



To:
All members of the
Licensing Sub-Committee

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Supplementary Agenda

Licensing Sub-Committee - Friday, 27 March 2026

Dear Councillor

I enclose additional information supplied from the Licensing Authority on the agenda for the Licensing Sub-Committee meeting to be held on Friday, 27 March 2026:

- 2. To consider an application for a Review of the Premises Licence at Bobby's Food and Wine, 163 High Street, Staines-upon-Thames, TW18 4PA** **3 - 4**

The Report of the Deputy Chief Executive is attached.

A procedure note which explains what happens at a Licensing Sub-Committee, follows.

Yours sincerely

Christeen Abee
Corporate Governance

To the members of the Licensing Sub-Committee

Councillors:

S.A. Dunn (Chair)

J.A. Turner

P.N. Woodward

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Licensing compliance check Bobbys 163 High Street Staines 19 March 2026.

This was conducted as a result of the previous Licensing Sub-Committee meeting request.

There was one female server.

Conditions checked against annex 2 of their premises licence

Age Verification Policy

Challenge 25 posters will be displayed in the shop in prominent areas around the alcohol section and at the point of sale area.

There was one poster as you enter the shop and none at the point of sale, here there was an old sign saying that it was illegal to sell alcohol to under 18. This was peeling off the wall, and the hanging flap had covered the writing.

UV Light

A working UV light is to be kept at the premises, near to the point of sale area, to check IDs.

The server could not find this.

Staff Licensing Training

All staff (paid or unpaid) shall be fully trained in licensing legislation in relation to the Licensing Act 2003, including:

- ***proof of age training***, including training on recognising fake identification
- ***proxy purchasing***
- ***assertiveness training*** to ensure that all staff are capable of being robust in refusing sales of alcohol to underage or drunk persons,
- ***conditions of this premises licence***

Training records will be available for inspection on request and will include details of the names of staff members trained including their signature, date of training, and a summary of the matters covered in the training including any material used.

There was no training record for this server. Mr Bajaj was spoken to on the phone and told about the missing training documents and he then spoke to the server but she was not able to find her training records, there was one for a server who has left and another whose details could not be made out. Mr Bajaj stated that it would be there but she couldn't find it. The server had gone through the paperwork twice and could not find it.

CCTV

The Premises Licence Holder must also ensure that at all times when the premises is open to the public there is a person, nominated in writing by themselves, that is capable and competent at downloading CCTV footage onto CD rom format for the police or local authority within 48 hours of request and have the necessary equipment to be able to do this.

There was no written nomination for anyone.

General under the licensing Act 2003.

The current full and summary premises licence was not available, and the summary displayed was the old one which had the Premises Licence Holders name and address tippexed out and was still showing the old DPS.

Plan

The plan has not been updated and there are shelves and a freezer not shown, also a door that has been blocked up.

The server was able to either demonstrate or show that the rest of the annex 2 conditions were being complied with.