



Leicester
City Council

LICENSING (HEARINGS) SUB-COMMITTEE

DATE: THURSDAY, 2 APRIL 2026

TIME: 10:00 am

PLACE: Meeting Room 1.13, First Floor, City Hall, 115 Charles Street, Leicester, LE1 1FZ

Members of the Sub-Committee

Councillors Barton, Bonham and Cank

Members of the Sub-Committee are summoned to attend the above meeting to consider the items of business listed overleaf.

for Monitoring Officer

Officer contact:

Julian Yeung, Governance Support Officer, email: committees@leicester.gov.uk

Information for Members of the Public

Attending meetings and access to information

You have the right to attend formal meetings such as full Council, committee meetings, City Mayor & Executive Public Briefing and Scrutiny Commissions and see copies of agendas and minutes. On occasion however, meetings may, for reasons set out in law, need to consider some items in private.

Dates of meetings and copies of public agendas and minutes are available on the Council's website at www.cabinet.leicester.gov.uk, from the Council's Customer Service Centre or by contacting us using the details below.

Making meetings accessible to all

Wheelchair access – Public meeting rooms at the City Hall are accessible to wheelchair users. Wheelchair access to City Hall is from the middle entrance door on Charles Street - press the plate on the right hand side of the door to open the door automatically.

Braille/audio tape/translation - If you require this please contact the Governance Support Officer (production times will depend upon equipment/facility availability).

Induction loops - There are induction loop facilities in City Hall meeting rooms. Please speak to the Governance Support Officer using the details below.

Filming and Recording the Meeting - The Council is committed to transparency and supports efforts to record and share reports of proceedings of public meetings through a variety of means, including social media. In accordance with government regulations and the Council's policy, persons and press attending any meeting of the Council open to the public (except Licensing Sub Committees and where the public have been formally excluded) are allowed to record and/or report all or part of that meeting. Details of the Council's policy are available at www.leicester.gov.uk or from Governance Services.

If you intend to film or make an audio recording of a meeting you are asked to notify the relevant Governance Support Officer in advance of the meeting to ensure that participants can be notified in advance and consideration given to practicalities such as allocating appropriate space in the public gallery etc..

The aim of the Regulations and of the Council's policy is to encourage public interest and engagement so in recording or reporting on proceedings members of the public are asked:

- ✓ to respect the right of others to view and hear debates without interruption;
- ✓ to ensure that the sound on any device is fully muted and intrusive lighting avoided;
- ✓ where filming, to only focus on those people actively participating in the meeting;
- ✓ where filming, to (via the Chair of the meeting) ensure that those present are aware that they may be filmed and respect any requests to not be filmed.

Further information

If you have any queries about any of the above or the business to be discussed, please contact us on committees@leicester.gov.uk, or call in at City Hall.

For Press Enquiries - please phone the **Communications Unit on 0116 454 4151**.

LEICESTER CITY COUNCIL LICENSING SUB-COMMITTEE PROCEDURAL GUIDE

INTRODUCTORY PHASE

The meeting will be held in public unless stated otherwise in the report.

Present at the hearing will be Members of the Licensing Sub-Committee (minimum 3 Members), Officers from the Licensing Authority, a Legal Adviser to the Sub-Committee, an Officer from Governance Services.

1. Participants at the meeting will introduce themselves as follows:
 - a. Members and Officers
 - b. Statutory Consultees (if any)
 - c. The Applicant and any representatives
 - d. Persons who have made representations
2. The Chair will check that the Applicant has received a copy of the Officer report.

INFORMATION GATHERING

(*Please Note – for the purposes of a hearing to determine an application in a Cumulative Impact Zone (CIZ), the Applicant will present their case first)

3. The Licensing Officer presents the report (previously circulated)

Questions (for clarification purposes only):
Members
Statutory Consultees (if any)
Persons who have made representations
Applicant and Representative(s)
4. Depending on the nature of the report, Statutory Consultees present their comments.

Questions (for clarification purposes only):
Members
Officers
Persons who have made representations
Applicant and Representative(s)
5. Persons who have made representations

Questions (for clarification purposes only):
Members
Officers
Statutory Consultees (is any)
Applicant and Representative(s)
6. *Applicant's Case

Questions (for clarification purposes only):
Members
Officers

Statutory Consultees
Persons who have made representations

7. Summing up in the following order

Officers
Statutory Consultees
Persons who have made representations
*Applicant and Representative(s)

8. The Legal Adviser to the Sub-Committee to advise the Sub-Committee in the presence of the Applicant, Representatives, Officers, Statutory Consultees, and persons who have made representations on relevant issues the Members need to be aware of when they come to make their decision.

DECISION MAKING

9. Apart from the Sub-Committee Members and the Governance Support Officer everyone will be asked to withdraw from the meeting The Legal Adviser to the Sub-Committee may be called back to the meeting to advise on the wording of the decision the Sub-Committee Members will have made during private deliberation.
10. The Applicant will be advised that the decision made by the Sub-Committee will be made public within 5 working days of the meeting.

PUBLIC SESSION

AGENDA

FIRE / EMERGENCY EVACUATION

If the emergency alarm sounds, you must evacuate the building immediately by the nearest available fire exit and proceed to the area outside the Ramada Encore Hotel on Charles Street as directed by Governance Services staff. Further instructions will then be given.

- 1. Appointment of Chair**
- 2. Apologies for Absence**
- 3. Declarations of Interest**

Members are asked to declare any interests they may have in the business to be discussed.

- 4. Application for a Review of an Existing Premises Licence - City Off Licence, 171a Belgrave Gate, Leicester** [Appendix A](#)
(Pages 1 - 58)

The Director of Neighbourhood and Environmental Services submits a report for a review of an existing premises licence for City Off Licence, 171a Belgrave Gate, Leicester.

- 5. Any Other Urgent Business**

Application for a review of an existing premises licence

Licensing (Hearings) Sub-Committee

Decision to be taken by: Licensing (Hearings)
Sub-Committee

Decision to be taken on/Date of meeting: 02/04/2026

Lead director/officer: Tj Mavani

Useful information

- Ward(s) affected: Castle
- Report author: Amy Day
- Author contact details: 0116 454 3054
- Report version number: 1

1. Summary

- 1.1 This report outlines an application for a review of an existing premises licence for City Off Licence and summarises the representations received. It also highlights the licensing objectives, the relevant parts of the guidance and regulations, and the pertinent sections of the Licensing Authority's Licensing Policy.

2. Determination to be made

- 2.1 Having considered the application and representation, Members must consider whether to
- Reject the review application
 - Modify the conditions of the licence
 - Remove the designated premises supervisor
 - Suspend the licence for a period not exceeding three months
 - Revoke the licence
- 2.2 Where Members take the decision to reject the review application, they are permitted to issue an informal warning to the licence holder and / or recommend improvement within a particular period of time.

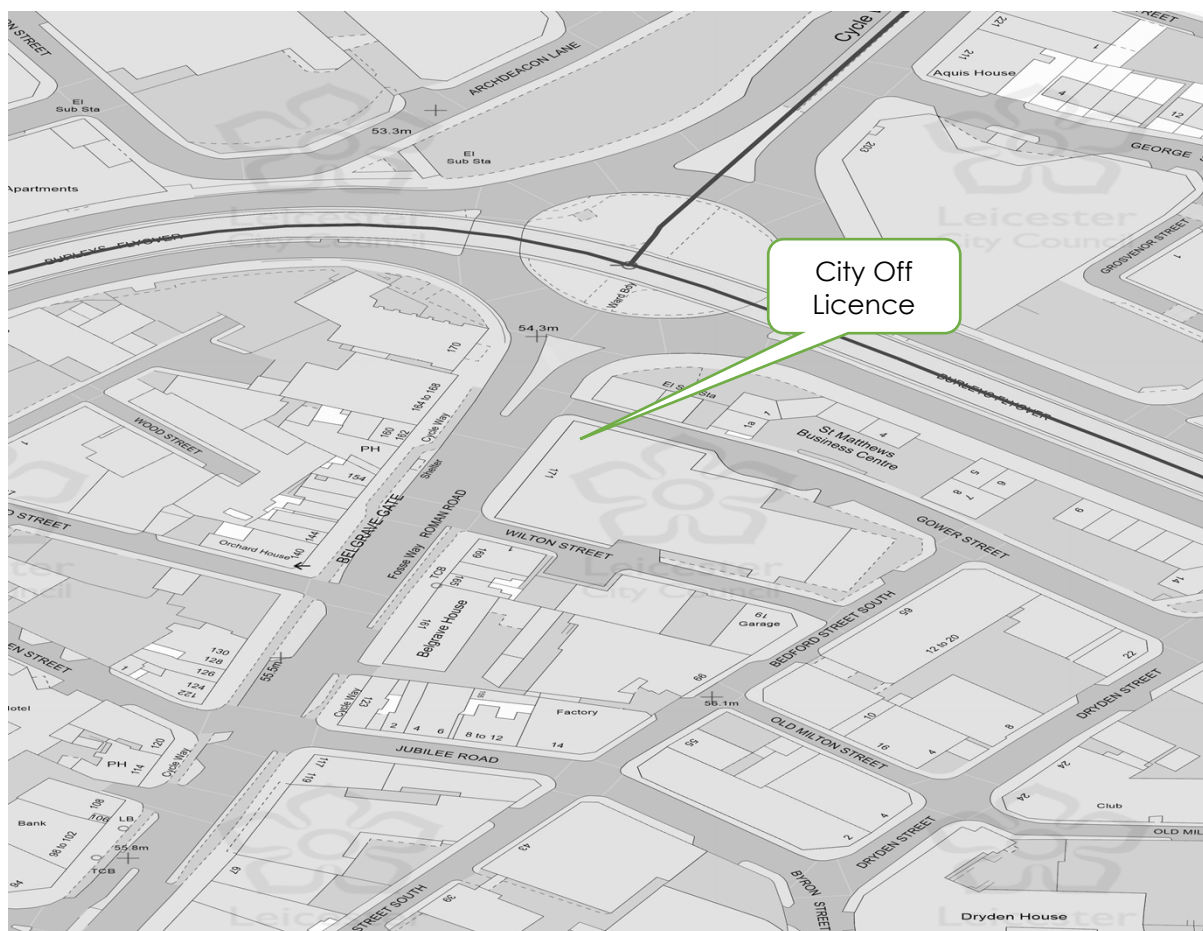
3. Application and promotion of the licensing objectives

- 3.1 An application was received on 17 February 2026 from Leicestershire Police for a review of the existing premises for City Off Licence, 171a Belgrave Gate, Leicester. The application was made on the grounds of the prevention of crime and disorder, public safety and the protection of children from harm. A copy of the application is attached at Appendix A.
- 3.2 Leicestershire Police are concerned about the premises and believe the operator is not abiding by the law, not adhering to the conditions of the licence and not promoting the licensing objectives, putting customers at risk of harm,
- 3.3 The activities and hours permitted by the existing licence are as follows:

Licensable activity	Current hours
Supply of Alcohol	Monday to Sunday 07.30 – 23.00
Opening Hours	Monday to Sunday 07.30 – 23.00

- 3.4 The existing licence is attached at Appendix B.
- 3.5 In arriving at its decision on the application, the Licensing Authority's primary consideration must be the promotion of the licensing objectives.

3.6 Location Plan



4. Representation(s)

4.1 No representations have been received in relation to this application.

5. Statutory guidance and statement of licensing policy

5.1 Any decision made by the Licensing Authority must be in accordance with the licensing objectives. In addition, the government has issued guidance under section 182 of the Licensing Act 2003. The parts of the guidance that are particularly relevant in this case are as follows:

Section	Heading
1.2 – 1.5	Licensing objectives and aims
1.15 – 1.16	General Principles
1.17	Each application on its own merits
2.1 – 2.6	Crime & Disorder
2.7 – 2.14	Public Safety
2.22 – 2.31	Protection of children from harm
8.41 – 8.49	Steps to promote the licensing objectives
9.11 – 9.12	Role of responsible authorities
9.31 – 9.41	Hearings
9.31 – 9.41	Hearings
9.42 – 9.44	Determining actions that are appropriate for the promotion of the licensing objectives

10.1 – 10.3	Conditions - general
10.8 – 10.9	Imposed conditions
10.10	Proportionality
10.13 - 10.15	Hours of trading
10.25 – 10.66	Mandatory conditions in relation to the supply of alcohol
11.1 – 11.29	Reviews
13.10 – 13.11	Giving reasons for decisions
14.51 – 14.52	Licensing Hours

5.2 The relevant parts of the Licensing Authority's Statement of Licensing Policy are as follows:

Section	Heading
4	Promotion of the Licensing Objectives
5	General Principles
6	Premises Licences and Club Premises Certificates
8	Areas of Special Interest and Pre Consultation
12	Enforcement and Reviews

6. Points for clarification

6.1 The applicant for the review and the licence holder have been asked to clarify certain points at the hearing, as follows:

By the premises licence holder

1. Whether the licence holder considers that the concerns outlined in the review are valid, and if not why not.
2. Whether the licence holder wishes to propose any additional steps for the promotion of the licensing objectives.

By the applicant making the review

1. Whether they have any additional information to support the review.
2. Whether there are any additional steps that could be taken which would be equally effective in the promotion of the licensing objectives.

7. Financial, legal, equalities, climate emergency and other implications

7.1 Financial Implications

There are no significant financial implications arising from the contents of this report.

Jade Draper Principal Accountant
17th March 2026

7.2 Legal Implications

Legal advice specific to the application will be provided at the meeting by Legal Officers.

7.3 Equalities implications

Under the Equality Act 2010, public authorities have a Public Sector Equality Duty (PSED) which means that, in carrying out their functions, they have a statutory duty to pay due regard to the need to eliminate unlawful discrimination,

harassment and victimisation and other conduct prohibited by the Act, to advance equality of opportunity between people who share a protected characteristic and those who don't and to foster good relations between people who share a protected characteristic and those who don't.

Protected Characteristics under the Equality Act 2010 are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

There are no direct equalities implications arising from the report. However it is important to consider issues of accessibility to the application process and its associated activities (such as lodging an appeal); The criteria used during determination of an application and its associated activities (such as lodging an appeal).

Signed: Surinder Singh, Equalities Officer
Dated: 17th March 2026

7.4 Climate Emergency implications

There are unlikely to be any significant climate emergency implications directly associated with this report and the licensing process.

Duncan Bell, Change Manager

7.5 Other implications

Crime and Disorder – see paragraph 3.1

8. Background information and other papers

None

9. Summary of appendices:

Appendix A – Application

Appendix B – Existing licence

11. Is this a private report (If so, please indicate the reasons and state why it is not in the public interest to be dealt with publicly)?

No

12. Is this a “key decision”? If so, why?

No

**Application for the review of a premises licence or club premises certificate under the
Licensing Act 2003**

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form, please read the guidance notes at the end of the form.
If you are completing this form by hand, please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I PC 2093 Jefferson Pritchard – Leicestershire Police.

(Insert name of applicant)

apply for the review of a premises licence under section 51 / apply for the review of a club premises certificate under section 87 of the Licensing Act 2003 for the premises described in Part 1 below (delete as applicable)

Part 1 – Premises or club premises details

Postal address of premises or, if none, ordnance survey map reference or description	
City Off Licence 171 Belgrave Gate	
Post town Leicester	Post code (if known) LE1 3HS.

Name of premises licence holder or club holding club premises certificate (if known)
Mr Nawzad SHARIF-NAZHAD.

Number of premises licence or club premises certificate (if known)
LEIPRM1933

Part 2 - Applicant details

I am

Please tick ✓ yes

1) an individual, body or business which is not a responsible authority (please read guidance note 1, and complete (A) or (B) below)

2) a responsible authority (please complete (C) below) - **YES**

3) a member of the club to which this application relates (please complete (A) below)

(A) DETAILS OF INDIVIDUAL APPLICANT (fill in as applicable)

Please tick ✓ yes

Mr Mrs Miss Ms Other title
(for example, Rev)

Surname

First names

Please tick ✓ yes

I am 18 years old or over

Current postal address if different from premises address

Post town

Post Code

Daytime contact telephone number

E-mail address (optional)

(B) DETAILS OF OTHER APPLICANT

Name and address

Telephone number (if any)

E-mail address (optional)

(C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT

Name and address. PC 2093 Jefferson Pritchard Leicestershire Police Alcohol Licensing Department Mansfield House Police Station 74 Belgrave Gate Leicester LE1 3GG
Telephone number (if any) 101
E-mail address (optional) Jefferson.pritchard@leics.police.uk or licensing@leics.police.uk

This application to review relates to the following licensing objective(s)

Please tick one or more boxes ✓

- 1) the prevention of crime and disorder – **YES**
- 2) public safety - **YES**
- 3) the prevention of public nuisance -
- 4) the protection of children from harm - **YES**

Please state the ground(s) for review (please read guidance note 2)

Leicestershire Police respectfully requests a review of the above-named premises licence, as it believes the operator is failing to promote three of the licensing objectives. Namely: the prevention of crime and disorder, public safety and the protection of children from harm.

On 12th August 2025, Leicester City Council granted a premises licence for City Off Licence, 171A Belgrave Gate, Leicester. LE1 3HS. (LEIPRM1933).

The sole premises licence holder and designated premises supervisor is Mr Nawzad SHARIF-NAZHAD.

On 12th September 2025, Leicestershire Police received some untested intelligence alleging the premises was selling illegal vapes, cigarettes and tobacco to children.

On 9th February 2026, Leicestershire Police conducted a licensing visit at the premises as permitted by Section 179 & 180 of the Licensing Act 2003.

During the visit, the lone sales assistant was observed serving customers and selling alcohol.

The sales assistant telephoned Mr Sharif-Nazhad and an officer spoke with him.

The sales assistant later provided false details to the police and denied possessing any identification in his wallet, despite later producing a UK Immigration Card which stated he was not permitted to work in the UK. This was later confirmed by Immigration Enforcement.

On challenging the sales assistant about his entitlement to work in the UK status, he claimed he was not actually working at the premises, despite earlier witnessed by officers serving customers.

The sales assistant later produced a foreign brand of cigarettes from his pocket but was unable to confirm the brand name and how many were left in the packet, despite earlier picking the packet up from behind the counter and placing it in his pocket as officers entered the premises.

During the visit, several breaches of its premises licence conditions were also discovered, contrary to the conditions of its Leicester City Council Premises Licence.

Whilst behind the counter, officers located a void beneath a shelf which contained a large quantity of illicit cigarettes and tobacco. These items were later seized by the police as this is a criminal offence and contrary to - Section 144 of Licensing Act 2003 – the keeping of smuggled goods.

Subsection 11:24 to 11:28 of the Section 182 Guidance of the Licensing Act 2003 sets out the criteria for review applications in connection with crime, which are not directly connected to licensable activities.

Subsection 11:27 states, *“there is certain criminal activity that may arise in connection with licensed premises which should be treated particularly seriously. These are the use of the licensed premises for”*:

- *For employing a person who is disqualified from that work by reason of their immigration status in the UK.*
- For the sale or storage of smuggled tobacco and alcohol.

Given the above, Leicestershire Police have serious concerns about the premises and believe the operator is not abiding to the law, is not adhering to those conditions of its premises licence, is not promoting the licensing objectives and is putting customers at risk of harm.

Please provide as much information as possible to support the application (please read guidance note 3)

Mr Sharif-Nazhad has previously come to the attention of Leicestershire Police from a licensing perspective.

In 2020, Mr Sharif-Nazhad was the sole premises licence holder and designated premises supervisor of an off licence known as – Uni Off Licence, 39 Western Boulevard, Leicester. LE2 7HN. (Leicester City Council Premises Licence number LEIPRM1423).

In February 2021, Leicestershire Police requested a review of the licence, resulting in the licence being revoked in March 2021.

The primary reasons for the review application were that the operator had repeatedly breached its premises licence conditions despite several verbal and written warnings and as illicit cigarettes were twice found on the premises, including during the appeal process.

On 16th December 2022, Loughborough Magistrates Court upheld the local authority's decision and revoked the premises licence.

Further to the above. In August 2025, Mr Sharif-Nazhad submitted an application to Leicester City Council in order to re-licence an off licence whose licence had been revoked in July 2025 (LEIPRM1246) by Leicester City Council Trading Standards and supported by Leicestershire Police, as a result of illicit cigarettes and tobacco being stored on the premises.

As result of a Leicestershire Police representation, the application was withdrawn.

In relation to events of Monday 9th February 2026, PC 4323 Godden from Leicestershire Police can produce an evidential statement, including photographic and body worn camera footage evidence.

Similarly, PC 4172 Seville can also produce body worn camera footage of the visit, which captures his interaction with the sales assistant who is not permitted to work in the UK and Mr Sharif-Nazhad.

Please tick ✓ yes

Have you made an application for review relating to the premises before – **NO. Only granted on 12th August 2025.**

If yes please state the date of that application

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

If you have made representations before relating to the premises, please state what they were and when you made them.

Please tick ✓

yes

- I have sent copies of this form and enclosures to the responsible authorities and the premises licence holder or club holding the club premises certificate, as appropriate
- I understand that if I do not comply with the above requirements my application will be rejected

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

Part 3 – Signatures (please read guidance note 4)

Signature of applicant or applicant’s solicitor or other duly authorised agent (please read guidance note 5). **If signing on behalf of the applicant please state in what capacity.**

Signature 

Date Monday 16th February 2026

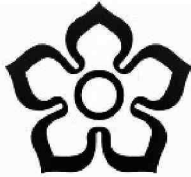
Capacity Leicestershire Police Alcohol Licensing Officers with delegated authority from the Chief Constable.

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 6)	
As above.	
Post town	Post Code
Telephone number (if any)	
If you would prefer us to correspond with you using an e-mail address your e-mail address (optional)	

NOTE
Any personal data that you provide will be processed in accordance with current data protection laws. It will be used by Leicester City Council and our partners to deliver and improve services and fulfil our legal duties. We will not disclose any personal information to anyone else unless required or allowed to do so by law. Read more about how we use personal data in our Privacy Notice on our website www.leicester.gov.uk

Notes for Guidance

Licensing Act 2003

Premises Licence**LEIPRM1933**

Leicester
City Council

Licensing
Leicester City Council
City Hall
115 Charles Street
Leicester
LE1 1FZ

(0116) 4543030
licensing@leicester.gov.uk

Part 1 - Premises Details

POSTAL ADDRESS OF PREMISES, OR IF NONE, ORDNANCE SURVEY MAP REFERENCE OR DESCRIPTION

City Off Licence

171a Belgrave Gate, Leicester, LE1 3HS.

WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

Expires **no expiry**

LICENSABLE ACTIVITIES AUTHORISED BY THE LICENCE

- the supply of alcohol

THE TIMES THE LICENCE AUTHORISES THE CARRYING OUT OF LICENSABLE ACTIVITIES

Activity (and Area if applicable)	Description	Time From	Time To
J. Supply of alcohol for consumption	OFF the premises only Monday to Sunday	7:30am	11:00pm

THE OPENING HOURS OF THE PREMISES

Description	Time From	Time To
Monday to Sunday	7:30am	11:00pm

WHERE THE LICENCE AUTHORISES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES

- J. Supply of alcohol for consumption OFF the premises only

Part 2

NAME, (REGISTERED) ADDRESS, TELEPHONE NUMBER AND EMAIL (WHERE RELEVANT) OF HOLDER OF PREMISES LICENCE

Nawzad Sharif-Nazhad

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)

NAME, ADDRESS AND TELEPHONE NUMBER OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORISES THE SUPPLY OF ALCOHOL

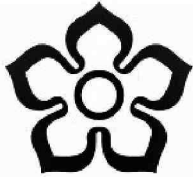
Nawzad SHARIF-NAZHAD



Licensing Act 2003

Premises Licence

LEIPRM1933



Leicester
City Council

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**PERSONAL LICENCE NUMBER AND ISSUING AUTHORITY OF PERSONAL LICENCE HELD BY DESIGNATED PREMISES SUPERVISOR
WHERE THE PREMISES LICENCE AUTHORISES FOR THE SUPPLY OF ALCOHOL**

Licence No. LEIPRS4135

Issued by Leicester



Licensing Act 2003
Premises Licence

LEIPRM1933



Licensing
Leicester City Council
City Hall
115 Charles Street
Leicester
LE1 1FZ

(0116) 4543030
licensing@leicester.gov.uk

ANNEXES

Annex 1 - Mandatory Conditions

No supply of alcohol may be made under the premises licence -

- a) at a time when there is no designated premises supervisor in respect of the premises licence, or
- b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.

The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either-

- a) a holographic mark, or
- b) an ultraviolet feature.

A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

Annex 2 - Conditions consistent with the Operating Schedule

The premises will install and maintain a digital CCTV system which will have sufficient hard drive storage capacity to store a minimum of 31 days.

The CCTV system will be capable of obtaining clear facial recognition images and a clear head and shoulders image of every person entering or leaving the premises at each exit and entrance point.

Only nominated staff will be trained in the operation of CCTV system to ensure rapid data retrieval and downloads of footage can be provided to the Police and Licensing Authority Officer upon reasonable request in Accordance with the Data Protection Act.

CCTV will be continually recording during licensable hours, and in the event of a failure of the CCTV system for any reason, a record of the failure will be recorded in the premises log and immediate steps will be made to rectify the problems.

An incident log must be kept at the premises. Log records will be retained for a period of 12 months from the date it occurred. It will be immediately available on request to an 'authorised person' (as defined by section 13 of the Licensing Act 2003), an authorised Trading standards officer or the Police and must record the following: all crimes reported to the premises (where relevant to licensing objectives), and any incidents of disorder relating to customers.

The Premises Licence Holder will ensure that all staff received training in recognising signs of drunkenness, refusing sales when required by law and compliance with licensing conditions.

When the DPS is not on duty, a contact telephone number will be available at all times.

All spirits will be stored and sold from the behind the counter.

Roller shutters have been installed at the front and security door is installed at the rear of the premises.

Alcohol refusal policies will be displayed at the entrance of the premises, the point of display and the point of sale.

Prominent, clear and legible signage will be displayed at all exits to the premises requesting the public to respect the needs of local residents and to leave the premises and the area quickly and quietly.

A written register of refusals will be kept including a description of the people who have been unable to provide required identification to prove their age. Such records will be kept for a period of 12 months and will be collected by the DPS and produced to the Police or an 'authorised person' or an authorised Trading standards officer on demand.



Licensing Act 2003

Premises Licence

LEIPRM1933



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ANNEXES continued ...

All staff engaged in the sale of alcohol to be trained in Challenge 25, to prevent underage sales and to be aware of and how to prevent proxy sales.

Proxy signs will be on display warning adults about the law for buying alcohol for children.

Staff will monitor the outside area via the CCTV system to identify any proxy purchasing concerns.

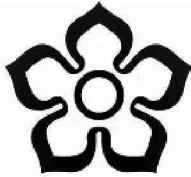
The premises will operate a Challenge 25 policy - such policy will be written down and kept at the premises. It will be produced on demand by the Police or an 'authorised person' or an authorised Trading standards officer.

Prominent, clear and legible Challenge 25 signage will also be displayed at all entrances to the premises as well as at least one location behind any counter, advertising the scheme operating.

Annex 3 - Conditions attached after a Hearing by the Licensing Authority

None.





**Leicester
City Council**

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Premises Details

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City Off Licence

171a Belgrave Gate, Leicester, LE1 3HS.

WHERE THE LICENCE IS TIME LIMITED THE DATES

Not applicable

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WHERE THE LICENCE AUTHORIZES SUPPLIES OF ALCOHOL WHETHER THESE ARE ON AND / OR OFF SUPPLIES

- J. Supply of alcohol for consumption OFF the premises only

NAME, (REGISTERED) ADDRESS OF HOLDER OF PREMISES LICENCE

Nawzad Sharif-Nazhad

REGISTERED NUMBER OF HOLDER, FOR EXAMPLE COMPANY NUMBER, CHARITY NUMBER (WHERE APPLICABLE)

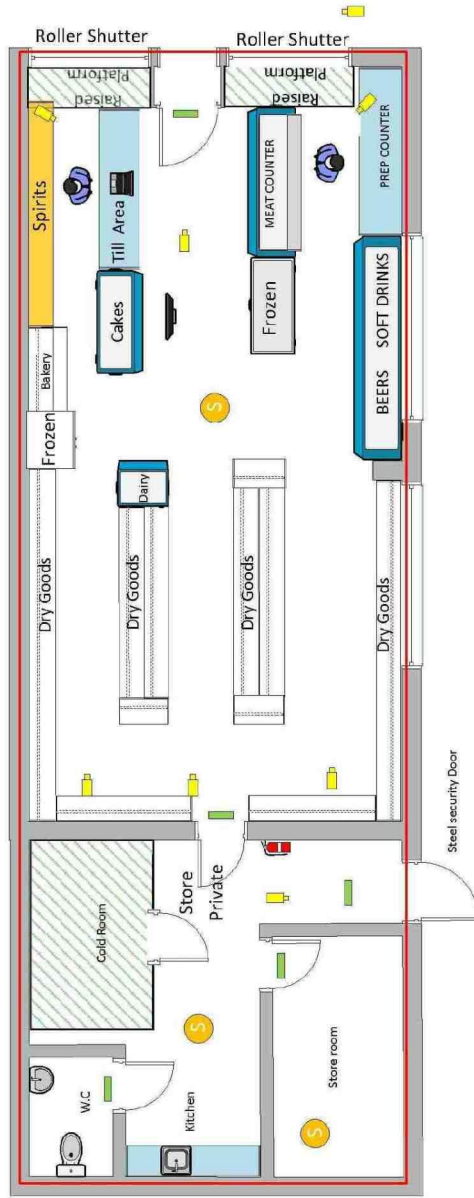
NAME OF DESIGNATED PREMISES SUPERVISOR WHERE THE PREMISES LICENCE AUTHORIZES THE SUPPLY OF ALCOHOL

Nawzad SHARIF-NAZHAD

STATE WHETHER ACCESS TO THE PREMISES BY CHILDREN IS RESTRICTED OR PROHIBITED

Not applicable





LEGEND	
Smoke Detector	
Licensable Area	
Fire Exit	
Camera	
Fire Extinguisher	
Monitor	

SCALE
1 : 100

Name of Premises
European Corner Shop

Premises Address
171a Belgrave Gate
Leicester
LE1 3HS

Drawing Purpose
PREMISES LICENCE APPLICATION

Drawing Details
The purpose of this drawing is for the submission of a Premises Licence Application.
All Measurements have been drawn in millimeters.
This drawing is not to be used for the intention of any building, shop fitting or construction purposes.

May 30, 2022

By virtue of paragraph(s) 1, 2, 7 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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**Review of the Premises Licence
City Off Licence.
171 Belgrave Gate. Leicester. LE1 3HS
2 April 2026 1000 hrs**

Documentation lodged on behalf of the Premises Licence Holder

Acting for the Premises Licence Holder, We have given full regard to:

- The Review application made against this premises.
- The licensing objectives set out in the Licensing Act 2003.
- The Council's Statement of Licensing Policy.
- Home Office Guidance (Feb 2026) issued under Section 182 of the Act.

Within this compliance pack are the following appendices:

- A. Challenge 25 Poster.
- B. Refusals log
- C. Incident log
- D. Staff training log
- E. DPS Authorisations
- F. LA2003 Signage
- G. Till prompt
- H. Tobacco Supply Policy & Standard Operating Procedures (SOP)
- I. Right to Work Checks (Home Office).

Rob Edge (Director)



Example of the Challenge 25 Posters – Prominently displayed at the premises, and used in conjunction with the refusals log.



Example of the Incident Log being utilised at the premises.

Incident Log Book

City Off Licence

Please use a separate page in this log for each incident.

Do not put yourself or staff at risk, call 999 or 101 when appropriate.

Staff should write an entry whenever an incident occurs.

Licence Leader
Alcohol Licensing Services

Incident Report Log			
Date of incident		Time of incident	
Location		Value of Losses/Damage	
Description of Incident			
Images available	YES/NO	Are still images available	YES/NO
Was it reported to West Midlands Police	YES/NO	Crime Number	
If reported to West Midlands Police, was it reported at the time of incident or afterwards:-			
Which staff member was involved with this incident			
What further action has been taken by Premises Licence Holder			
Final comments:			

Licensing Act 2003 - Staff Training

Training delivered to all staff will include, not least the following list below, and will also include the fact that staff fully understand all of the content.

○ It is illegal to sell alcohol to anyone under the age of 18.
○ It is illegal to sell alcohol to anyone 18 or over if they are buying on behalf of someone under the age of 18.
○ All premises that sell alcohol must have a Premises Licence and a Designated Premises Supervisor
○ Staff under the age of 18 must not sell alcohol unless each sale has been approved by the Personal Licence Holder or responsible person aged over 18
○ The premises Licence holder must display the premises licence inside the premises in a public place
○ If you are not sure that the customer is 18, ask for proof of age, use the Challenge 25 scheme. If you are not sure, refuse the sale and record in the Refusals Log
○ Make sure you know the hours allowed within the licence for the sales of alcohol.
○ Ensure you know all of the conditions within the operating schedule of the premises licence.
○ Make sure the CCTV is always on and working when the premises is open and trading.
○ Never serve anyone who is drunk
○ No persons carrying open bottles shall be admitted to the premises at any time.
○ A record of staff training in relation to the sale of alcohol will be kept on the premises and available to Police or Licensing Authority on request.

Staff that have been trained must sign below to confirm they have received and understood the training.

Name	Date	Signature	Comments

Signed by the DPS.

Name (Print)	Nawzad Sharif-Nazhad
Signature	
Date	

**Designated Premises Supervisor (DPS)
Authorisation for Sale/Supply of alcohol**

I am the Designated Premises Supervisor (DPS), and the holder of a Personal Licence and I am the person in a position of authority at the premises.

I hereby authorise the following named personnel to sell and supply alcohol, to comply with the Licensing Act 2003. This being either when I am present on the premises or in my absence. I can always be contactable on the following telephone number:

Names of Authorised persons:

I, being a person named below am aware of and accept my responsibilities under the Licensing Act 2003 and will endeavour to comply in accordance with the licensing law and the licence conditions attached to the premises licence.

Name	Personal Licence Number (If Applicable)	Date	Signature

Designated Premises Supervisor - Authorisation.

Name:	Nawzad Sharif-Nazhad
Personal Licence Number:	
Signature:	

Reminder for training

○ It is illegal to sell alcohol to anyone under the age of 18.
○ It is illegal to sell alcohol to anyone 18 or over if they are buying on behalf of someone under the age of 18.
○ All premises that sell alcohol must have a premises licence and a Designated Premises Supervisor
○ Staff under the age of 18 must not sell alcohol unless each sale has been approved by the personal licence holder or responsible person aged over 18
○ It is illegal to sell liqueur chocolates to anyone under the age of 16
○ If you are not sure that the customer is 18 (alcohol) or 16 (liqueur chocolates, ask for proof of age - use a Challenge 25 scheme
○ If you are still not sure, refuse the sale and record in the Refusals Log
○ The premises Licence holder must display the premises licence on the premises in a public place

Example of the Signage being utilised and displayed prominently at the premises.



As a backup to an electronic till prompt, this will be placed beside the till.

TILL PROMPT -- CHALLENGE 25

Does the person buying alcohol look under 25 .

Check ID.

Enter in "Refusals Log" if sale is refused.

Tobacco Supply Policy & Standard Operating Procedures (SOP)

Premises Name:	City Off Licence
Address:	171 Belgrave Gate, Leicester. LE1 3HS
Policy Effective Date:	18 February 2026
Reviewed:	Annually
Responsible Person:	Nawzad Sharif-Nazhad

Purpose.

The purpose of this policy is to ensure that the premises only sell legally sourced tobacco products and comply fully with all relevant legislation, including:

- Tobacco and Related Products Regulations 2016
- The Licensing Act 2003 (as it relates to the prevention of crime and disorder)
- Relevant HMRC guidance on illicit tobacco.

This policy aims to:

- Prevent the sale of illicit tobacco products.
- Protect staff and customers from the risks associated with illicit tobacco.
- Demonstrate compliance with licensing objectives.

Scope.

This policy applies to all employees involved in the purchase, receipt, storage, or sale of tobacco products.

- All suppliers and deliveries of tobacco products.
- All sales to customers.

Policy Statements

- **Legal Sourcing** The premises will only purchase tobacco products from HMRC-approved suppliers.
Invoices and supplier information will be retained for at least twelve months at the premises and be made available for inspection.

1. Prohibition of Illicit Tobacco

- It is prohibited to purchase or sell tobacco, not properly marked or taxed according to UK law.
Any suspicion of illicit tobacco will be immediately reported to management and authorities if necessary.

2. Staff Training and Awareness

- All staff will receive annual training on identifying illicit tobacco, supplier verification, and legal obligations, training will be documented and retained for inspection.

3. Record-Keeping and Documentation

- Detailed records of all tobacco deliveries, invoices, and stock checks will be regularly maintained.
Records will be available for inspection by Police, Trading Standards, or any other Responsible Authority.

Standard Operating Procedures (SOP)

Supplier Verification

- Confirm supplier is licensed and compliant with HMRC regulations.
Keep a copy of supplier licence and registration details.
- Verify invoices match deliveries and product descriptions.

4.2 Receiving Deliveries

1. Check all incoming tobacco products against invoices.
2. Inspect packaging for proper health warnings, tax stamps, and markings.
3. Refuse delivery if products appear suspicious or improperly marked.
4. Document delivery, noting any discrepancies.

4.3 Storage

1. Store tobacco securely in a designated, locked area.
2. Maintain stock rotation and conduct weekly stock audits.
3. Document all stock checks.

4.4 Selling to Customers

1. Verify age for all customers purchasing tobacco (Challenge 25 policy).
2. Ensure products sold are from legitimate stock only.
3. Document any incidents where illicit products are discovered.

4.5 Incident Reporting

1. Report any discovery of illicit tobacco to the Designated Premises Supervisor (DPS) immediately.
2. Isolate the suspected products and retain them for inspection.
3. Notify authorities (police or HMRC) if required.
4. Record all incidents in the Tobacco Compliance Log.

4.6 Staff Training

1. Training is provided on induction and annually thereafter.
2. Topics include:
 - Identifying illicit tobacco
 - Legal sourcing
 - Compliance with licensing objectives
3. Training completion recorded in staff files.

5. Compliance and Review

- The management is responsible for ensuring compliance with this policy.
- Policy will be reviewed annually or following changes to legislation or licensing conditions.
- Failure to comply with this policy may result in disciplinary action, including termination if necessary.

Right to Work Checks:

Employer Quick Reference (UK)

1. BEFORE EMPLOYMENT

- Check **BEFORE** employee starts work,
- Apply the **SAME PROCESS** for **ALL** staff.



2. IDENTIFY THE EMPLOYEE

- Passport or ID Card
- Biometric Residence Permit
- Home Office Share Code



3. VERIFY DOCUMENTS

- Check for **FORGERY**
- Confirm **PHOTO + DATES**
- Check **EXPIRY & CONDITIONS**



4. RECORD KEEPING

- Make **COPIES** of Documents
- Record **DATE** of Check
- Keep Records **SECURELY**



5. ONGOING CHECKS

- Recheck **BEFORE** Expiry
- Update for **STATUS CHANGES**



6. AVOID DISCRIMINATION

- Treat **ALL** staff **EQUALLY**
- Focus on **RIGHT TO WORK**



7. FOLLOW GUIDANCE

- Use **HOME OFFICE** Guidelines
- Follow **ONLINE CHECK** Rules



TIP: Keep this checklist handy to ensure **COMPLIANCE!**



LICENCE LEADER
LICENSING MADE EASY

