

**Our Ref:** 10378 WVC  
**Your Ref:**



**SURREY  
POLICE**

Licensing Officer  
Waverley Borough Council  
Council Offices  
The Burys  
Godalming  
Surrey  
GU7 1HR

**Pete Hathaway**  
Waverley Licensing Officer

18th April 2013

Dear Sir/Madam,

**Licensing Act 2003 – Application for Premises Licence**

**Premises: Costcutter, 55-56 Willow Way, Farnham**

We have been in negotiations with the applicants and understand that they have now submitted an amendment to the application to include the following conditions:

1. The licence holder shall maintain a comprehensive digital colour CCTV system at the premises that ensures all public areas of the licensed premises are monitored, including all public entry and exit points and which enables frontal identification of every person entering in any light condition. All cameras shall continually record whilst the premises are open to the public and video recordings shall be available for a minimum of 28 days with time and date stamping. Recordings shall be made available to an authorised officer or police officer together with facilities for viewing. There will be a capability to download to CD/DVD and management will be trained on how to do so. The position of the cameras may be agreed, subject to compliance with data protection legislation, with the police from time to time.
2. Staff engaged in the sale of alcohol shall be trained in the law relating to the sale/supply of alcohol and written records will be kept and be available for inspection by an authorised officer of a Responsible Authority This will include the law relating to both the sale and the consumption of alcohol to persons under 18 and the refusal of sale of alcohol to persons who are drunk. There will be an ongoing training regime with refresher/reinforcement training at intervals of no more than six months.
3. The premises will operate a Challenge 21 policy and will only accept passport, photo driving licence or ID cards bearing the PASS hologram as forms of identification.

4. All staff engaged in the sale of alcohol shall be trained to record refusals of sales of alcohol in a refusal register.

The sales refusal register shall contain the following information and be available for inspection by an authorised officer of a Responsible Authority

- Details of the time and date the refusal was made
- The name of the staff member refusing the sale
- A description of the person attempted to purchase
- Details of the alcohol the person attempted to purchase

5. The following notices will be prominently displayed at point of sale

- Challenge 21 poster
- It is an offence for a person to buy alcohol on behalf of an individual under 18 years of age.

6. Spirits shall be located behind the counter.

This now allays our concerns and therefore Surrey Police have no objections to the grant of a premises licence under Section 17 of the Licensing Act 2003.

Yours faithfully,

Peter Hathaway  
Waverley Licensing Officer