

Post Office – Application for a premises licence

Bundle for hearing on 3rd November 2020

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

Application for the premises licence

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We Sarwar Trading Ltd

(Insert name(s) of applicant)

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

Part 1 – Premises details

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

Part 2 - Applicant details

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

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

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

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

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

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

SECOND INDIVIDUAL APPLICANT (if applicable)

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

(B) OTHER APPLICANTS

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

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

Telephone number (if any)

E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD MM YYYY
01 10 2020

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

DD MM YYYY
[][][][][][][][][]

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

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

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

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

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

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

Not Applicable

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

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

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

☐

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

☒

In all cases complete boxes K, L and M

J

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

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

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

K

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

None

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	None
Mon	09:00	19:00	
Tue	09:00	19:00	
Wed	09:00	19:00	
Thur	09:00	19:00	
Fri	09:00	19:00	
Sat	09:00	19:00	
Sun			None

M

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

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

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

b) The prevention of crime and disorder

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

c) Public safety

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

d) The prevention of public nuisance

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

e) The protection of children from harm

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

Checklist:

Please tick to indicate agreement

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



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


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

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

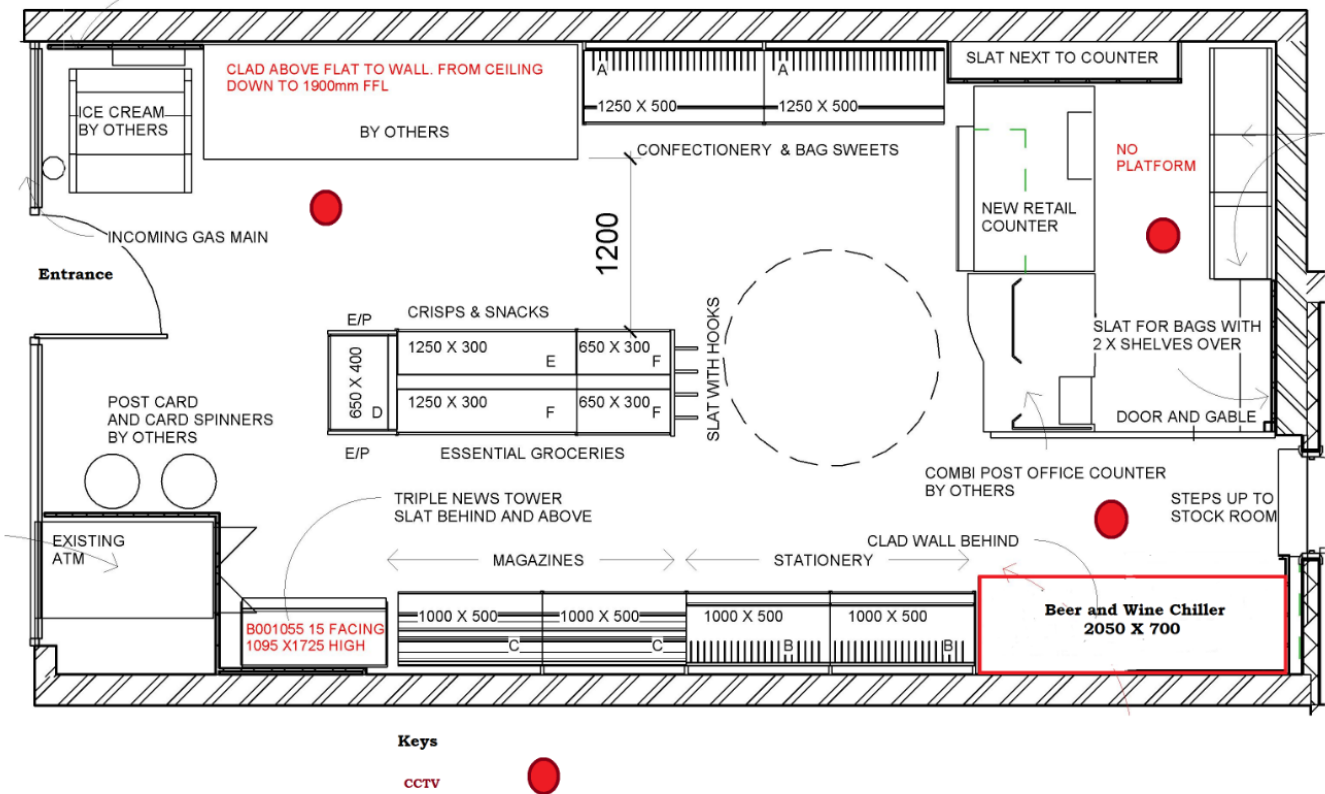
IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

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

Declaration	<ul style="list-style-type: none"> • [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). • The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	15/08/2020
Capacity	Director, Sarwar Trading Ltd

Plan of the premises



Copy of blue notice

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

Notice is given this day **08-09-2020** that **Sarwar Trading Ltd of 7 Queens Road, Buckhurst Hill, Essex, IG9 5BZ** has applied to the Licensing office of Epping Forest District Council for a Premises Licence in respect of **Queens Road Post Office and Convenience Store, 7 Queens Road, Buckhurst Hill, IG9 5BZ.**

The proposed licence is for **Sale of alcohol on the premises Monday- Saturday 09:00- 19:00hrs**

The register of licensed premises is maintained at the Licensing Office of Epping Forest District Council, Civic Offices, High Street, Epping, Essex, CM16 4BZ. Applications for premises licences may be inspected at this office during office hours. Anyone wishing to oppose this application must give written notice to the Licensing Office within 28 days of this notice.

It is an offence knowingly or recklessly to make a false statement in connection with an application which could lead to a fine on summary conviction (maximum £5000)

Working together
to help
businesses grow



Public Notices

Essex County Council

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

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

Effect of the order: To temporarily close that length of Gravel Lane, Chigwell in the District of Epping Forest, from its junction with Lambourne Road for a distance of approximately 230m in a northwesterly direction. The closure is scheduled to commence on 21st September 2020 for 29 days, or where stated on a valid permit (A20071000962050 - Cadent). The scheduled dates may vary for these works with appropriate signs showing and/or displayed on one.network. The closure is required for the safety of the public and workforce while mains replacement works are undertaken by Cadent.

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

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

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

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

Effect of the order:

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

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

Notice is given this day **08-09-2020** that **Sarwar Trading Ltd of 7 Queens Road, Buckhurst Hill, Essex, IG9 5BZ** has applied to the Licensing office of Epping Forest District Council for a Premises Licence in respect of **Queens Road Post Office and Convenience Store, 7 Queens Road, Buckhurst Hill, IG9 5BZ**. The proposed licence is for **Sale of alcohol on the premises Monday-Saturday 09:00- 19:00hrs**. The register of licensed premises is maintained at the Licensing Office of Epping Forest District Council, Civic Offices, High Street, Epping, Essex, CM16 4BZ. Applications for premises licences may be inspected at this office during office hours. Anyone wishing to oppose this application must give written notice to the Licensing Office within 28 days of this notice. It is an offence knowingly or recklessly to make a false statement in connection with an application which could lead to a fine on summary conviction (maximum £5000)

Announcements
- Public Notices

YVONNE ANITA COTTOY
(Deceased)

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

FIND YOUR
BEST
PROSPECTS
WITH TARGETED
LEAFLETS



Representations from Cllr Chambers.

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

FYI

Get [Outlook for iOS](#)

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

Dear Hannah

Thank you for the email.

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

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

Regards

Gav Chambers

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

Hi Gav,

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

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



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




Many thanks

Hannah Gould
Licensing Compliance Officer



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

 Cllr.G Chambers
To  Hannah Gould

 Reply  Reply All  Forward 

Wed 09/09/2020 08:43

Hannah

Yes I would like to resubmit

Regards

Get [Outlook for iOS](#)

Representations from Cllr Share-Bernia.

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

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


Joanne Share-Bernia
C.Psychol ASs Fellow BPS HPC MSc

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

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

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

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

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

TO DO

 Reply  Reply All  Forward 

Thu 08/10/2020 19:32

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

Dear Hannah,

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

Thank you,

Joanne

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

Map of the area



