

Praveen Vinayagamoorthy
Via email
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Our ref: 24/00699/LAPRE

Date: 14 May 2025

Dear Praveen Vinayagamoorthy

Licensing Act 2003

**Tonys Food And Wine Tonys Food And Wine 149 High Street, Staines,
TW18 4PA**

I write further to a visit carried out to the above premises on 16 April 2025 with Stuart Bruce-Reid, Licensing Enforcement Officer and Jacquie Clark, Surrey Police Licensing Officer and Surrey Trading Standards officer

and Surrey Police. In attendance at the premises was
serving.

During the visit a full premises licence inspection was carried out and there are a number of licensing breaches which I have outlined below that must be rectified:

Section 57 Notice

Under the Licensing Act 2003, you are required to display a notice advertising who the premises licence is under the control of.
This was missing.

CCTV

Your shop has CCTV fitted with cameras clearly visible and a monitor to display images was also present. Even though the monitor was turned off there was no way of checking that the CCTV was working. Any member of the public would see these and expect them to be working.

Unless you can prove otherwise, I will take it that the CCTV was operational and as such you should have CCTV warning signs clearly displayed. Even though your licence does not stipulate that you must have CCTV, it is all part of complying with the licencing objectives and I would strongly recommend that this remains in place and working.

Age verification policy

Under the mandatory conditions you must have a proof of age policy. You must make sure that there is signage up to inform customers that you are checking the age of persons buying alcohol.

Fire exit and fire check door

Your plan shows that there should be a fire check door between the Staff Area and the shop floor, this was missing.

There were no fire exit signs to the rear of the shop and when I went out into the storeroom and then outside the rear of this area as you would to escape a fire, the end of this outside area was blocked and not usable as a fire escape.

Illegal tobacco and vapes

In the kitchen area we found numerous illegal vapes and cigarettes, these were seized by Surrey Trading Standards Officer.

This will be recorded by licensing and may be used as evidence if we have any concerns and enforcement action is to be taken.

Your licence has no other conditions apart from the mandatory ones, but what is expected of licensed premises have changed since your licence was issued. What is considered best practice and your due diligence to comply with the licencing objectives is still your responsibility and just saying 'it's not on my licence' is no defence.

Below is a list of procedures I would ask you adopt, so in the event of any incident you can prove you took all reasonable steps to prevent it.

- The adoption of Challenge 25.
- A refusal book, showing date and time and reason for refusal. You must ensure that your staff are trained on what is expected of them for refusals and that they are required to fill out this book.
- An incident log, showing date and time and what the incident was. You should be able to demonstrate that your staff have had training and this is regularly refreshed.
- A training record for yourself and staff. You should ensure both you and the member of staff sign to say they have received the training.
- CCTV recording for 31 days and downloads to be made available to any relevant authority.

Premises Plan

The area which was originally shown as staff area is now used to sell alcohol, this is out of sight of the counter, there is a camera covering this area, but is it working. Anyone could go into this area and drink from the displayed alcohol

and the staff would not be aware of this. This is an area of great concern as underage or drunk person could consume alcohol here. This must be addressed before submitting the minor variation to change the plan.

I have attached the guidance for plans at the end of this document. Minor Variations can be applied for online here: [Premise Licences - Spelthorne Borough Council](#). There is a cost of £89 and the application will need to be advertised at the premises as well. You can download a notice to display using the above link.

As your plan does not reflect how the current premises is you are operating otherwise than accordance with your premises licence and this is an offence under section 136 Licensing Act 2003.

You must ensure that your minor variation is submitted by 21 May 2025 at the very latest. You may wish to consider appointing a licensing agent as we are unable to complete applications.

Yours sincerely

Stuart Bruce-Reid

CC
Surrey Police
Surrey Fire and rescue
Trading Standards

2.9 Plans

The plan of the premises should be included with the application, and copied to the responsible authorities as part of the application. The plan of the premises needs to meet the requirements set out in the act and the Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005, SI 2005/42 to show the following:

1. the extent of the boundary of the building, if relevant, and any external and internal walls of the building and, if different, the perimeter of the premises
2. the location of points of access to and egress from the premises
3. if different from (2), the location of escape routes from the premises
4. in a case where the premises is used for more than one existing licensable activity, the area within the premises used for each activity
5. fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment
6. in a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor

7. in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts
8. in a case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms
9. the location and type of any fire safety and any other safety equipment, including if applicable, marine safety equipment
10. the location of a kitchen, if any, on the premises