

Summary of Responsible Authority Responses

Date of Response	Name	Organisation
01/04/2025	Melanie Draper	Environmental Health
Thank you for consulting me on the above licence application. I have no concerns or objections.		

Date of Response	Name	Organisation
01/04/2025	Lauren Todd	Planning Enforcement
Application 25/02191/FUL for "Erection of a side extension; change of use to restaurant and hot food takeaway; and installation of roller shutters." Was withdrawn Feb 2026 as it was unlikely to be supported for permission. I note the licensing application is for a local convenience store which would be use class E, with the previous hot food takeaway as use as sui generis.		
The applicant will need change of use to operate within use class E, we recommend they seek planning advice as soon as they can.		

Date of Response	Name	Organisation
01/04/2026	Hayden Behzadifar	Licensing
Good morning,		
I have reviewed your premises licence application and see that you have volunteered some conditions on the operating schedule.		
I have drafted some conditions below following your suggested conditions in your application. Please can you let me know if you agree to these conditions:		
<ol style="list-style-type: none"> 1. A written delegation of authority record will be kept at the premises whereby non personal licence holders are authorised to make sales on behalf of a personal licence holder. 2. The Licensee shall ensure that each member of staff authorised to sell alcohol has received appropriate training on the law with regard to age-restricted products, proxy sales, the licensable hours and conditions attached to the licence, including refresher training every six months, and that this is properly documented and training records kept 3. The staff record shall be kept on the licensed premises and made available for inspection by the Licensing Officer. 4. An age verification policy will apply to the premises whereby all staff likely to be involved in the sale or supply of alcohol will be trained to ask any patron attempting to purchase alcohol, who appears to be under the age of 25 years to produce, before being sold alcohol, identification being a passport or photocard driving licence bearing a holographic mark or other form or method of identification that complies with any mandatory condition that may apply to this licence. 5. Digital CCTV with appropriate recording equipment shall be installed, operated and maintained throughout the premises internally and externally to cover all public areas (apart from toilets). The system will be switched on and live during all times that the public have access to the premises whilst 		

open to members of the public. The CCTV images will record and display dates and times, and these times will be checked regularly to ensure their accuracy and will be changed when British Summer Time starts and ends. The CCTV at entrance points will record a clear facial image of every person entering in any light condition. Footage shall be stored for a minimum of 31 days. In the event that images are requested from a constable or authorised officer of a responsible authority the management will ensure a staff member who is conversant with the operation of the CCTV system shall be on the premises at all times the premises are open to the public.

6. The premises licence holder must ensure at all times a DPS or appointed member of staff is capable and competent at downloading CCTV footage in a recordable format to the Police and Local Authority upon request.
7. An Incident log shall be kept at the premises, and made available on request to a police officer, police licensing officer or council authorised licensing officer. It must be completed within 24 hours of the incident and will record the following:
 - a. All crimes reported at the venue.
 - b. All ejections of patrons
 - c. Any complaints received concerning crime and disorder.
 - d. Any incident of disorder
 - e. All seizure of drugs or offensive weapons
 - f. Any faults in the CCTV system, searching equipment or scanning equipment.
 - g. Any visit by a relevant authority or emergency service

Each entry is to be checked and signed by the DPS/Licensee no later than 1 week after the entry has been made.

8. A Refusals log will be kept and made available for inspection by police or authorised officer of a responsible authority.
9. Notices shall be prominently displayed at all exits requesting customers to respect the needs of local residents and businesses and leave the area quietly.
10. The Licensee shall ensure that all fire escapes/escape routes will be clearly marked and kept free from obstructions at all times.

Good morning Hayden,

Thank you for your email with conditions listed,

We confirm we agree to the conditions.

Kind regards
Minuthi Abeywarnna

Date of Response	Name	Organisation
02/04/2026	Kirsty Draycott	Trading Standards

I can confirm that we have received the below email regarding the application for a new premises licence for Fact Local, Farcet. We have provided the applicant with Challenge 25 information and have no other comments to make.

Date of Response	Name	Organisation
16/04/2026	Andrea Longford	Environmental Health
Thank you for consulting me on the above licence application. I have no concerns or objections.		