

* required information

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You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

BelTheydonBois

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

Marek

* Family name

Borysiewicz

* E-mail

Main telephone number

Include country code.

Other telephone number

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

☒ Applying as a business or organisation, including as a sole trader
☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House?

☒ Yes ☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

7797686

Business name

Belgique Theydon Bois LTD

If your business is registered, use its registered name.

VAT number

GB 123407548

Put "none" if you are not registered for VAT.

Legal status

Private Limited Company

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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REMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

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APPLICATION DETAILS

1. What capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☒ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

Confirm The Following

- ☒ I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- ☐ I am making the application pursuant to a statutory function
- ☐ I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

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SECTION 4 INDIVIDUAL APPLICANTS

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

Section 4 Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

Contact Details

E-mail	<input type="text"/>
Telephone number	<input type="text"/>
Other telephone number	<input type="text"/>
Date of birth	<input type="text" value="dd"/> / <input type="text" value="mm"/> / <input type="text" value="yyyy"/>
Nationality	<input type="text"/>

Documents that demonstrate entitlement to work in the UK

Add another applicant

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OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.

Cafe and Patisserie serving breakfast lunch and afternoon treats and cakes, with seating are in one room. The application includes on-licence to serve alcohol on the premises and outside on the front of the shop where garden tables are located. and off-licence to sale selected specialty Belgian Beers only.

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If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

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PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

☐ Yes ☒ No

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PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

☐ Yes ☒ No

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PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

☐ Yes ☒ No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

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PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

☐ Yes ☒ No

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PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

☒ Yes ☐ No

Standard Days And Timings

continued from previous page...

MONDAY

Start 08:00

End 18:30

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the day
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start 08:00

End 18:30

Start

End

WEDNESDAY

Start 08:00

End 18:30

Start

End

THURSDAY

Start 08:00

End 18:30

Start

End

FRIDAY

Start 08:00

End 18:30

Start

End

SATURDAY

Start 08:00

End 18:30

Start

End

SUNDAY

Start 08:00

End 18:30

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

Where taking place in a building or other
structure tick as appropriate. Indoors may
include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not
exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Continued from previous page...

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

☐ Yes ☒ No

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing anything similar to live music, recorded music or performances of dance?

☐ Yes ☒ No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes ☒ No

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start 08:00

End 18:00

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the day
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start 08:00

End 18:00

Start

End

Continued from previous page...

WEDNESDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="18:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="18:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="18:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="18:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="18:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the sale of alcohol be for consumption:

- ☐ On the premises ☐ Off the premises ☒ Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

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Name

First name

Family name

Date of birth / /

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ☐ Electronically, by the proposed designated premises supervisor
- ☒ As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

Family Friendly, Non restricted.

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OURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

Start

End

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the day
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

Start

End

End

WEDNESDAY

Start

Start

End

End

THURSDAY

Start

Start

End

End

FRIDAY

Start

Start

End

End

SATURDAY

Start

Start

End

End

SUNDAY

Start

Start

End

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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LICENSING OBJECTIVES

Describe the steps you intend to take to promote the four licensing objectives:

i) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

TO PROMOTE ALL FOUR LICENSING OBJECTIVES WE WILL KEEP:

Strong management controls and effective training of all staff so that they are aware of the premises licence and the requirements to meet the four licensing objectives with particular attention to:

/ no selling of alcohol to underage people

/ no drunk and disorderly behavior on the premises area

/ vigilance in preventing the use and sale of illegal drugs at the retail area

/ no violent and anti-social behaviour

/ no any harm to children

Operating Schedule providing the hours of operation and licensable activities during those hours.

Designated premises supervisor confirmed it is obligated to be in day-to-day control of the premises, to provide good training for staff on the Licensing Act (Training Record), to make or authorize each sale

Clear "Challenge 25" information to prevent the supply of alcohol to under-age drinkers.

CCTV system installed with recording option available

Lockable cabinet will be fixed to ensure that stored alcohol is safe and secure at all times

As a licensed premises we know that it is necessary to carry out our functions or operate their businesses with a purpose of promoting these objectives. We promise to support these objectives through their operating schedules and other measures including staff training and qualifications, policies, and strategic partnerships with other agencies).

ii) The prevention of crime and disorder

CCTV System installed to monitor entrances, exits, and other parts of the premises in order to address the prevention of crime objective.

Clear and legible notice outside the premises indicating the normal hours under the terms of the premises licence during which licensable activities are permitted.

Clear and conspicuous notices warning of potential criminal activity, such as theft, that may target customers will be displayed.

Not selling of alcohol to drunk or intoxicated customers.

Custom will not be sought by means of personal solicitation outside or in the vicinity of the premises.

Prevention and vigilance in illegal drug use at the retail unit area.

Staff will be well trained in asking customers to use premises in an orderly and respectful manner and prevent drinking alcohol at the retail unit (ex. canned or bottled beer).

iii) Public safety

CCTV System installed to monitor entrances, exits, and other parts of the premises in order to address the prevention of crime objective.

Clear and legible notice outside the premises indicating the normal hours under the terms of the premises licence during which licensable activities are permitted.

Clear and conspicuous notices warning of potential criminal activity, such as theft, that may target customers will be displayed.

Not selling of alcohol to drunk or intoxicated customers.

Custom will not be sought by means of personal solicitation outside or in the vicinity of the premises.

Prevention and vigilance in illegal drug use at the retail unit area.

Staff will be well trained in asking customers to use premises in an orderly and respectful manner and prevent drinking alcohol at the retail unit, alcohol will be served with meal only.

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l) The prevention of public nuisance

Noise reduction measures to address the public nuisance objective. Prominent, clear and legible notices will be displayed at the exit requesting the public to respect the needs of nearby residents and to leave the premises and the area quietly.

Deliveries of goods necessary for the operation of the business will be carried out at such a time or in such a manner as to prevent nuisance and disturbance to nearby residents.

The Licensee will ensure that staff who arrive early morning or depart late afternoon (ex. for unpacking, pricing newly delivered goods) when the business has ceased trading conduct themselves in such a manner to avoid causing disturbance to nearby residents.

Customers will be asked not to stand around loudly talking in the street outside the premises.

Customers will not be admitted to premises above opening hours.

The movement of bins and rubbish outside the premises will be kept to a minimum, there will be no activity after 7pm. This will help to reduce the levels of noise produced by the premises.

Any lighting on or outside the premises will be positioned and screened in such a way so as to not cause a disturbance to nearby residents.

m) The protection of children from harm

Challenge 25" sign which is a retailing strategy that encourages anyone who is over 18 but looks under 25 to carry acceptable ID (a card bearing the PASS hologram, a photographic driving license or a passport) if they wish to buy alcohol.

Well trained staff about requirement for persons' identification, age establishment etc.

All the details provided in Training Record Book available the retail unit.

Log Book will be kept upon the premises all the time.

Nothing belong existing Health & Safety requirements.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

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Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
 - An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
 - A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
 - A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
 - A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
 - A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
 - A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
 - A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
 - A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
 - A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
 - A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
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- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- i) any page containing the holder's personal details including nationality;
- ii) any page containing the holder's photograph;
- iii) any page containing the holder's signature;
- iv) any page containing the date of expiry; and
- v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

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NOTES ON REGULATED ENTERTAINMENT

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in terms of specific **regulated entertainments** please note that:

- **Plays:** no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - **Films:** no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - **Indoor sporting events:** no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - **Boxing or Wrestling Entertainment:** no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - **Live music:** no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - **Recorded Music:** no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
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Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00*

Band E - £125001 and over £635.00*

If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

Fee amount (£)

190.00

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Continued from previous page...

Address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

DECLARATION

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK. The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate

☐ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

Full name	<input type="text"/>
Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

Add another signatory

Once you're finished you need to do the following:

- 1. Save this form to your computer by clicking file/save as...
 - 2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/epping-forest/apply-1> to upload this file and continue with your application.
- Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED

Epping Forest District Council

Consent of individual to being specified as premises supervisor

I ... MAREK BORYSKIEWICZ (insert name of prospective premises supervisor)

Of

.....
.....
.....

(home address of prospective premises supervisor)

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for variation of designated premises supervisor

by ... MAREK BORYSKIEWICZ (name of applicant)

relating to premises licence (number of existing licence if any)

for

BELGIQUE EPPING LTD BELGIQUE THEYDON BOIS
242-244 HIGH STREET 14 FOREST DRIVE LTD
EPPING CM16 4AD THEYDON BOIS
(name and address of premises to which application relates) CM16 7EY

and any premises licence to be granted or varied in respect of this application made by the above applicant concerning the supply of alcohol at the above named premises.

I also confirm that I am applying for, intend to apply or currently hold a personal licence, details of which I set out below.

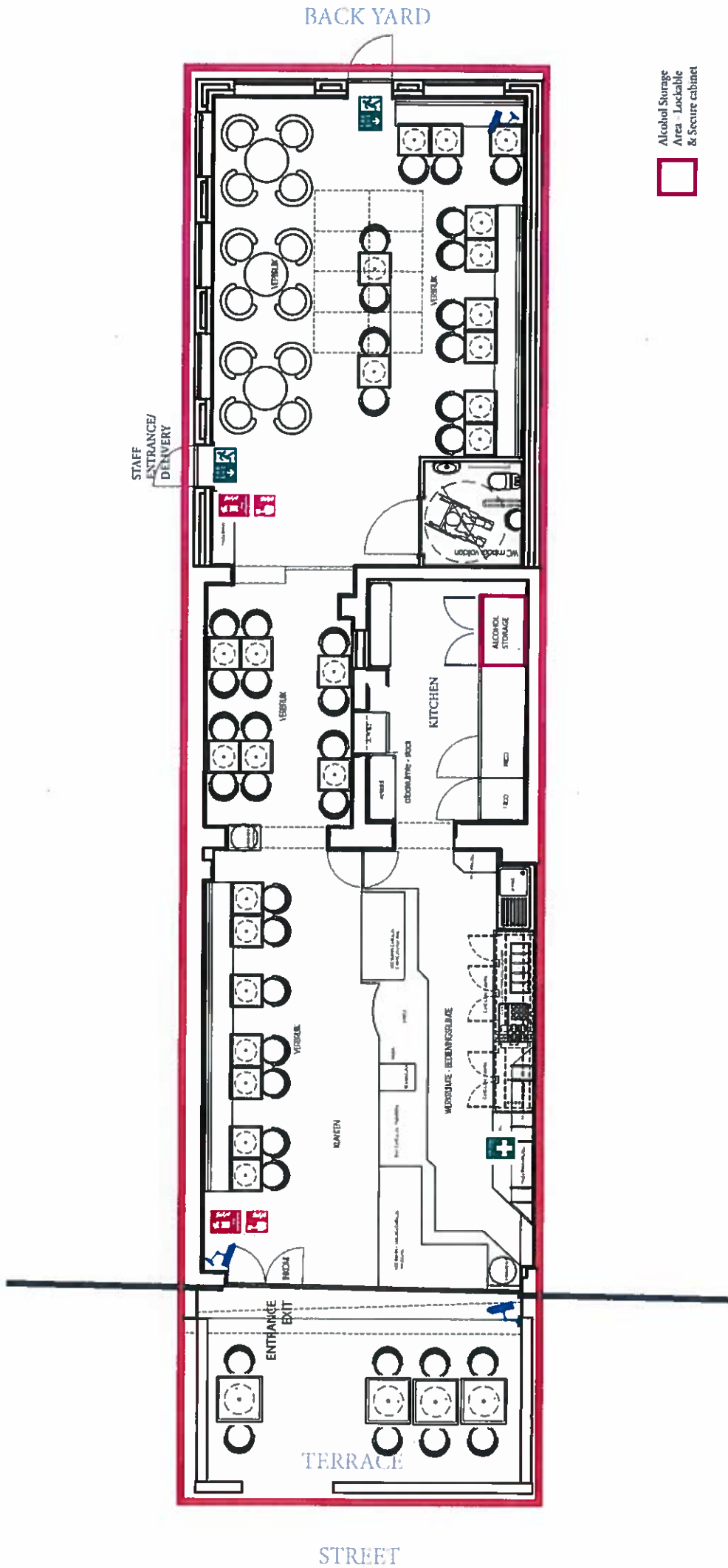
Personal Licence Number... (insert personal licence number, if any)

Personal licence issuing authority EPPING FOREST DISTRICT COUNCIL
(insert name, address and telephone number of issuing authority, if any)

Signed..

Print Name... MAREK BORYSKIEWICZ

Dated... 09/07/2018



Notice of Application for a New Premises Licence under the Licensing Act 2003

Notice is given this day 15/02/2018 that Belgique Epping LTD of 242-244 High Street, Epping, CM16 4AP has applied to the Licensing office of Epping Forest District Council for a Premises Licence in respect of Belgique Epping LTD, 242-244 High Street, Epping, CM16 4AP. The proposed licence is for: Supply of alcohol Monday-Sunday 8am-6pm, Provision of recorded music Monday-Sunday 8am-6pm. Opening Times Monday-Sunday 8am-6:30pm.

The register of licensed premises is maintained at the Licensing Office of Epping Forest District Council, Civic Offices, High Street, Epping, Essex, CM16 4BZ. Applications for premises licences may be inspected at this office during office hours. Anyone wishing to oppose this application must give written notice to the Licensing Office within 28 days of this notice. It is an offence knowingly or recklessly to make a false statement in connection with an application which could lead to a fine on summary conviction (maximum £5000)

Notice of Application for a New Premises Licence under the Licensing Act 2003

Notice is given this day 15/02/2018 that Belgique Theydon Bois LTD of 14 Forest Drive, Theydon Bois, CM16 7EY has applied to the Licensing office of Epping Forest District Council for a Premises Licence in respect of Belgique Theydon Bois LTD of 14 Forest Drive, Theydon Bois, CM16 7EY. The proposed licence is for: Supply of alcohol Monday-Sunday 8am-6pm, Provision of recorded music Monday-Sunday 8am-6pm. Opening Times Monday-Sunday 8am-6:30pm.

The register of licensed premises is maintained at the Licensing Office of Epping Forest District Council, Civic Offices, High Street, Epping, Essex, CM16 4BZ. Applications for premises licences may be inspected at this office during office hours. Anyone wishing to oppose this application must give written notice to the Licensing Office within 28 days of this notice. It is an offence knowingly or recklessly to make a false statement in connection with an application which could lead to a fine on summary conviction (maximum £5000)



Notice of Application for a New Premises Licence under
the Licensing Act 2003

Notice is given this day 15/02/2018 that Belgique Theydon Bois LTD of 14 Forest Drive, Theydon Bois, CM16 7EY has applied to the Licensing office of Epping Forest District Council for a Premises Licence in respect of Belgique Theydon Bois LTD of 14 Forest Drive, Theydon Bois, CM16 7EY

The proposed licence is for:

Supply of alcohol

Monday-Sunday 8am-6pm

Provision of recorded music

Monday-Sunday 8am-6pm

Opening Times

Monday-Sunday 8am-6.30pm

The register of licensed premises is maintained at the Licensing Office of Epping Forest District Council, Civic Offices, High Street, Epping, Essex, CM16 4BZ. Applications for premises licences may be inspected at this office during office hours. Anyone wishing to oppose this application must give written notice to the Licensing Office within 28 days of this notice.

It is an offence knowingly or recklessly to make a false statement in connection with an application which could lead to a fine on summary conviction (maximum £5000)

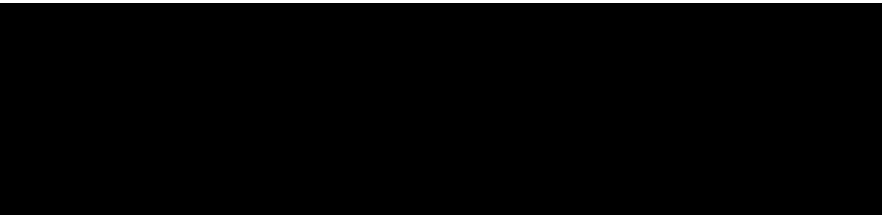
15/2/18

Nuala Clark

From: Licensing Epping and Brentwood
<licensing.epping.and.brentwood@essex.pnn.police.uk>
Sent: 23 February 2018 12:18
To: Licensing
Subject: Applications & Licences

Hi,

In respect of the following applications, Essex Police have no representations to make.



NEW LICENCE APPLICATION – Belgique, Theydon Bois

If you have any other applications that have not been responded to please advise, and I will look in to them.



Many Thanks

Peter Jones MIOL, ABII (7706)

Epping & Brentwood Licensing Officer
Epping Forest & Brentwood Local Policing Hub
West LPA
Tel. 101 (Ext. 313604) or 01279 625405
<http://www.essex.police.uk>
Loughton Police Station, 158 High Road, Loughton, Essex, IG10 4BE

To find out what is happening in your neighbourhood and all about your local neighbourhood policing team visit www.essex.police.uk/yourarea and enter your postcode.



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Denise Bastick

From: Licensing Epping and Brentwood <licensing.epping.and.brentwood@essex.pnn.police.uk>
Sent: 22 February 2018 14:11
To: [REDACTED]
Cc: Licensing
Subject: Belgique, Epping & Theydon Bois - New Licence Application
Attachments: Belgique - Recommended Conditions.docx; ATT000001.txt

Dear Sir,

In response to your applications for premises licences in Epping & Theydon Bois, I note you have offered CCTV and Challenge 25 within your operating schedule.

As such I ask whether you are happy to agree the attached wording to be inserted as conditions on any premises licences granted.

Peter

Peter Jones MIOL, ABII (7706)

Epping & Brentwood Licensing Officer
Epping Forest & Brentwood Local Policing Hub
West LPA

Tel. 101 (Ext. 313604) or 01279 625405

<http://www.essex.police.uk>

Loughton Police Station, 158 High Road, Loughton, Essex, IG10 4BE

To find out what is happening in your neighbourhood and all about your local neighbourhood policing team visit www.essex.police.uk/yourarea and enter your postcode.



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PREVENTION OF CRIME & DISORDER

1. The premises shall have installed and maintain a closed circuit television surveillance (CCTV) system which at all times complies with the below requirements:
 - i. CCTV will be provided in the form a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition;
 - ii. CCTV cameras shall cover all entrances and exits and the areas where alcohol sales take place;
 - iii. Equipment must be maintained in good working order, be correctly time and date stamped, recordings must be kept in good working order and kept for a minimum period of 31 days;
 - iv. Upon the reasonable request of the police or licensing authority staff, within 48 hours viewable copies of recordings will be provided.
2. An incident log shall be kept at the premises, and made immediately available to police or licensing authority staff upon request. The log must be kept as a bound document with individually numbered pages and be retained for a period of at least 6 months after the last incident recorded. The log must be completed as soon as is possible and within any case within 4 hours of the occurrence and shall record the following:
 - a) all crimes reported to the venue
 - b) all ejections of patrons
 - c) any complaints received concerning crime and disorder
 - d) any incidents of disorder
 - e) all seizures of drugs or offensive weapons
 - f) any faults in a CCTV system, searching equipment or scanning equipment mandated as a condition of the licence

PROTECTION OF CHILDREN FROM HARM

3. A Challenge 25 scheme shall be operated, whereby any person who appears to be under the age of 25 years of age is required to produce on request an item which meets the mandatory age verification requirement and is either a:
 - Proof of age card bearing the PASS Hologram;
 - Photocard driving licence;
 - Passport; or
 - Ministry of Defence Identity Card.

Essex County Fire & Rescue Service

Mr Adam Eckley, QFSM, MBA, M.I.Fire.E
Chief Fire Officer and Chief Executive



Denise Bastick
Licensing Compliance Officer
EFDC Civic Offices
High Street
Epping
Essex CM16 4BZ

WEST AREA COMMAND
Harlow Service Delivery Point
Fourth Avenue
HARLOW
CM20 1DU
☎ 01376 576800
✉ northwestgroupsdp@essex-fire.gov.uk

Date: 19th February 2018
Our Ref: CAS-616756
Your Ref:
Enquiries to: Steve Nicholl Fire Safety Officer

Dear Madam,

LICENSING ACT 2003

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Premises: Belgique, 14 Forest Drive Theydon Bois CM16 7EY

I refer to your recent application made under the Licensing Act 2003 for a Premises Licence.

Essex Police, Fire and Crime Commissioner Fire and Rescue Authority (hereafter called "the Authority") has now audited the application and is of the opinion, taking into consideration the information submitted, that you do not anticipate any additional risk to the public as a consequence of the proposed application being approved.

As a result the Authority does not propose to carry out an inspection of the premises at this time.

It is however brought to your attention that in addition to the Licensing Act 2003 these premises come under The Regulatory Reform (Fire Safety) Order 2005 (The Order) and have now been entered on the Service Risk Based Inspection Programme. As a result, an announced audit may be carried out.

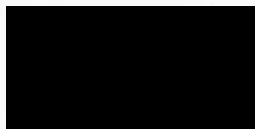
The inspection will be focused upon your site-specific fire risk assessment. You will have to demonstrate to the Inspecting Officer that you have implemented suitable and sufficient measures to satisfy the requirements of The Order.

For technical detail and guidance you are strongly advised to purchase the guidance document from the list attached to this letter. Alternatively these can be viewed online at <https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-advice-documents>. When purchasing or installing equipment, compliance with the relevant British Standard is normally taken as being adequate. Should the issues set out in this report require major changes or costs then you are advised to take professional advice before proceeding.

The Authority will pursue contraventions of the Order to a satisfactory conclusion: this may include enforcement action being taken proportional to the circumstances. Further, should a fire safety concern arise that is not subject to the provisions of The Order but does / will impact on the Licensing Act objective for public safety that cannot be satisfactorily resolved, it is likely to result in a request for a review of the licence being made by the Authority.

If you require further information regarding this or any other fire precautionary matter, please contact the above named Officer.

Yours faithfully,



S. W. Nicholl
Fire Safety Officer

Denise Bastick

From: Brian Stalabrass
Sent: 19 February 2018 15:39
To: Denise Bastick
Subject: RE: New Premises Licence Belgique, 14 Forest Drive, Theydon Bois, CM16 7EY

Hi Denise

We have no representations to make with regard to this application on the basis of the information supplied.

Regards

Brian Stalabrass EHO
Public Health Team Manager

Tel 01992 564063

Epping Forest DC
Neighbourhoods Directorate
Civic Offices
323 High Street
Epping
Essex
CM16 4BZ

From: Denise Bastick
Sent: 15 February 2018 14:53
To: Brian Stalabrass; Child Protection; David Baker; Environment Agency; Essex Fire & Rescue; Health & Safety; Home Office; Jackie Renn; Police Licensing; Richard Gardiner; Trading Standards
Cc: 'sue.jones193@ntlworld.com'; 'john.philip1@ntlworld.com'; 'contact@loughton-tc.gov.uk'; Chris Whitbread
Subject: New Premises Licence Belgique, 14 Forest Drive, Theydon Bois, CM16 7EY

Good afternoon

Please find attached application for a new premises licence at the above address, the application is for:

The Sale of Alcohol Monday to Sunday 08:00 to 18:00 both on and off
Recorded Music Monday to Sunday 08:00 to 18:30

Opening hours Monday to Sunday 08:00 to 18:30

N.B. This is an unredacted copy and not for public consumption in this format, this will be available on the website shortly.

The end date for the consultation is 14th March 2018, please let me have any comments or objections by that date.

Kind regards.

Denise Bastick
Licensing & Compliance Officer
dbastick@eppingforestdc.gov.uk
Tel: 01992 564334



Theydon Bois Parish Council

Parish Office, The Village Hall, Coppice Row,
Theydon Bois, Essex CM16 7ER

Clerk to the Council:- Mrs Caroline Carroll
01992 81 3442

13th March 2018

Denise Bastick
Licensing and Compliance Officer
Epping Forest District Council
Civic Offices
High Street
Epping
Essex
CM16 4BZ

Dear Ms Bastick

Re: New Premises Licence, 'Belgique', 14 Forest Drive, Theydon Bois

The Parish Council has recently considered the application for a New Premises Licence at 'Belgique', Forest Drive, Theydon Bois, and has the following concerns and objections:

'Belgique' is situated in the centre of a small parade of shops within the village of Theydon Bois. It is primarily a café, selling coffee and cakes, breakfast, and light lunches. It has the informal atmosphere of a café and is popular with families; in particular those who wish to bring young children onto the premises. The flats above are in residential occupancy and the whole area has a quiet ambience both during the day, and particularly during the hours of dusk. Our main concerns, therefore, relate to the prevention of public nuisance, any possible crime and disorder, excessive drinking and the protection of children from harm.

First, we note that the Opening Hours applied for vary from those granted at the time of the Planning Application for the Change of Use, in 2009, being then: 08.00 to 18.00 Monday to Saturday, and 08.00 to 15.00 on Sundays and Bank/Public Holidays. Given that there are residents living in very close proximity in the flats above, and opposite, it was felt that, in the interests of the prevention of public nuisance and of neighbour amenity, the opening hours on Sundays, and Bank/Public Holidays, should not exceed those originally granted.

With respect to the playing of recorded music, it was noted that no indication is given on the Application Form with respect to whether this would be 'amplified' or not. Again, we are

concerned that the noise and vibration could emanate from the establishment to the flats immediately above, or become audible when customers enter or leave the premises. We would seek clarification on this issue, but would wish to ensure that no disturbance will be caused to those residents, and that the front door will not be left open at any time. In addition, we would object should any music be played on, or be audible from, the outdoor seating area (and the adjacent pavement).

With respect to the Sale of Alcohol 'on' the premises, Councillors objected to alcohol being served, at any time, on the outdoor seating area in front of the property, in the interests of the four licensing objectives, including the prevention of public nuisance. We note that it should be a standard consideration that alcohol is only served when customers are seated inside with a table meal (ie. served ancillary to a meal), and that tables and chairs are removed from the outdoor seating area at the end of each day.

We believe that no other establishment is permitted to sell alcohol for consumption on the premises before 11.00, and we would not wish to see this application set a precedent by being permitted to do so before that hour. We also note the specific reference to sales 'off' the premises, but that this is to be for the sale of "selected speciality Belgian Beers only".

We hope you will take our concerns, and objections, into account when determining this application. Please acknowledge receipt of this letter at: parishclerk@theydon.org.uk.

Thank you for your time and consideration in this matter.

Yours sincerely

Mrs Caroline Carroll
Clerk to the Council

Denise Bastick

From: DANIELLE FOX <[REDACTED]>
Sent: 12 March 2018 15:50
To: Licensing
Subject: WK?201851382 The sale of alcohol at Belgique, Theydon Bois

-----Original message-----

From : [REDACTED]
Date : 12/03/2018 - 15:44 (GMT)
To : licencing@eppingforest.gov.uk
Subject : WK?201851382 The sale of alcohol at Belgique, Theydon Bois

-----Original message-----

From : [REDACTED]
Date :
To : licencing@eppingforest.gov.uk
Subject : WK?201851382 The sale of alcohol at Belgique, Theydon Bois

REPRESENTATION AGAINST THE GRANTING OF A LICENCE FOR THE SALE OF ALCOHOL AT BELGIQUE, THEYDON BOIS

YOUR REF: WK/201851382

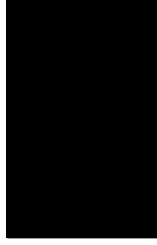
As the resident of a flat above and alongside Belgique here in Forest Drive I am opposed to the granting of an alcohol licence to a coffee shop and patisserie in this section of Forest Drive which has flats above all the shops.

I do not feel that it is appropriate to offer alcoholic drinks in a coffee shop and patisserie where parents with babies and young children are regular customers, choosing to drink hot and cold beverages and eat food on the premises.

Also, should an alcohol licence be granted it is possible that this could cause a public nuisance both on the premises and when leaving the premises. It surely is not desirable for passers-by, including school children attending the nearby primary school and elderly residents to have to vary their route on Forest Drive to avoid Belgique, surely this is not good either for Belgique or surrounding shops.

I look forward to being advised on the date of the hearing at the Licencing Sub Committee.

Danielle Fox



Denise Bastick

From: Derek Hirst [REDACTED]
Sent: 05 March 2018 20:12
To: [REDACTED]
Cc: [REDACTED]
Subject: Belgique Theydon Bois Licence Application

Dear Mrs Tuckey

Thank you for sending the Notification of Consultation for the application for a Licence that has been recently submitted by Belgique in Theydon Bois.

My family and I live at [REDACTED] [REDACTED] adjacent to the service road that runs behind the flats and shops and provides access to Belgique. Although I have no issue with the sale of alcohol at Belgique 'per se' - especially if limited to the times specified in the application - there are elements that are inherently connected and consequential to the sale of alcohol about which I have concerns.

Deliveries of alcohol can be notoriously early and with the numbers of residential houses and flats around Belgique, this can be very annoying and stressful for people to be disturbed at very early times by the sound of additional delivery trucks arriving, the crashing of beer barrels onto the ground or of them being dragged and scraped across the pavement, the clinking of bottles in crates, and so on. Then, all the empty bottles will need to be recycled and there has already been a number of occasions where certain other restaurants on Forest Drive have had their glass collected at, frankly, disgracefully early times.

Although these issues apply to all nearby residences, as we are the first house and are adjacent to the service road, we are concerned that we, together with our immediate neighbours, would suffer greatly from any deliveries or collections that take place at unsociable hours.

Therefore, I would like to make a representation on the grounds of prevention of public nuisance. I would ask that in considering the granting of this licence, that the conditions for the deliveries of alcohol supplies and for the collection of waste/recycling be inextricably linked with the licence and are only to be permitted within the opening hours of the establishment as they are being proposed now (and not be allowed to be extended should the opening hours be changed at a later date). If the conditions for delivery and recycling collection cannot be applied to the licence then I would oppose the granting of this licence on the grounds of prevention of public nuisance.

Yours sincerely
Derek Hirst

Nuala Clark

From: David jolly [REDACTED]
Sent: 27 February 2018 12:47
To: Licensing
Subject: BELGIQUE THEYDON BOIS LTD APPLICATION

REFERENCE: LICENCE APPLICATION BY BELGIQUE THEYDON BOIS LTD
14 Forest Drive, Theydon Bois, Epping Essex CM16 7EY

I would like to submit my objections to the above application for the Sale of alcohol and recorded Music at the above mentioned premises.

My reasons are as follows:-

1. Theydon Bois does not need another licensed premises in the village as we are well oversubscribed with 2 pubs, 3 restaurants. This can only increase the level of crime and disorder as a result of licensing an additional premises, a coffee bar, with music for an all day period.
2. I believe that Public Safety could be impacted if this licence application was granted, plus the likelihood of more Public Nuisance issues will arise if this licence is granted.
3. This coffee bar is frequently visited by young mums and their children on a regular basis at all times of the day and it would be detrimental to those families and friends if this licence application was to be granted. I believe that granting this licence would put those children visiting at risk as a result.

I believe that this is a retrograde step for a very popular COFFEE BAR and this licence application should be rejected on the grounds that it is not required for the reasons stated above.

Kind regards
David Jolly

