

# Committee Agenda



## Epping Forest District Council

### **Licensing Sub Committee Tuesday, 17th August, 2021**

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

**Virtual Meeting on Zoom  
on Tuesday, 17th August, 2021  
at 10.00 am .**

**Georgina Blakemore  
Chief Executive**

**Democratic Services  
Officer**

Deomocratic Services (Direct Line 01992 564243)  
Email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk)

#### **Members:**

Councillors R Morgan (Chairman), J Jennings, P Keska and K Williamson

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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 INTRODUCTION**

1. 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. NEW PREMISES APPLICATION FOR ABBEY’S LOCAL, 15 MARKET SQUARE, WALTHAM ABBEY, ESSEX, EN9 1DS. (Pages 13 - 44)**

To consider the attached report.

**7. 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):

<u>Agenda Item No</u>	<u>Subject</u>	<u>Exempt Information</u>
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		Paragraph Number
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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- (ix) Committee members shall restrict themselves to questions and not discussion or comment.
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- (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: 17<sup>th</sup> August 2021**

**Subject: Abbey's Local, 15 Market Square, Waltham Abbey, Essex, EN9 1DS.**



**Epping Forest  
District Council**

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

**Democratic Services: Adrian Hendry, Democratic Services**

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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 Arka Licensing Consultants on behalf of Pathmanathan Pathmakaran for a new premises licence at Abbey's Local, 15 Market Square, Waltham Abbey, Essex, EN9 1DS which has an A1 use category (general retail). Mr Pathmakaran will operate the shop as a local convenience store.

The proposed licence looks to include:

The sale of alcohol for consumption off the premises during the following hours:  
Monday to Sunday 06:00 hours to 00:00 hours

This is in line with the opening hours.

- 1** The application was received on the 29<sup>th</sup> June 2021.
- 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.
- 6** It was advertised at the premises and in the local newspaper. All residents and businesses within 150 metre radius were also informed by letter.

- 7 The authority has received 1 objection from a local business owner with concerns relating to the prevention of public nuisance objective.

Responses were received from Essex County Fire and Rescue Service, Essex Police and Environmental Health who have no objections.

All details are attached.

### **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 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 the premises licence
- DPS consent
- Plan of the premises
- Blue Notice
- Newspaper advert
- Objections from local business owner
- Response from Essex County Fire and Rescue Service, Essex Police and Environmental Health
- Map of the area

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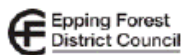


## Supporting Documents

Hearing on 17<sup>th</sup> August 2021 to determine a new premises licence application for:

**Abbey's Local, 15 Market Square, Waltham Abbey, Essex, EN9 1DS.**

- Application for the premises licence
- DPS consent
- Plan of the premises
- Blue Notice
- Newspaper advert
- Objections from local business owner
- Response from Essex County Fire and Rescue Service, Essex Police and Environmental Health
- Map of the area



**Epping Forest**  
**Application for a premises licence**  
**Licensing Act 2003**

For help contact  
[licensing@eppingforestdc.gov.uk](mailto:licensing@eppingforestdc.gov.uk)  
 Telephone: 01992 564000

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

Yes  No

**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.

Is the applicant's business registered outside the UK?  Yes  No

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.

Continued from previous page...

Legal status Applicant's position in the business Home country 

The country where the applicant's headquarters are.

**Applicant Business Address**

If the applicant has one, this should be the applicant's official address - that is an address required of the applicant by law for receiving communications.

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

 A private individual acting as an agent**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

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

\* required information

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**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	<input type="text" value="15"/>
Street	<input type="text" value="MARKET SQUARE"/>
District	<input type="text"/>
City or town	<input type="text" value="WALTHAM ABBEY"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text" value="EN9 1DS"/>
Country	<input type="text" value="United Kingdom"/>

**Further Details**

Telephone number	<input type="text"/>
Non-domestic rateable value of premises (£)	<input type="text" value="10,750"/>

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**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

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

**Confirm The Following**

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

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\* required information

**Section 4 of 21**

**INDIVIDUAL APPLICANT DETAILS**

**Applicant Name**

Is the name the same as (or similar to) the details given in section one?

- Yes  No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

Family name

Is the applicant 18 years of age or older?

- Yes  No

**Current Residential Address**

Is the address the same as (or similar to) the address given in section one?

- Yes  No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Applicant Contact Details**

Are the contact details the same as (or similar to) those given in section one?

- Yes  No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail

Telephone number

Other telephone number

\* Date of birth   
 dd mm yyyy

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\* Nationality

Documents that demonstrate entitlement to work in the UK

Right to work share code

Right to work share code if not submitting scanned documents

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**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.

THIS IS AN EXISTING RETAIL STORE , WILL BE TAKEN OVER BY A NEW OWNER. IT WILL NOW BE A FAMILY RUN BUSINESS. THE APPLICANT HAS BEEN MANAGING OTHER RETAIL PREMISES BEFORE. HE IS NOW TAKING OVER THIS. IT WILL OPERATE AS A LOCAL CONVENIENCE STORE. IT WILL ALSO ADD MANY OTHER SERVICES AND PRODUCTS, INCLUDING ALCOHOL. THE STORE WILL BE REFITTED NEWLY WITH NEW CCTV SYSTEM ETC

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

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\* required information

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**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

Yes       No

**Standard Days And Timings**

MONDAY

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.

Start  End

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

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.

*Continued from previous page...*

State any seasonal variations

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

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

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

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

**Name**

First name

Family name

Date of birth

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

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

\* required information

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**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

**SUNDAY**

Start

End

Start

End

State any seasonal variations

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

\* required information

<b>Section 18 of 21</b>
<b>LICENSING OBJECTIVES</b>
Describe the steps you intend to take to promote the four licensing objectives:
a) General – all four licensing objectives (b,c,d,e)
List here steps you will take to promote all four licensing objectives together.
<p>1. A Comprehensive recordable CCTV system will be installed and maintained covering the trade areas whilst encompassing all ingress and egress to the premises. The system must continually record whilst the premises is open for licensable activities and during all times when customers remain at the premises. The system must be capable of providing pictures of evidential quality, in particular facial recognition. All recordings must be stored for a minimum period of 31 days with date and time. Recordings must be made available immediately upon the request of a Police or Authorised Officer.</p> <p>2. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open to the public. This staff member shall be able to show Police or authorised officer recent data or footage with the absolute minimum of delay when requested.</p> <p>3. A Challenge 25 proof of age scheme, shall be operated at the premises where the only acceptable forms of identification shall bear their photograph, date of birth and a holographic mark.</p> <p>4. A log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an authorised officer of the Council at all times whilst the premises are open.</p> <p>5. Premises to keep up to date records available for inspection of staff training in respect of age related sales.</p>
b) The prevention of crime and disorder
AS DETAILED ABOVE
c) Public safety
AS DETAILED ABOVE
d) The prevention of public nuisance
AS DETAILED ABOVE
e) The protection of children from harm

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<i>Continued from previous page...</i>
AS DETAILED ABOVE
<p>&lt; Previous   1   2   3   4   5   6   7   8   9   10   11   12   13   14   15   16   17   18   19   20   21   Next &gt;</p>

\* required information

**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-domestic rateable value of the premises.

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

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00\*

Band E - £125001 and over £635.00\*

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

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

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

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

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

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

**DECLARATION**

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

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

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

*Continued from previous page...*

\* Full name

\* Capacity

\* Date  /  /   
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**

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

## DPS Consent Form

Consent of individual to being specified as a premises supervisor

I PATHMANATHAN PATHMAKARAN  
*[full name of prospective premises supervisor]*

of  


*[home address of prospective premises supervisor]*

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

**NEW PREMISES LICENCE APPLICATION**

*[type of application]*

by  
**PATHMANATHAN PATHMAKARAN**

*[name of applicant]*

relating to a premises licence **NEW**  
*[number of existing licence, if any]*

for  
**ABBEY'S LOCAL  
15 MARKET SQ  
WALTHAM ABBEY  
EN9 1DS**

*[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

PATHMANATHAN PATHMAKARAN

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

concerning the supply of alcohol at

ABBEY'S LOCAL  
15 MARKET SQ  
WALTHAM ABBEY  
EN9 1DS

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

my date of birth is

.....  
[REDACTED]

.....  
*[insert your date of birth e.g 1<sup>st</sup> January 1980]*

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

PA107886

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

Personal licence issuing authority

ROYAL BOROUGH OF WINDSOR & MAINDENHEAD

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

Signed

.....  
[REDACTED]

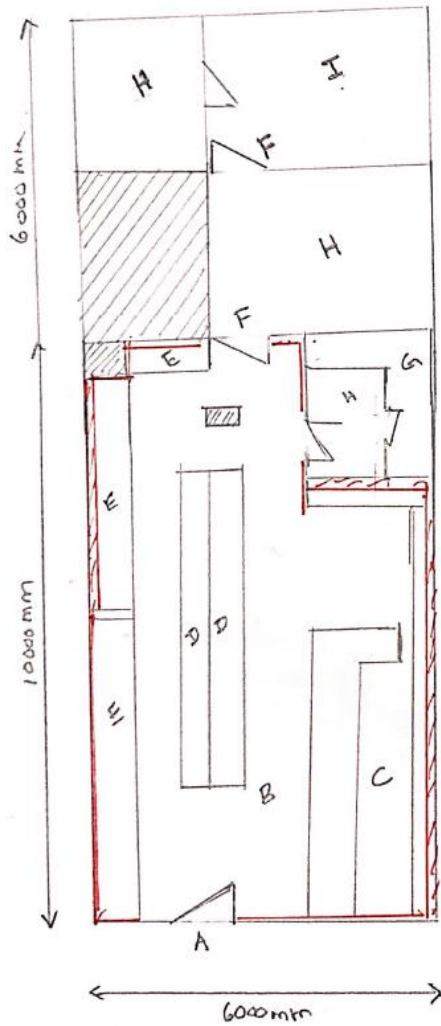
Name (please print)

.....  
PATHMANATHAN PATHMAKARAN

Date

.....  
28 / 6 / 21





ABBEY'S LOCAL 15 MARKET SQ WALTHAM ABBEY EN9 1DS
SCALE 1:100
A : MAIN ENTRANCE
B : SALES FLOOR
C : SALES COUNTER.
D : DISPLAY SHELVES
E : FRIDGES / FREEZERS
F : FIRE EXITS
G : TOILET
H : STORE ROOMS
I : BACKYARD.
<span style="border: 1px dashed red; display: inline-block; width: 15px; height: 10px; vertical-align: middle;"></span> ' LICENSABLE AREA

Blue notice



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

Notice is given this day 30.06.21 that Arka Licensing Consultants on behalf of ~~Pathmanathan Pathmakaran~~ has applied to the Licensing office at Epping Forest District Council for a Premises Licence in respect of Abbey's Local, 15 Market Square, Waltham Abbey, Essex, EN9 1DS.

The proposed licence looks to include:  
Application for the sale of alcohol for consumption off the premises during the following hours: Monday to Sunday 06:00 hours to 00:00 hours  
The opening hours are the same.

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)

HARLOW guardian-series.co.uk  
**Guardian**

75p Trusted news read by 57,259 people every week July 8, 2021



**Then & Now**  
Page 21

**Three arrested after early morning drug raids**

**Make most of a small garden**

Care company among best in East of England

Page 3



The team at Home Instead Cuffley Cheshunt and Harlow

**Delta variant spike in Covid**

THIS rate of infection in Epping Forest and Harlow have almost tripled in seven days. The rate of infection in the two districts has sky rocketed in the last two weeks after months of relative stability below the 30 mark. In Harlow the rate of infection, expressed as the number of new cases per 100,000 residents, has shot up to 219.4 after 191 new infections were recorded between June 26 and July 2. Just one week earlier the rate of infection was 77 when 89 new cases were recorded in the seven days to June 26. And in Epping Forest the picture is similar. There were 363 newly recorded cases of Covid-19 in the seven days to July 2, and infection rate of 164. Seven days prior the infection rate was only 72.9 after 96 new cases were recorded in the district. The surge in cases is being driven by the highly infectious Delta variant.

Public Health England figures show 168 cases of the variant - first identified in India - had been recorded in Epping Forest by June 30. That was 63 more than the 105 cases recorded the week before.

However, hospitalisations and deaths at the Princess Alexandra Hospital NHS Trust have yet to spike dramatically.

There has been a slight rise in the seven-day average of Covid related hospitalisations. Throughout the whole of May that average never rose above 0.5 but is currently around one and has spiked up to 1.5 in recent weeks.

The trust, which has posted 528 total deaths over the course of the pandemic, has not reported a single death in June with the last death of a coronavirus patient in its care being dated May 30.

**Rise in children missing from school**

By Piers Myler

THE number of children 'missing from school' in Essex since the Covid-19 pandemic began is almost double compared to three years ago.

Figures from Essex County Council show that for the 2020/21 year - up until June 17 - there were 1,444

children missing from education.

Further children may be reported as missing from education and some of those recorded as children missing from education may be located.

In 2017/18 there were 869. But the numbers are down from 2015/16 when 1,509 were recorded as missing from education - yet up

from 2019/20 when 1,399 children were recorded as missing from education.

The Local Government Association (LGA) says that gaps in the co-ordination of policies and guidance round pupil registration, attendance, admissions, exclusions and non-school education is allowing children to slip through the net.

It suggests that children with additional vulnerabilities - such as social, behavioural, medical or mental health needs - are most at risk of going on.

The LGA says that not only does this put pupils at risk of slower progress and poorer job prospects, but also poorer mental health. ■ Full story on Page 4

Life is Beautiful



**City Bathrooms**

11 Raven Road, South Woodford E18 1HB  
3-5 Hermon Hill, Wanstead E11 2AW

020 8504 5152

www.citybathrooms.com

**APPLICATION FOR A NEW PREMISES LICENCE**

Pathmanathan Pathmakaran has applied to the Epping Forest District Council for a new Premises Licence, in respect of the following premises: Abbey's Local, 15 Market Sq, Waltham Abbey, EN9 1DS, on the following terms: Retail sale of alcohol off the premises Monday to Sunday 06.00 to 24.00 Hours. Epping Forest District Council's Licensing Register is kept at the office of the Licensing Team, Epping Forest District Council, Civic Offices, High Street, Epping, CM16 4BZ 01992 564000, where details of the application may be inspected. Any representations against the application must be made in writing and received by the Licensing Team at the above address or licensing@eppingforestdc.gov.uk, by no later than the 27TH July 21. It is an offence knowingly or recklessly to make a false Statement in connection with an application. A person guilty of this offence is liable on summary of conviction to a fine not exceeding level 5 on the standard scale.

**Licensing Act 2003**

**Probation Notice**

**GEORGE MCDONALI**

Pursuant to the any persons hav or an interest in above named, Road, Leyton, L who died on required to particulars th undersigned 09/09/2021, after Estate will be regard only to interests of which notice.

**Cockshott Peck**  
24 Houghton Stre  
OPA (Ref:VAH/JL

**ERNESTINA PAYTON**

Pursuant to the any persons hav or an interest in above named la

## Arka Licensing - Pathmanathan Pathmakaran



To Licensing



05/07/2021

TO DO



You replied to this message on 28/07/2021 15:40.

The actual sender of this message is different than the normal sender. Click here to learn more.

Good afternoon

Please be advised that as per the license application for Arka Licensing consultants on behalf of Pathmanathan Pathmakaran I wish to dispute the application in relation to the following category:

- Prevention of public nuisance

Sun street is a small town and already has plenty of shops and pubs selling food and alcohol.

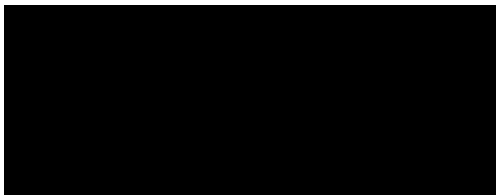
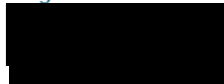
I have already had issues with people drinking early in the morning threatening my customers and at this point in time I simply cannot afford to lose trade.

I see no reason to sell alcohol from 6am as this would only encourage more early drinkers and do not think it helps local trade or the local community either.

Therefore I wish to state my vote is against the application.

Many thanks

Paige Lewin



Sun Street, Waltham Abbey, Essex EN9 1EE





Essex County  
Fire & Rescue Service

Jo Turton  
Chief Fire Officer / Chief Executive

Mr Pathmanathan Pathmakaran  
Abbeys Local Newsagents  
15 Market Square  
Waltham Abbey  
EN9 1DS

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

Enquiries to: Jessica Head Fire Safety Officer  
T: +44(0) 1376 576700  
[southwestgroupsdp@essex-fire.gov.uk](mailto:southwestgroupsdp@essex-fire.gov.uk)

Our Ref: 74139  
Your Ref: Licensing

Date: 01 July 2021

Dear Sir/Madam,

**LICENSING ACT 2003**  
**THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005**  
**Premises: Abbeys Local Newsagents 15 Market Square Waltham Abbey EN9 1DS**

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

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

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

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

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

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

**Our vision is to make Essex a safe place to live, work and travel**

ECFRS/V12  
LIB

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

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

Yours faithfully,



Jessica Head  
Protection

**From:** Licensing Applications Essex <[licensing.applications@essex.police.uk](mailto:licensing.applications@essex.police.uk)>  
**Sent:** 30 June 2021 12:22  
**To:** Licensing Epping and Brentwood <[licensing.epping.and.brentwood@essex.police.uk](mailto:licensing.epping.and.brentwood@essex.police.uk)>  
**Subject:** EPP - PREMISES LICENCE APPLICATION

The below application has been received at this office and has been placed onto Bacchus.

Should you wish to object to this application please contact the Licensing Authority directly.

**APPLICATION SUMMARY BELOW**

Application View Form		Record id: A4001724
		<a href="#">Edit Application</a>
<b>Licence</b>	L4001505, ABBEY'S LOCAL, Essex, 15 MARKET SQUARE, WALTHAM ABBEY, ESSEX, EN91DS	
<b>Application Type</b>	Premises Licence	
<b>Created By</b>	PSE 42080865 Paul Norman - 30/06/2021 12:16	
<b>Created By</b>	PSE 42080865 Paul Norman - 30/06/2021 12:16	
<b>Application Act</b>	Licensing Act 2003	
<b>Applicant</b>	PATHMANATHAN PATHMAKARAN, 18 LINCHFIELD ROAD, DATCHET, BERKSHIRE, SL39LZ, 06/08/1979	
<b>Application Details</b>	APPLICATION FOR THE GRANT OF A NEW PREMISES LICENCE TO ENABLE THE SALE BY RETAIL OF ALCOHOL FOR CONSUMPTION OFF THE PREMISES BETWEEN 0600-0000 HOURS MON-SUN. OPENING TIMES 0600-0000 HOURS MON-SUN.PROPOSED DPS PATHMANATHAN PATHMAKARAN.	
<b>Licensing Authority</b>	Epping Forest District Council	
<b>Notice Received Date</b>	30 Jun 2021	

  
Licensing Clerk  
Essex Police Licensing Team (Alcohol)  
Braintree Police Station  
Internal Ext 406362  
External Direct Number: 01245 452035  
E-mail: [licensing.applications@essex.police.uk](mailto:licensing.applications@essex.police.uk)  
Website: [www.essex.police.co.uk](http://www.essex.police.co.uk)


## RE: EPP - PREMISES LICENCE APPLICATION



Licencing Epping and Brentwood <licensing.epping.and.bre  
To Licencing



07/07/2021

 The actual sender of this message is different than the normal sender. [Click here to learn more.](#)

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**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.**


Good Afternoon,


Essex Police have no representations to make however an advice letter has been sent.

Kind regards,



Licencing Officer

 07817 154048


 Loughton Police Station, 158 High Road, Loughton, IG10 1DX




RE: Abbey's Local, 15 Market Square, Waltham Abbey, EN9 1DS - ...



Brian Stalabrass

To  Hannah Gould

Cc  Katarzyna Bray



30/06/2021

Hi Hannah,

We have no representations to make with regard to this application for an Off Sales Licence on Public Safety grounds.

Regards

**Brian Stalabrass, EHO**  
**Environmental Health Team Manager – Commercial and Air Quality**





Map



END