale.

6. Deliveries of alcohol shall not be made to public places.

7. Persons undertaking deliveries shall be over 18 years of age.

8. Information regarding refusals to sell alcohol and refusals to deliver alcohol shall be recorded and retained in useable form and made available to authorised officers upon request.

9. New staff shall receive induction training at the commencement of their employment at the premises, including dealing with incidents and prevention of crime and disorder, underage sales training, and serving to persons in drink and proxy sales prior to being allowed to sell alcohol. This training shall be recorded.

*Continued from previous page...*

10. All staff involved in the sale/delivery of alcohol shall receive training in underage sales, serving to persons in drink and how to deal with abusive and aggressive

b) The prevention of crime and disorder

AS DETAILED ABOVE FOR ALL 4 LICENSING OBJECTIVES

c) Public safety

AS DETAILED ABOVE FOR ALL 4 LICENSING OBJECTIVES

d) The prevention of public nuisance

AS DETAILED ABOVE FOR ALL 4 LICENSING OBJECTIVES

e) The protection of children from harm

AS DETAILED ABOVE FOR ALL 4 LICENSING OBJECTIVES

## **Section 19 of 21**

### **NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK**

*Continued from previous page...*

### **Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

### **Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

*Continued from previous page...*

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

*Continued from previous page...*

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

## **Section 20 of 21**

### **NOTES ON REGULATED ENTERTAINMENT**

*Continued from previous page...*

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

*Continued from previous page...*

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

## Section 21 of 21

### PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non&nbsp;domestic rateable&nbsp;value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00\*

Band E - £125001 and over £635.00\*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

190.00

### DECLARATION

*Continued from previous page...*

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

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR  
\* HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR  
IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO  
EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND  
NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE  
THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I  
\* am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my  
licence will become invalid if I cease to be entitled to live and work in the UK.

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or  
\* her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if  
appropriate.

☒ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on  
behalf of the applicant?"

\* Full name

\* Capacity

\* Date  /  /   
dd mm yyyy

[Add another signatory](#)

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/hartlepool/apply-1> to upload this file and continue  
with your application.

Don't forget to make sure you have all your supporting documentation to hand.

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

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY  
KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF  
THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO  
CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION,  
ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN  
OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE  
IS DISQUALIFIED**



OFFICE USE ONLY

Applicant reference number	<input type="text" value="1658"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

## Appendix 2 – Street View Images

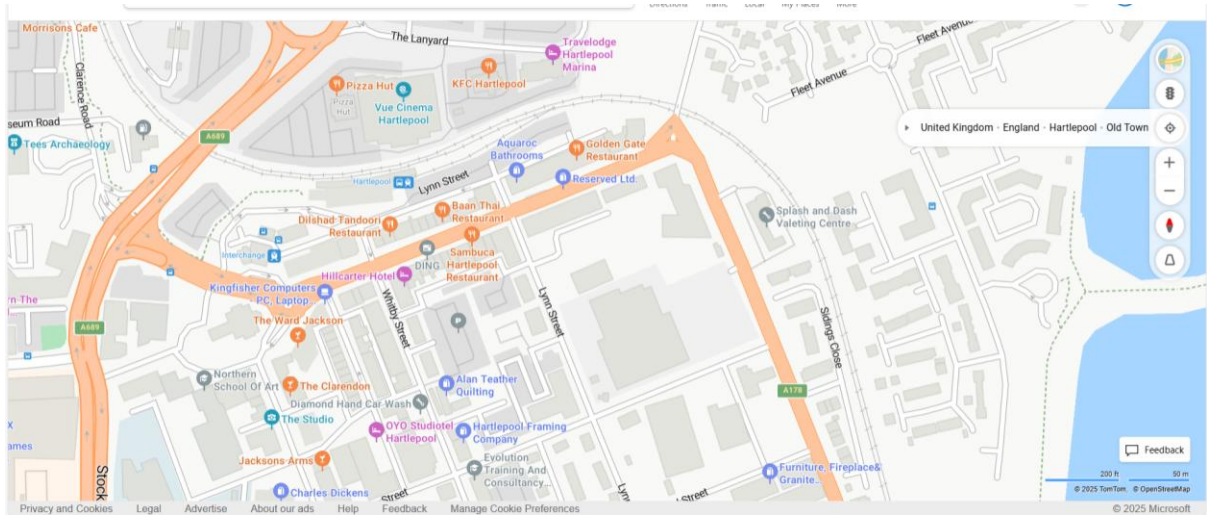


## Appendix 2 – Street View Images





## Appendix 3 – Map of the Area, 77 Church Street



25 June 2025

Rachael Readman  
The Licensing Team  
Hartlepool Borough Council  
Civic Centre, Victoria Road  
Hartlepool  
TS24 8AY

Dear Rachael,

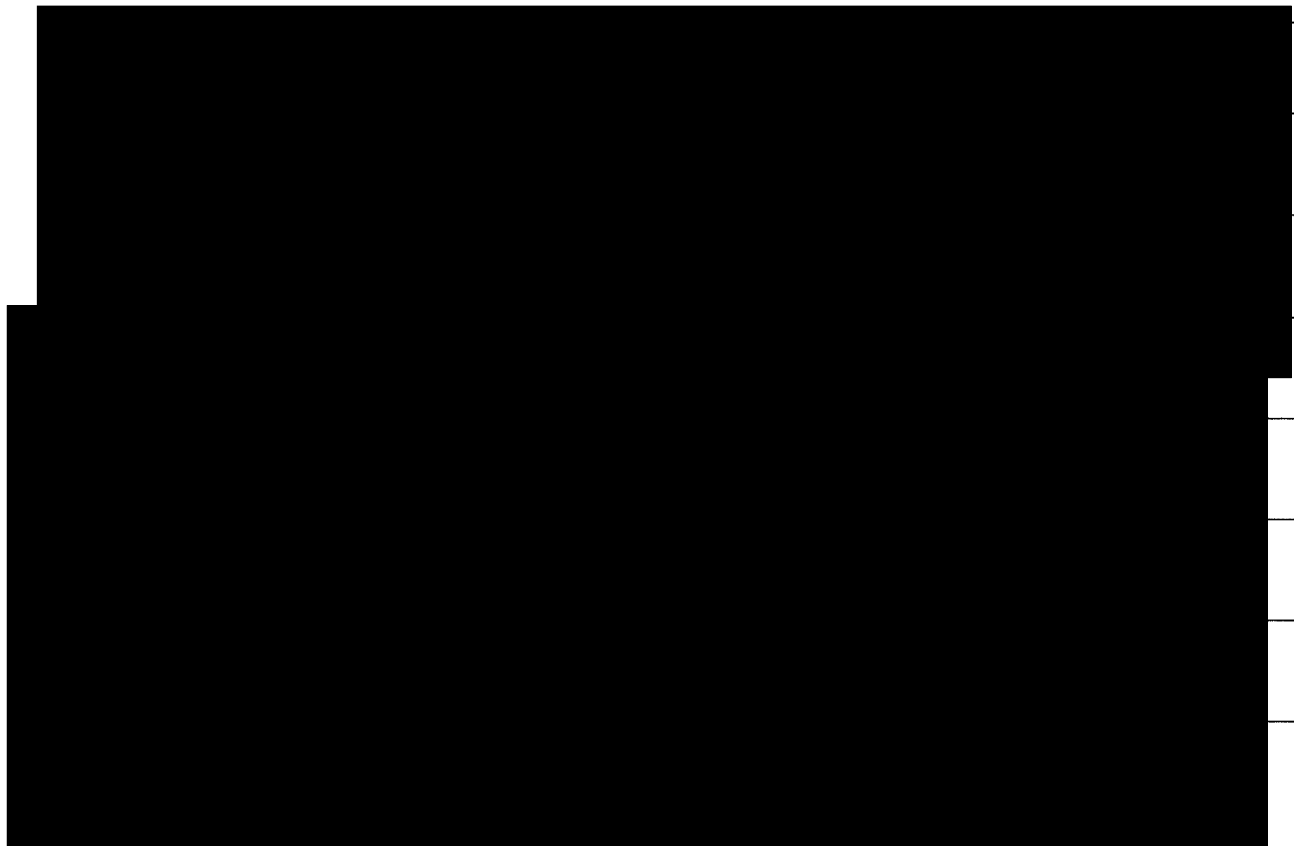
We write on behalf of licensed pubs and bars on and around Church Street/Church Square to oppose the proposed off-licence that would sell alcohol until 1 am. Our concerns focus on public safety, the integrity of the night-time economy, and the licensing objectives. Please treat each signature as one objection. In summary:

- **Public safety and anti-social behaviour:** Unrestricted shop sales enable customers to purchase large volumes of cheap alcohol (often high-strength products) with *no supervision*, fuelling binge drinking on the streets. For example, research notes that off-licence purchases can involve *“a very large amount of alcohol”* with *“no control over who actually drinks it,”* whereas pubs sell measured servings under staff supervision. Communities have even identified off-licences as the *“single largest contributory factor”* in local anti-social behaviour. In one nearby case, police reported that *“unrestrained off-sales”* from a pub-turned-shop led to crowds of intoxicated people, ASD and requiring a public statue to be cordoned off to clear drinkers. Indeed, residents complained of litter and disorder from street drinking after off-sales of alcohol in plastic cups. Given this evidence, it is clear that allowing shop sales until 1 am would exacerbate late-night disorder around Church Street.
- **Safeguards and licensing obligations:** Licensed bars are subject to stringent controls that off-licences are not. For instance, on-licensed premises must impose conditions such as CCTV, door supervisors, age-checking and staff training to manage drinking responsibly. In fact, police night-time economy guidelines explicitly require bars to have proof of age cards to be demanded, CCTV, toughened glass, door staff registration, and accredited training for bar staff. Pubs also participate in community schemes like Pubwatch to ensure safe service. By contrast, once a customer walks out of a shop, there is no mechanism to prevent immediate heavy drinking. Research observes that on-trade consumption is *“continually monitored by serving staff,”* whereas off-trade consumption has no such oversight. In short, pubs have a *vested interest* in preventing over-consumption, but off-licence shops do not. This imbalance means unregulated off-sales directly undermine the licensing objectives of preventing crime and protecting public safety.
- **Licensing hours and public order:** Allowing off-licence sales until 1 am is excessively late for a shopping outlet and conflicts with public order. Multiple studies link extended drinking hours to increased late-night violence. For example, a UK government review found that *“24-hour licensing had exacerbated alcohol-related violent crime in the small hours”*, noting more offences between 3–6 am. The trend is clear: each additional hour of alcohol availability can translate into more street disorder. Many jurisdictions therefore cut off off-licence sales much earlier. For instance, Ireland’s Intoxicating Liquor Act imposes a 10 pm closing time for off-licences. Research from policing experts also warns that cheap off-sales induce early pre-nightlife drinking, leading to faster intoxication and greater violence later on. In practice, residents and police are already working hard to control Church Street in the early hours; extending shop sales to 1 am will only overwhelm those efforts. At a recent licensing hearing in the region, the police expressed concern that allowing late licenses *“would likely have an impact on crime and disorder in an already busy area”*. We therefore submit that 10 pm should be the absolute cut-off for shop sales on Church Street, in line with good practice and to avoid cannibalising us as the responsible night-time economy.
- **Pubs as social venues vs. isolated drinking:** Pubs and bars provide a community setting for alcohol consumption, unlike shops. Research highlights that pubs play a unique role in offering a social environment to enjoy a drink with friends in a supervised community setting. Another study found that pubs *“continue to offer a space in which people can meet to socialise in rewarding ways,”* offering a traditional form of offline socialisation that customers value. In this way, pubs combat loneliness and contribute to social cohesion. In contrast, off-licence sales encourage solitary or small-group drinking at home or on the street. Drinking in isolation often means problems occur out of sight and without support. For example, unsupervised street drinking tends to produce public nuisance (noise, litter, vomiting) rather than the controlled environment within a pub. In practice, multiple bars already offer live music and social events; a competing outlet that merely sells alcohol for home use adds no community benefit.

- **Impact of rising student population:** Church Street is close to local college campuses, and student numbers are growing. A recent report notes that housing for growing numbers of students is being added within a five-minute walk of Church Street. More young residents often translates into higher alcohol demand. This demographic change underscores our concerns: easily available off-licence booze will likely end up consumed unsafely by students. Already our bars are training staff to manage any influx of student customers, but we cannot bear the consequences of unsupervised home or street drinking by under-educated teenagers and students. We want the night life to be a vibrant community not one that sees people fall off the edge via easy late night access to mass alcohol opportunities.
- **Case studies and policy precedents:** Evidence from elsewhere supports these concerns. In Durham, a licensing review found that a local bar's off-sales had caused such severe street drinking that the council implemented measures to disperse crowds. Scandinavian countries offer another model: Sweden, Norway and Finland strictly control off-licence sales through state monopolies with curtailed hours. Studies show these controls reduce alcohol-related harms. This shows it is reasonable (and advisable) for local authorities to limit off-sales. Conversely, failing to do so risks turning Church Street into an unmanaged drinking zone, as has happened in other town centres.

**Conclusion:** In our view, the application for late-night off-sales should be refused or, at minimum, strictly curtailed. Permitting shop sales until 1 am on Church Street would undermine public safety, encourage anti-social street drinking, and conflict with the licensing objectives of crime prevention and public protection. Bars in Church Street already contribute to a vibrant, managed night-time economy; this proposal merely adds a "competing" source of isolated drinking that offers no oversight. We urge the licensing authority to reject the application or restrict hours to at most 10 pm, and to require any off-licence to implement strong safeguarding conditions. Our local context (growing student population, ongoing dispersal orders, etc.) demands a cautious approach. Thank you for considering the bar owners' concerns.

Signed



## Appendix 5 – Agreed Conditions

1) A digital Closed Circuit Television System (CCTV) will be installed and maintained in good working order and be correctly time and date stamped.

- The system will incorporate sufficient built-in hard-drive capacity to suit the number of cameras installed.
- CCTV will be capable of providing pictures of evidential quality in all lighting conditions, particularly facial recognition.
- Cameras will encompass all ingress and egress to the premises and all areas where the sale/supply of alcohol occurs.
- The system will record and retain CCTV footage for a minimum of 31 days
- The system will record for 24 hours a day.
- The system will incorporate a means of transferring images from the hard-drive to a format that can be played back on any desktop computer.
- The Digital recorder will be password protected to prevent unauthorised access, tampering, or deletion of images.
- There will be at all times, when the premises is open, a member of staff on duty with access to the CCTV system who is trained in the use of the equipment.
- Upon receipt of a request for a copy of CCTV footage from Police, Licensing Officers or any other Responsible Authority, the member of staff will produce the footage within 24 hours or less if urgently required for investigations of serious crime.
- CCTV footage must be made available to be viewed by the Police, Licensing Officers or other Responsible Authorities on request during an inspection of or visit to the Premises.

2) The premise will not sell any single cans of lager, beer or cider.

3) The Premise shall not stock or sell any beers, lagers, ciders or perry products above 6.5% ABV.

4) Staff must require ID in the form of a current ten year passport, photo card driving licence or PASS logo identity card from any customer who appears to be under the age of 25 and verify the customer is over the age of 18 before any sale of alcohol is made

## Appendix 6 – Agreed Conditions

5) Notices must be placed in a prominent position advising customers the Premises operates a challenge 25 policy and all customers who appear under the age of 25 will be challenged for ID proving they are over 18 in the form of a current ten year passport, photo card driving licence or PASS logo identity card

6) All members of staff (whether paid or unpaid) must be provided training before he / she makes a sale or supply of alcohol in relation to

- Challenge 25,
- Under age sales
- Sales to adults on behalf of minor (proxy sales),
- Sales to intoxicated persons,
- Refusals registers
- Incident records and
- All other conditions on the Premises Licence

Once initial training has been completed as above refresher training will take place at least every six months thereafter.

7) Documented training records must be completed in respect of every member of staff and must include the name of the member of staff trained, date, time and content of the training. The record must be signed by the member of staff who has received the training, the Designated Premises Supervisor and the Premises Licence Holder.

8) Documented training records must be kept at the Premises and made available to the police, trading standards or licensing officers on request and / or during an inspection.

9) An incident book must be kept at the Premises and maintained up to date (no later than 24 hours after the incident) at all times and will record the following:

- Time date and details of all incidents/complaints of crime and disorder or anti-social behaviour



## Appendix 6 – Agreed Conditions

- All crimes reported to the venue
- All ejections of patrons
- All seizures of drugs or offensive weapons
- Any faults in the CCTV system, searching equipment or scanning equipment
- Any visit by a relevant authority or emergency service

The incident book must be made available to Police, Licensing Officers and all other Responsible Authorities on request or during an inspection.

10) The premise will keep and maintain a refusals book/electronic register which will be used to record all incidents/occasions of where the premise refuses to sell alcohol to an individual. The refusals book/electronic register will be used solely as a refusals book. It will be kept at the premise and will be made available for inspection by the Police or any other Responsible Authority.

### Alcohol delivery conditions

Where alcohol is offered for sale and delivery the following terms shall apply:

- 1) An order for alcohol delivery must be made by the customer by either telephone or internet.
- 2) There will be a set script to follow when taking orders of alcohol over the phone or via the internet. This will require the premise to obtain the name, address and age of the person placing the order. The product to be purchased and the amount must be obtained and recorded appropriately. Details of all the above must be entered on a sales form or computer. Records must be kept for six months and must be made available for inspection when requested by Police, Local Authority or Responsible Authorities
- 3) Identification checks must be made to establish age and correct delivery to the person making the order, as delivery must only be made to a person 18 or over.
- 4) Orders are only acceptable from customers of 18 years of age or over.

## Appendix 6 – Agreed Conditions

5) The only acceptable forms of ID are:

- i. proof of age card bearing the PASS logo.
- ii. passport; or
- iii. UK photo driving licence.
- iv. A military ID Card.

5) Alcohol will not be delivered to any person who is challenged and fails to provide an acceptable form of ID.

6) Deliveries must only be made to residential/business premises that are stated at point of sale.

7) Delivery vehicles must only carry the stock required for each delivery and no excess stock must be carried in the van.

8) Sales must be completed by drivers aged over 18 years. The delivery driver must at all times carry details of the sales order. These details must include name, address, telephone number and details of the order. The records must be produced upon request by any police officer or other authorised officer checking.

9) A refusals log will be kept in each vehicle and maintained at all times up to date in accordance with company policy recording the date, time, type of product refused, reasons for every refusal to sell alcohol to a customer and the name of the member of staff refusing the sale. The refusals log will be made available to police, licensing officers and other responsible authorities on reasonable request. The Premises Licence Holder/Designated Premises Supervisor must monitor the refusals log on a monthly basis.

10) All staff must be fully trained and retrained on a 6 monthly basis in relation to the laws relating to the sale of alcohol to underage persons, persons buying on behalf of under 18's (proxy sales), and persons appearing to be under the influence of alcohol.

Training records shall be maintained and made available to Police or other responsible authorities upon request.

11) Alcohol shall not be delivered to a person in a public place (e.g. Car park, street corner, bus stop etc.). No sale must be made to customers attempting to 'flag down' a delivery van.

12) Drivers must always carry their driving licence and documentation for the vehicle.

13) Deliveries at anti-social hours must be affected with the minimum of noise, considering neighbouring premises.

14) Engines must be switched off outside of customers' residence.

## Appendix 6 – Agreed Conditions

15) No sales/deliveries of alcohol must be made to person(s) under the age of 18 years or to a person apparently seeking to purchase alcohol on behalf of under 18s.

16) Sales must only be made to the original person who made the order for alcohol and identification checks must be made to establish this.

17) Whenever proof of age is requested, details must be taken and recorded from the identification produced. These details must be kept on set forms given to delivery staff, copies of which to be kept on site for inspection for three months and must be regularly checked by the DPS.

18) Delivery drivers must have a means of contact while carrying out deliveries such as a mobile phone.

Yours faithfully,

Pc 1620 Clare Lawton

Cleveland Police

Licensing Support Unit