

LICENSING ACT 2003

APPLICATION FOR A MINOR VARIATION TO A PREMISES LICENCE

Premises licence number	BPL0344
Premises	North Street News / Premier Express
Address	54 North Street, Sudbury, CO10 1RE
Current alcohol authorisation	Supply of alcohol for consumption OFF the premises
Existing authorised hours	07:00 to 23:00, Monday to Sunday

Brief description of the proposed variation

The application seeks to add conditions to the premises licence relating to the promotion of the licensing objectives, specifically the prevention of crime and disorder and the protection of children from harm. The proposed conditions cover the operation of a Challenge 25 age verification scheme, Responsible Alcohol Retailing training for staff, the maintenance of an incident and refusals log, and the installation, operation and maintenance of CCTV.

No changes are sought to the existing permitted hours or licensable activities.

Proposed conditions

1. A Challenge 25 policy will be implemented requiring all customers who appear to be under the age of 25 to produce photographic identification in the form of a passport, driving licence or proof of age scheme (PASS) approved identification, before alcohol can be supplied or sold to them. All staff will be instructed, through training, that alcohol cannot be supplied or sold unless valid identification is produced. The premises licence holder shall ensure that notices are prominently displayed in the premises to advise patrons and staff that a 'Challenge 25' scheme operates in the premises.
2. All staff engaged in the sale of alcohol will be trained in Responsible Alcohol Retailing when commencing employment at the premises. This training can be administered in-house by the DPS. Training records shall be kept on the premises and produced to the Police/Local Authority on request. Training will be reviewed every 6 months to ensure that staff are up to date and their training records endorsed accordingly.
3. A log will be kept at the premises, recording any significant incidents or any refusal of the sale of alcohol. It will be made available to the Police or Council on request. It must be completed within 24 hours of the occurrence and must record: a) the date and time of the incident or refusal, b) names of staff and persons involved (if known), c) detail of incident or refusal. Incidents to be recorded should include (but not be limited to) – any crime or disorder, injuries to staff or customers, refusal of the sale of alcohol, ejections, banning of customers, seizures of drugs/weapons, or any visit by relevant authorities or emergency services, and the purpose of the visit.
4. A CCTV system shall be installed and maintained. CCTV shall cover all areas of the premises open to the public, including entry and exit points, and must be capable of providing images of quality sufficient to support facial identification. The system must always operate during the hours of licensable activity and/or when customers are on the premises. Equipment must be maintained in good working order, be correctly time and date stamped, and recordings must be kept for a period of 30 days. The Premises Licence Holder must ensure that the DPS or an appointed member of staff able to operate the CCTV system, is always present when the premises are open to the public. That person will be able to show CCTV video to Police or an Authorised Officer with minimum delay when requested. A download of CCTV video will be provided to the Police or an Authorised Officer as soon as possible, and in any case within 36 hours of the request. Footage will be provided in a viewable format on a disc or suitable storage device or uploaded to a link sent by Police. The CCTV system will be regularly checked to ensure that it is functioning correctly.

Reason for the variation

The variation is submitted following correspondence with the Babergh/Mid Suffolk Licensing Team and is intended to incorporate the suggested licence conditions relating to Challenge 25, staff training, incident/refusals recording and CCTV.

Applicant declaration / completion

Applicant / licence holder	Anitaben MANISHKUMAR PATEL
Signature	
Date	12/10/2026
Contact details	

Preparation note: This document is a prepared application wording sheet based on the premises information supplied and the conditions provided by the Licensing Team. Transfer the wording to, or submit it with, the