



RESPONSIBLE AUTHORITY RESPONSE TO LICENSING APPLICATIONS

RESPONSIBLE AUTHORITY – Gwent Police

| | |
|--------------------------|--|
| Name of Applicant | Only Foods and Sauces Limited |
| Premises | Only Foods and Sauces Limited, Bulwark industrial estate, Bulwark, Chepstow, NP16 5QZ. |

| | |
|---------------------------------|-----------------------|
| Your Name | Mark Williams |
| Job Title | Police Constable 1689 |
| email Address | [REDACTED] |
| Contact Telephone Number | [REDACTED] |
| Date | 29/07/2025 |

| | |
|---|---|
| Which of the four Licensing Objectives does your representation relate to? | |
| | |
| The Prevention of Crime and Disorder | x |
| Public Safety | X |
| The Prevention of Public Nuisance | x |
| The Protection of Children from Harm | X |

| |
|---|
| Please outline the reasons for your Representations |
| <p>Gwent police do not propose any adjustments to the opening hours.</p> <p>The applicant has requested supply of alcohol for the full opening hours. Gwent Police suggest that the supply of alcohol end 30 minutes before the closing time to allow customers to finish their drinks and make arrangements for transportation from the premises when it closes. Gwent Police propose the following times for supply of alcohol and the other requested license provisions.</p> <p>The Supply of alcohol hours shall be:</p> <p>Friday- 12:00- 22:30</p> |

Saturday-12:00- 22:30

Sunday- 12:00- 22:30

The applicant has already put forward their own representations to promote the four licensing objectives. Gwent Police would advocate the re-wording of the proposed conditions from the applicant and also further proposed conditions to support the applicant in the promotion of the licensing objectives.

N.B. If you make a representation you will be expected to attend the Licensing Sub-Committee and any subsequent appeal proceeding.

Please remember if you intend to make representations to copy this file to all other RA's

| | |
|--|---|
| <p>What conditions could be added to the licence to remedy your representation that the Licensing Sub-Committee could take into account</p> | <p>The suggested conditions and variations to the license are as follows:</p> <p>The premises must implement Fully documented staff training, in the event of taking on additional staff outside of the current ownership model. This is to include training on the Premises Licence conditions as well as the premises' Challenge 25 Policy must be given. Training must be undertaken at regular intervals throughout the calendar year, at a minimum every 6 months.</p> <p>Staff must sign and date documentation at the conclusion of their training session, acknowledging that they have received and fully understood the training provided to them. This can be made for inspection by any Responsible Authority under the Licensing Act 2003.</p> <p>All staff are to be trained with respect to underage sales, such training to be updated as necessary when legislation changes and should include training in proxy sales and how to refuse sales to difficult customers.</p> <p>Safeguarding training should also be undertaken with all staff. Training should be clearly documented, signed and dated by both the trainer and member of staff receiving it. Appropriate safeguarding training can be found at https://www.gwentsafeguarding.org.uk/</p> <p>advocate the promotion of schemes to protect the wider public, EG: Ask for Angela / Designated driver schemes over bank holidays and Christmas. https://askforangela.co.uk/</p> <p>This documentation should be available for inspection on request by an authorised officer of the Licensing Authority or a Constable. These records shall be kept for a minimum of 12 months.</p> |
|--|---|

N.B. If you make a representation you will be expected to attend the Licensing Sub-Committee and any subsequent appeal proceeding.

Please remember if you intend to make representations to copy this file to all other RA's

| | |
|--|---|
| | <p>CCTV shall be in use at the premises.</p> <p>(i) Where a CCTV system is to be installed, extended or replaced, it shall be to an appropriate standard as agreed with the Licensing Authority in consultation with the Police. Where a CCTV system is to be installed, it shall be fully operational by the day the licence is granted.</p> <p>(ii) The CCTV equipment shall be maintained in good working order and continually record when licensable activity takes place and for a period of two hours afterwards;</p> <p>(iii) The premises licence holder shall ensure images from the CCTV are retained for a period of 28 days. This image retention period may be reviewed as appropriate by the Licensing Authority;</p> <p>(iv) The correct time and date will be generated onto both the recording and the real time image screen;</p> <p>(v) If the CCTV equipment (including any mobile units in use at the premises) breaks down the Premises Licence Holder shall ensure the designated premises supervisor, or in his/her absence other responsible person, verbally informs the Licensing Authority and the Police as soon as is reasonably practicable. This information shall be contemporaneously recorded in the incident report register and shall include the time, date and means this was done and to whom the information was reported. Equipment failures shall be repaired or replaced as soon as is reasonably practicable and without undue delay. The Licensing Authority and the Police shall be informed when faults are rectified;</p> <p>(vi) The premise licence holder shall ensure that there are trained members of staff available during licensable hours to be able to reproduce and download CCTV images into a removable format at the request of any authorised officer of the Licensing Authority or a constable;</p> <p>(vii) The system shall also record clear images permitting the identification of individuals.</p> <p>(viii) There shall be clear signage indicating that CCTV equipment is in use and recording at the premises during operating hours.</p> <p>CCTV shall cover all licensable areas and stock areas for the prevention of crime and disorder.</p> <p>All glassware to be collected regularly by staff.</p> |
|--|---|

N.B. If you make a representation you will be expected to attend the Licensing Sub-Committee and any subsequent appeal proceeding.

Please remember if you intend to make representations to copy this file to all other RA's

| | |
|--|---|
| | <p>No persons from outside the premises shall be allowed to bring any form of alcoholic beverage into the premises at any time, being opened or closed. If a customer brings in alcohol, they are to be advised to leave the premises immediately by a competent person, premises supervisor or manager.</p> <p>Observations to be made by staff members or management during each day Friday, Saturday, Sunday and any bank holidays of supply of alcohol, that no underage drinking is taking place within the premises by children under the age of 18.</p> <p>The premises licence holder shall require the designated premises supervisor, or in his / her absence other responsible person, to keep an 'incident / refusals' logbook in a bound book in which full details of all incidents are recorded. This shall include details of any refused sales and shall give details of the persons involved, incident description, time and date, actions taken and final outcome of the situation.</p> <p>This shall be completed as soon as possible and, in any case, no later than the close of business on the day of the incident. The time and date when the report was completed, and by whom, is to form part of the entry. The logbook is to be always kept on the premises and shall be produced to an authorised officer of the Licensing Authority or a constable when required. These records shall be kept for a minimum of 12 months.</p> <p>Clear notices displayed at entry/exit points where customers leave the premises must instruct them to respect the needs of local residents and leave the premises and the area quietly.</p> <p>Rowdy and/or disorderly customers will be asked to leave the premises</p> <p>An approved proof of age scheme shall be adopted, implemented and advertised within the premise such as 'Challenge 25' whereby an accepted form of photographic identification shall be requested before any alcohol is sold to any person who appears to be under 25 years of age.</p> |
|--|---|

N.B. If you make a representation you will be expected to attend the Licensing Sub-Committee and any subsequent appeal proceeding.

Please remember if you intend to make representations to copy this file to all other RA's

| | |
|--|---|
| | <p>Acceptable proof of age shall include identification bearing the customers photograph, date of birth and integral holographic mark or security measure. Suitable means of identification would include PASS approved proof of age card, photo-card driving licence and passport</p> <p>(ii) Publicity materials notifying customers of the operation of the Challenge 25 scheme shall be displayed at the premises, including a Challenge 25 sign of at least A5 size at the entrance to the premises and where practicable at each point of sale.</p> <p>All staff to be trained in the prevention of underage sales to a level commensurate with their duties. All such training to be updated as necessary, for instances when legislation changes, and should include training on how to deal with difficult customers. The training should be clearly documented and signed and dated by both the trainer and the member of staff receiving it. The documentation shall be available for inspection on request by an authorised officer of the Licensing Authority or a constable. All records shall be kept for a period of 12 months.</p> <p>The need for further SIA Door Supervisors/ Stewards shall be assessed by the Licence holder / Designated Premises Supervisor on a regular basis and additional SIA Door Supervisors/ Stewards shall be employed when and where the assessment requires, or when directed by Gwent Police or other responsible licencing authority.</p> <ul style="list-style-type: none"> • The Premises Licence Holder shall ensure that the following details for each Door Supervisor/ Steward, are contemporaneously entered into a bound register kept for that purpose: <ul style="list-style-type: none"> (i) Full name; (ii) (ii) Where applicable- SIA Certificate number and or badge number, or registration number of any accreditation scheme recognised by the Licensing Authority (including expiry date of that registration or accreditation); (iii) (i) The time they began their duty; (iv) (iv) The time they completed their duty. <p>This register is to be kept and shall be maintained as to enable an authorised officer of the Licensing</p> |
|--|---|

N.B. If you make a representation you will be expected to attend the Licensing Sub-Committee and any subsequent appeal proceeding.

Please remember if you intend to make representations to copy this file to all other RA's

| | |
|--|--|
| | <p>Authority or a constable to establish the particulars of all door stewards engaged at the premises during the period of not less than 31 days prior to the request and shall be open to inspection by authorised officers of the Licensing Authority or a constable upon request. This documentation should be available and retained for a 12 month period.</p> <p>Door Supervisors/ Stewards shall be responsible for preventing the admission and ensuring the departure from the premises of persons who are drunk and disorderly in such a manner as not to cause further disorder</p> |
| Are you prepared to discuss these representations with the applicant by way of mediation? | <p>Yes. The representations made are reasonable and appropriate. If the applicant agrees to the conditions as proposed, Gwent Police will withdraw their representations.</p> |

N.B. If you make a representation you will be expected to attend the Licensing Sub-Committee and any subsequent appeal proceeding.

Please remember if you intend to make representations to copy this file to all other RA's