



Epping Forest
Application for a premises licence
Licensing Act 2003

For help contact
licensing@eppingforestdc.gov.uk
 Telephone: 01992 564000

• 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

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

Zita

* Family name

Bankauskaite

* 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

10843646

Business name

Suwalki UK Ltd

If your business is registered, use its registered name.

VAT number

GB 273104431

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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PREMISES 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

SUWALKI

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

In 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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NON 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.

Non Individual Applicant's Name

Name

SUWALKI-UK LTD

Details

Registered number (where applicable)

10843646

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

Continued from previous page...

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth

* Nationality

[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.

Suwalki UK is an Newsagent Grocery and Household Shop

A Premises License is sought to sell alcohol alongside these items so that customers can enjoy a one stop shop.

The Primary purpose of the premises will remain Newsagent Grocery and Household shop with no more than 25% of available display given over to alcohol

Continued from previous page...

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

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

Continued from previous page...

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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

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start 07:00

End 18:00

Start

End

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

Name

First name

Tomas

Family name

Lankutis

Date of birth

dd mm yyyy

Continued from previous page...

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

Personal Licence number
(if known)

Issuing licensing authority
(if known)

NewHam Licensing

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.

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start 06:00

End 21:00

Start

End

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

Continued from previous page...

TUESDAY

Start 06:00

End 21:00

Start

End

WEDNESDAY

Start 06:00

End 21:00

Start

End

THURSDAY

Start 06:00

End 21:00

Start

End

FRIDAY

Start 06:00

End 21:00

Start

End

SATURDAY

Start 06:00

End 21:00

Start

End

SUNDAY

Start 06:00

End 18:00

Start

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:

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

Continued from previous page...

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

1. Staff Training - Appropriate Induction Training will be undertaken with all relevant staff to cover appropriate subjects for their role including:

- a. The Responsible Sale of Alcohol
- b. The Prevention of under-age sales of alcohol, the Challenge 25 Policy and checking & authenticating accepted forms of identification.
- c. The responsibility to refuse the sale of alcohol to any person who is drunk.

2. Recording Practices - The premises will maintain written reports and registers.

These will be kept for a minimum of 6 months and made available to the Police and any authorized officer of the Licensing Authority on request. records will be maintained of the following:

- a. Any complaint against the Premises in Respect of any of the Licensing Objectives
- b. Any Crime reported on the premises
- c. Any illegal drug related incident
- d. A 'Register of Refusals' highlighting any Refusal in the sale of age-restricted products, for any reason
- e. Any Fault in CCTV System

All written Reports and Registers will be regularly checked by the DPS

3. Business Plan - The Primary Purpose of the Business is for the Sale of Newspapers Grocery and Household items. No more than 25% of the Available display space will be given over to the display of alcohol.

Off Sales - Only sealed unopened containers will be sold off-sale.

b) The prevention of crime and disorder

CCTV - The Venue shall maintain a CCTV system, as per the minimum requirements of Metropolitan Police Crime Prevention Office. The CCTV system shall continually record whilst the venue is open for licensable activities and/or when customer remain on the premises. All recording shall be time&date stamped, maintained for a 31 day period and be made available to the Police or authorized officer of the Licensing authority upon request. The CCTV system shall:

- a. Cover all entry points used by the Public
- b. Enable frontal identification of persons entering in any light condition.
- c. Cover the external frontage of the premises.
- d. Be maintained by suitably qualified person.

Sufficient competent persons should be authorized by premises license holder to provide the Police with downloaded CCTV footage and/or images in an appropriate recorded format (Usually to a disc or memory stick) when formally requested to do so. The authorized person(s) should be sufficient to enable such data to be obtained by the police within 48 hours of a formal request being made.

Drugs Zero Tolerance Policy - A Zero Tolerance Policy towards the use, possession and supply of illegal drugs will be adopted and enforced.

Preventing Theft - Alcohol will only be displayed in areas of the shop which are visible from the counter where covered by CCTV cameras visible via a monitor at the counter.

Intruder Alarm - An intruder alarm is installed and remotely monitored.

Discouraging Street Drinking - Beer and Cider is not to be opened after a purchase

c) Public safety

Fire Safety - A Fire risk assessment will be conducted and regularly reviewed. in line with Fire Risk Assessment:

- a. Heat/Smoke detectors are installed and maintained by a competent person.
- b. Fire Extinguishers are installed in accordance with the recommendations of the Fire Risk Assessment.
- c. Emergency lighting is installed in accordance with the recommendations of the risk assessment.
- d. All emergency exits are marked on the premises plan.

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First Aid - Adequate first aid boxes be maintained.

d) The prevention of public nuisance

Licensable Activities - No regulated entertainment has been applied for.

Refuse Disposal - Regular waste disposal is undertaken in accordance with the council's requirements.

Litter - The area immediately outside the premises will be maintained to ensure that ant litter generated by the premises and/or its customers is regularly cleared.

Signage - A sign requesting customers to respect local residents and leave the premises quietly, will be displayed at the exit to the premises.

e) The protection of children from harm

Challenge 25 - A Challenge 25 policy will be enforced, where any person reasonably looking under the age of 25 shall be asked to prove their age when attempting to purchase alcohol and and signs to this effect will displayed at the premises. The only acceptable forms of identity will be those photographic identification documents recognized in the Home Office guidance; including passports, photo-card driving license or proof of age card bearing a PASS hologram.

Recording Practices - A Register of Refusals will be maintained at the Premises.

Supervision - The areas where alcohol is displayed are visible by staff working at the counter or on the CCTV monitor.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

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.

Continued from previous page...

- 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

Continued from previous page...

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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- 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" value="ZITA BANKAUSKAITE"/>
* Capacity	<input type="text" value="DIRECTOR"/>
Date (dd/mm/yyyy)	<input type="text" value="06-03-2019"/>

[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 TOMAS LANKUTIS.....(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 S.H.W.A.L.K.I. U.K. LTD.....(name of applicant)

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

for 120 RODING ROAD, IG10 3EJ
.....
.....
(name and address of premises to which application relates)

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 LONDON BOROUGH OF NEWHAM
(insert name, address and telephone number of issuing authority, if any)

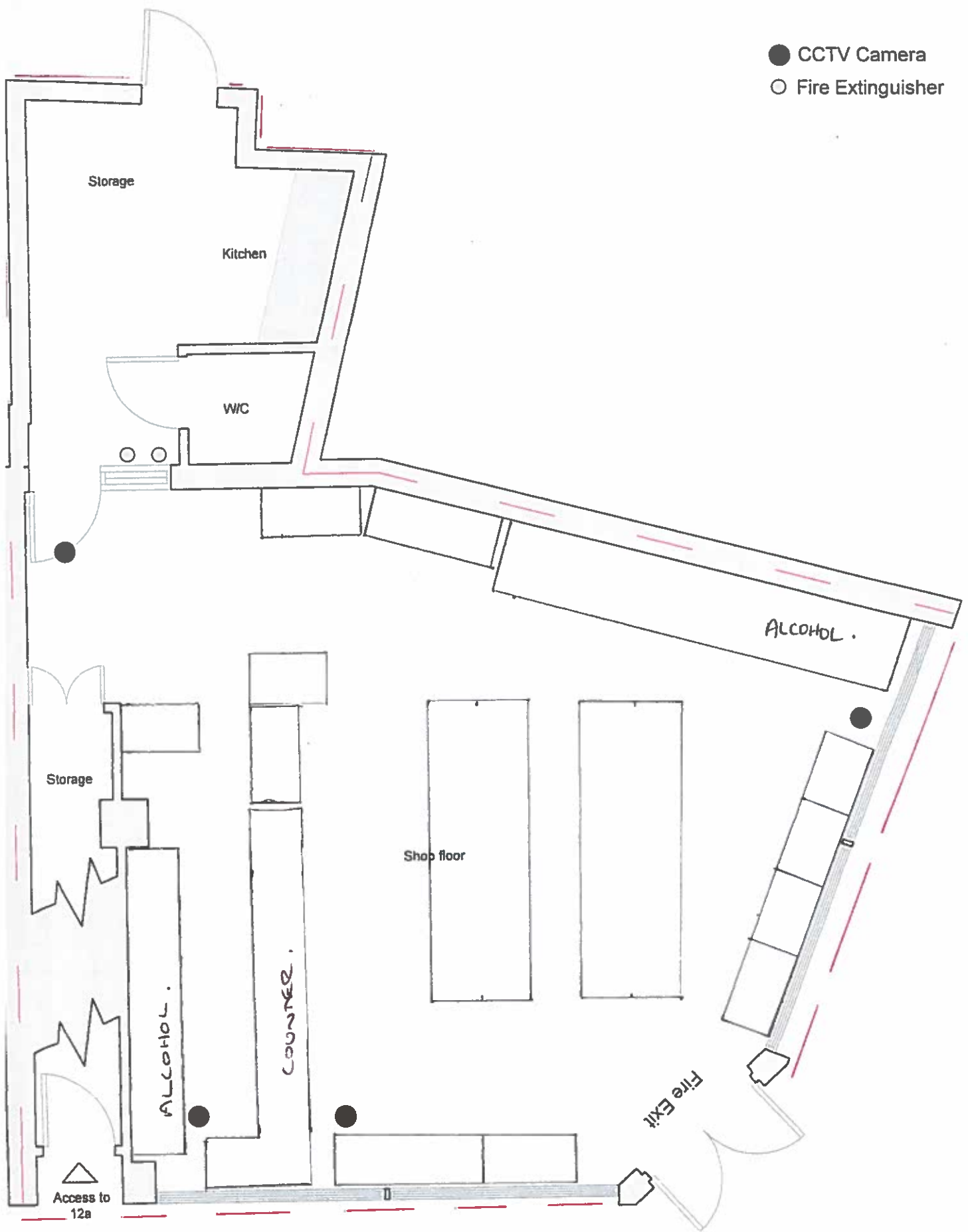
Signed. 

Print Name TOMAS LANKUTIS

Dated 28-02-18

D E F G H I

- CCTV Camera
- Fire Extinguisher



D E F G H I

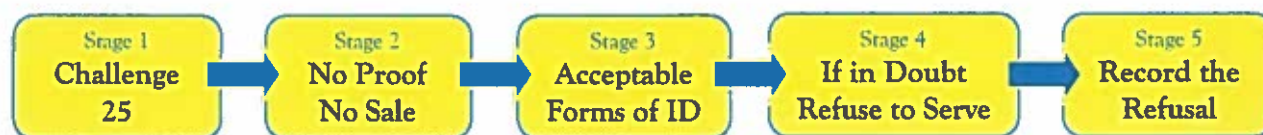
SUWALKI

AGE RESTRICTED PRODUCTS SALES POLICY

AGE RESTRICTED PRODUCTS

Over 18's Only	• Alcohol • Cigarettes & Tobacco • Gambling • Butane Gas Lighter Fuel • Fireworks • Intoxicating Substances (Glue, Solvents, Aerosols etc.) • Weapons (incl. Knives) •
Over 16's Only	• Lottery Tickets / Scratch-cards • Petrol • Party Poppers •
Subject to Individual Classification	• DVD's • Videos • Video Games •

FIVE STAGE SALES PROCEDURE



Challenge 25 – If a customer attempting to purchase an age restricted product looks under the age of 25, they must prove they are over the age of 18.

No Proof; No Sale – To prove they are over 18, they must provide an acceptable form of identification; If they can't, they must not be served.

Acceptable Forms of Identification - Passport • Photo Card Driving Licence • Proof of Age Card with a PASS Hologram •

If in Doubt; Refuse to Serve – Refuse service if the authenticity of the identification is in any doubt.

Record the Refusal – Onto the Register of Refusals.



ID AUTHENTICITY CHECK PROCESS

Check the Photograph	Ensure that the photograph is of the person presenting the card • If necessary, politely ask the person to remove their hood, hat or sunglasses to be sure • The photograph must be printed directly on to the card – not stuck on top of the plastic cover •
Check the Date of Birth	Calculate the age of the person from the date of birth • Make sure they are old enough to buy the goods or services requested • The date of birth must be printed on to the card – not stuck on top of the plastic cover •
Check the Hologram	Look for the 3D effect in the background of the hologram • Look for the small 'PASS' text in the background • The PASS hologram must be flush with the card - not stuck on top of the plastic cover • If in doubt, compare it with a sample card •
Check the Card	Ensure that the card has not been tampered with or altered • Feel the card, it should be completely smooth – no ridges or anything stuck on to the card •
Check the Person	If you are still unsure about a person's age, it is your legal responsibility is to refuse the sale • If you refuse a sale, record the details in the 'Register of Refusals' •

In order to comply with the Licensing Act 2003 (mandatory licensing conditions) order 2010, this Policy should be applied in conjunction with an 'Age Verification Policy' on premises where alcohol is sold / supplied.

SUWALKI

AUTHORISATION TO SELL ALCOHOL INDUCTION TRAINING RECORD SHEET

TOPICS COVERED

1. Premises Licence • Start / Finish Times of Permitted Licensable Activities • Opening / Closing Times (Operating Hours) • Mandatory Conditions • Specific Premises Licence Conditions & Restrictions • Responsible Authorities Right of Entry • Designated Premises Supervisor • Promotion of the Licensing Objectives •
2. Prevention of Crime & Disorder • Disorderly Conduct on Licensed Premises • Cash / Card Fraud • Theft & Robbery • Police & Emergency Services Contacts • Cash Minimisation •
3. Protection of Children • Age Restricted Products Sales Policy • Challenge 25 Policy • Checking & Authenticating Identity Documents • Registering Refusals • Test Purchasing • Sale of Alcohol by Persons Under the Age of 18 •
4. Public Safety • Fire Safety • Lighting • Slip & Trip Hazards •
5. Prevention of Public Nuisance • Controlling Noise from People Outside the Premises • Requesting People Leave Quietly • Managing Traffic & Parking • Duty to Clear Litter • Waste Disposal & Collection • Pest Control •
6. Drunkenness • Duty to Refuse Service to a Person Who Appears to be Drunk • Recognising Drunkenness •

Documents Issued • Premises Licence Copy • Age Restricted Products Sales Policy •

I (insert full name)

attended the 'Authorisation to Sell Alcohol Induction' training on (insert date)
covering all the topics as outlined above (please delete and initial any topic not covered).

By signing this training record the learner confirms their understanding and comprehension of the training given. The learner will ensure that, as of the date indicated below, the sale of alcohol and other duties covered by the training are undertaken in accordance with the law, safe in-house work-systems and in-line with the training given. The learner confirms that they have received, read and understood all the documents supplied during the training and listed above.

Learner	
Signature	
Print Name	
Date	

Trainer	
Signature	
Print Name	
Date	

REGISTER OF REFUSALS

[illegible]

'Where the reason for refusal is 'other' please provide the reason

CHALLENGE 25 POLICY – Any person who looks under the age of 25 **MUST** be able to prove they are over 18 (accepted forms of ID: **Photo Card Driving Licence / Passport / Proof of Age Card with a PASS Hologram**). It is the duty of anyone selling alcohol to refuse service to any person: under the age of 18 or who cannot prove they are over 18; who is or appears to be drunk; or whose conduct is disorderly, aggressive or violent. **ALL** refusals **MUST** be recorded.

SUWALKI

AUTHORISATION TO SELL ALCOHOL

Name of Premises		Premises Licence Holder	
Address of Premises			
Name of DPS ¹	Tomas Lankutis	DPS ¹ Tel. No.	
Name of PLH ²		PLH ² Tel. No.	

The following people are authorised by the Designated Premises Supervisor (DPS) / Personal Licence Holder (PLH) to sell alcohol under the guidance of the Licensing Act 2003, within the terms and conditions of the premises licence and in accordance with the training they have been given. The authorisation is withdrawn when employment is terminated.

Employee Name	Date of Authorisation	Duration of Authorisation	Employee Signature	DPS ¹ / PLH ² Signature
		months		
		months		
		months		
		months		
		months		
		months		
		months		
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		months		
		months		
		months		
		months		

¹Designated Premises Supervisor / ²Personal Licence Holder

This form should be used in conjunction with Employee Training Records and not as a replacement for them. All employees must undergo suitable levels of training highlighting their responsibility under the Licensing Act 2003 and their role in promoting the Licensing Objectives.

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INCIDENT REPORT FORM

Name of Premises		Location	
Date		Time	

TYPE OF INCIDENT

Disorder / Violence		Ejection		Complaint		Drunkenness		Theft / Fraud	
Crime Reported		Drugs		Weapons		CCTV Fault		Police / Council Visit	

NAMES, CONTACT DETAILS, DESCRIPTIONS OF PERSONS INVOLVED¹

Person A	
Person B	
Person C	

¹Names & contact details should only be sought if persons involved willingly co-operate. Under no circumstances should these be demanded where this may result in further conflict; in these cases a description will suffice.

CLEAR AND CONCISE DESCRIPTION OF THE INCIDENT

Include any actions you took, any actions taken against you, your perception of the incident as it unfolded and details of any witnesses present.

Page 1 of

To the best of my knowledge this is a complete & accurate description of the events which took place.

REPORT WRITTEN BY

Signature	
Print Name	
Position	
Date	

DUTY MANAGER

Signature	
Print Name	
Position	
Date	

SUWALKI

INCIDENT REPORT FORM CONTINUATION FORM

Page Number		Total No. of Pages	
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CLEAR AND CONCISE DESCRIPTION OF THE INCIDENT (continuation)

Include any actions you took, any actions taken against you, your perception of the incident as it unfolded and details of any witnesses present.

To the best of my knowledge this is a complete & accurate description of the events which took place.

REPORT WRITTEN BY

Signature	
Print Name	
Position	
Date	

DUTY MANAGER

Signature	
Print Name	
Position	
Date	

Challenge

If you are lucky
enough to look
under

25

Please don't be
offended when we ask
you to prove you are
over

18

We accept the following as proof of age:



- Photo-card driving licence
- Passport
- Proof of age card bearing the PASS hologram



When you buy alcohol
or other age restricted product

It is an offence to purchase alcohol if you are under the age of 18
(Section 149 licensing act 2003)

SUWALKI

Please

Leave Quietly

**Please Respect our Neighbours &
the Local Community.**

Notice of Appointment for New Provision Licence under the Licensing Act 2003

Notice is given that the 15th March 2018 the Licensing Act 2003 has been applied for the Licensing Office of the Licensing Authority Council for a Provision Licence in respect of the premises known as 10/11, 12/13, 14/15, 16/17, 18/19, 20/21, 22/23, 24/25, 26/27, 28/29, 30/31, 32/33, 34/35, 36/37, 38/39, 40/41, 42/43, 44/45, 46/47, 48/49, 50/51, 52/53, 54/55, 56/57, 58/59, 60/61, 62/63, 64/65, 66/67, 68/69, 70/71, 72/73, 74/75, 76/77, 78/79, 80/81, 82/83, 84/85, 86/87, 88/89, 90/91, 92/93, 94/95, 96/97, 98/99, 100/101, 102/103, 104/105, 106/107, 108/109, 110/111, 112/113, 114/115, 116/117, 118/119, 120/121, 122/123, 124/125, 126/127, 128/129, 130/131, 132/133, 134/135, 136/137, 138/139, 140/141, 142/143, 144/145, 146/147, 148/149, 150/151, 152/153, 154/155, 156/157, 158/159, 160/161, 162/163, 164/165, 166/167, 168/169, 170/171, 172/173, 174/175, 176/177, 178/179, 180/181, 182/183, 184/185, 186/187, 188/189, 190/191, 192/193, 194/195, 196/197, 198/199, 200/201, 202/203, 204/205, 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and we will collect them today.*

*except weekends and bank holidays

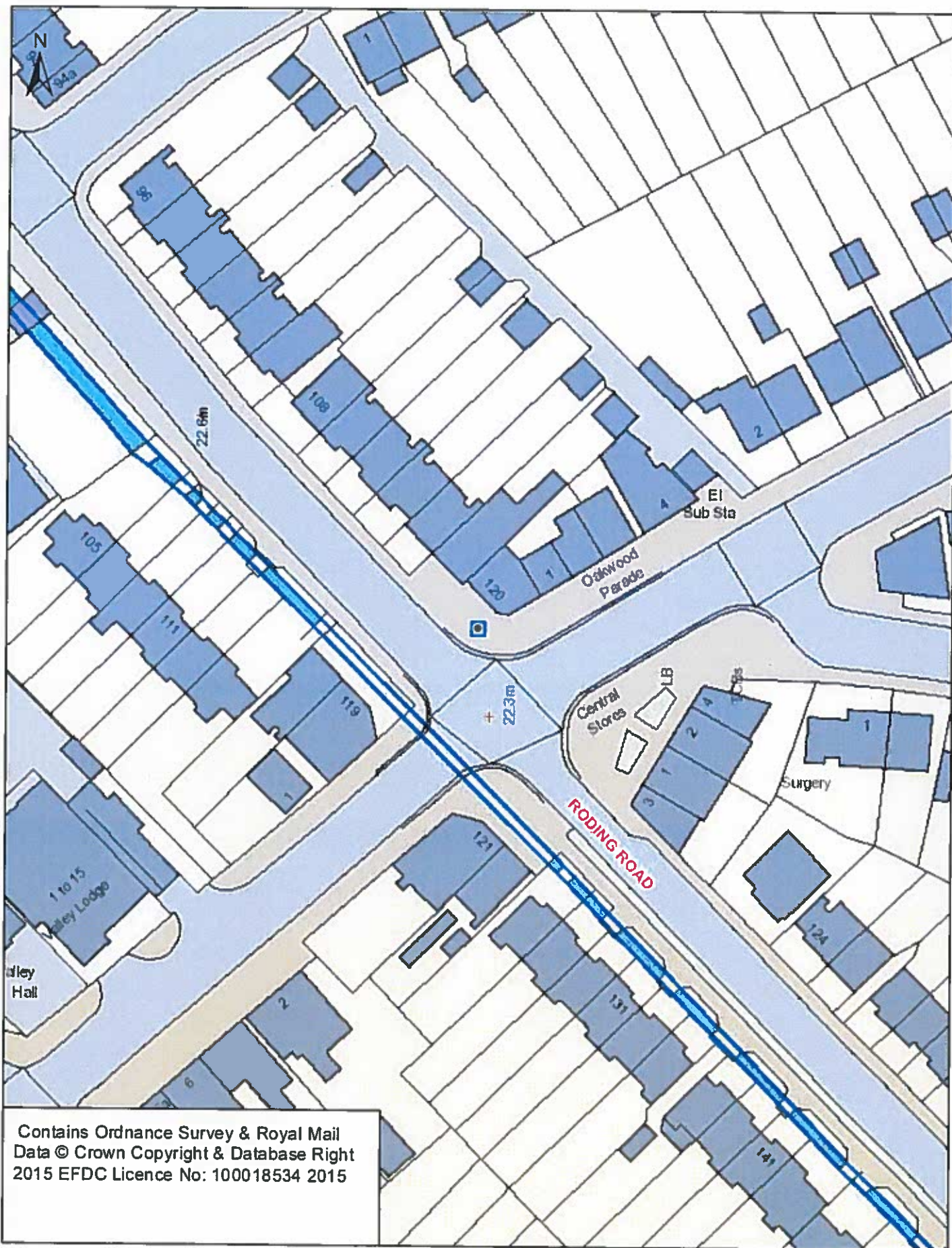
Notice of Application for a New Premises Licence under
the Licensing Act 2003

Notice is given this day *07-03-2018* that *Suwalki UK Ltd*
has applied to the Licensing office of Epping Forest
District Council for a Premises Licence in respect of
120 Reding Road, IG10 3EJ

The proposed licence is for *Sale of alcohol off the
premises between 7.00 a.m. to 21.00 p.m. Monday to
Saturday and 7.00a.m. to 18.00 p.m. Sunday*

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)



Handan Ibrahim

From: Debra Paris <Debra.Paris@loughton-tc.gov.uk>
Sent: 12 April 2018 09:27
To: Handan Ibrahim
Subject: RE: Suwalki, 120 Roding Road, Loughton IG10 3EJ

Good Morning Handan

I have looked at the minutes from the PLC Meeting when this application was discussed (see below) and it was clearly stated that the Committee *"requested that the licensing hours should not commence earlier than those of the neighbouring property, Roding Food & Wine, 119 Roding Road, IG10 3EJ"*. Therefore, as the applicant has now agreed for the licence to commence from 8.00am rather than 7.00am, in accordance with Roding Food & Wine, the committee would have no objection to the granting of this licence.

PL420 Licensing Applications

420.1 Notice of application for a new premises licence under the Licensing Act 2003 in respect of Suwalki, 120 Roding Road, Loughton, IG10 3EJ

The Committee had NO OBJECTION to this licensing application, but requested that the licensing hours should not commence earlier than those of the neighbouring property, Roding Food & Wine, 119 Roding Road, IG10 3EJ for the prevention of public nuisance and the protection of children from harm in this residential area.

Kind regards
Debra

Debra Paris
Planning and Licensing Committee Clerk
Loughton Town Council
Loughton Library & Town Hall, Traps Hill, Loughton, Essex IG10 1HD
Tel: 020 8508 4200 (Extn: 1002)
Fax: 020 8508 4400
E-mail contact@loughton-tc.gov.uk
Web: www.loughton-tc.gov.uk



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From: Handan Ibrahim [mailto:hibrahim@eppingforestdc.gov.uk]
Sent: 11 April 2018 16:47
To: Debra Paris
Subject: RE: Suwalki, 120 Roding Road, Loughton IG10 3EJ

Hi Debra,

Following on from our conversation this afternoon, I have spoken to the applicant Mr Thomas Lankutis and he has agreed to change the licensing start time from 07:00am to 08:00am if this helps.

If you can let me know your decision by tomorrow morning as I have to get the report ready for the hearing.

Thank you

Kind Regards

Mrs Handan Ibrahim
Licensing Compliance Officer
Tel: 019925 64153
Email: hibrahim@eppingforestdc.gov.uk
www.eppingforestdc.gov.uk

From: Debra Paris [<mailto:Debra.Paris@loughton-tc.gov.uk>]
Sent: 11 April 2018 14:34
To: Handan Ibrahim
Subject: RE: Suwalki, 120 Roding Road, Loughton IG10 3EJ

Hi Handan

I'll have to come back to you on this tomorrow. I need to refer it to the Town Clerk and she is off this afternoon.

Best wishes
Debra

From: Handan Ibrahim [<mailto:hibrahim@eppingforestdc.gov.uk>]
Sent: 11 April 2018 10:25
To: Debra Paris
Subject: RE: Suwalki, 120 Roding Road, Loughton IG10 3EJ

Hi Debra,

Thank you for updating me on the Town Councils decision for the above premise, however for clarity please can you advise if you would like the decision about the opening hours to be included in the hearing. If so it will have to be as an objection.

Thank you

Kind Regards

Mrs Handan Ibrahim
Licensing Compliance Officer
Tel: 019925 64153
Email: hibrahim@eppingforestdc.gov.uk
www.eppingforestdc.gov.uk

From: Debra Paris [<mailto:Debra.Paris@loughton-tc.gov.uk>]
Sent: 28 March 2018 15:58
To: Licensing
Subject: Suwalki, 120 Roding Road, Loughton IG10 3EJ

Dear Licensing

Please see below the comments of the Planning & Licensing Committee regarding the above Licensing application, following our meeting held on Monday, 26 March 2018:

Licensing Applications

420.1 Notice of application for a new premises licence under the Licensing Act 2003 in respect of Suwalki, 120 Roding Road, Loughton, IG10 3EJ

The Committee had NO OBJECTION to this licensing application, but requested that the licensing hours should not commence earlier than those of the neighbouring property, Roding Food & Wine, 119 Roding Road, IG10 3EJ for the prevention of public nuisance and the protection of children from harm in this residential area.

Kindly acknowledge receipt of this email.

Regards

Debra Paris
Planning and Licensing Committee Clerk
Loughton Town Council
Loughton Library & Town Hall, Traps Hill, Loughton, Essex IG10 1HD
Tel: 020 8508 4200 (Extn: 1002)
Fax: 020 8508 4400
E-mail: contact@loughton-tc.gov.uk
Web: www.loughton-tc.gov.uk



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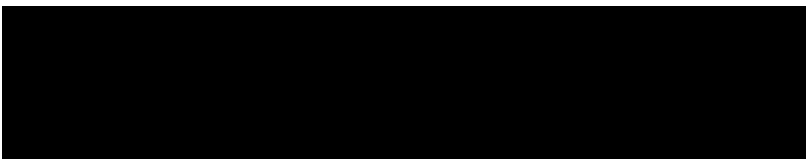
Epping Forest District Council
Postmaster@Eppingforestdc.gov.uk

Handan Ibrahim

From: Licensing Epping and Brentwood
<licensing.epping.and.brentwood@essex.pnn.police.uk>
Sent: 26 March 2018 12:58
To: Licensing
Subject: Applications

Hi,

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



PREMISES LICENCE – Suwalki, Loughton - New Licence Application

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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Essex County Fire & Rescue Service

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



Mrs Handan Ibrahim
Licensing Compliance Officer
EFDC Civic Offices
High Street
Epping CM16 4BZ

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

Date: 8th March 2018
Our Ref: CAS-617893
Your Ref:
Enquiries to: Steve Nicholl Fire Safety Officer

Dear Madam,

LICENSING ACT 2003

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Premises: Suwalki 120 High Road Loughton Essex IG10 3EJ

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.

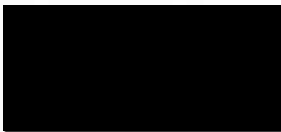
The inspection will be focused upon your site-specific fire risk assessment. You will have to demonstrate to the Inspecting Officer that you have implemented suitable and sufficient measures to satisfy the requirements of The Order.

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

21/03/2018

Dear Sir / Madame

I am disputing the fact of Goodey's New Agent (Suwalki UK Ltd) 120 Roding Road, Loughton IG10 3EJ for their application the supplier alcohol on their premises;

- * To much traffic in the area, there are already a lack of parking spaces.
- * The shop has no CCTV there for underage children could steal alcohol without the knowledge of the owners.
- * There is a great risk of antisocial behavior as this would be the third shop in the small vicinity selling alcohol.
- * This shop is a family business and sometimes the owner's son works in the shop on his own, he is young and could course a vulnerable situation.

Yours faithfully

[Redacted Signature]

Mehmet ALKAS - [Redacted] Roding Road, Loughton [Redacted]

Handan Ibrahim

From: [REDACTED]
Sent: 14 March 2018 11:37
To: Handan Ibrahim
Subject: Re: Licence application

Dear Handan,

Yes please I would like my e mail to be put forward as a formal objection. For the licensing application for 120, roding rd, IG10 3EJ. Thankyou for your prompt reply!

Regards
Linda Thoires

> On 13 Mar 2018, at 15:40, Handan Ibrahim <hibrahim@eppingforestdc.gov.uk> wrote:

>
>
>

> -----Original Message-----

> From: Handan Ibrahim
> Sent: 13 March 2018 15:40
> To: 'Linda Thoires'
> Subject: RE: Licence application

>

> Dear Linda Thoires,

>

> Thank you for sending me your email can you please confirm if you wish for your email to be put forward as a formal objection, of which will be included in the agenda for the hearing? if so can you please specify and under which licensing objection you wish to make your formal representation.

>

> Thank you

>

> Kind Regards

>

>

> Mrs Handan Ibrahim

> Licensing Compliance Officer

> Tel: 019925 64153

> Email: hibrahim@eppingforestdc.gov.uk

> www.eppingforestdc.gov.uk

>

>

>

>

>

> -----Original Message-----

> From: Linda Thoires [REDACTED]

> Sent: 13 March 2018 15:31

> To: Licensing

> Subject: Licence application

>

> Dear sir / madam,

> I have reviewed notification that the small sweet Shop/ tobacconist

> have applied for a alcohol license the address being 120, roding rd,

> Loughton essex IG10 3EJ, to sell alcohol from 7 am in the morning

> until 9.00 at night!!! There is already 2 shops 20 yds either side of
> this one that sell alcohol! In this age of drink binging and
> addiction, why would we wNt another premises selling it at such
> unearthly hours? It would encourage , more that there already is
> certain people wAlking around under the influence of alcohol at a time
> when the school children are going to school, we already have one Shop
> opposite that sells it from 7 .30am! I have a small business across
> the rd in valleyhill and can't believe the council would consider such
> a license. I feel it would encourage , especially in the summer months
> trouble and disruption to the area. We struggle now keeping the area
> safe.thankyou for the opportunity to have my say

>

> Linda Thoires

> [REDACTED] valley hill, Loughton. Essex [REDACTED]

>

>

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