

Rec: 28th June 17. Consultation end: 24th July 17



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

For help contact  
licensing@eppingforestdc.gov.uk  
Telephone: 01992 564000

\* required information

**Section 1 of 21**

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

System reference

Not Currently In Use

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

Your reference

marc lynch new app

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

Are you an agent acting on behalf of the applicant?

Yes  No

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

**Applicant Details**

\* First name

The Green Owl

\* Family name

Canteen Ltd

\* E-mail

[Redacted]

Main telephone number

[Redacted]

Include country code.

Other telephone number

[Redacted]

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

Is the applicant:

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

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

**Applicant Business**

Is the applicant's business registered in the UK with Companies House?

Yes  No

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

Registration number

10130098

Business name

The Green Owl Canteen Ltd

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

VAT number

- None

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.

**Your Address**

Address official correspondence should be sent to.

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

Continued from previous page...

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**PREMISES DETAILS**

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

**Premises Address**

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

- Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name	<input type="text" value="The Green Owl Canteen"/>
Street	<input type="text" value="12-14 The Broadway"/>
District	<input type="text"/>
City or town	<input type="text" value="Loughton"/>
County or administrative area	<input type="text" value="Essex"/>
Postcode	<input type="text" value="IG10 3ST"/>
Country	<input type="text" value="United Kingdom"/>

**Further Details**

Telephone number	<input type="text"/>
Non-domestic rateable value of premises (£)	<input type="text" value="26,000"/>

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**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

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

**Confirm The Following**

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

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**NON INDIVIDUAL APPLICANTS**

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

**Non Individual Applicant's Name**

Name

**Details**

Registered number (where applicable)

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

Continued from previous page...

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

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**OPERATING SCHEDULE**

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

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

Provide a general description of the premises

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

The premises trades as a cafe/ restaurant and is hoping to add the sale of alcohol for customers, to consume bot with food and without a main table meal. no vertical drinking to be permitted, all customers must be sat at tables.

*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

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**PROVISION OF PLAYS**

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes  No

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**PROVISION OF FILMS**

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes  No

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**PROVISION OF INDOOR SPORTING EVENTS**

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes  No

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**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes  No

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**PROVISION OF LIVE MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes  No

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**PROVISION OF RECORDED MUSIC**

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes  No

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**PROVISION OF PERFORMANCES OF DANCE**

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

Continued from previous page...

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

[See guidance on regulated entertainment](#)

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

Yes  No

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**LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

Yes  No

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**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

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...

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- On the premises     Off the premises     Both

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

State any seasonal variations

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

n/a

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

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

n/a

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

**Name**

First name

Family name

Date of birth

dd      mm      yyyy



Continued from previous page...

**Enter the contact's address**

Building number or name	[REDACTED]
Street	Mutton Row
District	
City or town	Stanford Rivers
County or administrative area	Essex
Postcode	[REDACTED]
Country	United Kingdom
Personal Licence number (if known)	Not Yet Issued
Issuing licensing authority (if known)	

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

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

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

Reference number for consent form (if known)

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

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**ADULT ENTERTAINMENT**

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

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

n/a

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**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

Continued from previous page...

TUESDAY

Start	<input type="text" value="07:30"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text" value="07:30"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="07:30"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="07:30"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="07:30"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="07:30"/>	End	<input type="text" value="23:00"/>
Start	<input type="text"/>	End	<input type="text"/>

State any seasonal variations

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

n/a

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

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

n/a

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**LICENSING OBJECTIVES**

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

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

*Continued from previous page...*

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

The premises will operate to a high standard, and will do so should this licence be granted in terms of the sale of alcohol. All staff will be fully trained in their responsibilities with regard to the sale of alcohol, and will be retrained every six months, with recorded training records kept for inspection. The DPS will maintain a DPS Written Authorisation Sheet which will show the names of the staff members who have been given delegated authority to make sales of alcohol.

**b) The prevention of crime and disorder**

All current security measures will remain in operation. All staff will be fully trained in this area. Sufficient staff will be on duty at all busy times. Staff will refuse entry to customers who, in their opinion are drunk.

CCTV cameras will be in operation during the opening hours and for a period of two hours after closing. The time and date stamp will be correct and will be generated onto both recorded and real time images. A camera will record clear images of all customers from the waist and above at the entrance/exit. Recordings will be maintained for 31 days and, in the event of an incident/investigation of an offence, will be available for Police/responsible authorities to view on request and will be downloaded into a removable format and provided to Police or other responsible authorities within 48 hours of a request.

In the event of a technical failure the premises licence holder will ensure that the DPS, or other named person in their absence, informs the Licensing Authority and Police as soon as is reasonably practicable. This information will be contemporaneously recorded in the incident report register and shall include the time, date and means this was done and to whom the information was reported. Equipment failures will be repaired without undue delay and the Licensing Authority and Police will be informed when the fault is rectified.

The managers shall develop and maintain a good relationship with the Police, neighbours and the local authority to ensure that the business becomes a valuable entity within the community.

**c) Public safety**

Staff will be trained to be alert to any potential danger to customers and react accordingly. If they are unable to quickly diffuse the situation without risk to customer or staff, then they are instructed to call the police. Effective management and supervision of the premises shall be maintained. The premises shall comply with all current Health and Safety and Fire legislation. There shall be no smoking on the premises and free drinking water shall be made available. There shall be access to licensed taxi and private hire services for customers if required.

**d) The prevention of public nuisance**

Customers will be requested to leave the premises in a quiet and orderly manner. A sign shall be displayed asking customers to leave the premises quietly.

**e) The protection of children from harm**

Only photographic ID is accepted (passport, driving licence, proof of age card with PASS hologram, and Military ID). Anyone who appears to be under the age of 25 is challenged to provide ID. If the customer is unable to provide identification then no sale is made. No ID no sale. If it is known that a customer intends to purchase alcohol to provide to minors then that sale will be refused. All refused sales will be recorded in a refusals book, which will be made available for inspection by Police or Licensing Officers of the council on request.

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**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 by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

**Documents which demonstrate entitlement to work in the UK**

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

*Continued from previous page...*

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

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

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

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

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

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

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**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.

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

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**PAYMENT DETAILS**

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

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

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

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00\*

Band E - £125001 and over £635.00\*

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

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

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

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

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

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

190.00

**DECLARATION**

**Continued from previous page...**

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

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

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

\* Full name

\* Capacity

\* Date  /  /   
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...

2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/epping-forest/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

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

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED**



**OFFICE USE ONLY**

Applicant reference number	marc linch new app
Fee paid	
Payment provider reference	
ELMS Payment Reference	
Payment status	
Payment authorisation code	
Payment authorisation date	
Date and time submitted	
Approval deadline	
Error message	
Is Digitally signed	<input type="checkbox"/>

< Previous 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 Next >



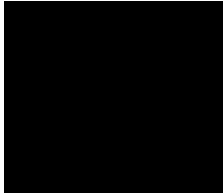
**Consent of individual to being specified as premises supervisor**

Marc Jonathan Linch

I

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

of



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

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

A Premises Licence for Consumption On the Premises

.....  
*[type of application]*

by

The Green Owl Canteen Ltd

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

relating to a premises licence

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

for

Green Owl Canteen  
12-14 The Broadway  
Loughton  
Essex  
IG10 3ST

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

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

The Green Owl Canteen Ltd

-----  
*[name of applicant]*

concerning the supply of alcohol at

Green Owl Canteen  
12-14 The Broadway  
Loughton  
Essex  
IG10 3ST

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

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

Personal licence number

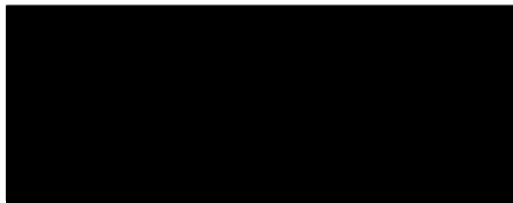
Not yet issued

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

Personal licence issuing authority

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

Signed



Name (please print)

Marc Jonathan Linch

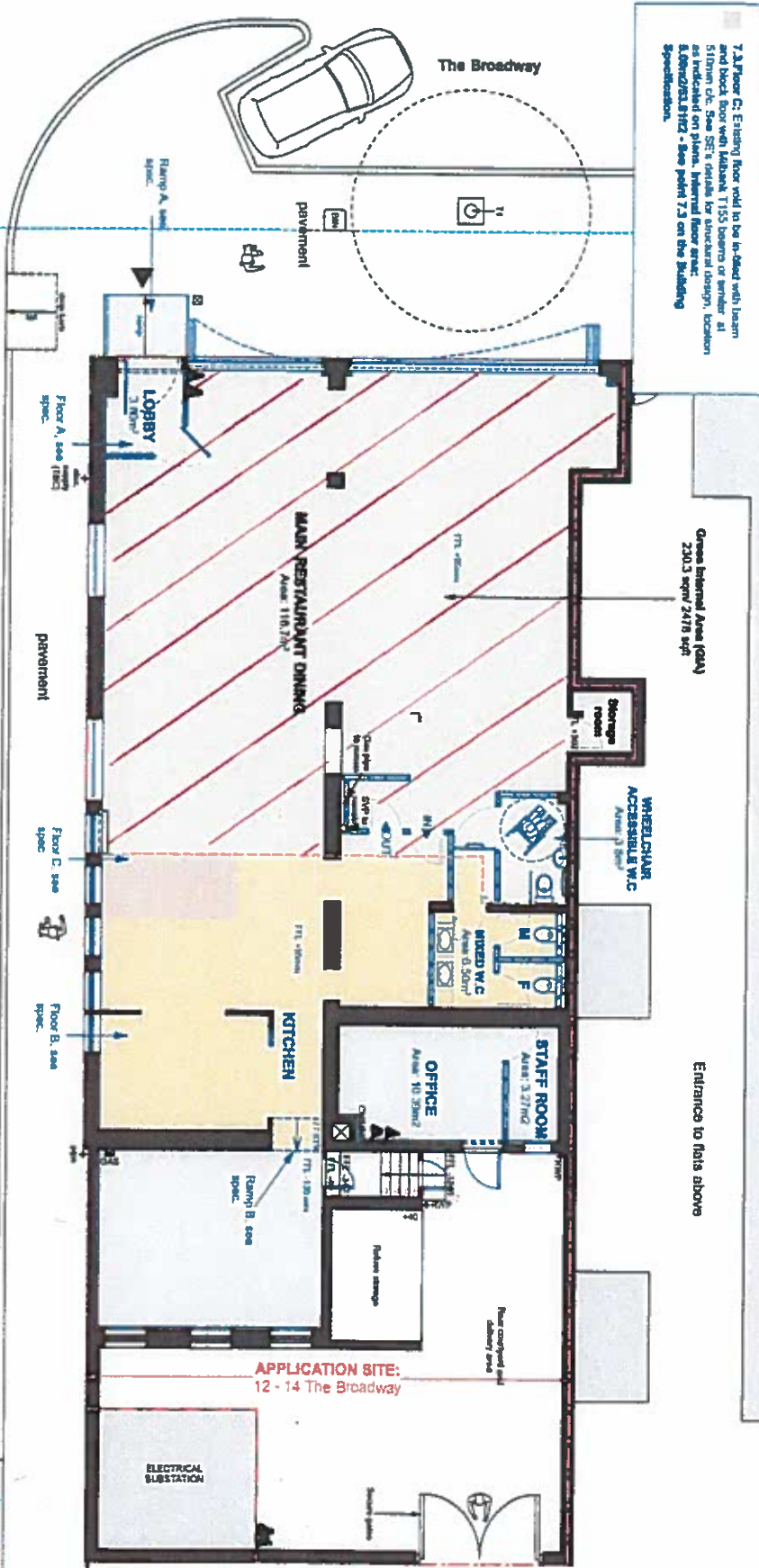
Date

26/06/2017

**PROPOSED FLOOR KEY:**

- 7.1 Floor A: Reinforcement of the existing concrete slab as indicated on A3 plans (Main Restaurant Area: 127 sqm) - see point 7.1 on the Building Specification
- 7.2 Floor B: Increase existing floor level approx. 130mm with a concrete slab (incl. existing slab and reinforcement) as indicated on A3 plans (Kitchen area and Toilet), see point 7.2 on the Building Specification
- 7.3 Floor C: Existing floor void to be infilled with beam and block floor with minimum 115mm boards or similar, all as indicated on plan. Note for structural design, location as indicated on plan. Note for floor finish, location as indicated on plan. See point 7.3 on the Building Specification.

**ALL STRUCTURAL ALTERATIONS TO BE CONFIRMED BY A STRUCTURAL ENGINEER PRIOR TO WORKS.**



**APPLICATION SITE:**  
12 - 14 The Broadway



**PROPOSED SITE PLAN - FLOORS**

SCALE 1:100

EXISTING

PROPOSED



		Unit 7, 50 Queen Street, Dalwhally Hill, Essex, IG9 4JF Telephone: 0208 498 0278 Email: nic@nicantony.com www.nicantony.com	
Project:	Proposed Site Plan - Floors	Date:	16/04/17
Site:	12 - 14 Broadway, Langston, Essex, IG10 3ST	Scale:	1:100 (A3)
Drawn:	2016.03.24	Revision Number:	13



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**Licensing Act 2003**  
**Notice of Application for Grant of a Premises Licence**  
 We The Green Owl Carvery Ltd hereby give notice that an application was made to Epping Forest District Council on the 6th June 2017 for the Grant of a new Premises Licence to operate a premises at: The Green Owl Carvery, 12-14 The Broadway, Loughton, Essex IG10 3ET from which the following licensable activities are proposed:  
 Retail sale of alcohol for consumption on the premises from 9:00 to 23:00 Monday to Sunday inclusive.  
 The full application may be inspected free of charge, at the office of the council at Licensing Team, Lippitt, Forest District Council, Heath Bourne Road, Chesham, Cass 12164, High Street, Epping, Essex, CM8 4BE, and at [licensing@ewc.gov.uk](mailto:licensing@ewc.gov.uk)  
 Any interested party or Representative Authority may make representations to the Licensing Section within 28 consecutive days of the day of application was made as detailed above. The last day for representations being the 26/07/2017.  
 It is an offence knowingly or recklessly to make a false statement in connection with an application and a person may be liable on summary conviction to a fine of up to Level 5 on the Standard Scale 26/07/2017



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**Licensing Act 2003**

**Notice of Application for Grant of a  
Premises Licence**

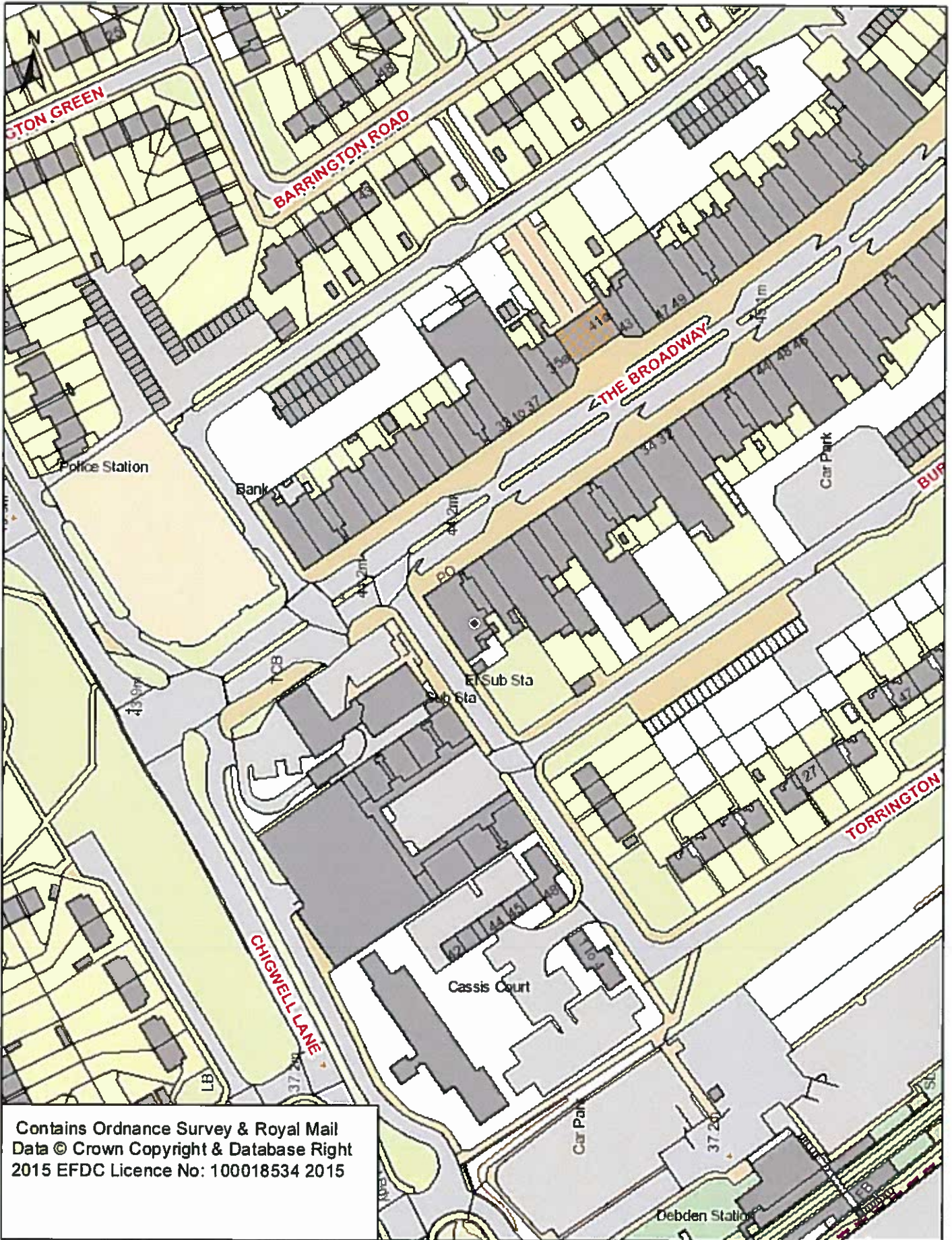
We The Green Owl Canteen Ltd hereby give notice that an application was made to Epping Forest District Council on the 28<sup>th</sup> June 2017 for the Grant of a new Premises Licence to operate a premises at: **The Green Owl Canteen, 12-14 The Broadway, Loughton, Essex, IG10 3ST** from which the following licensable activities are proposed.  
Retail sale of alcohol for consumption on the premises from 10:00 to 23:00 Monday to Sunday inclusive.

The full application may be inspected, free of charge, at the offices of the council at **Licensing Team, Epping Forest District Council, Neighbourhoods Directorate, Civic Offices, High Street, Epping, Essex, CM16 4BZ.** and at [www.eppingforestdc.gov.uk/licensing](http://www.eppingforestdc.gov.uk/licensing)

Any interested party or Responsible Authority may make representations to the Licensing Section within 28 Consecutive Days of the day of application was made as detailed above. The last day for representations being the 26/07/2017

*It is an offence to knowingly or recklessly make a false statement in connection with an application and a person may be liable on summary conviction to a fine of up to Level 5 on the Standard Scale 26/06/2017*





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## Handan Ibrahim

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**From:** Licensing Epping and Brentwood  
<licensing.epping.and.brentwood@essex.pnn.police.uk>  
**Sent:** 07 July 2017 11:26  
**To:** Licensing  
**Cc:** Stewart Gibson  
**Subject:** RE: Premises Licence Application - The Green Owl, 12-14 The Broadway, Loughton

Following the below email, Essex Police have no representations to make.

Agreed Conditions are:

- Alcohol sold for consumption 'on the premises' shall be by waiter/waitress to a customer who is seated at a table, and consumed at the table.
- No vertical drinking shall be permitted.

Regards,

Peter

---

**From:** Stewart Gibson [REDACTED]  
**Sent:** 06 July 2017 13:08  
**To:** [REDACTED]  
**Cc:** [licensing@eppingforestdc.gov.uk](mailto:licensing@eppingforestdc.gov.uk)  
**Subject:** Re: Premises Licence Application - The Green Owl, 12-14 The Broadway, Loughton

Good afternoon.

We agree to the suggested conditions being added should the application be approved.

Kind regards

Stewart Gibson

---

**From:** Licensing Epping and Brentwood <[REDACTED]>  
**Date:** Tuesday, 4 July 2017 at 12:58  
**To:** Stewart <[REDACTED]>  
**Cc:** "[licensing@eppingforestdc.gov.uk](mailto:licensing@eppingforestdc.gov.uk)" <[licensing@eppingforestdc.gov.uk](mailto:licensing@eppingforestdc.gov.uk)>  
**Subject:** Premises Licence Application - The Green Owl, 12-14 The Broadway, Loughton

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

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Green Owl - IN FAVOUR!

**Handan Ibrahim**

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**From:** Victoria Fuller <[REDACTED]>  
**Sent:** 05 July 2017 13:12  
**To:** Licensing  
**Subject:** Ref: WK/201722551

Dear Licensing Team,

With respect to the application WK/201722551 which I was recently notified about I would like to make a representation in favour of the license being granted. My reason is that I believe the Broadway would benefit from having another restaurant open in the evening as the focus is currently on daytime or take away food. Encouraging trade onto the Broadway into the evening will make the area a little busier and this may discourage any public nuisance or anti-social behaviour that occasionally occurs. It is also beneficial for the area to have the shops occupied.

Many thanks



Victoria Fuller  
[REDACTED]





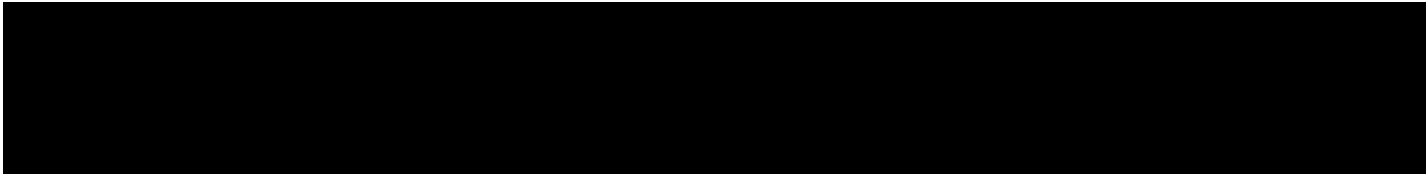
## Handan Ibrahim

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**From:** Debra Paris <[REDACTED]>  
**Sent:** 19 July 2017 14:41  
**To:** Licensing  
**Subject:** Licensing Applications: [REDACTED] & WK201722551

Dear Sir/Madam,

Please find below the Town Council's comments on recent applications:

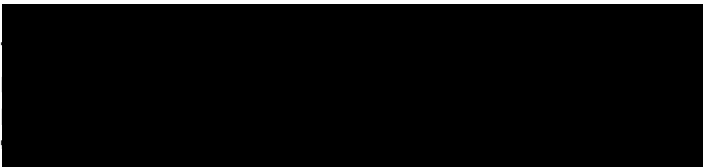


**WK201722551 - Notice of application for a new premises licence under the Licensing Act 2003 in respect of The Green Owl Canteen Ltd, 12-14 The Broadway, Loughton, IG10 3ST**  
The Committee OBJECTED to this application, stating that, given that this was a predominantly residential location and for the prevention of public nuisance, the licensing hours should cease at 10:30pm and alcohol should only be served with meals.

Thank you for your attention. Kindly confirm receipt of this email.

Regards,

Debra Paris  
Planning and Licensing Committee Clerk  
Loughton Town Council



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## Handan Ibrahim

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**From:** Debra Paris <[REDACTED]>  
**Sent:** 01 August 2017 09:33  
**To:** Handan Ibrahim  
**Subject:** RE: The Green Owl 12-14 The Broadway Loughton. IG10 3ST

Hi Handan,

The above matter was again considered at our Planning & Licensing Committee meeting last night. The Committee maintained their original OBJECTION:

"Min No PL269.1 - The Committee OBJECTED to this application, stating that, given that this was a predominantly residential location and for the prevention of public nuisance, the licensing hours should cease at 10:30pm and alcohol should only be served with meals."

Kind regards,

Please note our change of address shown below.

Debra Paris  
Planning and Licensing Committee Clerk  
Loughton Town Council

[REDACTED]

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-----Original Message-----

**From:** Handan Ibrahim <[REDACTED]>  
**Sent:** 25 July 2017 14:46  
**To:** Debra Paris  
**Subject:** FW:The Green Owl 12-14 The Broadway Loughton. IG10 3ST

Hi Debra,

Further to Loughton town councils objection ,please see below statement from the applicant agreeing to reduce the licensable times of sale of alcohol from 23:00 to 22:30pm.

Please let me know if the objection will now be withdrawn.

Thank you

Kind Regards

Mrs Handan Ibrahim  
Licensing Compliance Officer

[www.eppingforestdc.gov.uk](http://www.eppingforestdc.gov.uk)

-----Original Message-----

From: Marc Linch [REDACTED]  
Sent: 25 July 2017 14:28  
To: Handan Ibrahim  
Cc: Stewart Gibson  
Subject: 12-14 The Broadway Loughton. IG10 3ST

Dear Handan,

Further to our telephone conversation this afternoon regarding the Green Owl Canteen application i understand that Loughton Town Council have made an objection, and further to their objection I am willing to reduce the licensable hours to 1030pm for the sale of alcohol.

As mentioned I have already agreed the further conditions with the police regarding alcohol to be sold to customers being seated only.

Please let me know if you any further clarification.

Regards

Marc Linch

Sent from my iPhone

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