

EVU V8.9.x.0

REPORT PREPARED ON 18/ 6/26 AT 15:24

NAME AND ADDRESS DETAILS

PREMISES REF: LIC6**157-/2 TRADER: LICENSED PREMISES

ADDRESS: 157-159 West Port
Edinburgh
EH3 9DP

WARD: City Centre

EASTING: 325049
NORTHING: 673210

PRINCIPAL USAGE: LIC - LICENSING PREMISES
PREMISES TYPE: 6 - PROPERTY

ACTION DETAILS

ACTION TYPE: AAA - Action taken
SOURCE DATABASE: LEGISLATION VISITS
Record number 084064
UNIT: PLO - Licensing Standards Officers
INVESTIGATING OFFICER: ■ ■

DATE ACTION OPENED: 13/11/2024

ACTION EVENT DETAILS

| <u>ITEM</u> | <u>EVENT</u> | <u>DESCRIPTION</u> | <u>SCH. DATE</u> | <u>ACT. DATE</u> | <u>OFF</u> | <u>ACTIVITY</u> |
|-------------|--------------|--|------------------|------------------|------------|-----------------|
| 1 | G15 | Visit to Concern Operating Plan/Premises Licence contained details of the former DPM. No Personal Licence for current DPM ■ Guidance given to submit a minor variation Training records not available. ■ confirmed ■ put staff through Personal Licence training but this was happening in the next week. Guidance given to complete min 2 hours training before any staff without a personal licence served alcohol. Advised ■ i would send an email detailing action points | | 13/11/2024 | KHO | |
| 2 | G20 | Additional Officer | | 13/11/2024 | GMO | |
| 3 | G31 | Review Hi ■, thanks for carrying out the CI and for the advice given, much appreciated. Thanks, ■ | 13/11/2024 | 14/11/2024 | VMM | |

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|-------------|--------------|---------------------------------------|------------------|------------------|------------|-----------------|
| 4 | AA6 | Monitor case - check training records | 18/11/2024 | 18/11/2024 | KHO | |
| 5 | G10 | Email sent/received Hi [REDACTED] | | 13/11/2024 | KHO | |

Thank you for forwarding updates,I'll implement straight away.

Again thank you for your support and Guidance.

Much appreciated,

Kind Regards,

[REDACTED]
On Wed, 13 Nov 2024 at 22:54, [REDACTED]

[REDACTED] wrote:

Good Evening [REDACTED]

RE: ALCOHOL LICENCE - COMPLIANCE INSPECTION

I'm summarising the action points around your alcohol licence after our visit today. The SEV licence inspection notes will come separately.

Your Premises Licence and Operating Plan were on display. To comply you only need to display the Summary Premises Licence in a prominent position. Your Operating Plan and Full Licence can be kept anywhere on the premises and do not need to be displayed.

Your Operating Plan and Premises Licence contained details of the previous Premises Manager [REDACTED]. Both documents should reflect the details of the current Premises Manager. To update your Licence to include your details as the Premises Manager you will need to apply for a minor variation to Licensing. You may wish to seek legal advice.

You do not have a copy of your Personal Licence on the premises. This should be available for inspection at all times.

You stated your staff were due to attend Personal Licence training. All staff must be trained for a minimum of 2 hours by a Personal Licence holder before they can legally serve alcohol. A record of staff training signed by the Personal Licence Holder carrying out the training and the staff member receiving the training must be kept on the premises and available for inspection. I have attached an example training record.

You did not have a Section 110 at the point of sale. I have included an example form. You had a sign stating no under 18s. I have included a section 311 form to be displayed at the entrance.

I will make a return visit to check your training records. Please ensure staff receive a minimum of 2 hours training before they sell alcohol.

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|-------------|--------------|--------------------|------------------|------------------|------------|-----------------|
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If you have any questions please do get in touch.

Yours sincerely,

[Redacted signature block]