

Wk/201180092

**Application to vary a premises licence under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

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

I/We Co-operative Group Food Limited

*(Insert name(s) of applicant)*

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

<b>Premises licence number</b> LN/210001430
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**Part 1 – Premises Details**

<b>Postal address of premises or, if none, ordnance survey map reference or description</b>			
113-117 Upshire Road Upshire Waltham Abbey			
<b>Post town</b>	Essex	<b>Post code</b>	EN9 3PE

Telephone number at premises (if any)	01992 713725
Non-domestic rateable value of premises	£20000

**Part 2 – Applicant details**

<b>Daytime contact telephone number</b>	0161 827 5747		
<b>E-mail address (optional)</b>	licensing@co-operative.coop		
<b>Current postal address if different from premises address</b>	Licensing Department 5 <sup>th</sup> Floor Federation Building Dantzig Street		
<b>Post Town</b>	Manchester	<b>Postcode</b>	M60 0AF

**Part 3 - Variation**

Please tick yes

Do you want the proposed variation to have effect as soon as possible?

If not do you want the variation to take effect from

Day		Month		Year	

**Please describe briefly the nature of the proposed variation** (Please see guidance note 1)  
To Vary the licensing hours/trading hours of the premises

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

#### Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

##### Provision of regulated entertainment

Please tick yes

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

##### Provision of entertainment facilities:

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K)

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

Sale by retail of alcohol (if ticking yes, fill in box M)

In all cases complete boxes N, O and P

**M**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 7)</b>	On the premises	<input type="checkbox"/>
				Off the premises	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>State any seasonal variations for the supply of alcohol (please read guidance note 4)</b>		
Mon	06:00	23:00			
Tue	06:00	23:00			
Wed	06:00	23:00			
Thur	06:00	23:00			
Fri	06:00	23:00			
Sat	06:00	23:00			
Sun	06:00	23:00			
			<b>Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)</b>		

**N**

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)**

None

O

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)			<b>State any seasonal variations</b> (please read guidance note 4)
Day	Start	Finish	
Mon	06:00	23:00	<b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 5)
Tue	06:00	23:00	
Wed	06:00	23:00	
Thur	06:00	23:00	
Fri	06:00	23:00	
Sat	06:00	23:00	
Sun	06:00	23:00	

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking

Please tick yes

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes please fill in reasons for not including the licence, or part of it, below

Reasons why I have failed to enclose the premises licence or relevant part of premises licence

**P** Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

**a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)**

A closed circuit TV monitoring system to be installed and maintained. images recorded and retained for at least 21 days and to be handed to police/local authority on request.

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

Signage to be displayed instore that it is an offence for people aged under 18 to purchase alcohol.

Store fitted with a panic button for staff to press in cases of emergency

Store fitted with a burglar alarm.

**c) Public safety**

To meet the requirements of the Fire Safety Order 2005

**d) The prevention of public nuisance**

no deliveries to take place between the hours of 2300 and 0600 the following day.

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

all staff are trained in relation to underage related sales of alcohol. proof of age scheme in place.

"Challenge 25" scheme in place and notices of this prominently displayed within the store

electronic till prompt when alcohol is scanned to remind staff to check the age of the purchaser

"Age Refusals Register" refusals book kept to record where sales of alcohol are challenged or

refused.

Please tick yes

- I have made or enclosed payment of the fee
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I understand that I must now advertise my application
- I have enclosed the premises licence or relevant part of it or explanation
- I understand that if I do not comply with the above requirements my application will be rejected

**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**

**Part 5 – Signatures** (please read guidance note 10)

**Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent** (please read guidance note 11). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	05/03/2012
Capacity	Licensing Administrator

**Where the premises licence is jointly held signature of 2nd applicant (the current premises licence holder) or 2nd applicant’s solicitor or other authorised agent** (please read guidance note 12). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	
Capacity	



<b>Contact name (where not previously given) and address for correspondence associated with this application</b> (please read guidance note 13) Licensing Department 5 <sup>th</sup> Floor Federation Building Dantzig Street			
<b>Post town</b>	Manchester	<b>Post code</b>	M60 0AF
<b>Telephone number (if any)</b>	0161 827 5494		
<b>If you would prefer us to correspond with you by e-mail your e-mail address (optional)</b>			

### Notes for Guidance

**This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence you should make a new premises licence application under section 17 of the Licensing Act 2003.**

1. Describe 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.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example state type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please 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.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. Please 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, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

# PREMISES LICENCE

## Part A



Corporate Support  
Services

Premises licence number:

LN/210001430

Part 1 – Premises details:

Postal address of premises, or if none, ordnance survey map reference or description:

Co-op Late Shop  
113-117 Upshire Road

Post Town: Waltham Abbey Post code: EN9 3PE

Telephone number: 01992 713725

Where the licence is time limited the dates: N/A

Licensable activities authorised by the licence:

Sale of alcohol off the premises

The times the licence authorises the carrying out of licensable activities:

Monday – Saturday: 8.00-23.00

Sunday: 10.00 – 22.30

Good Friday: 8.00 – 22.30

Christmas Day: 12.00 – 15.00, and 19.00 – 22.30

The opening hours of the premises:

Where the licence authorises supplies of alcohol whether these are on and / or off supplies: Off.

Name, (registered) address, telephone number and e-mail (where relevant) of holder of premises licence:

Co-operative Group Food Limited  
New Century House  
Manchester  
M60 4ES

Registered number of holder, for example company number, charity number (where applicable):  
26715R

**Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol:**

**Christopher A.C. Okoro  
8 George Avey Croft  
North Weald  
Epping  
CM16 6JB**

**Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol:  
LEW 1285 Lewisham**

**Annex 1 – Mandatory conditions:**

1. No supply of alcohol may be made under the premises licence:-
  - a) at a time when there is no designated premises supervisor in respect of the premises licence, or
  - b) at a time when the designated premises supervisor does not hold a personal licence or when the designated supervisor has a licence suspended
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence (see section 19 Licensing Act 2003)
3. Each individual at the premises who carry out a security activity, must be licensed by the Security Industry Authority (see section 21 Licensing Act 2003)
4. Where a premises licence authorises the exhibition of films, the admission of children to the exhibition of any film is to be restricted in accordance with section 20 Licensing Act 2003.

**Annex 2 – Conditions consistent with the Operating Schedule:**

**N/A**

**Annexe 3 – Conditions attached after a hearing by the licensing authority:**

N/A

**Annexe 4 – Plans:**

Plans held at Epping Forest District Council

**Sarah Moran**

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**From:** mark tooley <[redacted]>  
**Sent:** 02 April 2012 13:28  
**To:** Licensing  
**Subject:** Extension of Co-op Licensing 6am - 11pm

Dear Sir/Madam,

I am sending this e-mail to strongly appose the extension of the licensing of the Upshire road Co-op.

I live in the Upshire road in the flats and we are already inconvenienced with there trading hours of 7am - 10pm.

There shop attracts alot of use, and anti social behaviour which is bad enough that we have to put up with this til 10pm, I firmly appose the 11pm as this means people will be able to buy alcohol until 11pm which is totally unacceptable, also regarding the 6am opening time the co-op is situated underneath flats which are residential and this also is unacceptable.

On another note the co-op also have lorries turning up at 6am in the morning when they are not ment to because it is a residential area no lorries should turn up til 7am and they blatantly flaunt this, so i would ask you not to grant them an extension because of us the residence that have to live with in close proximity to the co-op, and to put up with the noise and behaviour.

Yours sincerely

Mr M D Tooley,  
[redacted] Upshire road,