

* required information

Section 1 of 21

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

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

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

Are you an agent acting on behalf of the applicant?

☒ Yes ☐ No

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

Applicant Details

* First name

* Family name

* E-mail

Main telephone number Include country code.

Other telephone number

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

Is the applicant:

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

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

Applicant Business

Is the applicant's business registered in the UK with Companies House? ☒ Yes ☐ No

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

Registration number

Business name

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

VAT number

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

Legal status

Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Agent Details

* First name

* Family name

* E-mail

Main telephone number

Include country code.

Other telephone number

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

Are you:

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

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

Agent Business

Is your business registered in the UK with Companies House? ☒ Yes ☐ No

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

Registration number

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Agent Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

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

Premises Address

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

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

Confirm The Following

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

Section 4 of 21

NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

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

Continued from previous page...

Address

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

Contact Details

E-mail	<input type="text"/>
Telephone number	<input type="text"/>
Other telephone number	<input type="text"/>
* Date of birth	<input type="text"/> / <input type="text"/> / <input type="text"/> dd mm yyyy
* Nationality	<input type="text" value="BRITISH"/> Documents that demonstrate entitlement to work in the UK

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start?	<input type="text" value="23"/> / <input type="text" value="10"/> / <input type="text" value="2020"/> dd mm yyyy
---	---

If you wish the licence to be valid only for a limited period, when do you want it to end	<input type="text"/> / <input type="text"/> / <input type="text"/> dd mm yyyy
---	--

Provide a general description of the premises

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

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

Continued from previous page...

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

Section 6 of 21

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☐ Yes ☒ No

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☐ Yes ☒ No

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

Continued from previous page...

Section 13 of 21

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

[See guidance on regulated entertainment](#)

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

☐ Yes ☒ No

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes ☒ No

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

☐ On the premises ☒ Off the premises ☐ Both

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

State any seasonal variations

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

NONE

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

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

NONE

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

Name

First name

Family name

Date of birth / /

Continued from previous page...

Enter the contact's address

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

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

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

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

Reference number for consent form (if known)

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

Section 16 of 21

ADULT ENTERTAINMENT

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

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

NONE

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.

Continued from previous page...

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.

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

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

Section 18 of 21

LICENSING OBJECTIVES

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

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

Continued from previous page...

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

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

b) The prevention of crime and disorder

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

c) Public safety

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

d) The prevention of public nuisance

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

Continued from previous page...

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

e) The protection of children from harm

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

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

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

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

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

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

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is A British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Continued from previous page...

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

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

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

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

Continued from previous page...

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

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

Home Office online right to work checking service

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

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

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

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

Section 20 of 21

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

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

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

Continued from previous page...

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

Section 21 of 21

PAYMENT DETAILS

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

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

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

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00*

Band E - £125001 and over £635.00*

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

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

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

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

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

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

190.00

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

Consent of individual to being specified as premises supervisor

ANTHONY LONG

I

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

of

■ PRINCES AVENUE,
WOODFORD GREEN,
ESSEX,

■

.....
[home address of prospective premises supervisor]

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

PREMISES LICENCE

.....
[type of application]

by

ANTHONY LONG/DELLO SPIRITO LIMITED

.....
[name of applicant]

relating to a premises licence

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

for

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

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

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

ANTHONY LONG

[name of applicant]

concerning the supply of alcohol at

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

[name and address of premises to which application relates]

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

Personal licence number

UNDER APPLICATION

[insert personal licence number, if any]

Personal licence issuing authority

London Borough of Redbridge

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

Signed



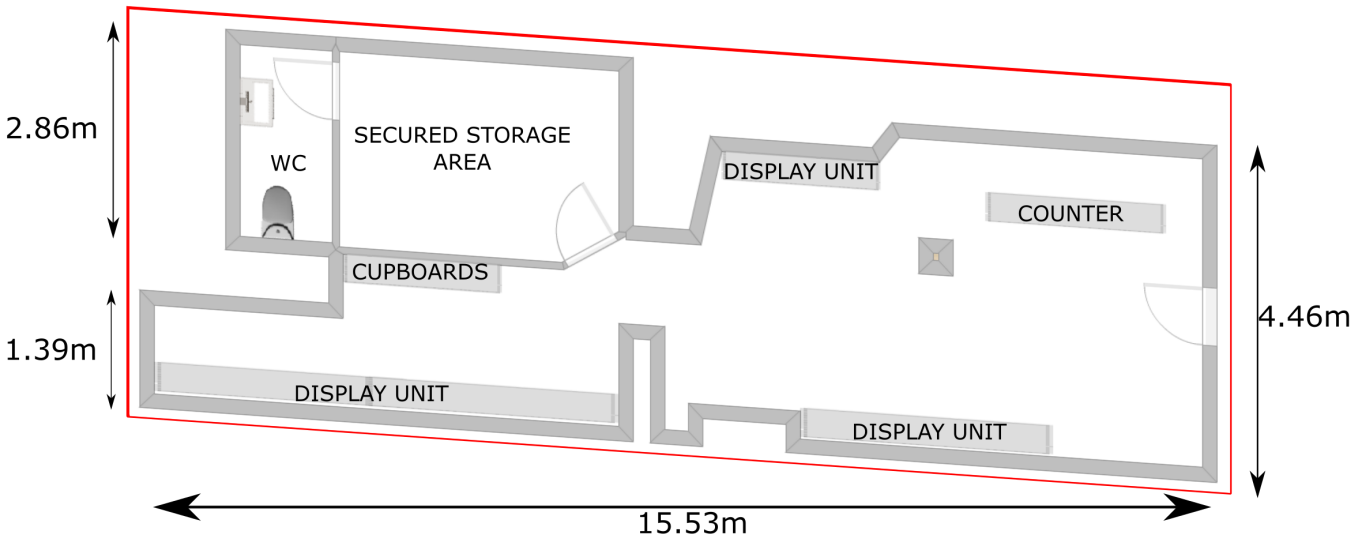
Name (please print)

ANTHONY LONG

Date

22/09/2020

28 Queens Road, IG9 5BY



Sink

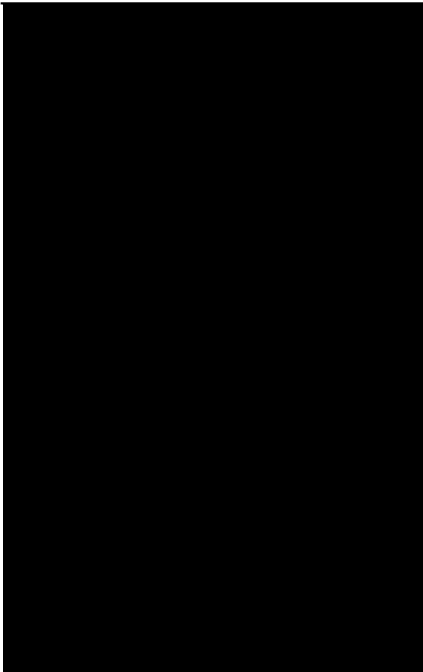


Toilet

Proposed licensed area

SCALE 1:100

► Announcements - Public Notices



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

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

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

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

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

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

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

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

For more information contact Licensing Services on 01992 564000 or by emailing licensing@eppingforestdc.gov.uk

Write to: Licensing, Civic Office, High Street, Epping, Essex CM16 4BZ

Peter Jones

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

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

Dear Sirs,

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

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

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

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

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

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

Peter Jones

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

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

Dear,
Sir/Madam

Documents attached.

Dears Sirs,

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

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

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

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

Yours faithfully,

Ali Kilinc

Peter Jones

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

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.

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

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

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

Kind regards

Harriet Scourfield

Sent via BT Email App

Peter Jones

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

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.

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

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

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

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

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

Yours sincerely

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

Peter Jones

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

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.

Please see attached views.



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

15 October 2020

Dear Sir

Dello Spirito 23 Queens Road, Buckhurst Hill IG9 5BY

Application for sale of alcohol Monday – Saturday 10.00am – 22.00 daily

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

The Prevention of Crime and Disorder

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

Possible disorder with buying alcohol and drinking on the street.

Public Safety

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

The Prevention of Public Nuisance

Nuisance from noise, late night shopping under residential flats.

The Protection of Children from Harm

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

Yours faithfully

[Redacted Signature]

Chairman

[Redacted Name]

enquiries@buckhursthillresidents.co.uk

Peter Jones

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

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

Brian Stalabrass, EHO
Business and Corporate Team Manager

Tel 01992 564063; Mb 07798 372131
e-mail bstalabrass@eppingforestdc.gov.uk

Peter Jones

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

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 ,


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



Ronan McManus (80692)

County Licensing Officer



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

Peter Jones

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

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.

RE: Licensing Act 2003 - DELLO SPIRITO LIMITED

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

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

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

Regards

Sent on behalf of Rebecca Scott, LADO

Nicky Merrell
Business Support

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

CHILD SEXUAL EXPLOITATION

Know the signs....

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

essex.police.uk/cse

CHILD SEXUAL EXPLOITATION

Know the signs....

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

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

What is Child Sexual Exploitation (CSE)?

REMEMBER:
If you see something
Say something

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

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

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

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

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

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

What are the signs of CSE?

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

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

What should I do?

*As an individual licence holder
you should:*

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

*As a licensed business owner
you should:*

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

Peter Jones

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

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 morning James,

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

Any problems, please let us know.

Kind regards

Jacqueline Galloway

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



Please consider the environment before printing this e-mail

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



Essex County Fire & Rescue Service

Jo Turton

Chief Fire Officer / Chief Executive

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

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

Enquiries to: Fire Prevention Officer Angus Neale



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

Dear Sir,

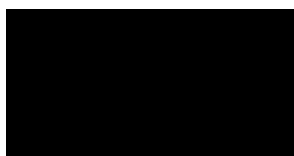
LICENSING ACT 2003
THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005
Premises: 28 Queens Road Buckhurst Hill IG9 5BY

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

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

Please quote our reference number in any future correspondence.

Yours faithfully



C A Neale
Protection

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