

**MINUTES
LICENSING ACT PANEL**

Thursday 28 May 2026

Councillor Alison Hunt
Councillor Marje Paling

Councillor Clive Towsey-Hinton

Officers in Attendance: B Hopewell, C Allcock, A Hutchinson and C Pitcher

21 ELECTION OF CHAIR

RESOLVED:

Councillor Hunt was elected as Chair for the meeting.

22 DECLARATIONS OF INTEREST

None.

23 APOLOGIES FOR ABSENCE

None.

24 TO APPROVE, AS A CORRECT RECORD, THE MINUTES OF THE MEETING HELD ON 2 OCTOBER 2025.

RESOLVED:

That the minutes of the above meeting, having been circulated, be approved as a correct record, pending the removal of a duplicate paragraph.

25 CONSIDERATION OF AN APPLICATION FOR A PREMISES LICENCE - DAYBROOK POST OFFICE

The Panel considered an application for a Premises License for Daybrook Post Office.

In addition to the written representations in the bundle the panel considered additional information provided by the applicant and additional information provided by Sheetal Chadda in advance of the hearing and heard live evidence from:

1. Viral Desai (the Applicant)
2. Venita Chahal (Interested Party)

In making its decision, the Panel had regard to the Gedling Borough Council Licensing Policy, the guidance issued under section 182 of the Licensing Act 2003 and the Human Rights Act 1998 and carefully considered all the evidence presented to it, including the agreed conditions with the police, the amended opening hours of 7:00AM to 8:00PM offered by the Applicant in advance of and at the hearing and the proposed condition set out in the Operating Schedule in the application.

The Panel made this decision to promote the 4 Licensing Objectives:

1. Prevention of crime and disorder;
2. Public Safety;
3. Prevention of Public Nuisance;
4. Protection of Children from harm.

RESOLVED to:

Grant the application for a Premises Licence subject to the operating hours of 7:00AM to 8:00PM and the agreed Police conditions as set out below:

1. A CCTV system with recording equipment must be installed and maintained at the premises and operated with cameras in positions agreed with the Police. All recordings used in conjunction with CCTV must:

- Be of evidential quality in all lighting conditions.
- Indicate the correct time and date; and
- Be retained for a period of 31 consecutive days.

A member of staff trained to use the system must be on duty at all times when licensable activities are taking place, as the recorded images must be available for inspection immediately upon request to all officers of Responsible Authorities. A system must be in place to provide images for uploading to the NICE link, or similar digital evidence gathering system, immediately upon request to the Police.

2. There must also be adequate portable hardware (such as compact disks or USB storage devices) at the premises, as the recorded images must be available for downloading immediately upon request to officers of other Responsible Authorities, or the Police where the premises are unable to use the NICE link, or similar digital evidence gathering system.
3. All images downloaded from the CCTV system, not using the NICE link, or similar digital evidence gathering system, must be provided in a format that can be viewed on readily available equipment without the need for specialist software.

4. The Designated Premises Supervisor, (or authorised person in their absence) must inspect and test that the CCTV system is fully operational and working in compliance with the above conditions on a weekly basis. A signed and dated record of such examination and any findings must be retained at the premises for at least 12 months and must be made available for inspection and copying by the Police, or other officers of a Responsible Authority, immediately upon request.
5. The Premises Licence Holder or Designated Premises Supervisor must ensure steps are taken to rectify any fault identified in the CCTV system immediately and a log of those steps must be made available for inspection and copying by the Police or other officers of a Responsible Authority, immediately upon request.
6. A bound and sequentially paginated refusals book or electronic record must be kept at the premises to record all instances where service is refused. Details to show:
 - The basis of the refusal.
 - The person making the decision to refuse; and
 - The date and time of the refusal.Such books/records to be retained at the premises for at least 12 months and must be made available for inspection and copying by the Police, or other officers of a Responsible Authority, immediately upon request.
7. A bound and sequentially paginated incident/accident book or electronic record must be kept to record all:
 - incidents and crimes at the premises;
 - Any incidents of disorder or of a violent or antisocial nature;
 - ejections of customers;
 - personal injuries;
 - complaints received at the premises;
 - faults in the CCTV system; and
 - visits by an officer of a responsible authority;All such books/records must be retained at the premises for at least 12 months and must be made available for inspection and copying by the Police and other officers of Responsible Authorities immediately upon request.
8. Clear notices must be prominently displayed requesting customers to leave the premises and the area in a quiet and orderly manner.

9. Training records must be kept to record staff training and advice including the following areas:

- preventing underage sales of alcohol;
- preventing proxy sales of alcohol to underage persons;
- preventing sales of alcohol to a person who is drunk;
- acceptable forms of proof of age;
- how to refuse a sale to persons under 18 years of age;
- Challenge 21 age verification;
- licensing objectives; and
- Premises Licence Conditions.

This training must be on-going, and each member of staff must be reviewed at least every 6 months. Such records to be retained at the premises for at least 12 months and must be made available for inspection and copying by the Police, or other officers of a Responsible Authority, immediately upon request.

10. Members of staff must not be permitted to sell/supply alcohol until they have successfully completed the training as per the above condition.

11. All spirits and sherries must be displayed behind the counter and must not be available for customers to self-serve.

12. A Challenge 25 scheme must operate at the premises. Any person who appears to be under 25 years of age must not be sold/supplied alcohol unless they produce an acceptable form of identification (passport, photo driving licence, Military Identity card or PASS accredited card).

13. Challenge 25 notices must be displayed in prominent positions throughout the premises.

14. No alcohol that is directly accessible by the public must be displayed within 11 metres of the entrance/exit.

15. No persons carrying open, or sealed, vessels containing alcohol must be admitted to the premises at any time.

16. No persons must be permitted to remove open vessels containing alcohol from the premises.

17. No cider, beer or lager products with an ABV of over 5.5% must be available at the store.

18. Cans (of any size) and bottles of 440ml or less containing cider, beer or lager must not be sold individually.

19. All vessels containing alcohol must be permanently marked DPO131 prior to sale.

20. Door supervisors must be employed at the premises on occasions as deemed necessary by the Designated Premises Supervisor and/or premises management following a risk assessment and on occasions when requested by, and following consultation with the Police.
21. The Designated Premises Supervisor must ensure that any security industry authority door supervisors employed at the premises wear, and clearly display, their security industry authority licence badge at all times whilst on duty.
22. A bound and sequentially paginated book or electronic record must be maintained at the premises containing the names, home addresses, contact phone number, dates of birth, Security Industry Authority licence number of door supervisors employed on any particular day. These records must be kept at the premises for at least 12 months and must be made available for inspection and copying by the Police immediately upon request.
23. There must be no deliveries made from this premises.

The meeting finished at 11.15 am

Signed by Chair:
Date: