

**BETWEEN:**

**MURUGESU JOTHYMANOHAR**  
(t/a VTS Mini Market)

**and**

**CROYDON COUNCIL**  
(the Licensing Authority)

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**WITNESS STATEMENT**  
**Alan Aylott**

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I, Alan Aylott of Crescent House, 51 High Street, Billericay, Essex, CM12 9AX, will say as follows:

1. I am employed as a Trainee Solicitor at Dadds LLP Licensing Solicitors.
2. I am a retired Police Officer with over 20 years' experience; some of this time as Operations Manager in an East London police station with particular responsibility for Licensing. I was also regularly involved with Pubwatch and engaged in teaching licensing law; accredited with the British Institute of Innkeepers. I have been actively engaged in licensing matters since 1997.
3. On the 1<sup>st</sup> October 2015 I looked at the Police.UK web-site in connection with reported crime in and around the area of VTS Mini Market, 216 Mitcham Road, CR0 3JG.
4. I looked at the yearly figures from January 2014 until August 2015; the most recent figures available on the web-site being August 2015.

5. The Police.UK web site has a specific function to allow a data field on the site to be drawn according to the user's own specification utilising the 'draw your own area' tool.
6. Therefore I indicated the area around VTS Mini Market, 216 Mitcham Road, CR0 3JG. I produce a print screen of this area as **exhibit ARA/1**.
7. I then extracted total crime figures from January 2014 until August 2015 for this area. I recorded all crimes and the results showed nil recorded crimes. I produce this record as **exhibit ARA/2**.
8. On the 2<sup>nd</sup> October 2015 I wrote to Croydon Council and Croydon police under the Freedom of Information Act. I produce a copy of these letters as **exhibit ARA/3**.
9. Around 2.10pm on Tuesday 6<sup>th</sup> October 2015, I attended the premises of VTS Mini Market, 216 Mitcham Road, CR0 3JG in order to conduct a licensing compliance visit and to ensure suitable training measures were in place for the staff.
10. I was met by Mr Jothymanohar, the Designated Premises Supervisor (DPS). I have seen a copy of his personal licence.
11. I produced a folder for Mr Jothymanohar which included a training manual and training record sheets together with a number of posters. A copy of the documents contained in the folder is exhibited as **exhibit ARA/4**.
12. I then went through this training manual with Mr Jothymanohar and his staff; Jeyakanth Ganeshamoorthy and Senthivadivalu Nanthakumar ensuring they were conversant with the contents and fully aware of their obligations and responsibilities under the Licensing Act 2003. I was satisfied they had sufficient training and were able to answer all my questions about licensing.
13. I completed a pro-forma checklist of my observations at the shop which I produce as **exhibit ARA/5**.

14. The shop is situated on a busy road in a mainly residential area. Outside the shop were two well-stocked displays of fruit and vegetables whilst inside, the shop was quite small but compact with shelving all around the ambit. There was a central aisle which contained groceries and goods of different types. It was a very well-stocked shop with groceries of various descriptions as well as alcohol, although it appeared the alcohol only made up about 15-20% of the total.
15. The alcohol was displayed within easy observation of the servery which was situated immediately inside and to the left hand side of the shop. Behind the servery was kept spirits, medicines and cigarettes whilst to the left of the servery was a chilled display for wines. Opposite was a single display for beers, ciders and lagers.
16. I went through the conditions on the premises licence with Mr Jothymanohar:-
  - I updated the training records and ensured they were all signed with a refresher date of the 5<sup>th</sup> January 2016 (3 months time);
  - I checked the CCTV. It was a modern system with 10 cameras capturing the whole of the inside of the shop with 2 outside cameras. The quality was very good;
  - Mr Jothymanohar pointed out that a new system had been installed on the 17<sup>th</sup> September 2015 and the recordings were only available from that date. Prior to this, I was told the police had attended and pointed out that the existing CCTV was insufficient so Mr Jothymanohar had removed alcohol from the shelves and declined to sell any. I watched recordings from the 18<sup>th</sup> September 2015 and it appeared that this was the case; I did not see alcohol on the shelves. As condition 5 states that if the CCTV is not operable then alcohol shall not be sold, I can conclude that condition 5 was complied with.
  - The remaining conditions were compliant
17. I then explained to Mr Jothymanohar and his staff what minor points to look for in respect of identifying possible counterfeit alcohol (e.g. quality of the labelling,

appearance, quantity in the bottle) and then showed him how the UK duty stamp on a spirit bottle would fluoresce under a UV (black) light.

18. I was satisfied there was compliance with the licence conditions. I was also satisfied that responsible management was in place. I left the store around 4.15pm.

19. I believe that the facts stated in this witness statement are true.



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Alan Aylott, dated 8<sup>th</sup> October 2015

**BETWEEN:**

**MURUGESU JOTHYMANOHAR**  
(t/a VTS Mini Market)

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**CROYDON COUNCIL**  
(the Licensing Authority)

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**EXHIBIT ARA/1**

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This is the exhibit referred to as Exhibit ARA/1 in the witness statement of Alan Aylott.

[View A-Z list of crime localities](#)

- [Crime map](#)
- [Stop and search view](#)
- [Policing team](#)
- [News and events](#)
- [Local policing priorities](#)
- [Performance](#)
- [Community Payback](#)

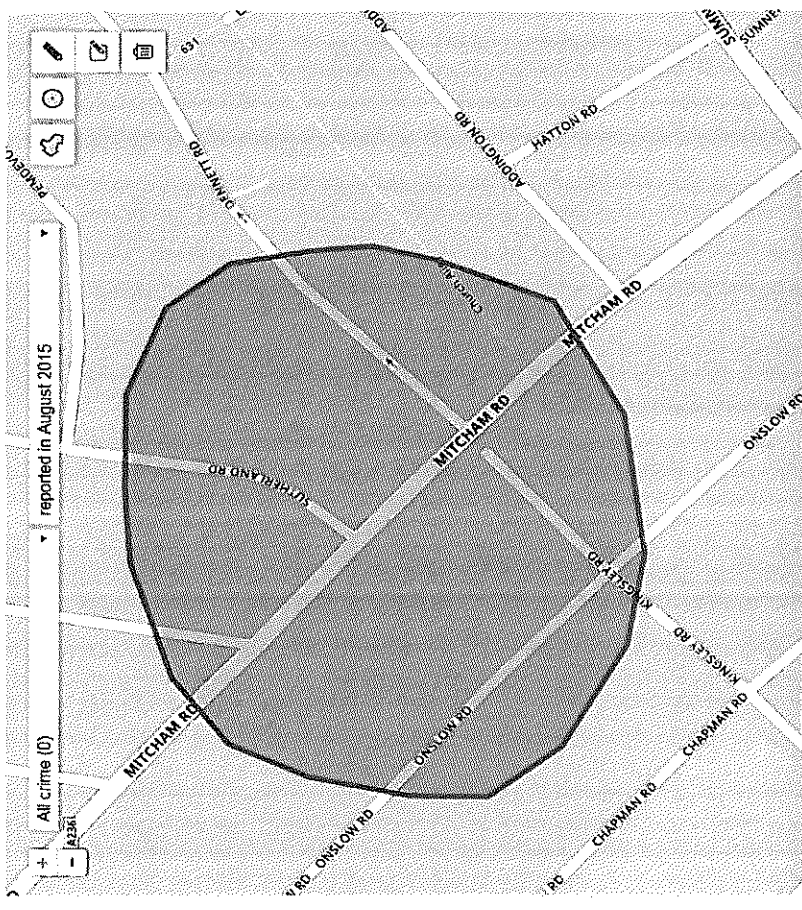
**Next steps**

- [View detailed statistics](#)
- [Sign up for alerts](#)
- [Share this page](#)

**Related pages**

- [How to avoid being a victim of crime](#)
- [Find out more about Metropolitan Police Service's performance on HMIC's website](#)
- [How often is the information on the website updated?](#)

Click on the dots on the map for information about individual crimes.



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**EXHIBIT ARA/2**

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This is the exhibit referred to as Exhibit ARA/2 in the witness statement of Alan Aylott

**BETWEEN:**







**MURUGESU JOTHYMANOHAR**  
(t/a VTS Mini Market)

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**EXHIBIT ARA/3**

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This is the exhibit referred to as Exhibit ARA/3 in the witness statement of Alan Aylott.

Metropolitan Police – Licensing Unit  
Croydon Police Station  
71 Park Lane,  
London,  
CR9 1BP

Our Ref: dd/aa/JOT1-1

Your Ref:

2<sup>nd</sup> October 2015

Dear Sirs,

**Re: Freedom of Information request in respect of the premises known as VTS  
Mini Market, 216 Mitcham Road, CR0 3JG**

We confirm we are acting on behalf of Mr M Jothymanohar in relation to the above premises which are subject to a licensing review. We have been instructed to make a request under the Freedom of Information Act in relation to these premises. Therefore, we would require the following information:-

1. Please confirm how many individuals have complained about these premises in the last 12 months; to include whether or not police officers attended and in connection with any licence application, review, allegation of crime and disorder or public nuisance within the last 12 months.

For the avoidance of doubt we do not require the individual names or require the identity of any complainant, or any details which may identify the complainant or their address. However we do require all the correspondence and would expect the Police to edit the same accordingly.

Should you require any clarification on the points raised above or wish to discuss the request under the Freedom of Information please do not hesitate to contact David Dadds or Alan Aylott on 01277 631811 at our offices.

We look forward to hearing from you.

Yours faithfully



## Dadds Solicitors

Crescent House, 51 High Street, Billericay, Essex CM12 9AX  
T: 01277 631811 F: 01277 631055 E: office@dadds.co.uk  
W: www.dadds.co.uk DX: 32202 BILLERICAY





London Borough of Croydon – Licensing Unit  
Bernard Weatherill House,  
8 Mint Walk,  
Croydon  
London,  
CR0 1EA

Our Ref: dd/aa/JOT1-1

Your Ref:

2<sup>nd</sup> October 2015

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Should you require any clarification on the points raised above or wish to discuss the request under the Freedom of Information please do not hesitate to contact David Dadds or Alan Aylott on 01277 631811 at our offices.

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Yours faithfully

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**EXHIBIT ARA/4**

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This is the exhibit referred to as Exhibit ARA/4 in the witness statement of Alan Aylott.

VTS Mini Market  
216 Mitcham Road  
Croydon  
CR0 7AT

# Training Manual

## Licensing

## IMPORTANT INSTRUCTION

### THE TEN GOLDEN RULES

1. (a) Young persons under the age of 18 must not be permitted to buy alcoholic drinks. (Our Company Policy is that anyone appearing to be under 25 must prove that they are 18 or over, by providing acceptable proof of age ID)  
  
(b) Young persons under 18 must not be permitted to sell alcohol without direct supervision by a senior member of staff, who must be over 18.
2. Persons who are under the influence of drink must not be sold alcoholic drinks.
3. A Police Officer in uniform must not be sold alcoholic drinks.
4. You must not allow people to drink on or outside the premises.
5. You must ensure that the "Challenge 25" prohibitive sign and the Trading Hours are prominently displayed.
6. Be very aware of persons over 18 who try to buy for under 18's. Refuse the sale and record in the refusal book.
7. Be vigilant, constant supervision of the drinks area is not only necessary to deter pilferage, but to prevent under 18's trying to select alcohol.
8. Before each transaction identify the customer. If in doubt ask for proof of age.  
For this you can accept:-
  - a) a Recognised proof of age card with the PASS logo which include the Bite, Portman Group, Citizen, Connexions, Validate, Young Scot etc. identity cards, showing photo, date of birth and signature.
  - c) a Current Passport
  - d) the new style Driving Licence with photo

### THE OLD STYLE DRIVING LICENCE WITHOUT A PHOTO IS NOT ACCEPTABLE

#### **THE MAXIM YOU MUST FOLLOW IS:-**

9. If in doubt do not make the sale. You have the right of refusal which will be backed up by the Manager and the Company. If a refusal is actioned, record the details in the refusal book e.g. male/female, date, time, reason – underage, drunk abusive.
10. Be aware of the licensing hours and ensure that the blinds are down or tensor barriers in place to prevent access to alcohol displays outside of permitted alcohol trading hours and that no sale takes place outside these hours.

# **Unit 1:**

## **Unlawful Sales**

### **1.1 Authorising alcohol sales**

#### **1.1.1 Licences**

The retail sale of alcohol is only lawful if it is licensed. In England and Wales we have a dual licensing system. A building from which alcohol is sold must have a *premises licence* that states that the retail sale of alcohol is a licensable activity to be conducted on those premises. It makes no difference whether the premises are for 'on-sales' or 'off-sales'. Sales of alcohol from a building with a premises licence are lawful only if they are authorised by the holder of a *personal licence*.

#### **1.1.2 Authorising bar and counter staff to make alcohol sales**

Under the Licensing Act 2003 all sales of alcohol from a building with a premises licence must either be made or be authorised by a personal licence holder. There may be any number of personal licence holders working in a premises but only one Designated Premises Supervisor (DPS). The DPS will be the person in day-to-day control of the premises and all other personal licence holders working on the premises will be working under his or her control.

- As bar or counter staff, if the premises in which you work sells alcohol, even if alcohol sales are a very small part of the sales mix, you must have the authorisation of a personal licence holder for any alcohol sales you make to be lawful.
- You must therefore make sure you personally are authorised by a personal licence holder to make sales of alcohol – particularly in circumstances where a personal licence holder may not be on the premises all the time it is open for the sale of alcohol.
- A member of staff under the age of 18 may sell or supply alcohol only if each sale or supply is specially approved by the premises licence holder, the DPS or another person over the age of 18 authorised to give such approval by the premises licence holder or DPS.
- Staff members under 18 are not committing an offence if they sell or deliver alcohol for consumption with a table meal. Typically this would include someone working as a waiter or waitress.



## **1.2 The four licensing objectives**

The licensing Act 2003 is underpinned by some basic principles known as the 'licensing objectives'. There are four of these and they are:

- 1. The prevention of crime and disorder**
- 2. Public safety**
- 3. The prevention of public nuisance**
- 4. The protection of children from harm**

The licensing objectives are all of equal importance and the promotion of these objectives is the main purpose of the licensing Act 2003. In addition, if licensed premises are operated in such a way as to undermine any of these objectives, then the police or trading standards officers could apply to the licensing authority to review the premises licence. Making underage sales of alcohol, or selling alcohol to drunks, could certainly undermine the protection of children from harm objective and possibly any or all of the other three objectives – because drunkenness and underage drinking fuel crime and disorder.

It is therefore very important that sales staff refuse service to underage drinkers and to drunks.

## **1.3 The law relating to underage sales and servicing drunks**

### **1.3.1 Sale of alcohol to children**

It is illegal for:

- Sales staff to sell or supply alcohol to anyone under 18. It is also an offence to knowingly allow the sale of alcohol to someone under 18. This applies not just to premises or personal licence holders but to bar and counter staff as well – because they have the capacity to prevent the sale.
- Anyone under 18 to buy or attempt to buy alcohol
- Anyone over 18 to buy or attempt to buy alcohol on behalf of someone under the age of 18

- Children under 18 to consume alcohol in licensed premises, or for a member of staff to allow them to do so
- Unaccompanied children, under the age of 16, to enter licensed premises where alcohol is sold for consumption on the premises, e.g. pubs, clubs and bars
- Unaccompanied children under 16 to be on premises licensed to sell alcohol for consumption on the premises between midnight and 5.00 a.m., when those premises are open, e.g. nightclubs and late-night bars

If a member of the sales staff sells alcohol to someone under the age of 18 they commit an offence. If a member of staff, or anyone else in a position to prevent such sales, knowingly allows the sale, delivery or consumption of alcohol to under – 18s, or to someone over 18 attempting to purchase alcohol for them, then likewise, they are committing an offence and can be prosecuted.

### **1.3.2 Exceptions to laws in relation to selling alcohol to underage children**

It is *not* illegal for:

- A 16 or 17 year old to consume beer, wine or cider with a table meal, provide that an adult buys it for them and accompanies them at the meal
- A child under 18 to carry out a test purchase of alcohol when supervised by police or trading standards officers for the purposes of enforcing the laws on underage drinking.

### **1.3.3 Sale of alcohol and drunks**

It is illegal for sales staff to:

- Sell alcohol to a person who is drunk
- Sell alcohol to someone in the company of a drunk who is buying the alcohol for consumption by the drunken person
- Knowingly allow alcohol to be sold to someone who is drunk

## **1.4 The law relating to other age-restricted products**

### **1.4.1 Supply (sale or hire) of specific products to person under certain ages**

In addition to restricting the sale of alcohol, the law prohibits the supply (sale or hire) of a range of other products to persons under certain ages. Some of these products may be sold in premises that also sell alcohol, some may not.

### **1.4.2 Products that may be supplied only to persons aged 18 and over**

1. Tobacco products
2. 'Adult' fireworks
2. DVDs, videos, video games: classification 18
3. Volatile substances and solvent-based products – if it is believed that they may be inhaled for the purposes of becoming intoxicated
4. Lighter fuel containing butane
5. Crossbows
6. Airguns and pellets
7. Petrol
8. Offensive weapons / knives
9. Caps, cracker snaps, novelty matches, party poppers, serpents and throw downs
10. Aerosol paint

### **1.4.3 Products that may be supplied only to persons aged 16 and over**

Lottery tickets and the instant win cards

### **1.4.4 Products that may be supplied only to persons aged 15 and over**

1. DVDs, videos, video and computer games: classification 15

### **1.4.5 Products that may be supplied only to persons aged 12 and over**

1. DVDs, videos, video and computer games: classification 12

### **1.4.6 Further information on selling offensive weapons and knives**

'Offensive weapons and knives' include:

- Any knife, knife blade or razor blade
- Any axe
- Any other article that has a blade or sharp point, and that is made or adapted for the purpose of causing personal injury

Examples of knives that it would be an offence for sales staff to sell to persons under the age of 16 would include:

- Combat knives, such as sheath knives or bladed martial arts weapons
- Kitchen knives
- Craft knives

**NB: the minimum age for buying knives is 18 years.**

It is *not* an offence to sell the following products to persons under 16:

- Folding pocket knives if the cutting edge of the knife is less than 3 inches or 7.62cm
- Replacement cartridges for the safety razors provided less than 2mm of the blade is exposed.

#### **1.4.7 Further information on selling or hiring recordings**

Below is a table showing the age classification in respect of the sale or supply of recordings:

<b>SYMBOL</b>	<b>CLASSIFICATION</b>	<b>MINIMUM AGE REQUIREMENT</b>
U	Universal – suitable for all	Unrestricted
Uc	Universal – particularly suitable for children	Unrestricted
PG	Suitable for general viewing but some scenes may not be suitable for children	Unrestricted – but staff may wish to consult a parent
12	Suitable for persons aged 12 and over	12 and over
15	Suitable for persons aged 15 and over	15 and over
18	Suitable for persons aged 18 and over	18 and over
R18	‘Restricted 18’ – suitable for persons aged 18 and over in a licensed sex shop	18 and over

## **Exemptions**

Works in categories that are solely designed to inform, educate or instruct or other works that concern only sport, religion or music and comprise only video game are exempt from classification – provided they do not contain scenes of a violent or sexual nature. Some producers of videos and DVDs label exempt products with an ‘E’, but this is not a legal requirement.

## **Unit 2: Preventing Unlawful Sales**

### **2.1 Refusing service to persons intoxicated by alcohol**

#### **2.1.1 Recognising the signs of drunkenness**

Sales staff have a duty not to serve alcohol to drunks. The early signs of intoxication may be difficult to spot (Level 1 and 2), but the later stages of intoxication can be obvious (Level 3 and 4), and the staff members need to be able to recognise the signs that drinkers may have reached these levels of intoxication.

Signs of drunkenness include:

- Slurred speech
- Speaking too loud
- Speaking too fast
- Loss of physical co-ordination
- Knocking things over / bumping into furniture
- Staggering, weaving or falling over
- Glazed eyes and / or small pupils
- Heavy sweating
- Vomiting
- Slow or irregular breathing
- Sleepiness or unconsciousness

## 2.2 Refusing service of alcohol to underage persons

### 2.2.1 Proof of age

Acceptable identification and proof of age include:

- Passport
- Photo driving licence
- Recognised proof age card incorporating the PASS logo
- 

Cards incorporating the PASS (Proof of Age Standards Scheme) logo include:

- Citizen Card 16/17



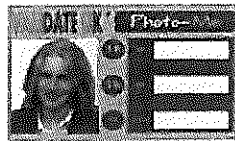
- Connexions card



- Portman Group card



- Validate UK card



- Young Scot card



Any card incorporating the PASS logo should be accepted as a valid photo- ID and proof of age.

### Proof of age

Any card incorporating the PASS logo should be accepted as a valid photo- ID and proof of age.

## 2.3 Refusing service of other age-restricted products

### 2.3.1 Knowing the product range and further information

**Alcohol** is the most well known age-restricted product and virtually everyone knows that a customer must be at least 18 years old to buy it. Many people do not know the full range of other products that are age-restricted, or, if they do, what the minimum age for purchasing a product might be. It may well be that underage customers for age-restricted products other than alcohol are attempting to buy without any deliberate intention of breaking the law.

**Volatile substance and solvent-based products** - These products are age-restricted because of the danger of solvent abuse. Solvent abuse is the inhaling of fumes given off by a wide range of solvent based products. The supply of such products is controlled by two pieces of legislation:

- **The Cigarette Lighter Refill (Safety) Regulation 1999** – makes it an offence to supply or offer to supply any cigarette lighter refill canister containing butane or a substance containing butane as a constituent to any person under 18.
- **The Intoxicating Substances (Supply) Act 1985** - makes it an offence to supply or offer to supply an intoxicating substance to a person you know, or have reasonable cause to believe is under 18, if you know or have reasonable cause to believe that person is going to use the substance in order to get intoxicated. An offence is also committed if you supply or offer to supply an intoxicating substance to someone you know or have reasonable cause to believe is purchasing the substance on behalf of someone who will use it to get intoxicated. This is sometimes called a 'proxy purchase'.

'Intoxicating substances' that are sometimes abused include:

- Solvent based glue
- Dry cleaning fluid
- Correction fluid and thinner
- Marker pens
- Aerosols (e.g. air freshener, hair spray, deodorant)
- 'Cold Start' and Antifreeze
- Nail varnish and varnish remover

### **How sales staff can recognise an abuser:**

If you think someone is a solvent abuser you should not serve them.

Signs of abuse include:

- Slurred speech and behaviour
- Spots and sores around the mouth
- The smell of glue or solvents on the person's clothes

### **Your suspicions should be aroused if someone:**

- Is a frequent buyer of solvents
- Buys large quantities
- Purchases solvents and plastic bags at the same time

### **Petrol sales**

The minimum age that must have been reached to manage a petrol station is 18 years. To dispense petrol, as an employee of a petrol station, the minimum age is 16 years. A person under 16 who is not an employee of a petrol station may purchase petrol and it is not illegal for them to dispense it. However, the Health and Safety Executive guidance is that they must be closely supervised by an adult if they do. Allowing an employee under 16 to dispense petrol carries a maximum fine of £5000.





**VTS Mini Market,  
216 Mitcham Road,  
Croydon,  
CR0 3JG**

**OPERATING PROCEDURES (ALL STAFF TO READ)  
THE LAWS AND REGULATIONS COVERING THE SALE OF ALCOHOLIC**

**THE TEN GOLDEN RULES**

- 1 Young persons under the age of 18yrs (Company Policy is to challenge under 25yrs) must not be permitted to purchase alcohol.
- 2 Young persons under 18yrs must not be permitted to sell alcohol without the direct supervision of a senior member of staff who must be over 18yrs.
- 3 Persons who appear to be drunk **must not** be sold alcoholic drinks.
- 4 A Police Officer in uniform **must not** be sold alcoholic drinks.
- 5 It is the seller's responsibility to refuse sales where the above rules apply.
- 6 Even though persons under the age of 18yrs are not allowed on these premises, it is the **seller's** responsibility to challenge persons where there is doubt. You must bring this to the attention of a supervisor immediately.
- 7 Refused sales must be recorded in the refusals register even where a supervisor has been informed.
- 8 Be vigilant, persons who appear to be drunk may either be unwell or under the influence of drugs. Your suspicions should be brought to the attention of a supervisor.
- 9 Where proof of age is being requested we will **only** accept the following forms of ID:-
  - a) A proof of age card with the PASS hologram logo which include the Portman Group, Citizencard, Validate etc. which will show a photo, date of birth and signature.
  - c) A current 10 yr passport
  - d) The new style photo Driving Licence.
- 10 If in doubt do not make the sale. You have the right of refusal which will be supported by the Management. In order to avoid conflict, refusals must be made courteously and assistance sought if necessary.

For signature:-

I have read and fully understand my responsibility in ensuring compliance with the law and company instructions covering the sale of alcohol.

Signed	Print Name	Date	Position

NOTE

Two copies to be signed – One for the staff member and one to be filed in the premises manual

# VTS MINI MARKET - REFUSALS REGISTER - NO I.D. NO SALE

**\*\*TO BE COMPLETED AS SOON AS POSSIBLE AFTER A REFUSAL IS MADE\*\***

Date	Time	Product	Name of person or description incl. Age	Male or Female	Observations	Staff member

**Key: M / F** – Male or Female     **U/A** - Underage     **D/D** – drunk or disorderly     **Dr** – under the influence of drugs

MANAGER'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

# VTS MINI MARKET - INCIDENT REGISTER

Date	Time	Description of person(s) involved	Staff member
<b>Description of incident</b>			

## VISITOR REGISTER

VTS MINI MARKET, 216 MITCHAM ROAD, CROYDON, CR0 7AT

Date	Time	Name and organisation of person(s) involved (e.g. police)	Signature	Staff member
<b>Comments (e.g.) "no matters arising"</b>				

Questions

What is the purpose of your visit?

Are you visiting other premises?

May I have your name? See your ID?

Would you please sign the register/visitors form?

Do you have any comments?





## Entitlement to work in UK Checklist

Premises:

	<u>Checker</u>
Proof of Identity – eg passport	<input type="checkbox"/>
Nationality	<input type="checkbox"/>
Current Immigration Status	<input type="checkbox"/>
Details of full name and address	<input type="checkbox"/>
Date of Birth	<input type="checkbox"/>
Employment history	<input type="checkbox"/>
Education	<input type="checkbox"/>
Criminal Convictions	<input type="checkbox"/>
Permission to contact the current/previous employer	<input type="checkbox"/>

Person checking: .....

Date: .....

Copy Documents attached



# ↓ UNDER ↓ 25? ↓

**Please do not be offended  
if we ask you to show I.D.  
when you purchase  
alcohol**

**Thank you for your co-operation**

**Valid forms of ID include:**

- 1. Photographic Driving Licence**
- 2. Passport**
- 3. Cards bearing the PASS hologram**



**Dadds** LLP  
LICENSING SOLICITORS

**LICENSING SPECIALISTS**

[www.dadds.co.uk](http://www.dadds.co.uk)

**01277 631 811**

# POLITE NOTICE

It is an offence for  
any person to buy  
alcohol/cigarettes  
for a child under  
the age of 18  
years

**Dadds** LLP  
LICENSING SOLICITORS

01277 631 811  
[www.dadds.co.uk](http://www.dadds.co.uk)

# **POLITE NOTICE**

**Please respect our  
neighbours.**

**You are requested  
to keep noise to a  
minimum when  
leaving these  
premises**

**Dadds** **LLP**  
LICENSING SOLICITORS

01277 631 811  
[www.dadds.co.uk](http://www.dadds.co.uk)



**NO SMOKING.**

**It is against the law to  
smoke in these premises**



# WARNING

These premises are  
under CCTV  
surveillance



**Dadds** LLP

LICENSING SOLICITORS

[www.dadds.co.uk](http://www.dadds.co.uk)

01277 631 811

**BETWEEN:**

**MURUGESU JOTHYMANOHAR**  
(t/a VTS Mini Market)

**and**

**CROYDON COUNCIL**  
(the Licensing Authority)

---

**EXHIBIT ARA/5**

---

This is the exhibit referred to as Exhibit ARA/5 in the witness statement of Alan Aylott.

# DADDS LLP

## LICENSED PREMISES PRO FORMA CHECKLIST

### Premises

1. Name of premises	VTS
2. Address of premises	216 Mitcham Rd CREO 3167
3. Day/ Time/ Date of visit	Tuesday 6 <sup>10</sup> /15
4. Name of consultant conducting visit	Alan Ayb 4

### Licences, Signage and Notices

5. Summary of premises licence displayed	✓
6. Is there authority from premises licence holder giving custody of the licence	N/A
7. Is the premises licence on the premises and available for inspection	---
8. Is there a notice outlining a search policy	---
9. Sign warning CCTV in operation	✓
10. Is there anti drug signage displayed	N/A
11. Is there responsible alcohol signage	✓
12. Are there customs and excise measures displayed	N/A
13. Had pre-opening checks been carried out	---
14. Is there a written record of these checks	---
15. What is the capacity of the venue	---
16. Is the capacity split in to individual areas	---
17. How is the capacity managed	---
18. What is the current occupancy	---
19. What is the occupancy at other times	---
20. Is No smoking signage displayed	✓

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21. Is signage displayed asking customers to leave quietly	✓
22. Other crime prevention/ public safety signage	CH 25, CCTV, Proxy

## Outside area

23. Is there a queue	N/A
24. Is the queue being managed	---
25. Are queuing customers being vetted	---
26. Is there an external smoking area	---
27. Are smoking customers being monitored	---
28. Is there any nuisance created from the queue or smoking area	---
29. Is there evidence of litter/ Bottles/ glass	No
30. Are customers drinking outside	---
31. Are external doors open	N/A
32. Are windows open	---

## Entrance

33. Is there an ID scanner in operation	} N/A
34. How many door supervisors are there	
35. What are their locations	
36. Are they clearly identifiable	
37. Are they displaying their badges correctly	
38. What is their appearance	
39. Is there a door supervisor log	
40. Is it up to date and correct	
41. Are managers present and proactive	



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42. Is there a staff register	
43. Is it complete and up to date	} N/A
44. Is there an incident book for the venue	✓ Dadds
45. Is it up to date	✓
46. Is there a refusal log at the venue	✓ Dadds
47. Is it up to date	✓
48. Is there a manager at the door	
49. Are there staff at the desk/ cash till	
50. Is there a cloak room	
51. Is it staffed	
52. Is it available for use	} N/A
53. Is there unattended property around the venue	
54. Are customers being searched	
55. Are wands/ security arches in use	
56. Is there a search policy	
57. Is there a female door supervisor	

## Premises Interior

58. What Licensable Activities are permitted	Alcohol
59. What are the terminal hours for activities	7 - 11pm
60. What are the opening hours	---
61. Who is the Designated Premises Supervisor	John Manohar
62. Are they present	Yes
63. Is there a Personal Licence Holder present	---
64. Do the non PLH's have written authority to sell alcohol	---

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65. Is there an age restriction policy	CH 25	
66. Are all fire doors closed and working	}	
67. Are all storage rooms locked and secure		
68. Type of entertainment provided		
69. What is the quality of lighting		
70. Is empty glassware collected effectively		
71. Is the floor dry and free from bottles/glass		N/A
72. Did any customers appear to be inebriated		
73. Did any customers appear to be u/18		
74. Any evidence of drug misuse in venue		

## Escape Routes

75. Are escape routes clearly signed	}	
76. Are they illuminated		
77. Are all fire exits free and unobstructed		
78. Are all escape routes well lit		
79. Are fire extinguishers properly positioned and in valid date		N/A
80. Is there a fire risk assessment and when was it last updated		
81. General comment on Fire procedure		

## Toilets

82. Is a toilet attendant present	}	
83. Are the toilets clean		
84. Evidence of drug use in toilets		N/A
85. General comment on toilet area		

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## CCTV

86. Is CCTV installed	Yes 10 cameras
87. Is the system working correctly	Yes (whole inc 2x outside)
88. Is the system secure	Behind counter
89. Are records kept	Min 31 days hard drive
90. Are they up to date	See below!
91. General comments on CCTV	Very clear

## General Observations

<sup>h</sup> Faulty CCTV from 17<sup>9</sup>/15 - repaired  
So recording from 17<sup>9</sup>/15 - alcohol  
was not sold before that - began on 21<sup>9</sup>/15<sup>h</sup>  
DPS told me!

## Recommendations

Letter from CCTV engineer to the above

I saw recording of 18<sup>9</sup> - soft drinks  
on display behind counter