

## Cox, Elizabeth

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**From:** Leeds, Barbara on behalf of Licensing@thurrock.gov.uk  
**Sent:** 09 December 2022 09:52  
**To:** Wright, Debra  
**Subject:** FW: Sivathurka News, 5 Aire Drive, South Ockendon, RM15 5AP

**Importance:** High

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Barbara Leeds | Licensing Technical Officer | Public Realm

thurrock.gov.uk | tel: 01375652879 | extension: 64060 | [bxleeds@thurrock.gov.uk](mailto:bxleeds@thurrock.gov.uk)

Licensing Team 2<sup>nd</sup> Floor CO2, Thurrock Council, Civic Offices, New Road, Grays, Essex RM17 6SL

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**From:** Paul Richards <paul@21stcenturylicensing.com>  
**Sent:** 09 December 2022 09:43  
**To:** Licensing@thurrock.gov.uk  
**Cc:** Battershall, Evan <EBattershall@thurrock.gov.uk>  
**Subject:** RE: Sivathurka News, 5 Aire Drive, South Ockendon, RM15 5AP  
**Importance:** High

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Dear All

Please accept my apologies for the delay with my response.

I can confirm that I have consulted with my client, and we agree to the Conditions offered, apart from Condition No.8.

My Client has contacted his supplier of his Cash Register, to seek the possibilities of adding an Electronic Prompt System (EPS), unfortunately, the Cash Register does not have that function, nor can it be added to the current unit. The cost to change to a system which has an EPS is very expensive for a small independent business.

I am sure when the time comes for his Cash Register is to be upgraded, replace, the option of having EPS, will be a feature on any new Cash Til, which my client will opt to have

I do hope that the above agreement is acceptable.

Warm Regards

**Paul Richards**  
**Licensing Consultant**

Tel: 07502 121 887



[www.21stcenturylicensing.com](http://www.21stcenturylicensing.com)

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**From:** Wright, Debra **On Behalf Of** [Licensing@thurrock.gov.uk](mailto:Licensing@thurrock.gov.uk)  
**Sent:** 05 December 2022 13:37  
**To:** Paul Richards <[paul@21stcenturylicensing.com](mailto:paul@21stcenturylicensing.com)>  
**Cc:** Battershall, Evan <[EBattershall@thurrock.gov.uk](mailto:EBattershall@thurrock.gov.uk)>; [Licensing@thurrock.gov.uk](mailto:Licensing@thurrock.gov.uk)  
**Subject:** FW: Sivathurka News, 5 Aire Drive, South Ockendon, RM15 5AP

Hi Paul

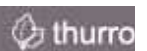
Please see proposed conditions below from Trading Standards with regard to the premises licence application for Sivathurka News, 5 Aire Drive, South Ockendon, RM15 5AP.

Kind regards

Debra

**Debra Wright | Licensing Technical Officer | Public Realm**  
Thurrock Council, Civic Offices, New Road, Grays, RM17 6SL  
[www.thurrock.gov.uk](http://www.thurrock.gov.uk) | 01375 652 879 | x63044 |

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**From:** Battershall, Evan <[EBattershall@thurrock.gov.uk](mailto:EBattershall@thurrock.gov.uk)>  
**Sent:** 01 December 2022 16:56  
**To:** [tharanyl@hotmail.com](mailto:tharanyl@hotmail.com)  
**Cc:** [Licensing@thurrock.gov.uk](mailto:Licensing@thurrock.gov.uk)  
**Subject:** Sivathurka News, 5 Aire Drive, South Ockendon, RM15 5AP

Good afternoon, Mrs Vickinarajah

I am contacting you on behalf of Thurrock Council's Trading Standards department regarding your recent application for a premises licence at Sivathurka News.

I am pleased to note your references to Challenge 25, PASS approved identification and refusals books. In light of this, I would like to request that the following 7 conditions, which are in line with best practice, are added to the premises licence:

1. *A refusals record shall be maintained at the premises that details all refusals to sell alcohol. Each entry shall, as a minimum, record the date and time of the refusal and the name of the staff member refusing the sale. All entries must be made as soon as possible and in any event within 4 hours of the refusal and the record must be made immediately available to police, trading standards or licensing authority staff upon reasonable request.  
All staff should be trained how to use it and the DPS or his appointed deputy will inspect and sign this at least once a week.  
The refusals record shall be either electronic or maintained in a bound document and retained for at least {12} months from the date of the last entry.*
2. *A Challenge 25 policy will be adopted at the premise and all staff will be trained in its operation. Any person who appears to be under the age of 25 will be asked for ID and the sale will be refused if they are unable to provide valid identification. Signage will be prominently displayed within the premises to advertise the fact a Challenge 25 policy is in operation. The premises shall clearly display signs at each point of sale. At the point of sale, such signs shall be a minimum size of 200mm x 148mm.*
3. *The only acceptable forms of identification will be a photographic driving licence, passport or a "PASS" approved identification card.*
4. *Written training records will be kept for all staff for the duration of their employment and for at least six months after the individual may leave employment. This should include signed and dated forms from employees that state they have received and understood the training.*
5. *All staff engaged in the sale or supply of alcohol on the premises shall have received training in relation to the protection of children from harm (including under-age sales), how to recognise drunkenness and the duty not to serve drunk persons. Refresher training shall be carried out at least every six months.  
Training records shall be kept on the premises (or otherwise be accessible on the premises) for a minimum of 12 months and made immediately available to police, trading standards or licensing authority staff upon reasonable request.*
6. *No sale of alcohol will be made by any person who has not received training on age restricted products.*
7. *The premises shall display prominent signage indicating [at any point of sale] [at the entrance to the premises] [in all areas where alcohol is located] that it is an offence:  
  
{for a person under the age of 18 to buy or attempt to buy alcohol}; or {buy, or attempt to buy, alcohol for a person under the age of 18}.*

In addition, if your electronic till system has the facility to add 'till prompts' when certain items are scanned, I would also request that the following condition is added:

8. *A system will be in operation on all electronic points of sale which prompts staff to verify the age of a purchaser when age restricted products are scanned. The licensee will conduct checks at least once every six months to ensure the system is functioning properly and keep a record of these checks.*

In relation to Conditions 1 and 2, I would be happy to provide you with free Refusals Books and Challenge 25 posters if required.

If you are happy to accept the above conditions, please reply to both Trading Standards ([trading\\_standards@thurrock.gov.uk](mailto:trading_standards@thurrock.gov.uk)) and Licensing ([Licensing@thurrock.gov.uk](mailto:Licensing@thurrock.gov.uk)) and these will be added to the premises licence in due course. Alternatively, if you have any questions or concerns about these requested conditions please feel free to contact me directly.

Kind regards,

**Evan Battershall | Trading Standards Officer | Public Protection**  
Thurrock Council, Civic Offices, New Road, Grays, RM17 6SL  
[www.thurrock.gov.uk](http://www.thurrock.gov.uk) |

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