



**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

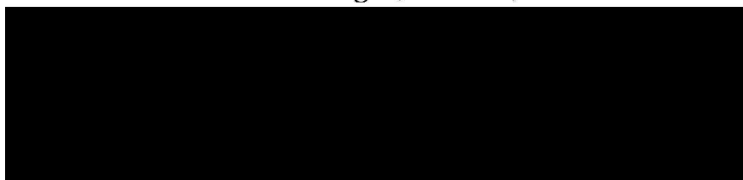
Acting for the Premises Licence Holder, We have given full regard to:

- 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.



UNDER 25?

ACCEPTABLE FORMS OF ID:
+ CARDS BEARING THE PASS LOGO
+ PHOTOGRAPHIC DRIVING LICENCE
+ PASSPORT

IF YOU ARE LUCKY ENOUGH TO LOOK UNDER 25 YOU WILL BE ASKED TO PROVE THAT YOU ARE AGED 18 OR OVER WHEN YOU BUY ALCOHOL

IF YOU ARE UNDER 18 YOU ARE COMMITTING AN OFFENCE IF YOU ATTEMPT TO BUY ALCOHOL

BEER & PUB FOR THE FACT SHEET ABOUT drinkaware.co.uk
WWW.CHALLENGE25.ORG

<25

The poster is a vertical rectangle with a red background. At the top, the words 'UNDER 25?' are written in large, bold, white, sans-serif font. To the right of this text is a small graphic of a grey ID card with a red silhouette of a person's head and shoulders. The card lists 'ACCEPTABLE FORMS OF ID:' followed by four items: '+ CARDS BEARING THE PASS LOGO', '+ PHOTOGRAPHIC DRIVING LICENCE', and '+ PASSPORT'. The word 'PASS' is written in a white box on the card. Below the ID card graphic, there are two paragraphs of white, bold, sans-serif text. The first paragraph reads: 'IF YOU ARE LUCKY ENOUGH TO LOOK UNDER 25 YOU WILL BE ASKED TO PROVE THAT YOU ARE AGED 18 OR OVER WHEN YOU BUY ALCOHOL'. The second paragraph reads: 'IF YOU ARE UNDER 18 YOU ARE COMMITTING AN OFFENCE IF YOU ATTEMPT TO BUY ALCOHOL'. At the bottom left, there is a logo for 'BEER & PUB' with a small circular emblem, followed by the text 'FOR THE FACT SHEET ABOUT' and the website 'drinkaware.co.uk'. Below this is the website 'WWW.CHALLENGE25.ORG'. At the bottom right, there is a large black circle containing a white arrow pointing left towards the number '25'.

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