

* required information

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

System reference 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 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.

Is your business registered outside the UK? Yes No

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 Business Address

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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PREMISES DETAILS

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

Premises Address

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

- Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

Confirm The Following

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

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NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

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

Continued from previous page...

Company

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

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OPERATING SCHEDULE

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

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

Provide a general description of the premises

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

The proposed use of the premises is an off-license with an ancillary sandwich bar of which a limited number of seating to the frontage is made available for customers to consume alcohol on the premises.

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

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PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

- Yes No

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PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

- Yes No

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PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

- Yes No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

- Yes No

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PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

- Yes No

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PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

- Yes No

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PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

Continued from previous page...

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

See guidance on regulated entertainment

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

- Yes No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

- Yes No

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

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.

N/A

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.

N/A

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 / /
dd mm yyyy

Continued from previous page...

Enter the contact's address

Building number or name	<input type="text"/>
Street	<input type="text" value="Peverel Green"/>
District	<input type="text" value="Gillingham"/>
City or town	<input type="text" value="Kent"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text" value="ME8 9UH"/>
Country	<input type="text" value="United Kingdom"/>
Personal Licence number (if known)	<input type="text" value="LN/200712877"/>
Issuing licensing authority (if known)	<input type="text" value="London Borough of Barnet"/>

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

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

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

Reference number for consent form (if known)

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

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ADULT ENTERTAINMENT

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

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

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

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.

Continued from previous page...

TUESDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:00"/>
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.

N/A

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.

N/A

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LICENSING OBJECTIVES

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

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

Continued from previous page...

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

All four licensing objectives to be in place and to be implemented to protect public and children away from nuisance and harm.

b) The prevention of crime and disorder

- To liaise with the local police
- To install CCTV system which will operate and record video images at all times that the premises are open to the public. All entry and exit points will be covered enabling frontal identification of every person entering the premises in any light condition.
- All CCTV recordings made shall be retained for not less than 31 days with time and date stamping and be made available to a police officer or an authorised officer of any responsible authority upon request. Images shall be provided as soon as reasonably practicable, but not more than 24 hours after the request.
- Display clear signs at the premises stating 'CCTV in Operation'
- Display clear signs stating that anti-social behaviour will not be tolerated
- An incident book shall be kept and maintained at the premises at all times, which shall be made available to a police officer or an authorised officer of any responsible authority upon request.
- The incident book shall be used to record the date and time of any incident, the name of the staff member and a brief description of the customer concerned.
- All incidences of the following shall be recorded in the incident book within 24 hours and retained for a minimum of 12 months.
 - a) theft or attempted theft of alcoholic drinks;
 - b) any criminal incident;
 - c) any incidents of disorder;
 - d) all ejections of patrons;
 - e) any visit by a relevant authority or the emergency services;
 - f) any complaints received;
 - g) any faults in the CCTV system.
- The licence holder shall ensure that staff are trained to use and maintain the refusal book and the incident book.

c) Public safety

- To meet all health and safety objectives
- Liaise with the local police
- Training of staff on a regular basis to ensure public safety
- Do not sell alcohol to underage persons, always check ID's if in doubt about person's age.

d) The prevention of public nuisance

- Customers requested to leave the premises in a quiet and orderly manners.
- To keep deliveries of goods at afternoon times (delivery times not to be very early or late)
- Keeping noise to a minimum at all times

e) The protection of children from harm

- To keep sharp and flammable objects from children
- The premises will operate a Challenge 25 policy. Only photographic forms of identification are acceptable. These are:
 - (i) Passport
 - (ii) Driving Licence
 - (iii) Military ID

Continued from previous page...

(iv) Accredited proof of age card bearing the 'PASS' hologram.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

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

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

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

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

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

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.

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- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

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

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

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

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

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

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

- Plays: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08:00 and 23:00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08:00 and 23:00 on any day, on any premises.
 - o a performance of amplified live music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08:00 and 23:00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
 - Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
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Continued from previous page...

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

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PAYMENT DETAILS

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

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

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

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00*

Band E - £125001 and over £635.00*

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

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

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

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

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

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

315.00

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

* 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

OFFICE USE ONLY

Applicant reference number	<input type="text"/>
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"/>

Epping Forest District Council

Consent of individual to being specified as premises supervisor

I, **Mr Kemal Timur**, of **█ Peverel Green, Gillingham, Kent, ME8 9UH** hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for variation of designated premises supervisor by **Rossi Café Limited** for **Wood Stock, Organic Food Store, 229 High Road, Loughton, IG10 1AD** and any premises licence to be granted or varied in respect of this application made by the above applicant concerning the supply of alcohol at the above named premises.

I also confirm that I currently hold a personal licence, details of which I set out below:

Personal Licence Number: **LN/200712877**

Personal licence issuing authority: **London Borough of Barnet**

Signed:

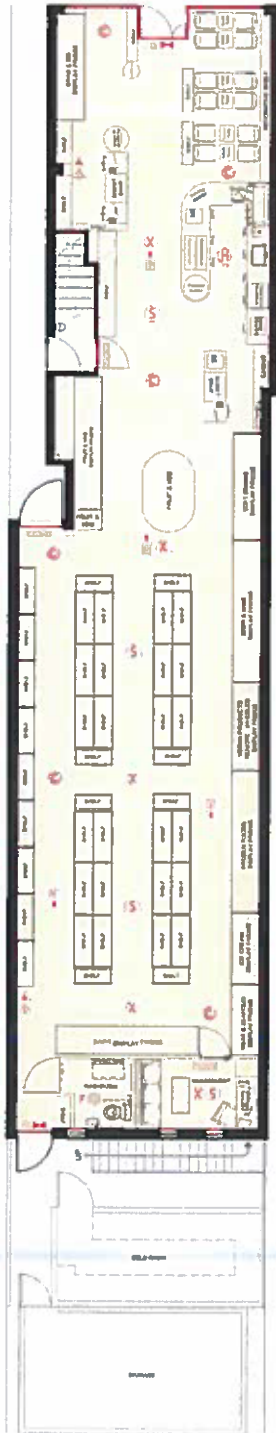
A large black rectangular redaction box covering the signature of the individual.

Print Name: **KEMAL TIMUR**

Dated: **08/03/2019**

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Do not Scale the drawing
 All Dimensions to be verified on site by Main Contractor before the commencement of any work.
 Report all discrepancies to Architect Immediately.
 This drawing is to be read with all related Architects and Engineers Drawings and other relevant information.



PROPOSED GROUND FLOOR PLAN

- LEGEND**
- AMBIT OF LICENSED PREMISES
 - CCTV CAMERAS
 - ILLUMINATED FIRE EXIT
 - RUNNING MAN FIRE EXIT SIGN
 - EMERGENCY LIGHT
 - FIRE ALARM
 - CARBON DIOXIDE FIRE EXTINGUISHER
 - WATER FIRE EXTINGUISHER
 - SMOKE DETECTOR
 - HEAT DETECTOR
 - MINIMUM 30 MIN FIRE CHECK DOORS
 - MECHANICAL EXTRACT MIN 15L/S

Rev	Description	Date	By

ENKI DESIGN
 Unit 17, North Shoreditch Stables
 138 Kingsland High Road, E2 8DY
 Tel: [REDACTED]
 enkidesignandbuild@gmail.com

Purpose	LICENSING
Project Address	'Wood Stack' Organic Food Store, 223 High Road, IG16 1AD
Project Title	Application For A New Premises Licence
Drawing Title	Proposed Ground Floor Plan

Client	Date Drawn
Project No	Drawn By
12105	M.A
Drawing No	Rev. Scale
12125-A100-P01	1:100@A2

Announcements - Public Notices

THE MAYOR AND BURGESSES OF THE LONDON BOROUGH OF WALTHAM FOREST NOTICE UNDER SECTION 122(2A) OF THE LOCAL GOVERNMENT ACT 1972 - APPROPRIATION OF OPEN SPACE LAND

NOTICE IS HEREBY GIVEN that the London Borough of Waltham Forest (The Council) intends to appropriate an area of land (The Land) to the rear of Lena Kennedy Close E4 9XD known as 'Lena Kennedy Close Hall Court' for planning purposes. The Land measures 0.2349ha. The planning purposes are for the demolition of the existing ball court and erection of 45 new homes pursuant to the planning permission granted under reference 182029. The plan of the Land is available for inspection by appointment at London Borough of Waltham Forest, Magistrates Court, Town Hall Campus, E17 4JF between 9am and 4pm or can be sent electronically upon request. Please contact Emily Mountford on 0208 496 5532 or at HousingDevelopment@walthamforest.gov.uk to make an appointment to inspect the plan or to request an electronic copy of the plan. Before making any further decision of the proposed appropriation of the Land the Council will consider any objections or written representations received. All objections or written representations should be in writing to Director of Property and Asset Management, London Borough of Waltham Forest, Magistrates Court, Town Hall Campus, E17 4JF. Alternatively, representations can be submitted by email to HousingDevelopment@walthamforest.gov.uk, quoting reference (Appropriation of Land), Lena Kennedy Close Hall Court and must arrive no later than 5pm, Friday 22nd March 2019.

LOURA MARY LAVENDER (Deceased)
Pursuant to the Trustee Act 1925 any persons having a claim against or an interest in the Estate of the deceased, late of George Mason Lodge, Chislehurst, Kent, Late of 111 Essex Road, London E4 6LJ, who died on 08/22/2018, are required to send particulars thereof in writing to the undersigned Solicitors on or before 15/05/2019 after which date the Estate will be distributed having regard only to claims and interests of which they have had notice.
TAYLOR FRANKETT
7 Princes Square
Hereupon AGS 1740



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Licensing Act 2003: Application for the Variation of a Premises Licence

Notice of application for the variation of a Premises Licence under section 34 of the Licensing Act 2003. Notice is hereby given that Philip Shepherd has applied to the London Borough of Waltham Forest for the grant of a Premises Licence at Cranborne, 38 Hoe Street, E17 4PH. The nature of the application is as follows: To permit the sale of alcohol Monday to Saturday 11.00-22.30, Sunday 11.00-21.30. The Licensing register being all details of the application is held by the Licensing Services, Magistrates Buildings, 1 Farnham Avenue, London E17 4AG or via email Licensing@walthamforest.gov.uk. Representations must be received no later than 10th April 2019. It is an offence to knowingly or recklessly make a false statement in connection with this application. A person is liable to an unlimited fine on conviction should a false statement be made.

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

Notice is given this day 8th of March 2019 that Best Cafe Limited of 299 High Road, Loughton, W19 1BB has applied to the Licensing Office of Epping Forest District Council for a Premises Licence in respect of 'Wool Stack' Organic Food Store, 229 High Road, Loughton, W19 1AB. The proposed licence is for the sale of alcohol from Monday to Sunday, till midnight on the premises, between the hours of 09.00 to 22.00. 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).



Write an article



Do you have some news to share? It's never been easier.

PAMELA CLARK (Deceased)
Pursuant to the Trustee Act 1925 anyone having a claim against or an interest in the Estate of the deceased, late of 7 Parnwood Terrace, New Road, Chelmsford, London E4 6NL, who died on 13/12/2018, must send written particulars to the address below by 15/05/2019 after which date the Estate will be distributed having regard only to claims and interests notified.
Goldham, Sheld & Place Solicitors LLP
123-125 Station Road, Chelmsford, London E4 6AG

PATRICIA CONSTANCE MASON (Deceased)
Pursuant to the Trustee Act 1925 anyone having a claim against or an interest in the Estate of the deceased, late of 202 Selwyn Avenue, Waltham Park, London, E4 9AT, who died on 15/07/2018, must send written particulars to the address below by 15/05/2019 after which date the Estate will be distributed having regard only to claims and interests notified.
Goldham, Sheld & Place Solicitors LLP
123-125 Station Road, Chelmsford, London E4 6AG

PETER MARSTON (Deceased)
Pursuant to the Trustee Act 1925 any persons having a claim against or an interest in the Estate of the above-named deceased, late of 33 Harley Road, Chelmsford, London E4 7JG, who died on 02/12/2018, are required to send particulars thereof in writing to the undersigned on or before the expiry of the day from the date of this publication, after which date the Estate will be distributed having regard only to claims and interests of which they have had notice.
LLOYDS BANK ESTATE ADMINISTRATION SERVICE
PO Box 5000, London EC2M 6JZ. **FRANCIS**

MAY BENDALL (Deceased)
Pursuant to the Trustee Act 1925 anyone having a claim against or an interest in the Estate of the deceased, late of Alibon House, Church Hill Road, Walthamstow, London E17 9LX, and who was formerly of 146 Grosvenor Avenue, Walthamstow, London, E17 3JQ, who died on 07/02/2019, must send written particulars to the address below by 15/05/2019 after which date the Estate will be distributed having regard only to claims and interests notified.
Goldham, Sheld & Place Solicitors LLP
123-125 Station Road, Chelmsford, London, E4 6AG

ERNEST WILLIAM WINGG (Deceased)
Pursuant to the Trustee Act 1925 anyone having a claim against or an interest in the Estate of the deceased, late of 111 Gloucester Road, Walthamstow, London, E17 9LX, who died on 28/09/2007, must send written particulars to the address below by 15/05/2019 after which date the Estate will be distributed having regard only to claims and interests notified.
Cannaball Legal Group
145-150 High Street, Walthamstow, E17 9JH. Tel: 0204 2524181



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ASA.org.uk





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

Notice is given this day **8th of March 2019** that **Rossi Café Limited of 209d High Road, Loughton, IG10 1BB** has applied to the Licensing office of Epping Forest District Council for a Premises Licence in respect of **'Wood Stock' Organic Food Store, 229 High Road, Loughton, IG10 1AD.**

The proposed licence is for ***the sale of alcohol from Monday to Sunday, off and on the premises, between the hours of 09:00 to 22:00.***

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)

Denise Bastick

From: Licensing Epping and Brentwood
<licensing.epping.and.brentwood@essex.pnn.police.uk>
Sent: 02 April 2019 09:53
To: Licensing
Cc: enkidesignandbuild@gmail.com
Subject: FW: EPPING:Re: Wood Stock Organic Store, Loughton - Premises Licence Application
Attachments: ATT00001.txt

Good morning,

As a result of agreeing conditions with the applicant; Essex Police make no representations to this application.

Kind regards,

Peter

From: Enki Architectural Design <enkidesignandbuild@gmail.com>
Sent: 27 March 2019 13:40
To: Licensing Epping and Brentwood <licensing.epping.and.brentwood@essex.pnn.police.uk>
Subject: EPPING:Re: Wood Stock Organic Store, Loughton - Premises Licence Application

Dear Peter,

Thank you for your email. I confirm that I agree with Essex Police conditions for above premises.

Kind regards,
Michelle
Enki Design Team

On Wed, 27 Mar 2019 at 10:23, Licensing Epping and Brentwood
<licensing.epping.and.brentwood@essex.pnn.police.uk> wrote:

Good morning,

I am currently processing your application and would like to agree some additional conditions with you; some of which are referenced within your proposed operating schedule.

Please see the attached; and advise either way whether you are happy to agree.

Kind regards,

Peter

Peter Jones (7706) MIOL, MBII
Essex Police Licensing Officer

Epping Forest | Harlow
Direct Tel. 01279 [REDACTED] | Internal. [REDACTED]
Mob. [REDACTED] (only answered when on duty)

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Wood Stock Organic Store, Loughton – Recommended Conditions

Prevention of Crime and Disorder

1. The premises shall have installed and maintain a closed circuit television surveillance (CCTV) system which at all times complies with the below requirements:
 - i. CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition;
 - ii. CCTV cameras shall cover all public areas including all entrances and exits and all areas where the sale of alcohol takes place;
 - iii. Equipment must be maintained in good working order, be correctly time and date stamped, recordings must be kept in good working order and kept for a minimum period of 31 days;
 - iv. At all times, whilst the premises is open for licensable activities, there are members of staff able to immediately provide viewable copies of recordings to the police or licensing authority staff upon reasonable request;
 - v. The recording equipment and data storage devices shall be kept in a secure environment and fitted with security functions (such as passwords) to prevent recordings being tampered with;
 - vi. An operational daily log report must be maintained endorsed by signature, indicating the system has been checked and is compliant: in the event of any failure this will be recorded immediately.
2. Signs must be displayed at all entrances and exits advising customers that CCTV is operating at the premises and shall be a minimum size of 200 x 148 mm and clearly legible at all times when the premises conducts licensable activities.
3. No alcohol may be supplied by an individual unless that individual has the written consent of the Designated Premises Supervisor or other employed Personal Licence Holder. A written record of this consent must be retained on the premises at all times when such an individual supplies or proposes to supply alcohol and be made available immediately upon reasonable request of the police or licensing authority.

Prevention of Public Nuisance

4. In addition to water, other non-alcoholic beverages shall be available at all times whilst alcohol sale or supply takes place.
5. Customers will not be permitted to remove from the premises any drinks supplied by the premises in open containers.
6. The sale of alcohol for consumption ON the premises must only be to customers seated at a table; and ancillary to a substantial table meal.

Public Safety

7. The premises shall comply with the Portman Group's Retailer Alert Bulletins (RABs) as they relate to Portman Group's Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks.

Protection of Children from Harm

8. A Challenge 25 scheme shall be operated, whereby any person who appears to be under the age of 25 years of age is required to produce on request an item which meets the mandatory age verification requirement and is either a:
 - Proof of age card bearing the PASS Hologram;
 - Photocard driving licence;
 - Passport; or
 - Ministry of Defence Identity Card.
9. The premises shall clearly display signs at the each point of sale and in areas where alcohol is displayed advising customers that a 'Challenge 25' policy is in force.
10. A refusals record shall be maintained at the premises which details all refusals to sell alcohol. Each entry shall, as a minimum, record the date and time of the refusal and the name of the staff member refusing the sale. All entries must be made as soon as possible and in any event within 4 hours of the refusal and the record must be made immediately available to police, trading standards or licensing authority staff upon reasonable request. The refusals record shall either be electronic or maintained in a bound document and retained for at least 12 months from the date of the last entry.
11. All staff employed in licensed areas of the premises shall have received training in the recognition of child sexual exploitation and the steps to be taken when such activity is suspected. Refresher training shall be carried out at least annually. Written training records shall be kept on the premises for a minimum of 12 months and made immediately available to police or licensing authority staff upon request.

Denise Bastick

From: Debra Paris [REDACTED]
Sent: 20 March 2019 11:54
To: Licensing
Subject: Licensing Application: Wood Stock Organic Food Store

Dear Licensing

Following our Planning & Licensing Committee meeting held on 18 March 2019, please find below the Committee's comments in respect of the above-named premises:

Notice of application for a new premises licence under the Licensing Act 2003 in respect of Wood Stock Organic Food Store, 229 High Road, Loughton, IG10 1AD.

The Committee OBJECTED to this application on the grounds of the prevention of crime and disorder; the prevention of public nuisance and the protection of children from harm; stating that the sale of alcohol from 9am was far too early.

Members would be willing to waive their objection if the hours for the sale of alcohol was agreed to be from 11am until 10pm.

I would be most grateful if you could confirm receipt of this notification.

Kind regards

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



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Received 2.4.19

Scott Crawford and Alex Kite
■ Priory Road
Loughton IG10 1AF

31 March 2019

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

Dear sir or madam,

We write to object to the recent license application from Rossi Café Limited regarding *Wood Stock Organic Food Store*, at 229 High Road in Loughton. We have several grounds for objection to the proposal:

- Prevention of crime and disorder,
- Prevention of public nuisance, and
- Protection of children from harm

Please note this location is closely surrounded by many residential properties, including several families such as ours, with young children. Although the business describes itself as a "food store" it is notable that the application requests license for the sale of alcohol *on* premises, and that such sale should continue until 22:00 every day.

We know that evening drinking of the sort proposed will inevitably cause significant noise and disturbance to the residential neighbours - both while the drinking continues and as the inebriated patrons leave the premises. And, although the sale of alcohol would theoretically cease at 22:00, the premises would remain open until 23:00, with the likely outcomes either that (a) drinks will be sold at 22:00 exactly, but consumption will continue beyond that time, or (b) the business will find in practice, that it can continue to sell alcohol after 22:00 as the distinction between a business being open and able to sell alcohol is notoriously difficult to enforce.

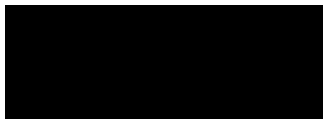
Does a "food store" really need to remain open until 23:00?

The incongruity suggests the application is deliberately misleading and that, in any case, the proprietors are not acknowledging their responsibilities under the licensing act.

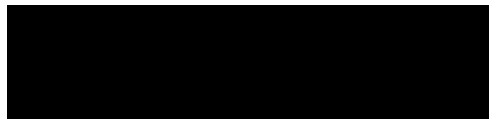
This particular premises directly adjoins the gardens of nearby family homes. As such, it poses far greater risks of nuisance, disorder, and harm than those which are merely in the vicinity. The recent building works on the back garden of this site (apparently without planning permission, which we shall take up with the council separately), have already caused great noise and disturbance, even prior to opening.

Please reject this proposal outright and encourage the applicant to re-think their proposal as a genuine food store: one which would close by 20:00 and would not require an on-premises license for the sale of alcohol.

Thank you.



Alex Kite (Mr)



Scott Crawford (Mr) 

Denise Bastick

From: Chris Hyde _ Go [REDACTED]
Sent: 02 April 2019 16:48
To: Licensing
Subject: WK/201907887 - Rossi Cafe Ltd

Dear Sir/Madam

I am writing in response to the recent letter sent to me notifying me an application in respect of premises licences made by the above company.

I object to the s off-licence selling alcohol and also selling it late into the evening.

This I feel will attract young adults to hang around late and cause noise pollution to local residents who live above and around the shop. The sale of takeaway food and drink always leads to more litter and broken glass bottles on the streets. There is already plenty of places people can buy alcohol ie from the supermarkets, wine merchants and the small off-licence at the end of the high street near M&S not to mention the numerous bars and restaurants!

I feel we also have a responsibility to the youth in our town and promoting alcohol is not sending out the right message. Unfortunately you can't rely on the customer to buy a drink and walk home quietly to consume it in their own home. People will drink it going down the roads, through bottles in gardens and be noisy.

I am pleased that business still want to come to Loughton but looking at our high street we are now saturated with bars and restaurants and do not need anymore! I believe this company already has two restaurants in the high street.

Yours sincerely

Chris Hyde
Brooklyn Ave

Prevention of crime and disorder

1) There is loads of noise, alcoholism and violence outside the Last Post (next door this venue).
Shouting is heard regularly.

2) Last Post allows drinking outside its premises and fuels anger and aggression. We can hear this from our road (Priory Road).

3) We have had drunk people climb over our rear fences (police caught them - they were drunk)

Public Safety / Public Nuisance

1) Need to prevent drunk people from Last Post (that have been expelled from the premises) from going next door to this new licence.

Sarah Rich
[REDACTED] Priory Road
Loughton
Essex
E410 1AF