

# Committee Agenda



## Epping Forest District Council

### **Licensing Sub-Committee Tuesday, 3rd November, 2020**

You are invited to attend the next meeting of **Licensing Sub-Committee**, which will be held at:

**Virtual Meeting on Zoom**  
on **Tuesday, 3rd November, 2020**  
at **10.00 am** .

**Georgina Blakemore**  
Chief Executive

**Democratic Services  
Officer**

Adrian Hendry, Democratic Services (Direct Line 01992  
564243)  
Email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk)

#### **Members:**

Councillors P Keska (Chairman), J Jennings, L Mead and P Stalker

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**PLEASE NOTE THE START TIME OF THE MEETING**

**PLEASE NOTE THAT THIS MEETING WILL BE RUN AS A VIRTUAL MEETING AND IS OPEN TO ALL MEMBERS TO ATTEND REMOTELY.**

#### **WEBCASTING/FILMING NOTICE (VIRTUAL MEETINGS)**

**Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.**

**You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy.**

**Therefore by participating in this virtual meeting, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If members of the public do not wish to have their image captured they should ensure that their video setting throughout the virtual meeting is turned off and set to audio only.**

**In the event that technical difficulties interrupt the virtual meeting that cannot be overcome, the Chairman may need to adjourn the meeting.**

If you have any queries regarding this, please contact the Corporate Communications Manager on 01992 564039.

**1. WEBCASTING ANNOUNCEMENT**

This virtual meeting is to be webcast. Members are reminded of the need to unmute before speaking.

2. The Chairman will read the following announcement:

“I would like to remind everyone present that this meeting will be broadcast live to the internet (or filmed) and will be capable of repeated viewing (or another use by such third parties).

Please could I also remind Members of the Public who have registered to speak that they will be admitted to the meeting at the appropriate time.

Please also be aware that if technical difficulties interrupt the meeting that cannot be overcome, I may need to adjourn the meeting.”

**2. APOLOGIES FOR ABSENCE**

**3. DECLARATIONS OF INTEREST**

To declare interests in any item on this agenda.

**4. PROCEDURES FOR THE CONDUCT OF A VIRTUAL MEETING (Pages 5 - 6)**

Please find attached the revised procedures for holding and attending a virtual meeting of the Licensing Sub-Committee.

**5. PROCEDURE FOR THE CONDUCT OF BUSINESS (Pages 7 - 12)**

To note the adopted procedure for the conduct of business by the Sub-Committee.

**6. LICENSING ACT 2003 - APPLICATION FOR A PREMISES LICENCE FOR IL VINO, 28 QUEENS ROAD, BUCKHURST HILL, ESSEX, IG9 5BY (Pages 13 - 54)**

To consider the attached report for a new premises licence.

**7. POST OFFICE, 7 QUEENS ROAD, BUCKHURST HILL, ESSEX, IG9 5BZ (Pages 55 - 76)**

To consider the attached report for a new premises licence.

**8. EXCLUSION OF PUBLIC AND PRESS**

**Exclusion:** To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt

information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

| <b>Agenda Item No</b> | <b>Subject</b> | <b>Exempt Information Paragraph Number</b> |
|-----------------------|----------------|--------------------------------------------|
| Nil                   | Nil            | Nil                                        |

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

**Background Papers:** Article 17 - Access to Information, Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.

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## General Procedures for Virtual Licensing Hearings

The following procedural requirements shall be followed at all times:

- (a) The virtual meetings are to be webcast as appropriate.
- (b) They will be held on the Zoom application. All persons (officers, applicants and objectors) will have to join the virtual meeting.
- (c) There shall be no recommendation from officers on the agenda.
- (d) The Committee shall be supplied with copies of all relevant documentation and the process and order of procedure shall be as follows:

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Participants will join the meeting via the Zoom application using the link and passcode emailed to them.

All Licensing Sub-Committees are public meetings unless otherwise stated, and therefore, meetings will be webcast live to the internet.

It will be important in this virtual environment, for the conduct of the meeting, that all speakers go through the Chairman and wait to be called to speak. All participants should be muted unless asked to speak. If they wish to speak, they should raise a virtual (or physical) hand to attract the Chairman's attention.

Once all participants have joined the meeting virtually, the meeting shall begin and run as a normal Licensing Sub-Committee meeting as detailed below.

- (i) At the beginning of each meeting the Chairman will read out the webcasting introduction.
- (ii) The Chairman will open the meeting and introduce persons as appropriate asking applicants and representatives to identify themselves.
- (iii) The Chairman will outline the procedure to be followed.
- (iv) The Lead Officer will outline the matter in hand.
- (v) The applicant or representative will present his/her case, with or without witnesses, and be questioned by members and then by any objectors/persons making representations present.
- (vi) Any objectors/persons making representations may then present their objections/representation, with or without witnesses, and be questioned by members and then by the applicant/s or their representative.
- (vii) The objectors/persons making representations may make a final statement (without introducing new issues).
- (viii) Finally, the applicant has the right to make a final statement (without introducing new issues).

- (ix) All evidence/disclosures are to be made in the presence of all persons, unless someone voluntarily excuses themselves from the proceedings.
- (x) Committee members shall restrict themselves to questions and not discussion or comment.
- (xi) The applicant, objectors/persons making representations shall be allowed to ask officers questions of a technical/factual nature at any time during the proceedings.
- (xii) An adjournment should be granted where to do otherwise would deny a fair hearing.
- (xiii) The Committee may resolve to decide upon the application in private session, however, if it becomes necessary to recall anyone for additional information, everyone shall be invited to return to the Hearing.

The Committee will go into private session by putting all the participants into a Zoom 'waiting room' where they can wait without being able to hear or see the discussion taking place in private by the Sub-Committee members. At the end of the Sub-Committee's discussions all the participants will be invited back to the main meeting and told the decision of the Sub-Committee.

**If thought necessary, because the Sub-Committee's deliberations might take a long time, the Chairman can close the meeting for all participants and ask them to return later to a new Zoom meeting either later that day or the next day to receive the decision of the Sub-Committee.**

Officers can create another Zoom meeting for either later that day or the next day in order for the decision to be heard. Once created all the participants will be emailed a new date/time and joining details.

- (xiv) The decision shall be given in the presence of all parties that wish to be present and confirmed in writing as soon as possible thereafter. If legal advice is given to members, this advice will be repeated in summary form.

## Licensing Committee - Terms of Reference

- (1) The full Committee shall comprise 15 Councillors appointed by the Council at its annual meeting, including a Chairman and Vice-Chairman.
- (2) For the functions set out in Appendix 1, and the legislation listed in Appendix 2, a sub-committee consisting of no more than any three Councillors drawn from the members of the full Committee shall be formed. Any such sub-committee shall include, by rota, one of the six Licensing Sub-Committee Chairmen appointed at each Annual Council meeting.
- (3) The Quorum for the Committee is set out in the Rules set out in Part 4 of this Constitution save that no business shall be transacted unless either the Chairman or Vice-Chairman of the Committee is present.
- (4) The Committee and sub-committees shall have full authority to hear and determine licensing applications.
- (5) The Committee and sub-committees shall be further empowered to determine appeals made against the decisions of the Service Director (Commercial and Regulatory Services) taken under delegated authority on licensing applications. (See Council delegation schedule for more details)
- (6) The Committee shall at all times carry out its duties solely within the policy from time to time determined by the Council and shall conduct its proceedings in accordance with the requirements set out in Appendix 3 (Conduct of Business by Licensing Committee and Sub-Committees).
- (7) The Licensing Committee shall take no part in the production or revision of the statement of licensing policy made under Section 5 of the Licensing Act 2003, however, they may determine policy under the legislation listed in Appendix 2 to this Article.
- (8) To be responsible for the consideration and approval of Designation Orders under Section 13 of the Criminal Justice and Police Act 2001 (Exercise of Controls over the consumption of alcohol in Public Places).

**LICENSING ACT 2003 – LIST OF FUNCTIONS AND DELEGATED AUTHORITY**

| <b>Matter to be dealt with</b>                                                                                    | <b>Full Committee</b> | <b>Sub-Committee</b>              | <b>Officers</b>                    |
|-------------------------------------------------------------------------------------------------------------------|-----------------------|-----------------------------------|------------------------------------|
| Application for personal licence                                                                                  |                       | If a police objection             | If no objection made               |
| Application for personal licence with unspent convictions                                                         |                       | All cases                         |                                    |
| Application for premises licence/club premises certificate                                                        |                       | If a relevant representation made | If no relevant representation made |
| Application for provisional statement                                                                             |                       | If a relevant representation made | If no relevant representation made |
| Application to vary premises licence/club premises certificate                                                    |                       | If a relevant representation made | If no relevant representation made |
| Application to vary designated premises supervisor                                                                |                       | If a police objection             | All other cases                    |
| Request to be removed as designated premises supervisor                                                           |                       |                                   | All cases                          |
| Application for transfer of premises licence                                                                      |                       | If a police objection             | All other cases                    |
| Applications for interim Authorities                                                                              |                       | If a police objection             | All other cases                    |
| Application to review premises licence/club premises certificate                                                  |                       | All cases                         |                                    |
| Decision on whether a complaint is irrelevant frivolous vexatious etc                                             |                       |                                   | All cases                          |
| Decision to object when local authority is a consultee and not the relevant authority considering the application |                       | All cases                         |                                    |
| Determination of a police objection to a temporary event notice                                                   |                       | All cases                         |                                    |
| All policy matters except the formulation of the statement of licensing policy                                    | All cases             |                                   |                                    |

**LIST OF STATUTORY POWERS**

Those functions pertaining to licensing and registration and permits and consents contained in the following legislation and any regulations, orders, byelaws or other subsidiary legislation made under the above Acts:

Animal Boarding Establishments Act 1963  
Breeding & Sale of Dogs (Welfare) Act 1999  
Breeding of Dogs Act 1973  
Breeding of Dogs Act 1991  
Caravan Sites & Control of Development Act 1960  
Caravan Sites Act 1968  
Dangerous Wild Animals Act 1976  
Gambling Act 2005  
Guard Dogs Act 1975  
House to House Collections Act 1939  
Licensing Act 2003  
Local Government (Miscellaneous Provisions) Act 1976  
Local Government (Miscellaneous Provisions) Act 1982  
Pet Animals Act 1951  
Pet Animals Act 1951 (Amendment) Act 1983  
Riding Establishments Acts 1964 & 1970  
Scrap Metal Dealers Act 1964  
Scrap Metal Dealers Act 2013  
The Game Act 1831  
Town Police Clauses Act 1847  
Town Police Clauses Act 1889  
Zoo Licensing Act 1981

**PART A – CONDUCT OF BUSINESS BY LICENSING COMMITTEE AND SUB-COMMITTEES**

All references to committee in this annex shall be taken to infer a reference to the associated subcommittees.

**1. General Conduct**

- 1.1 All hearings of the Licensing Committee under the Licensing Act 2003, are to be held in accordance with the Personal Licences, Hearings, Premises Licences and Club Premises Certificates, and Licensing Register Regulations, made under the Licensing Act 2003.
- 1.2 The Council's Constitution shall regulate the conduct of and debate at meetings.
- 1.3 In the case of hearings under the Licensing Act 2003, the Committee shall only consider those matters relevant to the licensing objectives as set out in the Licensing Act 2003 and the statement of licensing policy adopted by the Council.

**2. Declarations of Interest**

- 2.1 Members of the Committee are subject to the Council's Code of Conduct.

**3. Participation in the Hearing**

- 3.1 Debate shall be restricted to members of the Licensing Committee. Where a local ward member, not being a member of the Committee, wishes to participate in the hearing, they may do so only with the permission of the Chairman and their participation shall be subject to the same rules as are applied to any other witnesses to the application.
- 3.2 In hearings other than those under the Licensing Act 2003, where a ward member is a member of the Committee, and wishes to object to the application, the member shall give 14 days' notice of their intention, and shall play no part in the decision-making process of the Committee. In hearings under the Licensing Act 2003, those named as responsible authorities and interested parties in the Act may only make representations within the time limits set out in the relevant statutory provisions.
- 3.3 All persons participating in the hearing shall be made aware of the limitations or scope of statements that will be acceptable and, in particular, that statements should be factual or a fair statement on a matter of public interest.
- 3.4 In the case of any hearing pursuant to the summary review procedure under the Violent Crime Reduction Act 2006, the membership of any Subcommittee adjudicating on such a review shall comprise any three members drawn from the Licensing Committee subject to the proviso that no member should serve more than one hearing.

#### **4. Attendance of the Public**

- 4.1 The Council's Constitution and relevant statutory provisions relating to the admission or exclusion of the public shall apply to all meetings of the Licensing Committee.

#### **5. Natural Justice**

- 5.1 There are two elements to natural justice:

##### **(a) Fairness**

- (i) All persons affected by the decision or in the case of matters associated with the Licensing Act 2003, those named as responsible authorities and interested parties in the Act, will be allowed a hearing before a decision is made.
- (ii) Only objectors who can show clearly that they are affected by a decision shall be afforded the right to be heard or, in the case of hearings under the Licensing Act 2003, only those named in the Act as responsible authorities or interested parties.
- (iii) All information shall be made available, where possible in advance, to the applicant and the Committee.
- (iv) All members of the Committee shall be present throughout the hearing of a particular application. Where a member arrives late or leaves during a hearing of a particular application, that member shall play no part in the decision-making process. Where an application is adjourned it shall be continued by the same members only, and no others.
- (v) The Committee shall have discretion in respect of 'late' objections. Such objections shall be clearly marked on the agenda as such and the Committee shall decide on their acceptability. The applicant shall be advised of any late objections. In the case of representations made in relation to the Licensing Act 2003 applications, these shall only be accepted in accordance with the relevant statutory provisions.

##### **(b) Prevention of Bias**

- (i) The rules on the declarations of interest shall be firmly applied.
- (ii) If the Committee moves into private session to consider its decision, it shall be accompanied only by its advising officers, none of whom shall have taken a substantive part in the hearing, and shall play no substantive part in the decision-making process.

#### **6. General Procedures for Hearings**

- 6.1 The following procedural requirements shall be followed at all times:

- (a) There shall be no recommendation from officers on the agenda;
- (b) The Committee shall be supplied with copies of all relevant documentation and the process and order of procedure shall be as follows:

- (i) The Chairman will open the meeting and introduce persons as appropriate asking applicants and representatives to identify themselves.
- (ii) The Chairman will outline the procedure to be followed.
- (iii) The Lead Officer will outline the matter in hand.
- (iv) The applicant or representative will present his/her case, with or without witnesses, and be questioned by members or any objectors/persons making representations present.
- (v) Any objectors/persons making representations may then present their objections/representation, with or without witnesses, and be questioned by members or the applicant/s or their representative.
- (vi) The objectors/persons making representations may make a final statement (without introducing new issues).
- (vii) Finally, the applicant has the right to make a final statement (without introducing new issues).
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- (xi) An adjournment should be granted where to do otherwise would deny a fair hearing.
- (xii) The Committee may resolve to decide upon the application in private session, however, if it becomes necessary to recall anyone for additional information, everyone shall be invited to return to the Hearing.
- (xiii) The decision shall be given in the presence of all parties that wish to be present and confirmed in writing as soon as possible thereafter. If legal advice is given to members this advice will be repeated in summary form.



## **Report to the Licensing Sub-Committee**

**Date of meeting: 3<sup>rd</sup> November 2020**

**Subject: Licensing Act 2003 - Application for a Premises Licence for Il Vino, 28 Queens Road, Buckhurst Hill, Essex, IG9 5BY**



**Epping Forest  
District Council**

**Responsible Officer: Peter Jones, Licensing Officer 01992 564721**

**Democratic Services Officer: Adrian Hendry (01992 564246)**

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### **Decisions Required:**

**To consider an application for a Premises Licence under the Licensing Act 2003**

### **Report:**

#### **Application**

An application has been made by Dello Spirito Ltd, The Coach House, Powell Road, Buckhurst Hill, Essex, IG9 5RD for a new premises licence at 28 Queens Road, Buckhurst Hill, Essex IG9 5BY

The application is for the following licensing activities,

**1. The Sale by Retail of Alcohol**

Monday to Sunday 10:00 – 22:00 Off Sales only

**Opening Times of the premises**

Monday to Sunday 10:00 – 22:00

**2. The application was received on the 23<sup>rd</sup> September 2020.**

The Operating Schedule sets out conditions which will be attached to the licence if this application is granted.

**3. When considering an application for a licence the licensing authority must have regard to steps that are appropriate to promote of the licensing objectives.**

These are—

- (a) the prevention of crime and disorder;
- (b) public safety;
- (c) the prevention of public nuisance; and
- (d) the protection of children from harm.

**4. It must also have regard to its Statement of Licensing Policy and any guidance issued by the Secretary of State.**

#### **Consultation**

**5. The Responsible Authorities have all received a copy of the application, it was also advertised at the premises and in a local newspaper. A copy of the Blue Notice and Newspaper advert is attached to this report.**

**6. All residences and businesses within 150 meters radius of the premises were individually consulted.**

7. The authority has received five (5) representations from members of the public which are attached.
8. There were also responses from Environmental Health, Essex Police, Essex Safeguarding, and Essex Fire and Rescue, all of who have no comments to make, please see letters and emails attached to the report.
9. The Objections relates to Prevention of Crime and Disorder, Prevention of Public Nuisance, and Public Safety.

### **Guidance Issued by the Secretary of State**

10. The Licensing Act 2003 provides that the licensing authority must 'have regard to' guidance issued by the Secretary of State under section 182.
11. Sections 2.15 to 2.21 of the Guidance are relevant to this application

### **Options**

In determining this application, the Sub-Committee may take any of the following steps as it considers necessary for the promotion of the licensing objectives, namely:

- (a) to grant the licence as applied for subject to
  - the conditions mentioned in the Operating Schedule modified as the Sub-committee considers necessary for the promotion of the licensing objectives, and
  - the mandatory conditions specified in the Licensing Act 2003, or
- (b) to exclude from the scope of the licence any licensable activities to which the application relates, or
- (c) refuse to specify a person as the premise's supervisor, or
- (d) reject the application.

### **Determination**

The Sub-committee is asked to determine the application having regard to

- (a) the content of this report and representations
- (b) any additional information obtained from the hearing
- (c) the Council's statement of licensing policy
- (d) Guidance issued by the Secretary of State, and
- (e) the steps appropriate to promote the licensing objectives.

### **Appeal**

If any party is aggrieved with the decision, they can appeal to Magistrates court. The appeal period is 21 days from notification of the decision.

### **Background Papers Used in Preparing This Report:**

- The Licensing Act 2003  
<http://www.legislation.gov.uk/ukpga/2003/17/contents?view=plain>
- The Secretary of State's Guidance issued under Section 182 Licensing Act 2003
- Epping Forest District Council's statement of licensing policy.  
<http://www.eppingforestdc.gov.uk>

### **Attached documents**

- Application for a Premises Licence

- Plan of the premises
- Newspaper advert and Public Notice
- Copies of the representations
- Copies of all responses from Environmental Health, Essex Police, Essex Safeguarding, and Essex Fire and Rescue

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\* required information

**Section 1 of 21**

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

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

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

- Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

- 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 the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

**Applicant Business**

Is the applicant's business registered in the UK with Companies House?

- Yes  No

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

Registration number

Business name

If the applicant's business is registered, use its registered name.

VAT number

Put "none" if the applicant is not registered for VAT.

Legal status

Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Agent Details**

\* First name

\* Family name

\* 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:

- An agent that is a business or organisation, including a sole trader
- A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

**Agent 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

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status

*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Agent Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**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**

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 (£)

**Section 3 of 21**

**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

**Section 4 of 21**

**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

**Details**

Registered number (where applicable)

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  /  /   
dd mm yyyy

\* Nationality  [Documents that demonstrate entitlement to work in the UK](#)

Add another applicant

**Section 5 of 21**

**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.

A WINE SHOP PROVIDING OFF-SALES MON-SUN:10:00-22:00

*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

### Section 6 of 21

#### PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes  No

### Section 7 of 21

#### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes  No

### Section 8 of 21

#### PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes  No

### Section 9 of 21

#### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes  No

### Section 10 of 21

#### PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes  No

### Section 11 of 21

#### PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes  No

### Section 12 of 21

#### PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

Continued from previous page...

**Section 13 of 21**

**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

**Section 14 of 21**

**LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

- Yes  No

**Section 15 of 21**

**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

End

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.

NONE

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.

NONE

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

**Name**

First name

Family name

Date of birth  /  /

Continued from previous page...

**Enter the contact's address**

|                                        |                                                          |
|----------------------------------------|----------------------------------------------------------|
| Building number or name                | <input type="text"/>                                     |
| Street                                 | <input type="text" value="PRINCES AVENUE"/>              |
| District                               | <input type="text"/>                                     |
| City or town                           | <input type="text" value="WOODFORD GREEN"/>              |
| County or administrative area          | <input type="text" value="ESSEX"/>                       |
| Postcode                               | <input type="text"/>                                     |
| Country                                | <input type="text" value="United Kingdom"/>              |
| Personal Licence number (if known)     | <input type="text" value="UNDER APPLICATION"/>           |
| Issuing licensing authority (if known) | <input type="text" value="London Borough of Redbridge"/> |

**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'.

**Section 16 of 21**

**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.

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

Page 25  
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 | <input type="text" value="10:00"/> | End | <input type="text" value="22:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

WEDNESDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="10:00"/> | End | <input type="text" value="22:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

THURSDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="10:00"/> | End | <input type="text" value="22:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

FRIDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="10:00"/> | End | <input type="text" value="22:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

SATURDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="10:00"/> | End | <input type="text" value="22:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

SUNDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="10:00"/> | End | <input type="text" value="22:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

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.

**Section 18 of 21**

**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.

- Ensure that any person selling or supplying alcoholic drink under the authority of a personal licence holder asks for a photo ID proof of age where they have reason to suspect that the individual may be under 18 years of age.
- Implement a Challenge 25 policy
- Ensure all staff receive regular training on the responsible sale of alcohol (every 6 months) with a record of training kept up-to-date on the premises.

b) The prevention of crime and disorder

- Provide a means of two way communication to report incidents between the premises and the local police or CCTV monitoring centre.
- Install Video/CCTV equipment inside the premises and ensure that it is maintained in working order.
- Set Video/CCTV equipment to record from the time that the premises open to the public until the premises close and all members of the public have left.
- Ensure that monitoring tapes are retained for at least twenty eight days and are produced to an authorised officer on demand.
- Display notices advising that CCTV has been installed on the premises so that they are clearly visible to the public within the licensed premises.

c) Public safety

- Be responsible for the disposal of waste on the frontage of the premises and make provision for the emptying of litter bins in the vicinity of the premises.
- Ensure that escape routes and exits, including external exits, are maintained to ensure that they are not obstructed, in good order with non-slippery and even surfaces, free of trip hazards and clearly identified.
  - Ensure that all exit doors are easily openable and do not require the use of a key, card, code or similar means
  - Ensure that doors at such exits are regularly checked to ensure that they function satisfactorily and a record of the check is kept.
  - Ensure that any removable security fastenings are removed whenever the premises are open to the public or occupied by staff.
  - Ensure that all fire doors are maintained effectively selfclosing and not held open other than by approved devices (for example, electromagnetic releases operated by smoke detectors).
  - Ensure that notices detailing the action to be taken in the event of fire or other emergencies, including how the fire brigade should be summoned, are prominently displayed and protected from damage and deterioration.
  - The fire brigade will be called at once to any outbreak of fire, however slight, and the details recorded in a Fire Log-book.
  - Ensure that when disabled people are present, adequate arrangements exist to enable their safe evacuation in the event of an emergency, and that patrons are made aware of these arrangements.
  - Ensure that adequate and appropriate supply of first aid equipment and materials is available on the premises..
  - In the absence of adequate daylight, I will make sure that the lighting in any area accessible to the public is fully operational.
  - Ensure that Fire safety signs are adequately illuminated.
  - Not alter Emergency lighting without prior notification to the Licensing Authority.
  - Ensure that Emergency lighting batteries are fully charged before admission of the public.
  - Ensure that I have valid public liability insurance in force and that a copy of the schedule is available for inspection by an authorised officer on request.
  - Not alter the premises in such a way as to make it impossible to comply with an existing licence condition, without first seeking a variation of the premises licence.

d) The prevention of public nuisance

- Ensure that public information notices about crime and disorder issues are displayed at the request of the Council or the local Constabulary. (e.g. Customer Code of Conduct)
- Ensure that receptacles for waste are emptied regularly to minimise nuisance smells.
- Provide adequate and suitable (lidded) receptacles to receive and store refuse from the premises/site.

*Continued from previous page...*

- Ensure that receptacles for refuse storage are maintained in a clean condition.
- Ensure litter is regularly cleared from the vicinity of the premises.

e) The protection of children from harm

Implement a proof of age policy agreed by the police and local authority.

**Section 19 of 21**

**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 in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

### **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 birth or adoption certificate issued 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 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.

*Continued from previous page...*

- 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.
- 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 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, 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.

*Continued from previous page...*

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.

### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

## **Section 20 of 21**

### **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.

*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.

## Section 21 of 21

### 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&nbsp;domestic rateable&nbsp;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](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 your 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

### DECLARATION

*Continued from previous page...*

[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="JAMES KNIGHT"/>                                                                           |
| * Capacity  | <input type="text" value="AGENT"/>                                                                                  |
| * Date      | <input type="text" value="23"/> / <input type="text" value="09"/> / <input type="text" value="2020"/><br>dd mm yyyy |

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**

**OFFICE USE ONLY**

|                            |                                     |
|----------------------------|-------------------------------------|
| Applicant reference number | <input type="text" value="ilvino"/> |
| Fee paid                   | <input type="text"/>                |
| Payment provider reference | <input type="text"/>                |
| ELMS Payment Reference     | <input type="text"/>                |
| Payment status             | <input type="text"/>                |
| Payment authorisation code | <input type="text"/>                |
| Payment authorisation date | <input type="text"/>                |
| Date and time submitted    | <input type="text"/>                |
| Approval deadline          | <input type="text"/>                |
| Error message              | <input type="text"/>                |
| Is Digitally signed        | <input type="checkbox"/>            |

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [Next >](#)

**Consent of individual to being specified as premises supervisor**

ANTHONY LONG

I

.....  
*[full name of prospective premises supervisor]*

of

■ PRINCES AVENUE,  
WOODFORD GREEN,  
ESSEX,

■

.....  
*[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

PREMISES LICENCE

.....  
*[type of application]*

by

ANTHONY LONG/DELLO SPIRITO LIMITED

.....  
*[name of applicant]*

relating to a premises licence

.....  
*[number of existing licence, if any]*

for

28 QUEENS ROAD,  
Buckhurst Hill,  
Essex,  
IG9 5BY

.....  
*[name and address of premises to which the application relates]*



and any premises licence to be granted or varied in respect of this application made by

ANTHONY LONG

-----  
*[name of applicant]*

concerning the supply of alcohol at

28 QUEENS ROAD,  
Buckhurst Hill,  
Essex,  
IG9 5BY

-----  
*[name and address of premises to which application relates]*

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

UNDER APPLICATION

-----  
*[insert personal licence number, if any]*

Personal licence issuing authority

**London Borough of Redbridge**

-----  
*[insert name and address and telephone number of personal licence issuing authority, if any]*

Signed

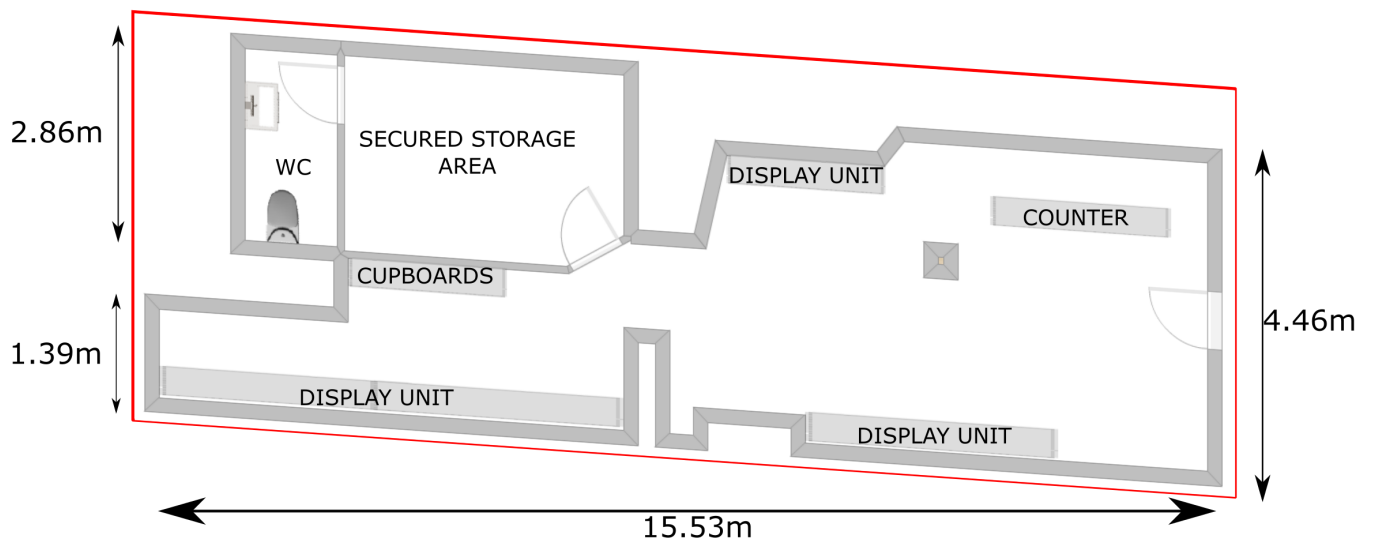


Name (please print)

ANTHONY LONG

Date

22/09/2020



Sink

Proposed licensed area



Toilet

SCALE 1:100

**Announcements - Public Notices****Notice of Application for a Grant of Premises Licence Under The Licensing Act 2003**

*DELLO SPIRITO LIMITED is applying for a new premises licence at 28 QUEENS ROAD, BUCKHURST HILL, ESSEX, IG9 5BY. The application is made to Epping Forest District Council, Licensing, Civic Offices, High Street, Epping, Essex, CM16 4BZ. If granted the application will allow the following licensable activities to take place THE PREMISES WILL BE USED FOR THE SALE ALCOHOL FOR CONSUMPTION OFF THE PREMISES MON-SUN: 10:00-22:00. Should you wish to make representations to the council it must be in writing and/or you can view my application by contacting the council on 01992 564000 by 28 days after the date of this notice (24/09/2020). It is an offence knowingly or recklessly to make a false statement in connection with an application. A person guilty of an offence under this section is liable on summary conviction to a fine not exceeding £5,000. For more information contact Licensing Services on 01992 564000 or by emailing [licensing@eppingforestdc.gov.uk](mailto:licensing@eppingforestdc.gov.uk) Write to: Licensing, Civic Office, High Street, Epping, Essex CM 16 4BZ*



**Notice of Application for a Grant of Premises Licence  
Under The Licensing Act 2003**

*DELLO SPIRITO LIMITED is applying for a new premises licence at 28 QUEENS ROAD, BUCKHURST HILL, ESSEX, IG9 5BY.*

*The application is made to Epping Forest District Council, Licensing, Civic Offices, High Street, Epping, Essex, CM16 4BZ.*

If granted the application will allow the following licensable activities to take place **THE PREMISES WILL BE USED FOR THE SALE ALCOHOL FOR CONSUMPTION OFF THE PREMISES MON-SUN: 10:00-22:00**

Should you wish to make representations to the council it must be in writing and/or you can view my application by contacting the council on 01992 564000 by 28 days after the date of this notice (24/09/2020).

It is an offence knowingly or recklessly to make a false statement in connection with an application. A person guilty of an offence under this section is liable on summary conviction to a fine not exceeding £5,000.

For more information contact Licensing Services on 01992 564000 or by emailing [licensing@eppingforestdc.gov.uk](mailto:licensing@eppingforestdc.gov.uk)

Write to: Licensing, Civic Office, High Street, Epping, Essex CM 16 4BZ

## Peter Jones

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**From:** Graham Knight [REDACTED]  
**Sent:** 01 October 2020 12:23  
**To:** Licensing  
**Subject:** Licence Application: 28 Queens Road, IG9 5BY: Dello Spirito Ltd

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Dear Sirs,

I object to the proposed Licence Application for an off licence on the following grounds:-

Any additional availability of alcohol will only encourage more rowdiness and hooliganism in Queens Road and the surrounding areas, especially on Sunday evenings when it is proposed to open until 10pm.

There are almost certainly more people resident in Queens Road than business staff and employees and I do not believe that any further provision of alcohol will benefit the local population. There is already an off licence in Waitrose (which closes at 5pm on Sunday), another at the top of Queens Road, and yet another in Lower Queens Road.

There is certainly a link between crime and the provision of alcohol and I therefore believe that its availability should be restricted.

In short, I believe that the four grounds for objection stated in your letter of 26th September are all valid.

Graham Knight  
[REDACTED] Queens Road,  
Buckhurst Hill,  
Essex [REDACTED]

**Peter Jones**

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**From:** ali kilic [REDACTED]  
**Sent:** 08 October 2020 17:00  
**To:** Licensing  
**Subject:** Dears Sirs - kilinc.docx  
**Attachments:** Dears Sirs - kilinc.docx; ATT00001.txt

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Dear,  
Sir/Madam

Documents attached.

Dears Sirs,

I refer to your letter of “Notification of Consultation – An Application in Respect of Premises Licence which may affect you” and I write to object this application. I own an off licence shop located at ■ Queens Road Buckhurst Hill Essex ■■■■■ and object to this application as I do not think it is reasonable for another shop to open not too far from my premises. I am just about paying my rent as there is not much business and to allow the sale of alcohol in the area will mean my business going down and may mean that I close my shop in the long run. I therefore strongly suggest that the council considers all the other shops before allowing another shop to open for the sale of alcohol.

This is a reasonably quiet area with minimal nuisance from the public. There is currently Waitrose opposite the proposed applicant’s premises and sells alcohol. Furthermore, there is a post office and a newsagent which already sell groceries to the public. I object to the application for the sale of alcohol off premises because there are sufficient shops available for the sale of alcohol for the area. Having another shop is likely to attract more people and cause crime and disorderly in the area and this will be a risk to public safety. It will also mean more nuisance to the residing premises causing more issues as most shops have residential flats on the first floor. The more shops there is, the more crime and disorderly there will be and this will be high risk to children as it will affect their well being and their future.

I strongly suggest that the council considers its decision in detail before allowing such application.

Please do not hesitate to contact me should you have any queries.

Yours faithfully,

Ali Kilinc

**Peter Jones**

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**From:** HARRIET SCOURFIELD [REDACTED]  
**Sent:** 11 October 2020 12:15  
**To:** Licensing  
**Subject:** 28 Queens Road, IG9 5BY

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I am writing regarding the application for the above premises to sell alcohol.

I contest this based the prevention of crime and disorder, public safety and prevention of public nuisance.

By having this outlet, which is not required due to a supermarket opposite and an off licence approximately 150 metres away from the proposed location, will potentially cause nuisance to the local community in terms of anti social behaviour and litter. It will likely cause, as it does as the outlet at the top of lower Queen's Road road, youths to congregate outside and cause trouble alongside being intimidating to passers by. Therefore I would like to contest the application based on the three of the four categories included in your notice of consultation.

Kind regards

Harriet Scourfield

Sent via BT Email App



## Peter Jones

---

**From:** Wendy Blake Ranken [REDACTED]  
**Sent:** 11 October 2020 12:29  
**To:** Licensing  
**Cc:** 'Peter Ranken'  
**Subject:** response to consultation - register of licence application by Dello Spirito Ltd, 28 Queens Road Buckhurst Hill

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We write to make a representation about the application in respect of the above premises licence which affects us.

We live at the Queens Road end of Forest Edge and adjacent to a alleyway where antisocial behaviour can occur and has occurred. The footpath goes from an entry to the forest, past our house and into the station car park.

We consider that the opening of an offlicence in Queens Road is likely to increase the numbers of individuals walking on the streets, either under the influence of alcohol or seeking a place to consume the alcohol. This is likely to increase antisocial behaviour in the alleyway.

We therefore object to the proposed offlicence on the following grounds:

The prevention of crime and disorder  
Public safety  
The prevention of public nuisance.

Yours sincerely

Wendy and Peter Ranken  
[REDACTED] Forest Edge  
Buckhurst Hill  
[REDACTED]

**Peter Jones**

---

**From:** [REDACTED]  
**Sent:** 15 October 2020 14:26  
**To:** Licensing  
**Subject:** Application for alcohol license  
**Attachments:** Dello Spirito 23 Queens Road.docx

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Please see attached views.



Epping Forest District Council  
Licensing Team  
Licensing Unit Civic Offices  
High Street  
Epping  
CM16 4BZ

15 October 2020

Dear Sir

**Dello Spirito 23 Queens Road, Buckhurst Hill IG9 5BY**  
**Application for sale of alcohol Monday – Saturday 10.00am – 22.00 daily**

The Committee of Buckhurst Hill Residents' Society objects to this application for the following reasons:

**The Prevention of Crime and Disorder**

An alcohol store is always vulnerable to crime, ie attracting shop lifters. Waitrose has a security guard for this reason.

Possible disorder with buying alcohol and drinking on the street.

**Public Safety**

The possibility of the above is not pleasant nor safe for the general public.

**The Prevention of Public Nuisance**

Nuisance from noise, late night shopping under residential flats.

**The Protection of Children from Harm**

If possible children should be protected from seeing results of (i).

Yours faithfully

[Redacted Signature]

Chairman

[Redacted Name]

enquiries@buckhursthillresidents.co.uk

## Peter Jones

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**From:** Brian Stalabrass  
**Sent:** 24 September 2020 17:36  
**To:** Peter Jones  
**Cc:** Katarzyna Bray  
**Subject:** RE: Premises Licence application - 28 Queens Road, Buckhurst Hill

Afternoon Peter,  
From the information supplied we have no representations to make on Public Safety grounds with regards to this application.  
Regards

**Brian Stalabrass, EHO**  
**Business and Corporate Team Manager**

Tel 01992 564063; Mb 07798 372131  
e-mail [bstalabrass@eppingforestdc.gov.uk](mailto:bstalabrass@eppingforestdc.gov.uk)

**Peter Jones**

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**From:** Licensing Epping and Brentwood  
<licensing.epping.and.brentwood@essex.police.uk>  
**Sent:** 28 September 2020 16:53  
**To:** Licensing  
**Subject:** Application Received - Premises Licence ILVINO , 28 Queens Road , Buckhurst Hill

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Good afternoon ,

Re the above premises application , Essex Police have no representations .



**Ronan McManus (80692)**  
County Licensing Officer



 Braintree Police Station, Blyth's Meadow, Braintree. CM7 3DJ

**Peter Jones**

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**From:** Licence Applications CYP [REDACTED]  
**Sent:** 29 September 2020 09:06  
**To:** JAMES@PERSONALLICENCE.CO.UK  
**Cc:** 'licensing.applications@essex.pnn.police.uk'; Licensing  
**Subject:** DELLO SPIRITO LIMITED, 28 Queens Road, Buckhurst Hill  
**Attachments:** Licensed business premises CSE I Didn't Know leaflet.pdf

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**RE: Licensing Act 2003 - DELLO SPIRITO LIMITED**

The licensing application received on 24<sup>th</sup> September 2020 has been assessed and we can confirm we have no objections in relation to the child protection / safeguarding element of this licence application.

As a license holder it is important for you to be aware and cited on risks to children from sexual exploitation (CSE). The I Didn't Know leaflet for license holders and licensed business owners is attached to provide you with further information and recommendations to ensure children are appropriately safeguarded. For further information about CSE please visit <http://www.escb.co.uk/engb/workingwithchildren/licensingguidelines.aspx>

Local Authority Designated Officer (LADO)  
FAO: Licensing  
Quality Assurance & Safeguarding Service  
Family Operations  
70 Duke Street  
Chelmsford  
Essex CM1 1JP  
Tel: [REDACTED] Email: [REDACTED]

Regards

**Sent on behalf of Rebecca Scott, LADO**

**Nicky Merrell**  
**Business Support**

**Corporate and Customer Services**  
Essex County Council | Address: County Hall Chelmsford  
[REDACTED] | [www.essex.gov.uk](http://www.essex.gov.uk)

# CHILD SEXUAL EXPLOITATION

Know the signs...

To get more information about **CSE** and to support the **I Didn't Know** campaign, please visit:

[essex.police.uk/cse](http://essex.police.uk/cse)

# CHILD SEXUAL EXPLOITATION

Know the signs...

If you see something suspicious report it to the Police - **ring 101**

If you are concerned about the immediate safety or welfare of a child or vulnerable person, or a crime is being committed, report it to the Police - **ring 999**

## What is Child Sexual Exploitation (CSE)?

**REMEMBER:**  
If you see something  
**Say something**

Sexual exploitation of children and young people involves girls and boys under the age of 18 who are encouraged or forced into a sexual relationship or situation by an adult. This often involves the young person being offered something, such as food, accommodation, drugs, alcohol, cigarettes, affection, gifts or money, in return for them performing sexual acts or others performing acts on them.

### How might this involve my licence or the business I work for?

As part of the grooming process, adults may meet young people or take them to places to develop a relationship of trust and make them feel special by giving them 'treats' such as meals or alcohol. A business could be misused for this kind of activity by the people using the business or people working there.

In addition to having a serious impact on the welfare and safety of children, there are a number of criminal offences associated with CSE. If it happens at, or is associated with your business or the business you work for, it may cause serious financial and reputational damage. There is also the possibility of action being taken against a licensed business where licence conditions include a responsibility to ensure the protection of young and vulnerable persons.

Young people can be groomed and sexually exploited at a variety of premises and locations such as:

- Pubs and nightclubs
- Local shops / off-licences
- Restaurants / takeaways
- Leisure centres
- Hotels
- Taxis
- Public spaces (parks)

## What are the signs of CSE?

If you are a licence holder and own, or work for, a local business you may see suspicious activity. Such activity could include:

- a young girl or boy with a significantly older adults.
- a young or vulnerable person who appears to be under someone else's control or who is physically or emotionally distressed.
- a young person using overly sexualised language or behaviour.
- a child travelling alone or with unrelated adults.
- a group of people being picked up or dropped off at irregular hours from the same place.

### What should I do?

*As an individual licence holder you should:*

1. Take Notice - of your customer's behaviour and routines and note suspicious activity.
2. Take Responsibility - report anything that you see or hear that is inappropriate or suspicious.
3. Trust your instinct - be confident that reporting something or someone is the right thing to do.

*As a licensed business owner you should:*

1. Identify and manage any risks in your workplace – consider if under 18s have access to your business and why.
2. Improve awareness of CSE and how to report it with your employees.
3. Use campaign material within your premises.
4. Enforce a zero tolerance policy of sexual exploitation of children.



## Peter Jones

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**From:** Mailbox - South West Group SDP [REDACTED]  
**Sent:** 02 October 2020 10:40  
**To:** 'james@personalllicence.co.uk'  
**Cc:** Peter Jones  
**Subject:** 28 Queens Road Buckhurst Hill IG9 5BY  
**Attachments:** CFR7F95.docx

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Good morning James,

Please find attached your letter, this is concerning 28 Queens Road, Buckhurst Hill.

Any problems, please let us know.

Kind regards

Jacqueline Galloway

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Admin Team (South West)  
Essex County Fire and Rescue Service  
South West Group Service Delivery Point  
Basildon Fire Station  
Broadmayne  
Basildon SS14 1EH  
Tel: [REDACTED]  
E-mail: [REDACTED]

 Please consider the environment before printing this e-mail

Our mission is to make Essex a safe place to live, work and travel. <http://www.essex-fire.gov.uk> This communication may contain personal and confidential information that is protected by the Data Protection Act 2018. If you are not the named addressee, you should not disseminate, distribute or copy this e-mail. Please notify the sender immediately by email if you have received this email by mistake and delete this email from your system. Copyright in this communication either belongs to Essex Police, Fire and Crime Commissioner Fire and Rescue Authority or such use has been approved by the copyright holder.



Essex County  
Fire & Rescue Service

**Jo Turton**  
Chief Fire Officer / Chief Executive

James Knight (Agent)  
20-22 Wenlock Road,  
Hoxton,  
London  
N1 7GU

South West Group Service Delivery Point  
Basildon Fire Station  
Broadmayne  
Basildon  
SS14 1EH

Enquiries to: Fire Prevention Officer Angus Neale



Our Ref: 27445  
Your Ref: llvino  
Date: 02 October 2020

Dear Sir,

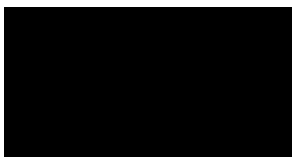
**LICENSING ACT 2003**  
**THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005**  
**Premises: 28 Queens Road Buckhurst Hill IG9 5BY**

Receipt is acknowledged of the above consultation(s), which will be audited by the Essex Police, Fire and Crime Commissioner Fire and Rescue Authority.

Should there be any significant concerns regarding the application(s) you will be notified in due course.

Please quote our reference number in any future correspondence.

Yours faithfully



C A Neale  
Protection

Cc Peter Jones, Epping Forest District Council Civic Offices, 323 High Street, Epping CM16 4BZ

## **Report to the Licensing Sub Committee**

**Date of meeting: 3<sup>rd</sup> November 2020**

**Subject: Post Office, 7 Queens Road, Buckhurst Hill, Essex,  
IG9 5BZ**



**Epping Forest  
District Council**

**Responsible Officer: Hannah Gould, Licensing Compliance Officer**

**Democratic Services: Adrian Hendry, (01992 564246)**

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### **Decisions Required:**

**To determine the application for a new Premises Licence under the Licensing Act 2003**

### **Report:**

#### **Application**

An application has been made by Golam Sarwar of Sarwar Trading Ltd for a new premises licence at the Post Office, 7 Queens Road, Buckhurst Hill, Essex, IG9 5BZ.

The application is for a new Premises Licence at this Post Office and convenience store which offers greeting cards, stationary, confectionary and soft drinks.

They seek to include the Sale of Alcohol for consumption off the premises from Monday – Saturday between 09:00 hrs and 19:00 hrs. for which the premises opening hours are the same.

- 1 The application was initially received on the 19<sup>th</sup> August 2020, however the publishing of the notice in a local newspaper within 10 working days of the start of the application, was not met. For this reason, we restarted the consultation period on the 8th September 2020.
- 2 The Operating Schedule sets out conditions which will be attached to the licence, if this application is granted.

#### **Licensing Act 2003**

- 3 When considering an application for a licence the licensing authority must have regard to steps that are appropriate to promote of the licensing objectives.  
These are—  
the prevention of crime and disorder;  
public safety;  
the prevention of public nuisance; and  
the protection of children from harm.
- 4 It must also have regard to its Statement of Licensing Policy and any guidance issued by the Secretary of State.

## Consultation

- 5 The Responsible Authorities have received a copy of the application. It was also advertised at the premises and in a local newspaper.
- 6 All residences and businesses within 150 meters radius of the premises were individually consulted.
- 7 The authority has received two representations both from a local Councillors. Details are attached.

Responses have also been received from Public Health, Environmental Health, Essex Police, Trading Standards and Essex County Fire & Rescue Service, who have no objections.

## Guidance Issued by the Secretary of State

- 8 The Licensing Act 2003 provides that the licensing authority must 'have regard to guidance issued by the Secretary of State under section 182.
- 9 Sections 2.1 to 2.31 of the Guidance are relevant to this application.

## Options

In determining this application, the Sub-Committee may take any of the following steps as it considers necessary for the promotion of the licensing objectives, namely:

- (a) to grant the licence as applied for subject to
  - the conditions mentioned in the Operating Schedule modified as the Sub-committee considers necessary for the promotion of the licensing objectives, and
  - the mandatory conditions specified in the Licensing Act 2003, or
- (b) to exclude from the scope of the licence any licensable activities to which the application relates, or
- (c) refuse to specify a person as the premises supervisor, or
- (d) reject the application

## Determination

The Sub-committee is asked to determine the application having regard to

- (a) the content of this report and representations
- (b) any additional information obtained from the hearing
- (c) the Council's statement of licensing policy
- (d) Guidance issued by the Secretary of State, and
- (e) the steps appropriate to promote the licensing objectives.

## Appeal

If any party is aggrieved with the decision, they can appeal to Magistrates court. The appeal period is 21 days from notification of the decision.

## Background Papers Used In Preparing This Report:

- The Licensing Act 2003  
<http://www.legislation.gov.uk/ukpga/2003/17/contents?view=plain>
- The Secretary of State's Guidance issued under Section 182 Licensing Act 2003
- Epping Forest District Council's statement of licensing policy.  
<http://www.eppingforestdc.gov.uk>

#### **Attached documents**

- Application for the premises licence
- Plan of the premises
- Newspaper advert
- Blue Notice
- Representations from the local Councillors
- Map of the area

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## **Post Office – Application for a premises licence**

### **Bundle for hearing on 3<sup>rd</sup> November 2020**

- Application for the premises licence
- Plan of the premises
- Newspaper advert
- Blue Notice
- Representations from the local Councillors
- Map of the area

# Application for the premises licence

## Application for a premises licence to be granted under the Licensing Act 2003

### PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We Sarwar Trading Ltd

*(Insert name(s) of applicant)*

**apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 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**

#### Part 1 – Premises details

|                                                                                      |                |                 |         |
|--------------------------------------------------------------------------------------|----------------|-----------------|---------|
| Postal address of premises or, if none, ordnance survey map reference or description |                |                 |         |
| <b>Queens Road Post Office and Convenience Store</b><br><b>7 Queens Road</b>         |                |                 |         |
| <b>Post town</b>                                                                     | Buckhurst Hill | <b>Postcode</b> | IG9 5BZ |
| Telephone number at premises (if any)                                                |                | [REDACTED]      |         |
| Non-domestic rateable value of premises                                              |                | £10000          |         |

#### Part 2 - Applicant details

Please state whether you are applying for a premises licence as **Please tick as appropriate**

- |                                                       |                                     |                             |
|-------------------------------------------------------|-------------------------------------|-----------------------------|
| a) an individual or individuals *                     | <input type="checkbox"/>            | please complete section (A) |
| b) a person other than an individual *                |                                     |                             |
| i) as a limited company/limited liability partnership | <input checked="" type="checkbox"/> | please complete section (B) |
| ii) as a partnership (other than limited liability)   | <input type="checkbox"/>            | please complete section (B) |
| iii) as an unincorporated association or              | <input type="checkbox"/>            | please complete section (B) |
| iv) other (for example a statutory corporation)       | <input type="checkbox"/>            | please complete section (B) |
| c) a recognised club                                  | <input type="checkbox"/>            | please complete section (B) |
| d) a charity                                          | <input type="checkbox"/>            | please complete section (B) |



- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

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

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

|                                                                                                                                                                                                                                                |                              |                                                                    |                             |                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------------------------------------------------|-----------------------------|---------------------------------------------------------|
| Mr <input type="checkbox"/>                                                                                                                                                                                                                    | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/>                                      | Ms <input type="checkbox"/> | Other Title (for example, Rev) <input type="checkbox"/> |
| <b>Surname</b><br><input type="text"/>                                                                                                                                                                                                         |                              | <b>First names</b><br><input type="text"/>                         |                             |                                                         |
| <b>Date of birth</b> <input type="text"/>                                                                                                                                                                                                      |                              | I am 18 years old or over <input type="checkbox"/> Please tick yes |                             |                                                         |
| <b>Nationality</b> <input type="text"/>                                                                                                                                                                                                        |                              |                                                                    |                             |                                                         |
| Current residential address if different from premises address<br><input type="text"/>                                                                                                                                                         |                              | <input type="text"/>                                               |                             |                                                         |
| Post town                                                                                                                                                                                                                                      | <input type="text"/>         | Postcode                                                           | <input type="text"/>        |                                                         |
| <b>Daytime contact telephone number</b>                                                                                                                                                                                                        |                              | <input type="text"/>                                               |                             |                                                         |
| <b>E-mail address (optional)</b>                                                                                                                                                                                                               | <input type="text"/>         |                                                                    |                             |                                                         |
| Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)<br><input type="text"/> |                              |                                                                    |                             |                                                         |

**SECOND INDIVIDUAL APPLICANT (if applicable)**

|                                                                                                                                                                                                                                       |                              |                                                                    |                             |                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------------------------------------------------------|-----------------------------|---------------------------------------------------------|
| Mr <input type="checkbox"/>                                                                                                                                                                                                           | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/>                                      | Ms <input type="checkbox"/> | Other Title (for example, Rev) <input type="checkbox"/> |
| <b>Surname</b><br>[REDACTED]                                                                                                                                                                                                          |                              | <b>First names</b><br>[REDACTED]                                   |                             |                                                         |
| <b>Date of birth</b> [REDACTED]                                                                                                                                                                                                       |                              | I am 18 years old or over <input type="checkbox"/> Please tick yes |                             |                                                         |
| <b>Nationality</b> [REDACTED]                                                                                                                                                                                                         |                              |                                                                    |                             |                                                         |
| Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)<br>[REDACTED] |                              |                                                                    |                             |                                                         |
| Current residential address if different from premises address<br>[REDACTED]                                                                                                                                                          |                              | [REDACTED]                                                         |                             |                                                         |
| Post town                                                                                                                                                                                                                             | [REDACTED]                   | Postcode                                                           | [REDACTED]                  |                                                         |
| <b>Daytime contact telephone number</b>                                                                                                                                                                                               |                              | [REDACTED]                                                         |                             |                                                         |
| <b>E-mail address (optional)</b>                                                                                                                                                                                                      | [REDACTED]                   |                                                                    |                             |                                                         |

**(B) OTHER APPLICANTS**

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

|                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------|
| <b>Name</b><br>Sarwar Trading Ltd                                                                               |
| <b>Address</b><br>7 Queens Road<br>Buckhurst Hill<br>Essex<br>IG9 5BZ                                           |
| <b>Registered number (where applicable)</b><br>09530287                                                         |
| <b>Description of applicant (for example, partnership, company, unincorporated association etc.)</b><br>Company |

|                           |
|---------------------------|
| Telephone number (if any) |
| E-mail address (optional) |

**Part 3 Operating Schedule**

When do you want the premises licence to start?

|    |    |      |
|----|----|------|
| DD | MM | YYYY |
| 01 | 10 | 2020 |

If you wish the licence to be valid only for a limited period, when do you want it to end?

|    |    |      |
|----|----|------|
| DD | MM | YYYY |
|    |    |      |

Please give a general description of the premises (please read guidance note 1)

Currently the premises hosts a Post Office, as well as a convenience store offering Greeting Cards, Stationery, Confectionary, Crisps, and Soft drinks.

With the new premises licence, the shop will offer alcoholic drinks and beverages to customer only to buy but not to consume inside the premises.

Sale of Alcohol is the only licensable activities we are applying for.

A plan is attached herewith, defining the area where alcohol sale will be confine.

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

Not Applicable

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

- | Provision of regulated entertainment (please read guidance note 2)                                          | Please tick all that apply |
|-------------------------------------------------------------------------------------------------------------|----------------------------|
| a) plays (if ticking yes, fill in box A)                                                                    | <input type="checkbox"/>   |
| b) films (if ticking yes, fill in box B)                                                                    | <input type="checkbox"/>   |
| c) indoor sporting events (if ticking yes, fill in box C)                                                   | <input type="checkbox"/>   |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)                                        | <input type="checkbox"/>   |
| e) live music (if ticking yes, fill in box E)                                                               | <input type="checkbox"/>   |
| f) recorded music (if ticking yes, fill in box F)                                                           | <input type="checkbox"/>   |
| g) performances of dance (if ticking yes, fill in box G)                                                    | <input type="checkbox"/>   |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | <input type="checkbox"/>   |

**Provision of late night refreshment** (if ticking yes, fill in box I)

**Supply of alcohol** (if ticking yes, fill in box J)

**In all cases complete boxes K, L and M**

**J**

|                                                                                     |            |            |                                                                                                                                                                                                                   |                  |                                     |
|-------------------------------------------------------------------------------------|------------|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------|
| <b>Supply of alcohol</b><br>Standard days and timings (please read guidance note 7) |            |            | <b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)                                                                                                                  | On the premises  | <input type="checkbox"/>            |
|                                                                                     |            |            |                                                                                                                                                                                                                   | Off the premises | <input checked="" type="checkbox"/> |
|                                                                                     |            |            |                                                                                                                                                                                                                   | Both             | <input type="checkbox"/>            |
| Day                                                                                 | Start      | Finish     | <b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)<br>[REDACTED]                                                                                                        |                  |                                     |
| Mon                                                                                 | 09:00      | 19:00      |                                                                                                                                                                                                                   |                  |                                     |
|                                                                                     | [REDACTED] | [REDACTED] |                                                                                                                                                                                                                   |                  |                                     |
| Tue                                                                                 | 09:00      | 19:00      |                                                                                                                                                                                                                   |                  |                                     |
|                                                                                     | [REDACTED] | [REDACTED] |                                                                                                                                                                                                                   |                  |                                     |
| Wed                                                                                 | 09:00      | 19:00      |                                                                                                                                                                                                                   |                  |                                     |
|                                                                                     | [REDACTED] | [REDACTED] |                                                                                                                                                                                                                   |                  |                                     |
| Thur                                                                                | 09:00      | 19:00      |                                                                                                                                                                                                                   |                  |                                     |
|                                                                                     | [REDACTED] | [REDACTED] |                                                                                                                                                                                                                   |                  |                                     |
| Fri                                                                                 | 09:00      | 19:00      | <b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 6)<br>[REDACTED] |                  |                                     |
|                                                                                     | [REDACTED] | [REDACTED] |                                                                                                                                                                                                                   |                  |                                     |
| Sat                                                                                 | 09:00      | 19:00      |                                                                                                                                                                                                                   |                  |                                     |
|                                                                                     | [REDACTED] | [REDACTED] |                                                                                                                                                                                                                   |                  |                                     |
| Sun                                                                                 | Close      | Close      |                                                                                                                                                                                                                   |                  |                                     |
|                                                                                     | [REDACTED] | [REDACTED] |                                                                                                                                                                                                                   |                  |                                     |

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

|                                                                              |
|------------------------------------------------------------------------------|
| <b>Name</b> Md Golam Sarwar                                                  |
| <b>Date of birth</b> [REDACTED]                                              |
| <b>Address</b><br>[REDACTED] Manford Way<br>Chigwell                         |
| <b>Postcode</b> [REDACTED]                                                   |
| <b>Personal licence number (if known)</b><br>048684                          |
| <b>Issuing licensing authority (if known)</b><br>London Borough of Redbridge |

**K**

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).**

None

**L**

|                                                                                                         |       |        |                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------|-------|--------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Hours premises are open to the public</b><br>Standard days and timings (please read guidance note 7) |       |        | <b>State any seasonal variations</b> (please read guidance note 5)<br><br>None                                                                                                                            |
| Day                                                                                                     | Start | Finish | <b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 6)<br><br>None |
| Mon                                                                                                     | 09:00 | 19:00  |                                                                                                                                                                                                           |
|                                                                                                         |       |        |                                                                                                                                                                                                           |
| Tue                                                                                                     | 09:00 | 19:00  |                                                                                                                                                                                                           |
|                                                                                                         |       |        |                                                                                                                                                                                                           |
| Wed                                                                                                     | 09:00 | 19:00  |                                                                                                                                                                                                           |
|                                                                                                         |       |        |                                                                                                                                                                                                           |
| <del>Thur</del>                                                                                         | 09:00 | 19:00  |                                                                                                                                                                                                           |
|                                                                                                         |       |        |                                                                                                                                                                                                           |
| Fri                                                                                                     | 09:00 | 19:00  |                                                                                                                                                                                                           |
|                                                                                                         |       |        |                                                                                                                                                                                                           |
| Sat                                                                                                     | 09:00 | 19:00  |                                                                                                                                                                                                           |
|                                                                                                         |       |        |                                                                                                                                                                                                           |
| Sun                                                                                                     |       |        |                                                                                                                                                                                                           |
|                                                                                                         |       |        |                                                                                                                                                                                                           |

## M

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

### a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

1. Every sale under the premises licence will be made or authorised by a person who holds a personal licence
2. Designated Premises Supervisor nominated to oversee the overall compliance.
3. Sufficient number of staff will be working in the premises to cover busy times.
4. Regular training of staff will be provided.
5. An age verification policy will be applied to the premises in relation to the sale of alcohol.
6. Premises will apply 'Challenge 25' policy, which require individuals who appear to be under 25 years of age to produce on request, before selling alcohol, identification bearing their photograph, date of birth and a holographic mark.

### b) The prevention of crime and disorder

1. Request photographic identification to control underage drinking
2. A CCTV system and a Fog Security System is already in place
3. A CCTV screen is installed in a prominent place of the premises to ensure that the public are aware that the CCTV system in operation.
4. Notice are displayed at the entrance advising that the CCTV and Fog Security System operating in the premises.
5. Digital CCTV records with voice recording is kept for 30 days.

### c) Public safety

1. Main electrical check will be done regularly (once every 5 years).
2. PAT testing (portable electrical appliance testing) will be done on a regular basis.
3. Up-to-date health & safety policy & risk assessments will be carried out.
4. Asbestos survey of premises is already been carried out.
5. Employers & public liability insurance are already in place.
6. Sufficient lighting is provided both internally & externally.

### d) The prevention of public nuisance

1. Alcohol products will be kept in safe place, either in chiller or in back-office storage facility.
2. The sale by retail of alcohol will be confined to the area outlined in RED on the attached plan.

### e) The protection of children from harm

1. Alcohol chiller is kept at the back of the shop, to avoid children's access to the area.
2. A proof of age policy will be in place whereby anyone appearing to be under the age of 25 will be asked for proof of age when purchasing alcohol.
3. All staffs will be trained on the proof of age policy on a regular basis.

### Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.

- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.

- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).

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

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 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.

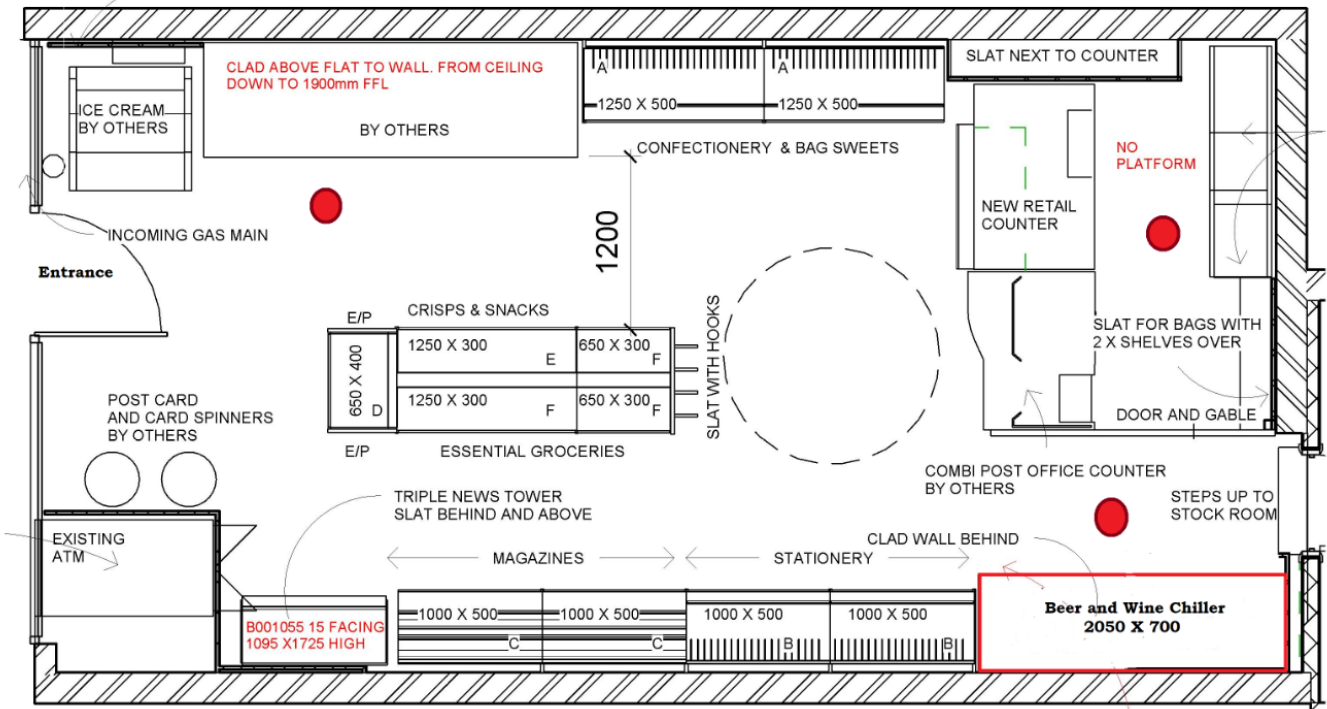
**Part 4 – Signatures** (please read guidance note 11)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Declaration</b> | <ul style="list-style-type: none"> <li>• [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 (please read guidance note 15).</li> <li>• 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, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)</li> </ul> |
| Signature          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Date               | 15/08/2020                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Capacity           | Director, Sarwat Trading Ltd                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |



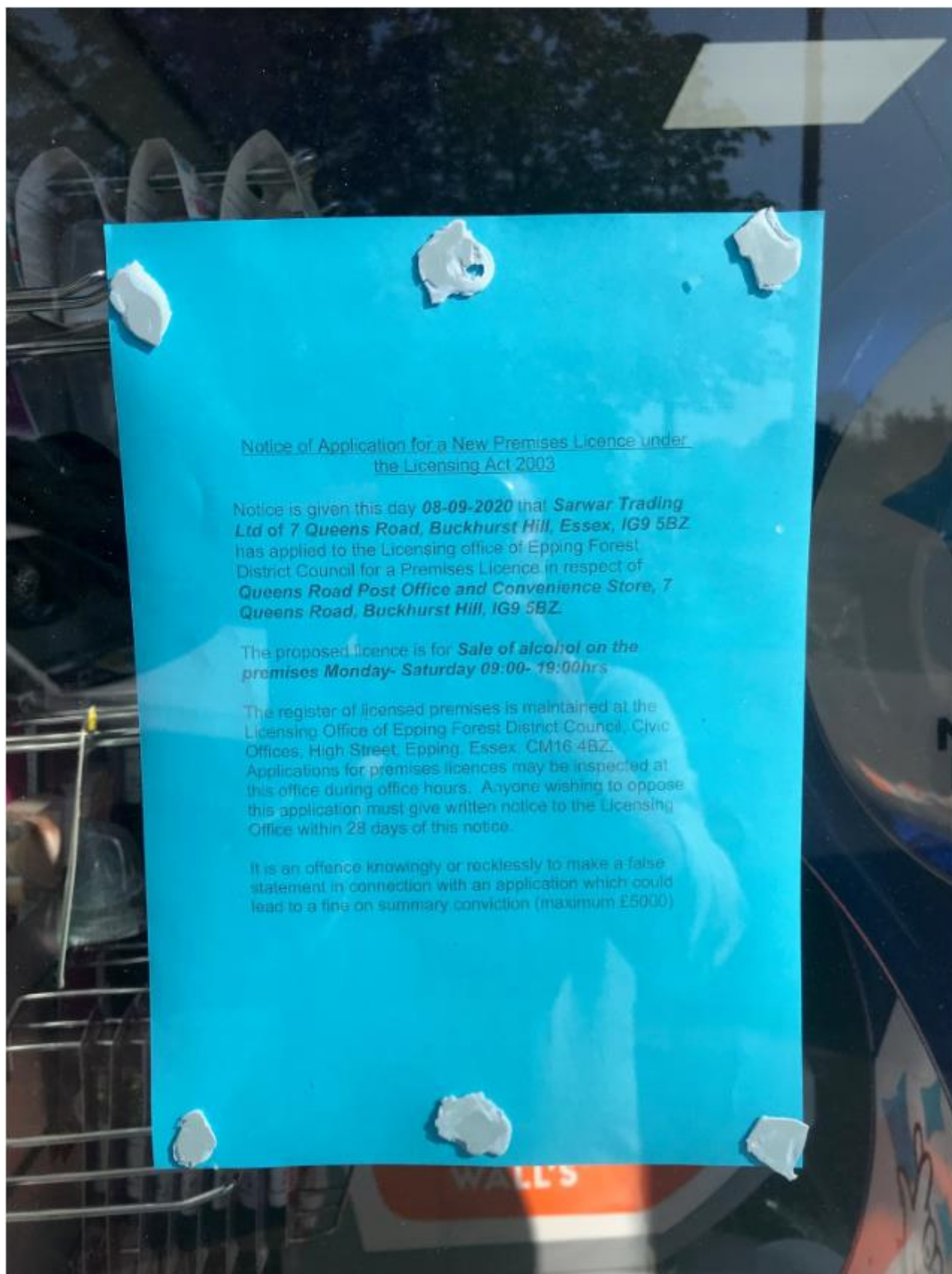
# Plan of the premises



## Keys

cctv

## Copy of blue notice



**Working together  
to help  
businesses grow**

**810+**

Public Notices

Essex County Council

(Gravel Lane, Chigwell)  
(Temporary Prohibition of Traffic) Order 2020

Notice is hereby given that the Essex County Council has made the above Order under section 14(1) of the Road Traffic Regulation Act 1984.

Effect of the order: To temporarily close that length of Gravel Lane, Chigwell in the District of Epping Forest, from its junction with Lambourne Road for a distance of approximately 230m in a northwesterly direction. The closure is scheduled to commence on 21st September 2020 for 29 days, or where stated on a valid permit (AZ0071000962050 - Cadent). The scheduled dates may vary for these works with appropriate signs showing and/or displayed on one.network. The closure is required for the safety of the public and workforce while mains replacement works are undertaken by Cadent.

An alternative route is available via Gravel Lane, Abridge Road Roundabout, Abridge Road, High Road, Hainault Road, Manor Road, Lambourne Road, Vicarage Lane and vice versa.

The Order came into effect on 10th September 2020 and may continue in force for 18 months or until the works have been completed, whichever is the earlier.

(Various Roads, Epping Forest)  
(Temporary Prohibition of Traffic & Temporary Introduction of 30 MPH Speed Limit) & (Temporary Introduction of Clearway) (Streetworks No.1) Order 2020

Notice is hereby given that the Essex County Council has made the above Order under section 14(1) of the Road Traffic Regulation Act 1984.

Effect of the order:

1. To temporarily close those various lengths of roads in the District of Epping Forest as detailed in the Schedule.
2. To temporarily introduce a 30mph speed limit in the

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

Notice is given this day 08-09-2020 that Sarwar Trading Ltd of 7 Queens Road, Buckhurst Hill, Essex, IG9 5BZ has applied to the Licensing office of Epping Forest District Council for a Premises Licence in respect of Queens Road Post Office and Convenience Store, 7 Queens Road, Buckhurst Hill, IG9 5BZ. The proposed licence is for Sale of alcohol on the premises Monday-Saturday 08:00- 19:00hrs. 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)

Announcements - Public Notices

YVONNE ANITA COTTOY (Deceased)

Pursuant to the Trustee Act 1925 any persons having a claim against or an interest in the Estate of the above named, late of 7 Shrubland Road Leyton London E10 7EP, who died on 28/04/2020, are required to send written particulars thereof to the undersigned on or before 18/11/2020, after which date the Estate will be distributed having regard only to the claims and interests of which they have had notice.

FIND YOUR BEST PROSPECTS WITH TARGETED LEAFLETS



# Representations from Cllr Chambers.

**From:** Cllr.G Chambers [redacted]  
**Sent:** 18 August 2020 22:31  
**To:** Hannah Gould <[hgould@eppingforestdc.gov.uk](mailto:hgould@eppingforestdc.gov.uk)>  
**Subject:** Fwd: Post Office, 7 Queens Road, Buckhurst Hill, Essex, IG9 5BZ - new premises licence application - councillor's

FYI

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---

**From:** Cllr.G Chambers [redacted]  
**Sent:** Tuesday, August 18, 2020 10:21:44 PM  
**To:** Gavin Chambers <[redacted]>  
**Subject:** Re: Post Office, 7 Queens Road, Buckhurst Hill, Essex, IG9 5BZ - new premises licence application - councillor's

Dear Hannah

Thank you for the email.

My concern is this is a small post office in an area where there are some antisocial behaviour. My concern is this may encourage youngsters to drink in the near by underpass tunnel. Further up the road we have a Waitrose and plenty of business which does sell alcohol. However this is far enough away from the TFL underpass. This area selling alcohol relates to a potential increase in youths attempting to buy alcohol and hanging around outside.

Knowing the local community this area is not a good idea and will have an impact on anti social behaviour in my opinion.

Regards

Gav Chambers

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---

**From:** Hannah Gould <[hgould@eppingforestdc.gov.uk](mailto:hgould@eppingforestdc.gov.uk)>  
**Sent:** Tuesday, September 8, 2020 4:17:38 PM  
**To:** Cllr.G Chambers [redacted]  
**Subject:** RE: Post Office, 7 Queens Road, Buckhurst Hill, Essex, IG9 5BZ - new premises licence application - councillor's

Hi Gav,

As per an earlier email, unfortunately the publishing of the notice in a local newspaper within 10 working days of the start of the application, required by law, was not met. We therefore need to restart the consultation period.

Please note that the **28 day consultation period is now 8<sup>th</sup> September to 6<sup>th</sup> October 2020.**



Could you therefore confirm if you wish to re-submit your below representation as it stands, within the new consultation period?


Many thanks

Hannah Gould  
Licensing Compliance Officer



Re: Post Office, 7 Queens Road, Buckhurst Hill, Essex, IG9 5BZ - new premises licence application - councillor's

 Cllr.G Chambers  
To  Hannah Gould

 Reply  Reply All  Forward 

Wed 09/09/2020 08:43

Hannah

Yes I would like to resubmit

Regards

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## Representations from Cllr Share-Bernia.

**From:** joanne@ [REDACTED]  
**Sent:** 19 August 2020 09:00  
**To:** Gavin Chambers [REDACTED]; Hannah Gould <[hgould@eppingforestdc.gov.uk](mailto:hgould@eppingforestdc.gov.uk)>  
**Cc:** Valerie Metcalfe [REDACTED]  
**Subject:** Re: Post Office, 7 Queens Road, Buckhurst Hill, Essex, IG9 5BZ - new premises licence application - councillor's  
**CAUTION: This Message originated outside of Epping Forest District Council. Do not click links or open attachments unless you recognise the sender and know the content is safe.**


Dear Hannah,  
I object to the granting of an alcohol license for this small post office packed out with the stock you describe. This stock draws a lot of business into the existing post office. There is a convenience store very close to the post office the other side of the underground that sells alcohol and a post office at the top of Queens Road that sells alcohol. We have Waitrose on Queens Road already selling mountains of alcohol.  
It is ludicrous to grant a alcohol license to this post office. given the 3 existing alcohol outlets. I notice the proprietor intends extending the opening hours to 7pm hoping to catch the business from the busy time at the underground.  
Furthermore, there are a great number of elderly people who live nearby and use this post office regularly. We do not want any anti social incidents in this neighbourhood cul de sac.  
Jo  
  
Joanne Share-Bernia  
C.Psychol ASs Fellow BPS HPC MSc

On 8 Sep 2020, at 16:18, Hannah Gould <[hgould@eppingforestdc.gov.uk](mailto:hgould@eppingforestdc.gov.uk)> wrote:

Hello Jo,  
As per an earlier email, unfortunately the publishing of the notice in a local newspaper within 10 working days of the start of the application, required by law, was not met. We therefore need to restart the consultation period.  
Please note that the **28 day consultation period is now 8<sup>th</sup> September to 6<sup>th</sup> October 2020.**  
Could you therefore confirm if you wish to re-submit your below representation as it stands, within the new consultation period?  
Many thanks  
Hannah Gould  
Licensing Compliance Officer  
<image001.png>

On 8 Oct 2020, at 15:53, Hannah Gould <[hgould@eppingforestdc.gov.uk](mailto:hgould@eppingforestdc.gov.uk)> wrote:

Hi Cllr Share-Bernia,  
I didn't get a response from yourself to the below email, only Cllr Chambers replied asking that his objection was considered under the new consultation period. Can you confirm that your objection to this application still stands please?  
Kind regards  
Hannah Gould  
Licensing Compliance Officer  
<image001.png>

 joanne@ [REDACTED]  
To: Hannah Gould  
Cc: Gavin Chambers; Valerie Metcalfe

[Reply](#) [Reply All](#) [Forward](#) [More](#)

Thu 08/10/2020 19:32

**TO DO**

**CAUTION: This Message originated outside of Epping Forest District Council. Do not click links or open attachments unless you recognise the sender and know the content is safe.**

Dear Hannah,

Apologies for the late response. Yes, my objections stands.

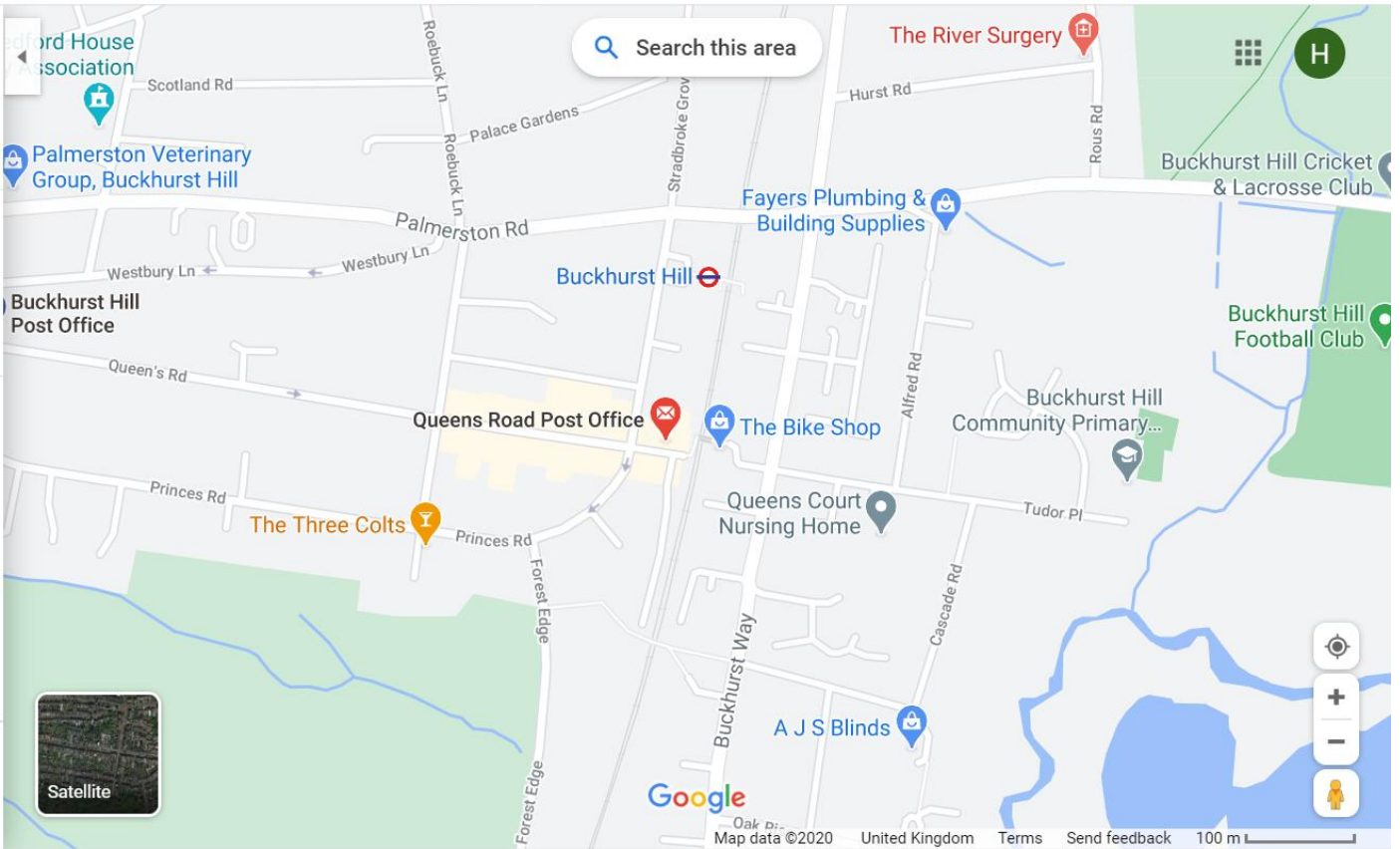
Thank you,

Joanne

Joanne Share-Bernia  
C.Psychol ASs Fellow BPS HPC MSc  
Founder Member ABP (Ass Business Psychologists)  
Registered International Coaching Psychologist



## Map of the area





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