

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We SIVANANTHAN KANDASAMY

(Insert name(s) of applicant)

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

Part 1 – Premises details

| | | | |
|---|-------|----------|---------|
| Postal address of premises or, if none, ordnance survey map reference or description 109 HIGH STREET | | | |
| Post town | ONGAR | Postcode | CM5 9DX |
| Telephone number at premises (if any) | | | |
| Non-domestic rateable value of premises | | £ 7,300 | |

Part 2 - Applicant details

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

Please tick as

- a) an individual or individuals * ☒ please complete section (A)
- b) a person other than an individual *
- i as a limited company/limited liability partnership ☐ please complete section (B)
- ii as a partnership (other than limited liability) ☐ please complete section (B)

- iii as an unincorporated association or ☐ please complete section (B)
- iv other (for example a statutory corporation) ☐ please complete section (B)
- c) a recognised club ☐ please complete section (B)
- d) a charity ☐ please complete section (B)
- e) the proprietor of an educational establishment ☐ please complete section (B)
- f) a health service body ☐ please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

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

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

| | | | | | |
|--|------------------------------|-------------------------------|-----------------------------|---|--|
| Mr <input checked="" type="checkbox"/> | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/> | Other Title (for example, Rev) | |
| Surname KANDASAMY | | | First names SIVANANTHAN | | |
| Date of birth over | | I am 18 years old or over | | <input checked="" type="checkbox"/> Please tick yes | |
| Nationality SRI LANKAN | | | | | |
| Current residential address if different from premises address | | | | | |
| Post town | LONDON | | | Postcode | |
| Daytime contact telephone number | | | VIA MY AGENT | | |
| E-mail address (optional) | | | | | |

SECOND INDIVIDUAL APPLICANT (if applicable)

| | | | | | |
|---|------------------------------|-------------------------------|-----------------------------|-------------------------------------|-----------------|
| Mr <input type="checkbox"/> | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/> | Other Title (for example, Rev) | |
| Surname | | | First names | | |
| Date of birth | | I am 18 years old or over | | <input checked="" type="checkbox"/> | Please tick yes |
| Nationality | | | | | |
| Current postal address if different from premises address | | | | | |
| Post town | | | | Postcode | |
| Daytime contact telephone number | | | | | |
| E-mail address (optional) | | | | | |

(B) OTHER APPLICANTS

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

| |
|---|
| Name |
| Address |
| Registered number (where applicable) |
| Description of applicant (for example, partnership, company, unincorporated association etc) |
| Telephone number (if any) |
| E-mail address (optional) |

Part 3 Operating Schedule

When do you want the premises licence to start?

| | | |
|----|----|-----------|
| DD | MM | YYYY |
| A | S | A P - - - |

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

| | | |
|----|----|---------|
| DD | MM | YYYY |
| - | - | - - - - |

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

FAMILY CONVENIENCE STORE AND POST OFFICE

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

N/A

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

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

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- a) plays (if ticking yes, fill in box A) ☐
- 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 late night refreshment (if ticking yes, fill in box I) ☐

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

In all cases complete boxes K, L and MA

| | | | | | |
|---|-------|--------|---|----------|--------------------------|
| Plays Standard days and timings (please read guidance note 7) | | | Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | Please give further details here (please read guidance note 4) | | |
| Mon | | | | | |
| Tue | | | | | |
| Wed | | | | | |
| | | | State any seasonal variations for performing plays (please read guidance note 5) | | |

| | | | |
|------|--|--|---|
| | | | |
| Thur | | | |
| | | | |
| Fri | | | Non standard timings Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 6) |
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| Sat | | | |
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B

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|--|-------|--------|--|--|-----------------------------------|
| Films Standard days and timings (please read guidance note 7) | | | Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3) | | Indoors <input type="checkbox"/> |
| | | | | | Outdoors <input type="checkbox"/> |
| Day | Start | Finish | | | Both <input type="checkbox"/> |
| Mon | | | Please give further details here (please read guidance note 4) | | |
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| Tue | | | | | |
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| Wed | | | State any seasonal variations for the exhibition of films (please read guidance note 5) | | |
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| Thur | | | | | |
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| Fri | | | Non standard timings Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 6) | | |
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C

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|---|-------|--------|--|
| Indoor sporting events Standard days and timings (please read guidance note 7) | | | Please give further details (please read guidance note 4) |
| Day | Start | Finish | |

| | | | |
|------|--|--|---|
| Mon | | | |
| | | | |
| Tue | | | State any seasonal variations for indoor sporting events (please read guidance note 4) |
| | | | |
| Wed | | | |
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| Thur | | | Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 6) |
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|--|-------|--------|--|----------|--------------------------|
| Boxing or wrestling entertainments Standard days and timings (please read guidance note 7) | | | Will the boxing or wrestling entertainment take place indoors or outdoors or both - please tick (please read guidance note 3) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | | | |
| Mon | | | Please give further details here (please read guidance note 4) | | |
| | | | | | |
| Tue | | | | | |
| | | | | | |
| Wed | | | State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5) | | |
| | | | | | |
| Thur | | | | | |
| | | | | | |
| Fri | | | Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 6) | | |
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|--|-------|--------|--|--|----------|--------------------------|
| Live music Standard days and timings (please read guidance note 7) | | | Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3) | | Indoors | <input type="checkbox"/> |
| | | | | | Outdoors | <input type="checkbox"/> |
| Day | Start | Finish | | | Both | <input type="checkbox"/> |
| Mon | | | Please give further details here (please read guidance note 4) | | | |
| | | | | | | |
| Tue | | | | | | |
| | | | | | | |
| Wed | | | State any seasonal variations for the performance of live music (please read guidance note 5) | | | |
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| Thur | | | | | | |
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| Fri | | | Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6) | | | |
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| Recorded music Standard days and timings (please read guidance note 7) | | | Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3) | | Indoors | <input type="checkbox"/> |
| | | | | | Outdoors | <input type="checkbox"/> |
| Day | Start | Finish | | | Both | <input type="checkbox"/> |
| Mon | | | Please give further details here (please read guidance note 4) | | | |
| | | | | | | |
| Tue | | | | | | |
| | | | | | | |
| Wed | | | State any seasonal variations for the playing of recorded music (please read guidance note 5) | | | |
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| Thur | | | | | | |
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| Fri | | | Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 6) |
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|---|-------|--------|---|----------|--------------------------|
| Performances of dance Standard days and timings (please read guidance note 7) | | | Will the performance of dance take place indoors or outdoors or both = please tick (please read guidance note 3) | Indoors | <input type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| | | | | | |
| Day | Start | Finish | | | |
| Mon | | | Please give further details here (please read guidance note 4) | | |
| | | | | | |
| Tue | | | | | |
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| Wed | | | State any seasonal variations for the performance of dance (please read guidance note 5) | | |
| | | | | | |
| Thur | | | | | |
| | | | | | |
| Fri | | | Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 6) | | |
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| Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7) | Please give a description of the type of entertainment you will be providing |
| | |

| Day | Start | Finish | Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3) | Indoors | <input type="checkbox"/> |
|------|-------|--------|--|----------|--------------------------|
| Mon | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Tue | | | Please give further details here (please read guidance note 4) | | |
| | | | | | |
| Wed | | | | | |
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| Thur | | | State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5) | | |
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| Fri | | | | | |
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| Sat | | | Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 6) | | |
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| Sun | | | | | |
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| Late night refreshment Standard days and timings (please read guidance note 7) | | | Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3) | Indoors | <input type="checkbox"/> |
|--|-------|--------|---|----------|--------------------------|
| Day | Start | Finish | | Outdoors | <input type="checkbox"/> |
| Mon | | | Please give further details here (please read guidance note 4) | | |
| | | | | | |
| Tue | | | | | |
| | | | | | |
| Wed | | | State any seasonal variations for the provision of late night refreshment (please read guidance note 5) | | |
| | | | | | |
| Thur | | | | | |
| | | | | | |
| Fri | | | Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 6) | | |
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| Sat | | | |
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| Sun | | | |
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J

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|--|-------|--------|--|---------------------|-------------------------------------|
| Supply of alcohol Standard days and timings (please read guidance note 7) | | | Will the supply of alcohol be for consumption – please tick (please read guidance note 8) | On the premises | <input type="checkbox"/> |
| | | | | Off the premises | <input checked="" type="checkbox"/> |
| Day | Start | Finish | Both <input type="checkbox"/> | | |
| Mon | 07.00 | 23.00 | State any seasonal variations for the supply of alcohol (please read guidance note 5) | | |
| Tue | 07.00 | 23.00 | | | |
| Wed | 07.00 | 23.00 | | | |
| Thur | 07.00 | 23.00 | 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 6) | | |
| Fri | 07.00 | 23.00 | | | |
| Sat | 07.00 | 23.00 | | | |
| Sun | 07.00 | 23.00 | | | |

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

| | |
|--|--|
| Name SIVANANTHAN KANDASAMY | |
| Date of birth | |
| Address [REDACTED] | |
| Postcode | |
| Personal licence number (if known) [REDACTED] | |
| Issuing licensing authority (if known) [REDACTED] | |

K

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

L

| | | | |
|---|-------|--------|---|
| Hours premises are open to the public Standard days and timings (please read guidance note 7) | | | State any seasonal variations (please read guidance note 5) |
| Day | Start | Finish | 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 (please read guidance note 6) |
| Mon | 07.00 | 23.00 | |
| | | | |
| Tue | 07.00 | 23.00 | |
| | | | |
| Wed | 07.00 | 23.00 | |
| | | | |
| Thur | 07.00 | 23.00 | |
| | | | |
| Fri | 07.00 | 23.00 | |
| | | | |
| Sat | 07.00 | 23.00 | |
| | | | |
| Sun | 07.00 | 23.00 | |
| | | | |

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

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

1. 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.

2. The Licensee shall ensure that signage is displayed advising customers that a 'Challenge 25' policy is in force.

3. The Licensee shall ensure that all engaged in the sale or supply of alcohol on the premises 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 shall 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.

4. 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 refusal book shall be made available to the Police/Licensing Authority upon request.

5. The premises shall install and maintain a closed circuit television surveillance (CCTV) system which at all times complies with the below requirements:

i. CCTV shall be provided in the form a recordable system, capable of providing pictures of evidential quality in all lighting conditions, particularly facial recognition;

ii. CCTV cameras shall cover all public areas including all public entrances and exits

iii. CCTV Equipment shall be maintained in good working order, be correctly time and date stamped. Recordings shall be kept for a minimum period of 28 days;

iv. 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;

v. 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;

vi. An operational daily log report shall be maintained, endorsed by signature, indicating the system has been checked is compliant: in the event of any failings these are to be recorded. Any failure of the CCTV system which cannot be rectified within 4 hours of discovery shall be reported to the Police via e-mail as soon as possible.

6. The Licensee shall ensure that an incident log is maintained on the premises and made immediately available to authorised 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

7. 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.

b) The prevention of crime and disorder

Please see attached schedule of conditions offered above

c) Public safety

Please see attached schedule of conditions offered above

d) The prevention of public nuisance

Please see attached schedule of conditions offered above

e) The protection of children from harm

Please see attached schedule of conditions offered above

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee. ☒
- I have enclosed the plan of the premises. ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☒
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. ☒
- I understand that I must now advertise my application. ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒
- ☐ [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).

IT IS AN OFFENCE, UNDER SECTION 15B OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF 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.

Part 4 – Signatures (please read guidance note 11)

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

| | |
|--------------------|--|
| Declaration | <ul style="list-style-type: none">• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15)• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15) |
|--------------------|--|

| | |
|-----------|--|
| Signature | [REDACTED] |
| Date | 6 th November 2017 |
| Capacity | Licensing Consultant, duly authorised to sign on behalf of the applicant |

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

| | |
|-----------|--|
| Signature | |
| Date | |
| Capacity | |

| | | | |
|---|------------|----------|------------|
| Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14) | | | |
| Mr P E West, 21st Century Licensing, [REDACTED] | | | |
| Post town | [REDACTED] | Postcode | [REDACTED] |
| Telephone number (if any) | [REDACTED] | | |
| If you would prefer us to correspond with you by e-mail, your e-mail address (optional) | | | |
| [REDACTED] | | | |



www.21stcenturylicensing.com

Professional, Affordable Licensing Solutions

Please ensure all correspondence and the final licence documents are returned to 21st Century Licensing. No correspondence should go directly to the applicant or application site. This will enable us to check documents on behalf of the applicant.

In the event that you consider the application is defective in any way we respectfully request that you contact 21st Century Licensing to see if matters can be resolved before rejecting it.

Notes for Guidance

- 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 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
 - a performance of unamplified live music between 08 00 and 23 00 on any day, on any premises
 - 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
 - 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
 - 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
 - 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
 - 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
 - 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
 - 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
 - **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
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority,
 - 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,
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor, and
 - 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

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

15 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.
- 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 of 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.

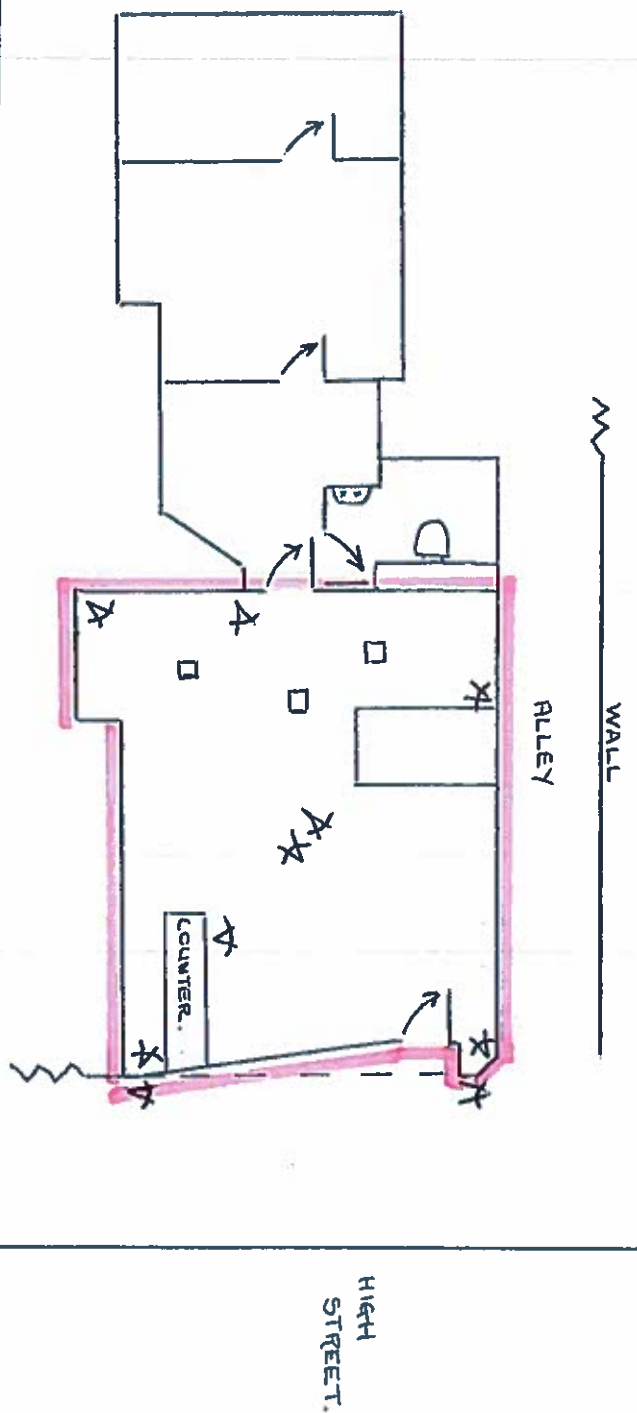
Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

PLEASE NOTE THE APPLICATION POSTERS WILL BE DISPLAYED FROM MONDAY 6th NOV MEANING CONSULTATION CLOSES ON 4th DEC 2017

109 HIGH STREET

ONGAR, ESSEX, CM5 9DX.

30th OCTOBER 2017



LEGEND

A C.C.T.V.

— LICENSED AREA

SCALE 1 to 100.

CONSENT OF INDIVIDUAL TO BEING SPECIFIED AS PREMISES SUPERVISOR

I, Mr. Sivananthan KANDASAMY.

[full name]

Of, [REDACTED]

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

Type of application, New Premises Licence.

relating to premises licence number, *Awaits.*

For, 109, High Street, Ongar, Essex, CM5 9DX

[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,

Mr. Sivananthan KANDASAMY.

[name of applicant]

concerning the supply of alcohol at the above address. 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 [REDACTED]

Personal Licence issuing authority, Waltham Forest District Council

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

Signed, [REDACTED]

Name (please print) Sivananthan KANDASAMY.

Date:

2/11/17

Date of birth dd/mm/yy [REDACTED]

Place of birth [REDACTED]

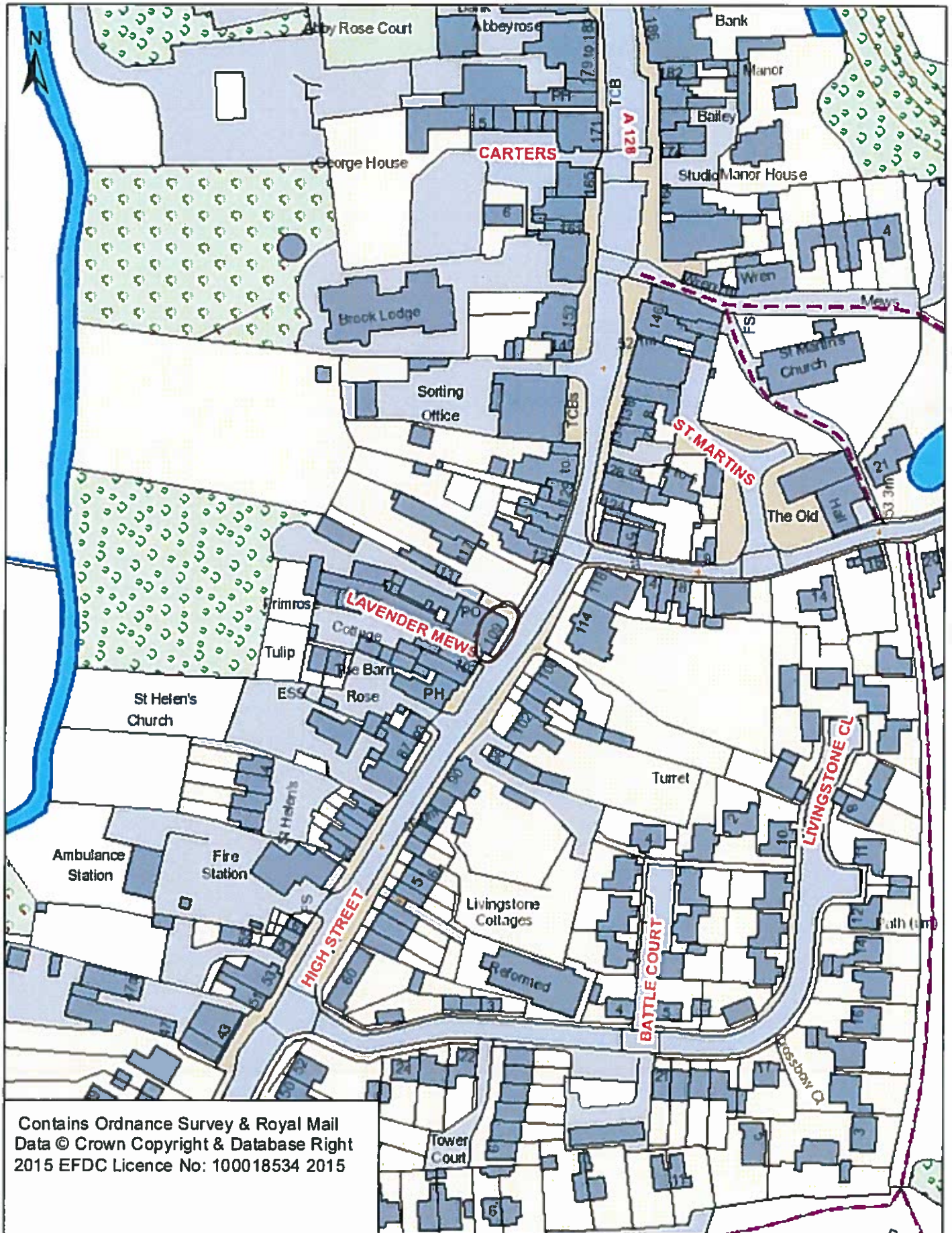


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Essex County Council

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Nuala Clark

From: Brian Stalabrass
Sent: 28 November 2017 16:52
To: Nuala Clark
Subject: RE: New Premises licence 109 High Street Ongar CM5 9DX

Hi Nuala
From the information provided we have no representations to make.
Regards

Brian Stalabrass EHO
Public Health Team Manager

Tel 01992 564063

Epping Forest DC
Neighbourhoods Directorate
Civic Offices
323 High Street
Epping
Essex
CM16 4BZ

From: Nuala Clark
Sent: 07 November 2017 11:46
To: Brian Stalabrass; David Baker; Essex Fire & Rescue; Home Office; Jackie Renn; Licence Applications CYP; Police Licensing applications; Richard Gardiner; TS Business (tradingstandards@essex.gov.uk)
Subject: New Premises licence 109 High Street Ongar CM5 9DX

[REDACTED] clerk@ongartowncouncil.gov.uk

Good morning,

Please find attached a new premises licence application for the above mentioned address, the application is for the sale of alcohol as follows:

Essex County Fire & Rescue Service



Mrs. N. Clark
Licensing Compliance Officer
Licensing Department
Epping Forest District Council,
Civic Offices, High Street,
EPPING,
Essex. CM16 4BZ

Mr Adam Eckley, MBA, M.I.Fire.E

Acting Chief Fire Officer and Acting Chief Executive

NORTH WEST GROUP SDP

Harlow Service Delivery Point

Fourth Avenue

HARLOW

CM20 1DU

☎ 01376 576800

✉ northwestgroupsdpsdp@essex-fire.gov.uk

Date: 9th November 2017
Our Ref: CAS-611020
Your Ref:
Enquiries to: Geoff Marler
Fire Safety Officer

Dear Madam,

LICENSING ACT 2003

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Premises: 109 High Street, Ongar, CM5 9DX

Application: New Premises Licence

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

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

Yours faithfully



Geoff Marler
Fire Safety Officer

Nuala Clark

From: Assistant <assistant@ongartowncouncil.gov.uk>
Sent: 24 November 2017 12:42
To: Licensing
Cc: Lawrence Mendoza
Subject: 109 HIGH STREET, ONGAR - REGISTER OF LICENCE APPLICATION

Could you please note that the Council objects to the above licence application at 109 High Street, Ongar as follows:-

At Ongar Town Council's Planning, Environment, Public Relations and Open Spaces meeting held on the 16th November 2017 it was Resolved that the Council objects to the application on noise and disturbance resulting from use and hours of opening. Proposed Cllr Cole, seconded Cllr Reynolds. Carried with one against.

Regards.
Eileen

Eileen Gough
Administration Assistant
Ongar Town Council
Tel: 01277 365348
www.ongartowncouncil.gov.uk

2

High Street
Ongar

21.11.17

The Licensing Team
Epping D.C.

Application for premises licence 109 High St Ongar

no 109 and am making a representation against the above application and set out below the grounds under the limitations allowed. However first I wish to clarify the premises. 109 was, up to the 9TH November, a convenience store and Post Office but after a consultation the Post Office has moved to No 21. So I am assuming that this application is just for a convenience store, selling alcohol.

Prevention of crime and disorder

Incidence of crime is generally low level which the Police rarely respond to. However it is often fuelled by alcohol. Broken shop windows or damaged cars occur late at night. I have had several cars damaged in this way.

The few burglaries at commercial premises have been related to the theft of cigarettes or alcohol. No doubt the applicant would want to mitigate this by putting up metal shutters, but this is a Grade 2 listed building so would need planning permission and a Heritage statement. This has previously been unsuccessful as the residents and Parish Council object as it would not be in keeping with the Heritage appearance of a conservation area.

I believe another premise in the Town centre selling alcohol is unnecessary and would increase the likelihood of crime.

Prevention of Public Nuisance

There is already the following selling alcohol, all in close proximity.

Sainsbury, open 8.00 – 8.00

Tesco – open 6.30 – 11.00

Londis.. open 7.30 – 8.00

And three public Houses in the centre bit of the High Street.

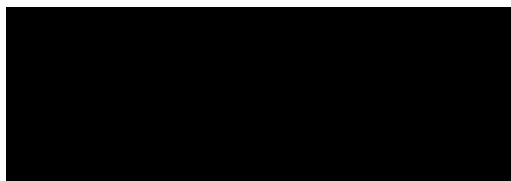
Three doors away from no 109 is the Royal Oak P.H. which has an in force Noise Abatement order for causing public disturbance to the residents living on the opposite side of the road. However it has tables outside and people often sit there when the pub has closed, which causes noise for us. Being able to buy alcohol close by will I think increase the number of people coming into the town centre and lingering around at these tables, and will include the people banned from the pub. I have witnessed people urinating in the alleyways alongside no 107 and 109.

I believe that selling alcohol and being open until late at night seven days a week will greatly increase the incidence of public nuisance throughout the town and especially to those of us who live opposite.

Public Safety

There are bollards on the pavement either side of No 109 and on the opposite side of the road. However there are no bollards outside no 109 which means people park up on to the pavement. There is already a problem with the amount of parking outside no 107, the Fish and Chip shop and another shop open until late will increase this and present a problem with the safety of walking along the pavement. All the other premises selling alcohol have available off road parking.

I strongly urge that this application is refused.



Mrs R Monaghan

3
[redacted] High Street
Ongar
[redacted]
[redacted]

22.11.17

24 NOV 2017

The Licencing Team
Epping D. C.

Application for premise licence 109 High Street Ongar

[redacted] 109 and I am objecting to the application on the grounds set out below

Prevention of crime and disorder

At this moment in time crime is not an issue however, there are often groups of youths hanging about and are noisy very late at night. If this store were to be open for alcohol then I believe these people would buy it and drink it in the street outside. We already have youths throwing cans and urinating in the alley beside the shop. Cars in the car park at the back have been vandalised and this could become worse. A motorbike was taken by youths from the alley approximately 9 months ago. People that are banned from the pub will buy alcohol and sit on the tables which are outside the pub when it is closed, which is only 3 shops along.

Prevention of public nuisance

If alcohol is sold I believe that it will cause problems for the residents that live very close. The Royal Oak already has a noise abatement order against it because of the intolerable noise from drinkers outside.

Why do we need another convenience store selling alcohol when there are already three places where it can be bought. Tesco's, Sainsbury's and Lloyds.

Chipping Ongar is a historic and picturesque place and is a conservation area and the use of metal shutters would not be allowed which you would need if selling alcohol and cigarettes.

Public safety

There is already an enormous problem with parking on the pavement and mothers with pushchairs and invalid carriages having to go into the road. The pavement is narrow and there are no bollards to prevent this happening.

I urge that you refuse this application

Mrs Sheila Bundy

Nuala Clark

From: Nuala Clark
Sent: 29 November 2017 07:52
To: 'roger.joseph.mculty'
Subject: RE: My representation against Application WK/201739456

Good morning Mr McNulty,

I have duly noted your comments and can confirm that your relevant objections will be put forward to committee. As previously explained I will send you a formal letter to attend shortly, this will outline the process on the day. The meeting is scheduled for the 9.1.2018, there are 3 other items on that day and I am unable to advise when this item will be heard.

The public agenda will be published I believe on the 21.12.2017 which will give us an indication of the order on the day.

Kind regards

Nuala

Mrs N Clark
Licensing Compliance Officer
Tel: 01992 564340
E-mail: nclark@eppingforestdc.gov.uk

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

From: roger.joseph.mculty [REDACTED]
Sent: 28 November 2017 19:31
To: Nuala Clark
Subject: My representation against Application WK/201739456

Dear Mrs Clark,

Thank you for your telephone call this afternoon.

I understand from your call the legal position regarding disclosure. Irrespective of my covering letter dated 26th November 2017 please proceed with allowing any personal information required by law in relation to my representation to be disclosed to the applicant.

Regards

Roger McNulty

Roger McNulty, [REDACTED] High Street, Ongar, Essex, [REDACTED]

Epping Forest District Council
Licensing Unit Civil Offices
High Street
Epping
Essex
CM164BZ

26th November 2017-11-26

Dear sir or madam

**REPRESENTATION AGAINST THE APPLICATION REFERENCE
WK/201739456. 109 HIGH STREET ONGAR.**

Please find attached my detailed grounds making representation objecting to the above premises licence application.

I would ask that my address is not disclosed to the applicant as I do not have details of his address and I do not wish to be approached directly by the applicant or his agents regarding this representation prior to the Council Licencing Sub-committee meeting.

Yours sincerely

[REDACTED]
Roger McNulty

Representation Against the application reference WK/201739456 at 109 High Street, Ongar, Essex, CM5 9DX for a new premises licence for a family Convenience store and Post Office which will require the sale of alcohol: Monday to Sunday 07:00 to 23:00:

I would ask this application to be denied on the basis of miss-information to Epping Forrest District Council. The Licence application submitted for a 'Family Convenience Store and Post Office that will require the sale of alcohol' will **not** in fact be a 'Post Office'. The Post Office which was based at these premises has re-located several hundred yards down the High Street to number 21.

If however the Licencing Sub-Committee decides to consider this Application, I would wish to make a representation against the Premises Licence on the following grounds.

Background

The section of the Ongar High Street within the conservation area south of "the narrows" (i.e. between the Bell Pub and the Flower shop) to Bushy Lea is primarily residential. There is one retail outlet on the east side of the road and five small retail outlets and a Public House on the West Side.

The prevention of crime and disorder. (including anti social behaviour adversely affecting the local environment)

No.109 and the Fish and chip shop at 107 form a part of the same listed building. There is a narrow entrance north of this building leading to commercial units and flats at the back of these properties, and to the south the narrow entrance to Lavender Mews (a recent development of five domestic properties). The Public House is on the same side some 200 yards south.

The combination of a Public House, fish and chip shop and Licenced convenience store opening until late evening in such close proximity in a residential area is a recipe for anti social behaviour that will adversely affect the local environment. There have already been recorded disturbances at the Public house, a high volume of passing vehicles already stop for the fish and chip shop frequently committing traffic offences such as ; illegally driving on to the pavement; parking on the pavement where bollards do not exist or have been removed; obstructing drives and entrances; and trespassing by parking on private drives. Public urinating, loitering , suspected drug dealing and obstruction have also been observed in both of the narrow entrances on either side of the property and the previous business owners at 109 have had windows smashed. The other retail outlets all close at c. 6pm as did the Post Office at 109 High Street.

The addition of a licenced premises with opening hours to 11pm and opening on Saturday and Sunday will add to these problems.

Attached are examples of the inconsiderate and motoring offences all taking place during a one our period on two separate days.

Public Safety

This premises is very close to a narrow section of the High Street ('The narrows') In fact a sign on the lamppost outside 109 warns of this. After 6pm parking on the either side of the High Street is not restricted. Previous businesses at 109 have closed at c.6pm. By granting a licence for the sale of alcohol with opening hours from 7am to 11pm Monday to Sunday the Authority will in fact be encouraging increasing the operating hours at this premises. This would not be doing all it can to reasonably prevent the crime and disorder issues referred to above and would also *increase the danger to the public.*

Congestion as a result of parking

This traffic on Chipping Ongar High Street is heavy. Parking on both sides of the road particularly to the South of 'the narrows' causes traffic congestion. There is just not enough space for parking on both sides of the road while enabling two lanes of traffic. This causes danger to the public and pedestrians.

Illegal driving on to, and parking on sections of the pavement where bollards do not exist or have been removed. This happens at all hours while the fish and Chip shop is open and would be increased by another shop with the same or more extensive opening hours. This is illegal causes a danger to pedestrians and prevents prams and mobility scooters using the pavement. Frequently cars also cross the road to park facing the oncoming traffic often with lights on. This is an added danger to other drivers.

Public Nuisance

Parking obstructing access to and trespass by parking on; private drives at 108, 113 vehicle and public access to commercial premises and flats at the back of 109; vehicle and public access to the five private houses at the back of 107. This combination of inconsiderate behaviour and trespass is a public nuisance and has lead to abusive behaviour and extensive use of vehicle horns.

Summation

My representation is that a licence a. to sell alcohol and b. as an effect of that, licence to open in the evenings to 11 pm including Sundays could only increase the level of crime and disorder, danger to public safety and public nuisance in this vicinity. There is already access to alcohol at the Public House and the convenience store at the Post Office at 21 High Street and an additional licenced facility is an **unfair burden on local residents that the council can reasonably prevent.**



26th November 2017



24 NOV 2017

Neil & June Willoughby
[REDACTED] High Street, Chipping Ongar
[REDACTED]

20/11/17

Epping Forest District Council
Licensing Unit Civic Offices
High Street
Epping
Essex
CM164BZ

Re: Licence Application for 109 High Street, Ongar Essex, CM59DX
Application for sale of Alcohol Monday to Sunday 07:00-23:00

Dear Licencing Team

We would like to register our opposition to Epping District Council approving the licencing application allowing the property 109 High Street, Ongar. Being allowed to firstly, sell alcohol and secondly to be allowed to be open between the hours of 7:00 and 23:00.

We understand that currently the shop is licenced to be open up till 6:00 in the evening and does not have an alcohol licence.

The grounds of our objections are as follows:-

1, Prevention of crime and disorder. We have seen crime rise in Ongar in recent years, including a knife crime last year outside a local Tesco express, which also sells alcohol until 23:30. Youths using drugs is on the increase, and we believe another shop selling alcohol late at night will add to this problem within Ongar. ✓

2, Public Safety.

There is no easy off street parking nearby, resulting in customers parking on the road and on the pavement. The road outside is not wide, with a bottle neck less than 50 meters away. In the past where cars/lorries have been parked on both sides of the road, emergency vehicles have found it difficult to pass. A shop opening till these hours can only increase this problem.

Because the road is narrow at this point, cars currently parked on the pavement, are causing pedestrians with prams and elderly using mobility scooters, out onto the road. ✗

3, The prevention of Public Nuisance.

Due to the shop selling alcohol, especially at night, I believe that public nuisance will occur from youths gathering/hanging about outside the shop when purchasing alcohol.

Customers to the fish and chip shop next door, already cause a traffic nuisance by parking either side of the road, stopping the traffic; another late night shop will exasperate the situation due to more visitors in this area in the evening. ✓

4, The Protection of children from harm.

I believe these premises will encourage children to purchase alcohol as mentioned above.

We have witnessed mothers having to push prams out into the road to get around cars parked on the pavement, not leaving a gap wide enough to pass. ✓

Thank you for taking consideration of the points we have raised and presenting our objections to the Licencing Sub Committee.

Yours Faithfully

Neil & June Willoughby

⑥

2 NOV 2017

EFAC
Licensing Unit
Circ Offices
High Street
Epping
ESSEX CH16 4BZ
Your Refn WK/201739456

J.H. Crick
High Street
Chipping Ongar
Essex

18th November 2017

re 109 High Street, Ongar

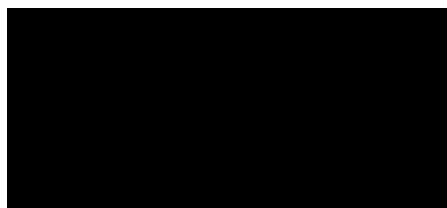
Re licensing application for property above I wish to make the following representation:-

I prefer to alter the closing time from 23:00 to say 20:00 for the following reason:

Prevention of potential public nuisance in a residential area.

In particular keen to avoid the congregation of people drinking in bona vacantia strip of land to side of No 90 High Street.

Many Thanks for your consideration



Jonathan Harvey CRICK