



Licensing Dept
Woking Borough Council
Civic Offices
Gloucester Square
Woking GU21 6YL

27th June 2018

Dear Sirs,

Re Rudgens, 1 Chertsey Road, Woking, Surrey GU21 5AA
No 17/00056/PREMIS. – Review of The of Premises Licence.

With regard to the above mentioned matter we act on behalf of Mr Nurul Islam and thank you for your letter dated 22nd June with your application. We have gone through the application and confirm that Mr Islam is very sorry for the two breaches of the Licensing Act 2003. Indeed he has already apologized to the Police officers. We await the date of the hearing.

The Licensing Committee have various options open to them when reaching a decision. Mr Islam is prepared to agree and undertake to comply with the following conditions that are proposed by Surrey Police namely :-

- That there should be a Personal Licence Holder present on the premises while licensable activities are taking place.
- CCTV be in operation whilst any licensable activity takes place and shall record for 31 days. CCTV shall be able to be downloaded onto a removal storage system (DVD or USB Stick)
- CCTV shall be made available within 24 hours of a request by Surrey Police or any responsible authority.
- There should be at least one member of staff on site who is able to operate the CCTV system and download if required whenever licensable activities are taking place.
- CCTV should cover all areas of licensable activity as well as the entrance enabling clear facial images of those entering the premises.
- Date and time of CCTV shall always be accurate with no time delays.
- A Challenge 25 policy will be operated at the premises, forms of ID that will be accepted are valid passport, photo card driving licence, HM Forces identity card and PASS.



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- Signs placed in prominent positions explaining Challenge 25 is in force.
- A refusals log shall be kept at the premises and maintained. The log shall be available to Surrey Police and any responsible authority
- An incident log shall be kept at the premises and maintained. The log shall be available to Surrey Police and any responsible authority

The licensing committee will have to consider the removal of Mr Islam as the DPS. We would request there is no change in the DPS in this case for the following reasons :-

- 1 Since the first test purchasing incident on Friday 6th April 2018, Mr Islam has implemented a training programme. He has trained his staff, followed advice Surrey Police and enforced Challenge 25. He has maintained a training log, a refusals log book and an incident book. These have been shown to Surrey Police.
- 2 With regard to Challenge 25, the policy has been adopted and more signs have been placed in prominent positions in Budgens.
- 3 With regard to CCTV the system is working and there are 16 cameras in the premises with two cameras on the entrance to enable the operator to obtain clear facial images. Mr Islam is arranging the system to be checked by a technician. Mr Islam is training his staff to operate the CCTV system.
- 4 Both test purchasing incidents involved one rogue employee serving alcohol to members of the public aged under 18. [REDACTED] received vigorous training after the first test purchasing incident and ignored company policy / instructions. He was dismissed for gross misconduct and we enclose a copy of his dismissal letter. A copy of the letter was given to Surrey Police.
- 5 Mr Islam has now training four employees who have obtained Level 2 Personal Licence awards. Including Mr Nurul Islam there are now five employees who have been trained and are qualified with Level 2 awards. A copy of two level 2 awards have been shown to Surrey Police. The training included Challenge 25 and verification of identification.

Mr Islam is very sorry for the breaches that have taken place and apologies profusely to all the Responsible authorities. Indeed, he has two boys (aged 17 and 12) and realises the paramount need to protect children from harm as well as to prevent crime and disorder. He is a law abiding citizen and this is the first time he has been involved with the police.

Yours faithfully,


Welcome Skills Limited

BUDGENS

1 Chertsey Road, Woking, Surrey GU21 5AB

Re Gross Misconduct - Termination of Your Employment on 08/06/18
Budgens, 1 Chertsey Road, Woking, Surrey GU21 5AB
Employment Protection (Consolidation) Act as amended.

Further to our conversation on Friday 8th June 2018, I am writing to you to confirm the termination of your employment with Budgens. Our meeting took place after an inspection of Budgens by the Licensing Officer of the Metropolitan Police at about 6.00pm following an incident. As discussed during the meeting, your willful conduct was inconsistent with the continuation of your contract of employment that resulted in a serious breach of the Licensing Act 2003. It could have caused a serious risk to a member of the public and would have affected the reputation and viability of Budgens. You have failed to carry out lawful and reasonable instructions that were consistent with your contract of employment which warrant summary dismissal. Budgens may now face a prosecution as a result of your behaviour.

You are required not to sell or supply alcohol to anyone under the age of 18 and you are required to get proof of the customer's age before any sale of alcohol takes place. You have received training and literature on this subject. You have failed to comply with our company policies and your conduct is unacceptable. Selling Alcohol to a minor could lead to a prosecution with a fine of £10,000. You have failed to comply with the Licensing Act 2003 on two separate occasions.

You will be paid your accrued salary and any agreed entitlements up to the date of your dismissal including overtime. You may wish to seek information and advice from a solicitor or the Employment Tribunal.

Yours faithfully

Mr N Islam
Budgens.