



HILLINGDON  
LONDON



# NOTICE OF HEARING

## Licensing Sub-Committee

**Date:** THURSDAY, 14 JANUARY 2021

**Time:** 10.00 AM

**Venue:** VIRTUAL - LIVE ON THE COUNCIL'S YOUTUBE CHANNEL: HILLINGDON LONDON

**Meeting Details:** Members of the Public and Media may watch proceedings on the Council's YouTube Channel

If this is a public hearing, the agenda is available online at [www.hillingdon.gov.uk](http://www.hillingdon.gov.uk) or you can use a smart phone camera and scan the code below:



### Councillors on the Sub-Committee:

Martin Goddard, (Chairman)

Colleen Sullivan

Lynne Allen

### IMPORTANT INFORMATION

On receipt of this notice, you **MUST** notify the Committee Clerk (contact details below) by the following date:

**Friday 08 January 2021**

If you don't notify you may lose your right to speak at the hearing. When notifying you must confirm:

- 1) Whether you intend to attend or to be represented by someone at the hearing;
- 2) If you consider a hearing to be unnecessary and;
- 3) Whether to request that another person attends (other than your representative) as a witness

**Published:** Wednesday, 23 December 2020

**Contact:** Democratic Services - 01895 250636 or email: [democratic@hillington.gov.uk](mailto:democratic@hillington.gov.uk)

**Putting our residents first**

Lloyd White  
Head of Democratic Services  
London Borough of Hillingdon,  
Phase II, Civic Centre, High Street, Uxbridge, UB8 1UW

# Agenda

## CHAIRMAN'S ANNOUNCEMENTS

### Hearing Protocol

- 1 Apologies for Absence
- 2 Declarations of interest in matters coming before this meeting
- 3 To confirm that the items of business marked Part I will be considered in Public and items marked Part II will be considered in Private
- 4 Matters that have been notified in advance or urgent

### Part I - Members, Public and Press

	<b>Title of Report / Address of application</b>	<b>Ward</b>	<b>Time</b>	<b>Page</b>
<b>5</b>	Application for a new Premises Licence - Welcome, Unit 1, Boiler House, Blyth Road, Hayes, UB3 1BY	Botwell	Join Time: 09:4am Start Time: 10:00am	3 - 44

## Order of proceedings – application under the Licensing Act 2003

The Chairman of the Sub-Committee will open the hearing by introducing the Councillors, explaining the purpose of the proceedings and the general procedure. The Chairman will then check that there are no additions or alterations to the list of those appearing at the hearing.

**Introduction by the Regulatory Services/Licensing Officer**



**The Applicant / Licence Holder**



**Responsible Authorities (if present)**



**Other Parties (residents etc...)**



### **DISCUSSION LED BY THE SUB-COMMITTEE**

The Chairman will lead the discussion. This will be a chance for all parties to provide comments on any submissions that have been made to the Sub-Committee.



**Closing remarks from each party**



**Sub-Committee deliberates**



**Chairman announces the decision**

The Council's Regulatory Services/Licensing Officer will introduce the report and will outline the matter before the Sub-Committee, giving any relevant background information. The Sub-Committee may ask questions of the officer.

The Applicant, licence holder or the person representing him/her will be invited to address the Sub-Committee. They will be allowed sufficient time to present his/her case. The Sub-Committee may ask questions.

Responsible Authorities will be invited to address the Sub-Committee and will be allowed sufficient time. The Sub-Committee may ask questions of the Responsible Authorities.

Other parties will be invited to address the Sub-Committee. Where there are a number of parties making similar representations the Chairman will expect the parties to nominate a spokesperson to make the representations and all will be allowed sufficient time. The Sub-Committee may ask questions of the Other Parties.

The Chairman will invite the Responsible Authorities and Other Parties to make brief closing remarks on the application. The Applicant / licence holder makes the final closing remarks.

The Sub-Committee will remain in the room to deliberate and make their decision, with only the Legal Advisor and the Clerk to the Sub-Committee remaining. All others present will be asked to leave the room. If the meeting is being broadcast, any filming will be stopped for this part.

Parties may return to the room when invited to do so and the Chairman will announce the decision. The Chairman will remind the Applicant / licence holder that the decision will be sent to them in writing. There can be no further questions or statements.

This page is intentionally left blank

## Application for the grant of a Premises Licence: Welcome Store

<b>Committee</b>	Licensing Sub-Committee
<b>Officer Contact</b>	Mark McDermott, Licensing Officer
<b>Papers with report</b>	<b>Appendix 1</b> - Application for the grant of a new Premises Licence <b>Appendix 2</b> - Representation from local resident <b>Appendix 3</b> - Representation from local resident <b>Appendix 4</b> - Email from Metropolitan Police <b>Appendix 5</b> - Map of the area/photo <b>Appendix 6</b> - Proposed Conditions
<b>Ward name</b>	Botwell

### 1.0 SUMMARY

To consider an application for a new Premises Licence as seen in **Appendix 1** in respect of Welcome, Unit 1, Boiler House, Blyth Road, Hayes, UB3 1BY which has attracted representations from two interested parties. The two representations seek reduced operation schedule hours and conditions relating to the prevention of Crime and Disorder and Public Nuisance objectives.

### 2.0 RECOMMENDATION

To grant the licence consistent with the operating schedule conditions, and incorporate the suggested conditions stated in Appendix 6.

### 3.0 APPLICATION

The new Premises Licence application has been made by Jay Retail Limited for an off-licence convenience store, situated at Unit 1, Boiler House, Blyth Road, Hayes, UB3 1BY. The application submitted is for a licence to sell alcohol, Monday to Sunday, from 07.00 hours to 23.00 hours. This has been amended with a reduction to the terminal hour for the sale of alcohol on Sunday to 22.00.

#### 3.1 Type of application applied for

New Premises Licence application under Licensing Act, 2003.

#### 3.2 Description of the premises

The proposed premises are a new retail Co-op Welcome shop selling a range of groceries as well as alcohol in a purpose-built retail unit on the ground floor of a residential building that is part of a new development of the Old Vinyl Factory.

#### 3.3 Licensable Activities

<u>Activity</u>		<u>Proposed for new premises licence</u>
Sale of alcohol	Consumption off the premises	x

### 3.4 Opening Hours and proposed hours for licensable activity

	Opening hours of the premises	Proposed hours for sale by retail of alcohol
<b>Monday</b>	07:00 - 23:00	07:00 - 23:00
<b>Tuesday</b>	07:00 - 23:00	07:00 - 23:00
<b>Wednesday</b>	07:00 - 23:00	07:00 - 23:00
<b>Thursday</b>	07:00 - 23:00	07:00 - 23:00
<b>Friday</b>	07:00 - 23:00	07:00 - 23:00
<b>Saturday</b>	07:00 - 23:00	07:00 - 23:00
<b>Sunday</b>	07:00 - 23:00	07:00 - 22:00

### 3.5 Other licensed premises in the immediate vicinity

<b>Premises</b>	<b>Activities Authorised</b>	<b>Times Authorised</b>
640 East Cafe, Blyth Road, Hayes, UB3 1HA	Sale of Alcohol On and Off	From Monday to Saturday 11:00 -23:00 From Sunday 11:00 - 22:00
Simply Fresh Boiler House Blyth Road Hayes UB3 1HA	Sale of Alcohol Off only	From 07.00 hours until 23.00 hours everyday

### 3.6 Operating Schedule and Conditions

Section 18 of the operating schedule of the application demonstrates the steps the applicant proposes to take in order to promote the licensing objectives, which is as follows:

#### General

1. The Licensee shall ensure that all engaged in the sale or supply of alcohol shall have received training in relation to the protection of children from harm (including under-age sales), how to recognise drunkenness and the duty not to serve drunk persons. Refresher training shall be carried out at least every six months. The training must be given to a new member of staff before they are permitted to sell alcohol. Training records shall be kept on the premises for a minimum of 12 months and made immediately available to authorised police or licensing authority staff upon reasonable request. Those holding an appropriate licensing qualification and/or a Personal Licence shall be exempt from this requirement.

2. The Licensee shall ensure that a 'Challenge 25' scheme is operated, whereby any person who appears to be under 25 years of age is required to produce means of identification proving they are over 18 years of age. The only authorised means of identification shall be passport, UK photo driving licence, UK military ID or 'PASS' accredited card.
3. The Licensee shall ensure that signage is displayed advising customers that a 'Challenge 25' policy is in force.
4. In the event that a delivery service is undertaken, at the point of placing an order for alcohol either by telephone or via a website, customers will be informed that the premises operate a Challenge 25 policy and detail what forms of identification may be required upon delivery.
5. The Licensee shall ensure that a refusal book is maintained at the premises which details all refusals to sell age restricted products. 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 shall be made as soon as possible. The refusals book shall be made available to the Police/ Licensing Authority upon request.
6. The Licensee shall ensure that a written record is kept on the premises of all persons authorised by the DPS or a personal licence holder to sell or supply alcohol in their name. Such records shall be made available to the Police/Licensing Authority upon request.
7. The premises shall install and maintain a closed-circuit television surveillance (CCTV) system which at all times complies with the below requirements:
  - a) CCTV shall be provided in the form a recordable system, capable of providing pictures of evidential quality in all lighting conditions, particularly facial recognition.
  - b) CCTV cameras shall cover all public areas including all public entrances and exits.
  - c) CCTV Equipment shall be maintained in good working order, be correctly time and date stamped. Recordings shall be kept for a minimum period of 31 days;
  - d) At all times, whilst the premises is open for licensable activities, there shall be members of staff on call who is able to provide viewable copies of recordings to the police or licensing authority staff upon reasonable request.
  - e) 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.
8. The Licensee shall ensure that an incident log is maintained on the premises and made immediately to Police or licensing authority staff upon request. The log shall be completed as soon as is possible and shall record the following:
  - a) All crimes reported to the venue
  - b) All ejections of patrons
  - c) Any complaints received concerning crime and disorder
  - d) Any incidents of disorder

#### The Prevention of Crime and Disorder

See above

#### Public Safety

See above

#### The Prevention of Public Nuisance

See above

#### The Protection of Children from Harm

See above

#### 4.0 CONSULTATION

4.1 Closing date for representations  
16 December 2020

4.2 Public Notice published in local newspaper  
18 November 2020 – Uxbridge Gazette

#### 5.0 REPRESENTATIONS

5.1 We have received three representations from Interested

Interested Parties	Ground for Representation	Appendix
Mr Roy Stout	Prevention of Crime and Disorder and Prevention of Public Nuisance	<b>Appendix 2</b>
Malcolm and Eva Chapman	Prevention of Crime and Disorder and Prevention of Public Nuisance	<b>Appendix 3</b>

5.2 We have also received an email from the Metropolitan Police, raising no objection appended as **Appendix 4**.

#### 6.0 BACKGROUND INFORMATION

6.1 Designated Premises Supervisor

The proposed designated Premises Supervisor is Kailasapillai Sivathasan is a personal licence holder under number 06KS-ooAQ-793N-XTMIN issued by the London Borough of Harrow.

6.2 Map of the area and photos of the premises and the surrounding area are attached as **Appendices 5 and 6**.

6.3 There have been no recorded Members' Enquires for this premises.

#### 7.0 OFFICER'S OBSERVATIONS

7.1 This is an application for a Premises Licence for a new retail Co-op Welcome shop, selling a range of groceries as well as alcohol in a purpose-built retail unit on the ground floor of a residential building. The proposed hours for sale of alcohol are Monday to Saturday, 07.00 hours until 23.00 hours and Sunday 07.00 hours until 23.00 hours. In addition to the premises listed at 3.5 above the nearest off licences are situated in Clayton Road and Station Road. Following consultation with a local resident the applicant has agreed to reduce the terminal hour on a Sunday to 22.00. and this resulted in this resident withdrawing their representation.

7.2 The representations received mainly raise the following issues:

- a) **The Prevention of Crime and Disorder**- Both representations refer to the Crime and Disorder objective as there are concerns over the sale of alcohol adding to existing issues in the area leading to a rise in antisocial behaviour in the area. S.182 of the Home Office guidance refers to the Police as being the main source of advice on crime and disorder but in this case the Police have not raised an objection. Furthermore, our Council's Licensing Policy and the Guidance, both indicate that the hours that shops could generally be allowed to sell alcohol was to reflect the trading hours, unless there was a good reason to restrict this. The applicant has proposed conditions in the operating schedule to demonstrate the steps which he will take to uphold this licensing objective.



- b) **The Prevention of Public Nuisance** – Both representations refer to the Public Nuisance objective, the main concerns raised refer to the proposed hours for the sale of alcohol. The main view being that the hours of operation are excessive for the location and would cause noise disturbance for residents living above the shop, along with litter and general anti-social behaviour. In accordance with the Council's Licensing Policy, arbitrary restrictions that would undermine the principle of flexibility are always avoided and each case is judged on its individual merits. There is no fixed restriction on terminal hours for any areas of the borough.

## 8.0 Relevant sections of S.182 Guidance

### Determining actions that are appropriate for the promotion of the licensing objectives

**At paragraph 9.42** it states that "Licensing authorities are best placed to determine what actions are appropriate for the promotion of the licensing objectives in their areas. All licensing determinations should be considered on a case-by-case basis. They should take into account any representations or objections that have been received from responsible authorities or other persons, and representations made by the applicant or premises user as the case may be".

**At paragraph 9.43** it states that "The authority's determination should be evidence-based, justified as being appropriate for the promotion of the licensing objectives and proportionate to what it is intended to achieve".

**At paragraph 9.44** it states that "Determination of whether an action or step is appropriate for the promotion of the licensing objectives requires an assessment of what action or step would be suitable to achieve that end. While this does not therefore require a licensing authority to decide that no lesser step will achieve the aim, the authority should aim to consider the potential burden that the condition would impose on the premises licence holder (such as the financial burden due to restrictions on licensable activities) as well as the potential benefit in terms of the promotion of the licensing objectives. However, it is imperative that the authority ensures that the factors which form the basis of its determination are limited to consideration of the promotion of the objectives and nothing outside those parameters.

As with the consideration of licence variations, the licensing authority should consider wider issues such as other conditions already in place to mitigate potential negative impact on the promotion of the licensing objectives and the track record of the business. Further advice on determining what is appropriate when imposing conditions on a licence or certificate is provided in Chapter 10. The licensing authority is expected to come to its determination based on an assessment of the evidence on both the risks and benefits either for or against making the determination".

### Proportionality

**At paragraph 10.10** it states that "The 2003 Act requires that licensing conditions should be tailored to the size, type, location and characteristics and activities taking place at the premises concerned. Conditions should be determined on a case-by-case basis and standardised conditions which ignore these individual aspects should be avoided. For example, conditions should not be used to implement a general policy in a given area such as the use of CCTV, polycarbonate drinking vessels or identity scanners where they would not be appropriate to the specific premises.

Conditions that are considered appropriate for the prevention of illegal working in premises licensed to sell alcohol or late night refreshment might include requiring a premises licence holder to undertake right to work checks on all staff employed at the licensed premises or requiring that a copy of any document checked as part of a right to work check is retained at the licensed premises. Licensing authorities and other responsible authorities should be alive to the indirect costs that can arise because of conditions. These could be a deterrent to holding events that are valuable to the community or for the funding of good and important causes. Licensing authorities should therefore ensure that any

conditions they impose are only those which are appropriate for the promotion of the licensing objectives".

### **Hours of trading**

**At paragraph 10.13** it states "The Government acknowledges that different licensing strategies may be appropriate for the promotion of the licensing objectives in different areas. The 2003 Act gives the licensing authority power to make decisions about the hours during which premises can conduct licensable activities as part of the implementation of its licensing policy statement. Licensing authorities are best placed to make decisions about appropriate opening hours in their areas based on their local knowledge and in consultation with responsible authorities. However, licensing authorities must always consider each application and must not impose predetermined licensed opening hours, without giving individual consideration to the merits of each application".

**At paragraph 10.15** it states "Shops, stores and supermarkets should normally be free to provide sales of alcohol for consumption off the premises at any times when the retail outlet is open for shopping unless there are good reasons, based on the licensing objectives, for restricting those hours".

### **Licensing hours**

**At paragraph 14.51** it states "With regard to licensing hours, the Government acknowledges that different licensing approaches may be appropriate for the promotion of the licensing objectives in different areas. The 2003 Act gives the licensing authority power to make decisions regarding licensed opening hours as part of the implementation of its licensing policy statement and licensing authorities are best placed to make such decisions based on their local knowledge and in consultation with other responsible authorities. However, licensing authorities must always consider each application and must not impose predetermined licensed opening hours, without giving individual consideration to the merits of each application".

**At paragraph 14.52** it states "Statements of licensing policy should set out the licensing authority's approach regarding licensed opening hours and the strategy it considers appropriate for the promotion of the licensing objectives in its area. The statement of licensing policy should emphasise the consideration which will be given to the individual merits of an application. The Government recognises that licensed premises make an important contribution to our local communities, and has given councils a range of tools to effectively manage the different pressures that licensed premises can bring. In determining appropriate strategies around licensed opening hours, licensing authorities cannot seek to restrict the activities of licensed premises where it is not appropriate for the promotion of the licensing objectives to do so".

### **The need for licensed premises**

**At paragraph 14.19** it states "There can be confusion about the difference between the "need" for premises and the "cumulative impact" of premises on the licensing objectives, for example, on Crime and Disorder. "Need" concerns the commercial demand for another pub or restaurant or hotel and is a matter for the planning authority and for the market. This is not a matter for a licensing authority in discharging its licensing functions or for its statement of Revised Guidance issued under section 182 of the Licensing Act 2003."

## **9.0 Relevant sections of the Licensing Policy**

### **Licensing Hours**

**At Paragraph 21.1** it states that "Prior to the introduction of the Licensing Act 2003, it was believed that fixed and artificially early closing times (established under the Licensing Act 1964) were one of

the key causes of rapid binge drinking prior to closing times and one of the causes of disorder and disturbance when large number of customers were required to leave the premises simultaneously".

**At Paragraph 21.2** it states that "The aim through promotion of the licensing objectives should be to reduce the potential for concentrations and achieve a slower dispersal of people from licensed premises through flexible opening times".

**At Paragraph 21.3** it states that "Arbitrary restrictions that would undermine the principle of flexibility will therefore be avoided. The four licensing objectives will be paramount at all times and the Council will always consider the individual merits of each case".

**At Paragraph 21.4** it states that "In accordance with guidance there is no fixed restriction on terminal hours for any particular areas of the borough. Such a restriction could cause the migration of patrons from one area to another and create the circumstances that the legislation is attempting to avoid. Each application will be dealt with on its merits. It is for the applicants to detail in their Operating Schedule exactly what times they intend to open and close the premises and what measures they will take to ensure that they do not cause nuisance or disturbance to their neighbours in the vicinity. The later the terminal hour applied for, the greater will be the need to address the issues of disturbance and nuisance".

**At Paragraph 21.5** it states that "Shops, stores and supermarkets licensed to sell alcohol will normally be allowed to do so for the full duration of their trading hours. Restrictions may be applied, for example where representations are made indicating the particular premises or patrons of the premises are linked to disorder and or disturbance".

## **Licence Conditions**

**At Paragraph 17.1** it states that " Conditions on premises licences and club certificates are determined by:

- a) The measures put forward on the Operating Schedule
- b) Mandatory conditions within the Act
- c) Measures decided at a hearing by the Licensing Sub Committee"

**At Paragraph 17.2** it states that "Any conditions attached to licences following relevant representations will focus on matters within the control of the Premises Licence Holder or Club Management Committees. They will address matters which have a direct impact on those living, working or engaged in normal activities in the vicinity, as well as patrons of the licensed premises. They will not be used as a means of attempting to attach responsibility to Premises Licence Holders or Club Management Committees for matters outside their reasonable control, such as anti-social behaviour once away from the premises or licensable activity".

**At Paragraph 17.3** it states that "The Licensing Authority will not impose standard conditions upon every licence issued, however it may have regard to model conditions produced by the Government and/or the Institute of Licensing and it may choose to impose these in appropriate circumstances".

## **10.0 LEGAL CONSIDERATIONS**

When considering licence applications the Sub-Committee shall carry out its functions with a view to taking steps it considers appropriate for promoting the licensing objectives. The licensing objectives are:

- Prevention of Crime and Disorder
- Public Safety
- Prevention of Public Nuisance
- Protection of Children from Harm

The Sub-Committee must ensure that all licensing decisions:

- Have a direct relationship to the promotion of one or more of the four licensing objectives;
- Have regard to the Council's statement of licensing policy;
- Have regard to the Secretary of State guidance;
- Must not be subject to a blanket policy to the extent that it is applied so rigidly that an exercise of discretion in each individual case is precluded.

Relevant representations are those that relate to the effect of the granting of the application on the promotion of the licensing objectives made by an interested party or responsible authority that have not been withdrawn and are not, in the opinion of the relevant licensing authority, frivolous or vexatious s.18(7) Licensing Act 2003.

The Sub-Committee can only consider matters within the application that have been raised through representations from interested parties and responsible authorities within the consultation period. Interested parties must live in the vicinity of the premises. This will be decided on a case to case basis.

Following a hearing, the Sub-Committee must consider all relevant representations, and having taken into account the promotion of the licensing objectives, under s.18(3)(b) and (4) Licensing Act 2003, a decision can be taken to:-

- i. To grant the licence, subject to the mandatory conditions and conditions consistent with the operating schedule;
- ii. To impose additional relevant conditions to such an extent as is considered necessary for the promotion of the licensing objectives;
- iii. To exclude any of the licensable activities to which the application relates;
- iv. To amend the times for all or some of the licensable activities;
- v. To refuse to specify a person in the licence as the Premises Supervisor
- vi. To reject the application

Conditions will not be necessary if they duplicate a current statutory requirement. The Licensing Authority may therefore only impose such conditions that are necessary to promote the licensing objectives arising out of the consideration of the representations.

If the Sub-Committee determines that it is necessary to modify the conditions, or to refuse the application for a Premises Licence application, it must give reasons for its decision.

The Council in its capacity as Licensing Authority has a duty to have regard to its public sector equality duty under section 149 of the Equality Act 2010. In summary section 149 provides that a Public Authority must, in the exercise of its functions, have due regard to the need to:

- i. eliminate discrimination harassment, victimisation and any other conduct that is prohibited by or under this Act;
- ii. advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- iii. foster good relations between persons who share a relevant protected characteristics and persons who do not share it.

Section 149 (7) of the Equality Act 2010 defines the relevant protected characteristics as age, disability, gender reassignment, race, religion or belief, sex sexual orientation, marriage and civil partnership and pregnancy and maternity.

Interested Parties, Responsible Authorities and the applicant have the right to appeal the decision of the Sub-Committee to the Magistrates' Court within a period of 21 days beginning with the day on which the applicant was notified by the licensing authority of the decision to be appealed against.



**Hillingdon**  
**Application for a premises licence**  
**Licensing Act 2003**

For help contact  
[applicationsprocessingteam@hillington.gov.uk](mailto:applicationsprocessingteam@hillington.gov.uk)  
 Telephone: 01895 558170

\* 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	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference	F372/483/20	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
<p>Are you an agent acting on behalf of the applicant?</p> <p><input checked="" type="radio"/> Yes      <input type="radio"/> No</p>		<p>Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.</p>

**Applicant Details**

* First name	Kailasapillai	
* Family name	Sivathanan	
* E-mail		
Main telephone number	[REDACTED]	Include country code.
Other telephone number		
<input checked="" type="checkbox"/> Indicate here if the applicant would prefer not to be contacted by telephone		

Is the applicant:

- |  |   |
|--|---|
| <input checked="" type="radio"/> Applying as a business or organisation, including as a sole trader<br><input type="radio"/> Applying as an individual | <p>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.</p> |
|--|---|

**Applicant Business**

Is the applicant's business registered in the UK with Companies House?	<input checked="" type="radio"/> Yes <input type="radio"/> No	<p>Note: completing the Applicant Business section is optional in this form.</p>
Registration number	07993875	
Business name	Jay Retail Limited	If the applicant's business is registered, use its registered name.
VAT number	-      [REDACTED]	Put "none" if the applicant is not registered for VAT.
Legal status	Private Limited Company	

**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.

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 **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...*

Private Limited 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

**Section 5 of 21****OPERATING SCHEDULE**

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

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

Provide a general description of the premises

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

**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"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>
Personal Licence number (if known)	<input type="text"/>
Issuing licensing authority (if known)	<input type="text" value="Harrow London Borough Council"/>

**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	<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="23:0023"/>
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.

None

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.

1. The Licensee shall ensure that all engaged in the sale or supply of alcohol shall have received training in relation to the protection of children from harm (including under-age sales), how to recognise drunkenness and the duty not to serve drunk persons. Refresher training shall be carried out at least every six months. The training must be given to a new member of staff before they are permitted to sell alcohol. Training records shall be kept on the premises for a minimum of 12 months and made immediately available to authorised police or licensing authority staff upon reasonable request. Those holding an appropriate licensing qualification and/or a Personal Licence shall be exempt from this requirement.
2. The Licensee shall ensure that a 'Challenge 25' scheme is operated, whereby any person who appears to be under 25 years of age is required to produce means of identification proving they are over 18 years of age. The only authorised means of identification shall be passport, UK photo driving licence, UK military ID or 'PASS' accredited card.
3. The Licensee shall ensure that signage is displayed advising customers that a 'Challenge 25' policy is in force.
4. In the event that a delivery service is undertaken, at the point of placing an order for alcohol either by telephone or via a website, customers will be informed that the premises operate a Challenge 25 policy and detail what forms of identification may be required upon delivery.
5. The Licensee shall ensure that a refusal book is maintained at the premises which details all refusals to sell age restricted products. 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 shall be made as soon as possible. The refusals book shall be made available to the Police/Licensing Authority upon request.
6. The Licensee shall ensure that a written record is kept on the premises of all persons authorised by the DPS or a personal licence holder to sell or supply alcohol in their name. Such records shall be made available to the Police/Licensing Authority upon request.
7. The premises shall install and maintain a closed-circuit television surveillance (CCTV) system which at all times complies with the below requirements:
  - a) CCTV shall be provided in the form a recordable system, capable of providing pictures of evidential quality in all lighting conditions, particularly facial recognition.
  - b) CCTV cameras shall cover all public areas including all public entrances and exits.
  - c) CCTV Equipment shall be maintained in good working order, be correctly time and date stamped. Recordings shall be kept for a minimum period of 31 days;
  - d) At all times, whilst the premises is open for licensable activities, there shall be members of staff on call who is able to provide viewable copies of recordings to the police or licensing authority staff upon reasonable request.
  - e) 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.
8. The Licensee shall ensure that an incident log is maintained on the premises and made immediately available to police or licensing authority staff upon request. The log shall be completed as soon as is possible and shall record the following:
  - a) All crimes reported to the venue
  - b) All ejections of patrons
  - c) Any complaints received concerning crime and disorder
  - d) Any incidents of disorder

*Continued from previous page...*

b) The prevention of crime and disorder

See box a)

c) Public safety

See box a)

d) The prevention of public nuisance

See box a)

e) The protection of children from harm

See box a)

**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 website at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm). For full details, refer to the 'Fees for Applications' webpage: <http://www.hillingdon.gov.uk/media.jsp?mediaid=22879&filetype=pdf>

\* Fee amount (£)

**DECLARATION**

\* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

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/hillingdon/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.



Continued from previous page...

**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**

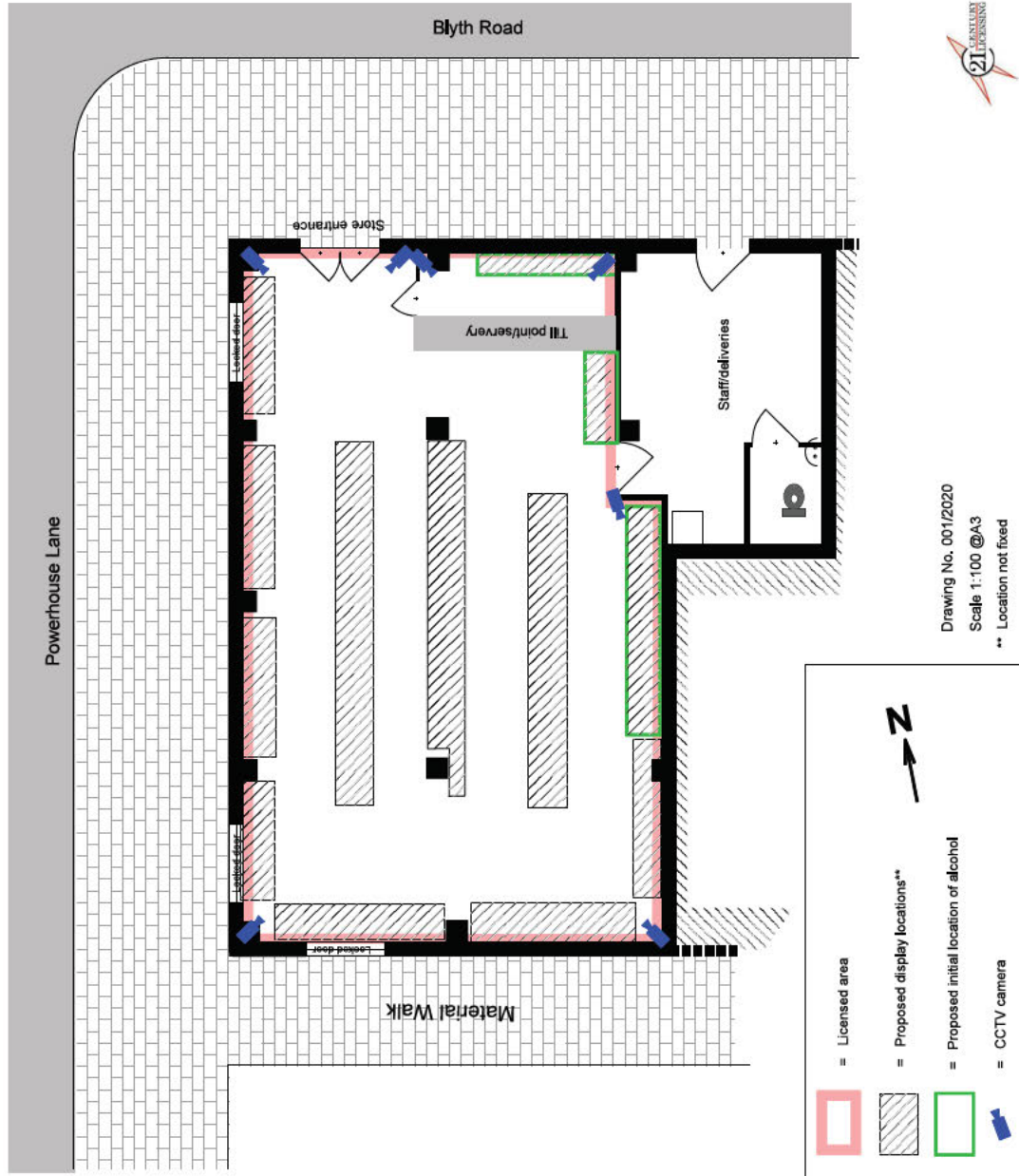
**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT 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="F372/483/20"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

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

Unit 1, Boiler House, Blyth Road, Hayes, UB3 1BY



This page is intentionally left blank



Re: Jay Retail Limited, Unit 1, Boiler House, Blyth Road Hayes, UB3 1BY

licensing <licensing@hillingdon.gov.uk>

Tue 12/15/2020 11:16 AM

To: Roy Stout [REDACTED]

2 attachments (159 KB)

Representation Form from Interested Parties.docx; Web app.pdf;

Good morning,

Thank you for your email. Please find attached representation form for your information and assistance, you may want to complete this to support your representation.

I have attached the application and plan for your information. The application is for an off licence in a convenience store. The applicant has proffered several conditions to promote the licensing objectives at section 18 on the form.

A representation and must relate to one or more of the licensing objectives as detailed in the attached form.

Kind regards,  
Mark



HILLINGDON  
LONDON

Licensing Service  
London Borough of Hillingdon  
Civic Centre  
High Street  
Uxbridge UB8 1UW  
01895 277433  
[licensing@hillingdon.gov.uk](mailto:licensing@hillingdon.gov.uk)

---

**From:** Roy Stout [REDACTED]  
**Sent:** Tuesday, December 15, 2020 11:02 AM  
**To:** licensing <licensing@hillingdon.gov.uk>  
**Subject:** Jay Retail Limited, Unit 1, Boiler House, Blyth Road Hayes, UB3 1BY

Appendix 2

Hello,

I would like to express my concerns regarding the alcohol licensing application for Unit 1 in the Boilerhouse, Hayes, as I live right above the unit.

My concern is that selling alcohol all day, but especially late in the evening, will lead to an increase in noise, litter and anti-social behaviour. I can already imagine people standing outside the shop (i.e. underneath my windows), or sitting on the benches at the front entrance of our building, late

in the evening drinking alcohol and getting loud, leaving empty bottles behind as they leave, etc. etc.

I would like to ask you to consider this when deciding on the application.

Thank you,  
regards,

Roy Stout  
Flat 9, Boilerhouse  
Hayes UB3 1DZ

## Representation Form from Interested Parties

*(Please read notes on reverse before completing)*

### Your details (See notes 2 & 3);

Your Name	Roy Stout
Your residential address	Flat 9, Boilerhouse 2 Material Walk Hayes UB3 1DZ
Your email address	[REDACTED]
Your phone number	[REDACTED]
The name of the body or organisation you represent	-

### About the premises;

Name of the premises you are making a representation about	Unit 1, Boilerhouse
Address of the premises you are making a representation about	Blyth Road Hayes UB3 1BY

### The Licensing Objectives (See note 4);

Licensing Objective	Reasons for your representation and any supporting evidence
<p><i>Please tick;</i></p> <p><input checked="" type="checkbox"/> Prevention of Crime/Disorder</p> <p><input checked="" type="checkbox"/> Prevention of Public Nuisance</p> <p><input type="checkbox"/> Protection of Children From Harm</p> <p><input type="checkbox"/> Public Safety</p>	<p>My concern is that selling alcohol all day, but especially late in the evening, will lead to an increase in noise, litter and anti-social behaviour.</p> <p>I can already imagine people standing outside the shop (i.e. underneath my windows), or sitting on the benches at the front entrance of our building, late in the evening drinking alcohol and getting loud, leaving empty bottles behind as they leave, etc. etc.</p> <p>I would like to ask you to consider this when deciding on the application.</p>

### The outcome you are seeking from the Licensing Authority (See note 6);

<p>A smaller time window to allow the sale of alcohol, or ideally no sale of alcohol at all.</p>
--

Signed: [REDACTED]

..... Date: 15/12/2020  
Page 33

**Notes:**

- 1) All representations must be submitted before the conclusion of the 28 day consultation period. This will be advertised on the public notices and also on the Councils website.
- 2) Persons who may make representation include; persons who reside near to the premises to which the application relates and who are likely to be affected by licensable activities; residents associations who are representing residents who reside near to the application premises; Ward Councillors representing their constituents; any person who lives or works in the area and has concerns about the application premises.
- 3) Please note that representations cannot be anonymous. Copies of all representations will be published in any Committee papers and will be sent to all persons involved with the hearing including the applicant. If you have concerns about the use of your information and would like to discuss this further, please contact one of our Licensing Officers for a discussion, on the contact details below.
- 4) In order to be considered 'relevant', the representation must relate to one or more of the 'Licensing Objectives'. These objectives are;
  - a) Prevention of Crime/Disorder - This relates to any criminal activity, disorder or anti-social behaviour related to the application premises.
  - b) Prevention of Public Nuisance - This relates to noise nuisance and vibration, litter, noxious smells, light pollution.
  - c) Protection of Children from harm - This relates to the protection of children whilst on the application premises.
  - d) Public Safety - This relates to the physical condition of the premises and the safety features provided for members of the public such as; fire safety, health & safety.
- 5) Upon submitting a representation, it is expected that you will attend the Licensing Sub-Committee hearing to deliver your representation verbally and answer any queries that the Committee may have. If you are unable to attend, your written representation will be considered.
- 6) You may wish to suggest an outcome to the Licensing Sub-Committee ie. grant the application with extra conditions; grant the application with fewer hours/activities; reject the application. Please note that the Licensing Sub-Committee will only make reasonable and proportionate decisions based upon the evidence they are presented with, and in line with the laws and regulations governing Licensing Hearings.
- 7) You may continue on separate sheets of paper if necessary and you may also attach any evidence which supports your representation.
- 8) Please submit all completed forms to:

**The Licensing Officer  
Regulatory Services  
London Borough of Hillingdon  
Civic Centre  
High Street  
Uxbridge, UB8 1UW**

[licensing@hillingdon.gov.uk](mailto:licensing@hillingdon.gov.uk)

Tel - 01895 277433

[www.hillingdon.gov.uk/licensing](http://www.hillingdon.gov.uk/licensing)

**Re: Jay Retail Limited, Unit 1, Boiler House, Blyth Road, Hayes, UB3 1BY**

On 15 Dec 2020, at 13:00, licensing <[licensing@hillingdon.gov.uk](mailto:licensing@hillingdon.gov.uk)>  
wrote:

Dear Sir,

For your information, please find attached application and plan. Please see conditions listed at section 18 on the form to promote the licensing objectives.

Kind regards,

Mark

---

**From:** Malcolm Chapman [REDACTED]  
**Sent:** Monday, December 14, 2020 1:43 PM  
**To:** licensing <[licensing@hillingdon.gov.uk](mailto:licensing@hillingdon.gov.uk)>  
**Subject:** Re: Jay Retail Limited, Unit 1, Boiler House, Blyth Road, Hayes, UB3 1BY

Many thanks

Malcolm Chapman

On 14 Dec 2020, at 13:41, licensing <[licensing@hillingdon.gov.uk](mailto:licensing@hillingdon.gov.uk)>  
wrote:

Dear Sir,

No, you do not have to submit the form, but I have sent it to you because it is informative on the grounds of a representation needs to be based on and thought it may assist you in submitting your representation. Thank for clarifying the objectives you are basing your representation on. What I mean by demand is that the number of off licences already in the area is not a consideration for a representation.

I hope that assists but should you have any queries please do not hesitate to come back to me.

Kind regards,

Mark

**From:** Malcolm Chapman [REDACTED]  
**Sent:** Monday, December 14, 2020 1:30 PM**To:** licensing  
<[licensing@hillingdon.gov.uk](mailto:licensing@hillingdon.gov.uk)>

**Subject:** Re: Jay Retail Limited, Unit 1, Boiler House, Blyth Road, Hayes, UB3  
1BY

Dear Mark

Just a quick question ... is it necessary to submit the form?

I am not sure what you mean by 'demand is not valid grounds for a representation'. My reasons for the objection are for 'Prevention of Crime/Disorder' and 'Prevention of Public Nuisance'. There are already considerable issues in this part of Hayes and the hours of licensing requested would add greatly to this.

Could you let me know if it is a requirement to complete the form as this is not mentioned on the licensing application letter.

Many thanks

Malcolm Chapman  
[REDACTED]

On 14 Dec 2020, at 12:10, licensing <[licensing@hillingdon.gov.uk](mailto:licensing@hillingdon.gov.uk)>  
wrote:

Good afternoon,

Thank you for your email. Please find attached representation form for your information and assistance. You may want to complete this.

For your information demand is not valid grounds for a representation and must be on one or more of the licensing objectives as detailed in the attached form.

Kind regards,  
Mark

---

**From:** Malcolm Chapman [REDACTED]  
**Sent:** Monday, December 14, 2020 11:34 AM  
**To:** licensing <[licensing@hillingdon.gov.uk](mailto:licensing@hillingdon.gov.uk)>  
**Subject:** Jay Retail Limited, Unit 1, Boiler House, Blyth Road, Hayes, UB3 1BY

Dear sir

Re: License application for Jay Retail Limited, Unit 1, Boiler House, Blyth Road, Hayes, UB3 1BY

We believe the proposed trading hours for the sale of alcohol at this location will lead to issues relating to late night noise, litter, alcohol abuse and other anti-social behaviour. While there are other Hayes shops trading similar hours these establishments are in Hayes centre and not in residential areas.

There are already considerable problems in this part of Blyth Road, see Crime-Stoppers and Police reports for the area which show a high level of complaints for anti social behaviour and prostitution problems.

We and other residents in the Boiler House and Material Store hope you will consider these points when discussing the application.

Many thanks  
Malcolm and Eva Chapman  
22 The Boiler House, Material Walk UB3 1DZ

This page is intentionally left blank



**RE: New Premises Licence Application - Welcome Unit 1, Boiler House Blyth Road  
Hayes UB3 1BY**

David.A.Butler@met.police.uk <David.A.Butler@met.police.uk>  
on behalf of  
Licensing-XH@met.police.uk <Licensing-XH@met.police.uk>

Tue 11/24/2020 11:50 AM

To: licensing <licensing@hillingdon.gov.uk>

Cc: Penelope.Brown@met.police.uk <Penelope.Brown@met.police.uk>

Police have no objection to this application at this time.

Kind regards.

Dave Butler



**Dave Butler PC 2845WA**  
Police Licensing Officer  
West Area Partnership and Prevention Hub.

**Metropolitan Police.**  
**Ruislip Police Station, The Oaks, Ruislip. HA4 7LE.**

Email: [David.A.Butler@met.police.uk](mailto:David.A.Butler@met.police.uk)  
Mobile: 07500 578 106 Office: 0208 246 1933 MetPhone:  
741933

---

**From:** licensing <licensing@hillingdon.gov.uk>

**Sent:** 20 November 2020 16:00

**To:** CPA <cpa@hillingdon.gov.uk>; firesafetyadmin@london-fire.gov.uk; FSR-AdminSupport@london-fire.gov.uk; Licensing - XH <Licensing-XH@met.police.uk>; Adam Stitson <AStitson@Hillingdon.Gov.UK>; ASB Investigations <asbinvestigations@hillingdon.gov.uk>; Daniel Ferrer <dferrer@hillingdon.gov.uk>; food healthandsafety <foodhealthandsafety@hillingdon.gov.uk>; alcohol@homeoffice.gsi.gov.uk; Nathan Welch <NWelch@Hillingdon.Gov.UK>; Planning <planning@hillingdon.gov.uk>; Stephanie Waterford <SWaterford@Hillingdon.Gov.UK>; Steve Hajioff <shajioff@hillingdon.gov.uk>; Trading Standards <tradingstandards@hillingdon.gov.uk>

**Subject:** New Premises Licence Application - Welcome Unit 1, Boiler House Blyth Road Hayes UB3 1BY

Dear Responsible Authorities,

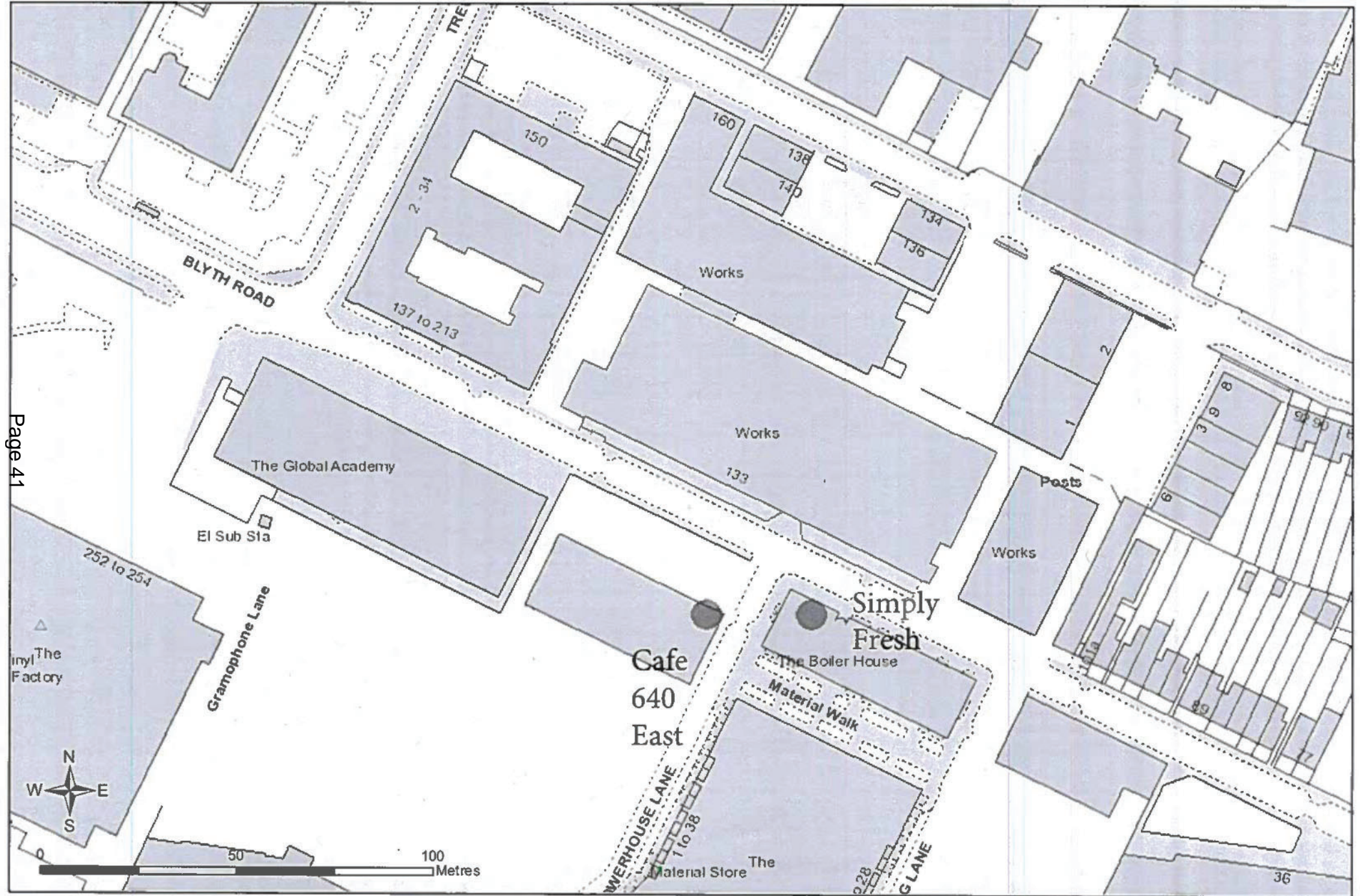
**LICENSING ACT 2003**

As consultees to the licensing process, please be advised that this department has received an application for a new premises licence for the following premises:

Welcome  
Unit 1, Boiler House  
Blyth Road  
Hayes  
UB3 1BY

This page is intentionally left blank









Co-op Welcome suggested conditions:

1. No noise shall emanate from the premises, nor vibration be transmitted through the structure of the premises that gives rise to a nuisance.
2. Notices shall be prominently displayed near the exit requesting patrons to respect the needs of local residents and leave the area quietly.

This page is intentionally left blank