

WK201882680



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

For help contact  
[licensing@eppingforestdc.gov.uk](mailto: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

SHELL HALFMOON

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

SHELL UK OIL PRODUCTS LIMITED

\* Family name

N/A

You must enter a valid e-mail address

\* E-mail

N/A

Main telephone number

020 7934 1234

Include country code.

Other telephone number

☐ 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

3625633

Business name

SHELL UK OIL PRODUCTS LIMITED

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

VAT number

GB

235763255

Put "none" if the applicant is not registered for VAT.

Continued from previous page...

Legal status

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 sole trader is a business owned by one person without any special legal structure.

☐ A private individual acting as an agent

**Agent Business**

Is your business registered in the UK with Companies House? ☒ Yes ☐ No

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

Registration number

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

Continued from previous page...

Your position in the business LICENSING ASSISTANT

Home country United Kingdom

The country where the headquarters of your business is located.

**Agent Registered Address**

Address registered with Companies House.

Building number or name LOCKETT HOUSE

Street 13 CHURCH STREET

District

City or town KIDDERMINSTER

County or administrative area

Postcode DY10 2AH

Country United Kingdom

**Section 2 of 21**

**PREMISES DETAILS**

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

**Premises Address**

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

☒ Address ☐ OS map reference ☐ Description

**Postal Address Of Premises**

Building number or name SHELL HALFMOON

Street 24 - 36 HIGH STREET

District

City or town EPPING

County or administrative area ESSEX

Postcode CM16 4AE

Country United Kingdom

**Further Details**

Telephone number

Non-domestic rateable value of premises (£) 50,500

## Section 3 of 21

### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

### Confirm The Following

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

## Section 4 of 21

### NON INDIVIDUAL APPLICANTS

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

#### Non Individual Applicant's Name

Name

#### Details

Registered number (where applicable)

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

Continued from previous page...

PRIVATE LIMITED COMPANY

### Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

### Contact Details

E-mail

Telephone number

Other telephone number

\* Date of birth  /  /

\* Nationality

Documents that demonstrate entitlement to work in the UK

Add another applicant

## Section 5 of 21

### OPERATING SCHEDULE

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

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

Provide a general description of the premises

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

This is a well established convenience store located on a petrol forecourt. The site trades under Shell UK Oil Products Limited and is operated by Jayprakash Ujoodah. The convenience store has retail are of approximately 725 SQ FT.

The purpose built store has been designed to serve both the local community along with passing trade. The convenience store operates from 07:00 - 23:00 seven days per week. The store stocks a range of fresh foods and dairy produce, groceries

*Continued from previous page...*

and other domestic products and also offers 'express lunch facilities'. In addition dry fuel products such as BBQ charcoal/kindling/logs will be available. Off sales of alcohol are a standard expected feature of the convenience store service. The internal and external digital CCTV system will benefit from a recorder and recordings can be made available to Police and other enforcement agencies as needed.

The convenience store will be operated by the Manager assisted by a team of full and part time staff. The designated premises supervisor is trained and certified through an accredited scheme and is responsible for training all staff utilising the Lockett & Co due diligence package and keeping training records. The challenge 25 initiative will be used and supported by the refusals system and records kept in the refusal log.

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

#### Section 6 of 21

##### PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

☐ Yes ☒ No

#### Section 7 of 21

##### PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

☐ Yes ☒ No

#### Section 8 of 21

##### PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

☐ Yes ☒ No

#### Section 9 of 21

##### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

#### Section 10 of 21

##### PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

☐ Yes ☒ No

#### Section 11 of 21

##### PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Continued from previous page...

Will you be providing recorded music?

☐ Yes ☒ No

#### Section 12 of 21

##### PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

☐ Yes ☒ No

#### Section 13 of 21

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

See guidance on regulated entertainment

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

☐ Yes ☒ No

#### Section 14 of 21

##### LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes ☒ No

#### Section 15 of 21

##### SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

##### Standard Days And Timings

###### MONDAY

Start

End

Start

End

###### TUESDAY

Start

End

Start

End

###### WEDNESDAY

Start

End

Start

End

###### THURSDAY

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...

FRIDAY

Start 07:00

End 23:00

Start

End

SATURDAY

Start 07:00

End 23:00

Start

End

SUNDAY

Start 07:00

End 23:00

Start

End

Will the sale of alcohol be for consumption:

☐ On the premises ☒ Off the premises ☐ Both

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

State any seasonal variations

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

NONE

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

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

NONE

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

Name

First name

Family name

Date of birth

/ /

dd

mm

yyyy

Continued from previous page...

**Enter the contact's address**

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>
Personal Licence number (if known)	<input type="text"/>
Issuing licensing authority (if known)	<input type="text"/>

**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.

NONE

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

Continued from previous page...

**TUESDAY**

Start

End

Start

End

**WEDNESDAY**

Start

End

Start

End

**THURSDAY**

Start

End

Start

End

**FRIDAY**

Start

End

Start

End

**SATURDAY**

Start

End

Start

End

**SUNDAY**

Start

End

Start

End

**State any seasonal variations**

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

NONE

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

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

NONE

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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.

A suitable and sufficient CCTV system with recording facilities will be in place at site and will operate at all times the premise is open for licensable activities. Images will be retained for a period of no less than 31 days. Access to the equipment and recordings will be provided to the Police or other relevant officers of a responsible authority within 24 hours of the request being made.

Staff will be trained with regard to their responsibilities in the retail sale of alcohol and regular refresher training will also be undertaken (minimum of every 6 months). Written training records can be made available for inspection upon reasonable request by the Police or other relevant officers of a responsible authority.

A refusals log will be operated and maintained and will be produced to a relevant officer of the Police or other relevant officers of a responsible authority upon reasonable request.

An incident log will be operated and maintained and will be produced to a relevant officer of the Police or other relevant officers of a responsible authority upon reasonable request.

A Challenge 25 policy will be operated at the premise. Acceptable forms of identification are a passport, photo-card driving licence and PASS accredited identification card.

Spirits (with the exception of spirit mixers and premixed spirit drinks) will be located behind the counter.

The Premises Licence holder shall be permitted to display bulk stacks, wine towers and chilled promotional offerings throughout the store that may not necessarily be shown on the plan. The locations may be subject to change but will be contained within the red lined licensable area shown on the plan attached to the Premises Licence. The display of bulk stacks will not be located where they may impact on the ability of customers to use exits or escape routes without impediment.

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

A suitable and sufficient CCTV system with recording facilities will be in place at site and will operate at all times the premise is open for licensable activities. Images will be retained for a period of no less than 31 days. Access to the equipment and recordings will be provided to the Police or other relevant officers of a responsible authority within 24 hours of the request being made.

Spirits (with the exception of spirit mixers and premixed spirit drinks) will be located behind the counter.

Staff will be trained with regard to their responsibilities in the retail sale of alcohol and regular refresher training will also be undertaken (minimum of every 6 months). Written training records can be made available for inspection upon reasonable request by the Police or other relevant officers of a responsible authority.

#### c) Public safety

A suitable and sufficient CCTV system with recording facilities will be in place at site and will operate at all times the premise is open for licensable activities. Images will be retained for a period of no less than 31 days. Access to the equipment and recordings will be provided to the Police or other relevant officers of a responsible authority within 24 hours of the request being made.

#### d) The prevention of public nuisance

A suitable and sufficient CCTV system with recording facilities will be in place at site and will operate at all times the premise is open for licensable activities. Images will be retained for a period of no less than 31 days. Access to the equipment and recordings will be provided to the Police or other relevant officers of a responsible authority within 24 hours of the request being made.

*Continued from previous page...*

An incident log will be operated and maintained and will be produced to a relevant officer of the Police or other relevant officers of a responsible authority upon reasonable request.

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

A suitable and sufficient CCTV system with recording facilities will be in place at site and will operate at all times the premise is open for licensable activities. Images will be retained for a period of no less than 31 days. Access to the equipment and recordings will be provided to the Police or other relevant officers of a responsible authority within 24 hours of the request being made.

A refusals log will be operated and maintained and will be produced to a relevant officer of the Police or other relevant officers of a responsible authority upon reasonable request.

A Challenge 25 policy will be operated at the premise. Acceptable forms of identification are a passport, photo-card driving licence and PASS accredited identification card.

Spirits (with the exception of spirit mixers and premixed spirit drinks) will be located behind the counter.

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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.

*Continued from previous page...*

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

## Section 21 of 21

### PAYMENT DETAILS

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

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

To find out a premises non domestic rateable value go to the Valuation Office Agency 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 you 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 (£)

315.00

### 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

[Add another signatory](#)

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 SHELL HALFMOON

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

☐[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**

I, [REDACTED]  
[full name of prospective premises supervisor]

of [REDACTED]  
[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  
**PREMISES LICENCE APPLICATION**  
[type of application]

By **SHELL UK OIL PRODUCTS LIMITED**  
[name of applicant]

**NOT YET ASSIGNED**  
relating to a premises licence: [number of existing licence, if any]

or **SHELL HALEMOON 24-36 HIGH STREET, EPPING, ESSEX CM16 4AE**  
[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: **SHELL UK OIL PRODUCTS LIMITED**  
[name of applicant]

concerning the supply of alcohol at:

**SHELL HALEMOON 24-36 HIGH STREET, EPPING, ESSEX, CM16 4AE**  
[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: [REDACTED] [insert personal licence number, if any]

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

Signed [REDACTED]

Name (please print) [REDACTED]

Dated [REDACTED]

Date of Birth [REDACTED]

Place of Birth [REDACTED]

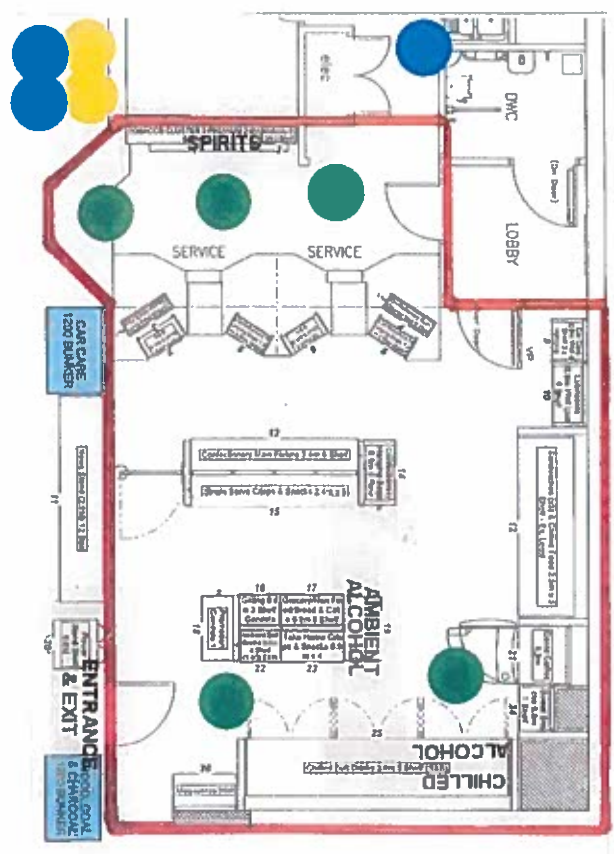
Nationality [REDACTED]



**Lockett & Co**  
Retail, Licensing & Trading Consultants

Shell Halfmoon  
24 – 36 High Street  
Epping  
Essex  
CM16 4AE

Key:	
	- Area licensed for sale of alcohol for consumption off the premise.
	- Fire extinguisher.
	- CCTV.
	- Fire Bucket.



Date: October 2018  
Scale: 1:100

**PUBLIC NOTICE OF AN APPLICATION FOR A PREMISES  
LICENCE UNDER SECTION 17 OF THE LICENSING ACT 2003**

Notice is hereby given that an application was made to  
**EPPING FOREST DISTRICT COUNCIL** for a premises licence  
under the above Act on the **25TH OCTOBER 2018**

Applicant: **SHELL UK OIL PRODUCTS  
LIMITED**

Address of premises: **SHELL HALFMOON  
24 - 36 HIGH STREET  
EPPING  
ESSEX  
CM16 4AE**

Proposed licensable activities:

**SALE OF ALCOHOL FOR CONSUMPTION ON THE PREMISES**

Proposed days and hours of licensable activity:

**EVERY DAY**

**ALCOHOL SALES 07.00 - 23.00 HOURS**

The postal address of the Licensing Authority where the register  
is kept and the application may be inspected is:

**\*LICENSING TEAM, NEIGHBOURHOODS DIRECTORATE,  
EPPING FOREST DISTRICT COUNCIL, CIVIC OFFICES,  
HIGH STREET, EPPING, ESSEX CM16 4BZ**

Any person wishing to make representations on this matter shall  
give notice, in writing, stating the nature and grounds for making  
such representations to The Licensing Officer at the above  
address\* within 28 days of the date of this notice - by the **22ND  
NOVEMBER 2018**. Further information is available by visiting  
the web site [www.eppingforestdc.gov.uk](http://www.eppingforestdc.gov.uk)

It is an offence to make a false statement in or in connection  
with an application. Those who make a false statement may be  
liable on summary conviction to a fine of any amount

**Lockett & Co - duly authorised agents**

## ► Announcements - Public Notices

## BUSINESSES



Mrs K Tuckey  
Licensing Department  
Epping Forest District Council  
Civic Offices  
High Street  
Epping  
CM16 4BZ



Licensing Department  
Loughton Police Station  
158 High Road  
Loughton  
IG10 4BE  
Tel: 01279 625 405  
Email: [7706@essex.pnn.police.uk](mailto:7706@essex.pnn.police.uk)

20 November 2018

Dear Mrs Tuckey,

**LICENSING ACT 2003 – GRANT OF PREMISES LICENCE SECTION 17**

**NEW PREMISE: Shell Halfmoon, 24-36 High Street, Epping, CM16 4AE**

In relation to the above application for the grant of a Premises Licence received on 25 October 2018; Essex Police believe this to be an unlawful application. The premises is a petrol filling station with small store selling vehicle related sundries, and some food & drink items.

Essex Police suggest this is an 'excluded premises' as defined under section 176 of the Licensing Act 2003. Whilst a request was made to the applicant's solicitor for a footfall analysis; this has not been forthcoming.

The proposed premises is on a busy road, in close proximity to an off licence and large supermarket which is a where alcohol is readily available and licensed 24 hours a day.

Furthermore, there is a public house and newly built residential premises adjacent to the location, and should the licence be granted; Essex Police are concerned there will be an increase in Public Nuisance, and associated Crime & Disorder; to the residents but also attract those leaving the public house looking to purchase and consume additional alcohol.

Yours sincerely



Mr Peter Jones MIOL, MBII  
Essex Police Licensing Officer  
Epping Forest, Brentwood & Harlow

## Debbie Houghton

---

**From:** pam scammell <[REDACTED]>  
**Sent:** 06 November 2018 16:52  
**To:** Debbie Houghton  
**Subject:** Re: Shell Halfmoom Service Station

Ooops. Thank you.

Your ref: WK201882680

[REDACTED] Chapel View  
[REDACTED] Hemnall St  
Epping, Essex  
[REDACTED]

Should you need anything further please just let me know. Thanks again.

Pam Scammell

On Tue, Nov 6, 2018 at 3:43 PM Debbie Houghton <[dhoughton@eppingforestdc.gov.uk](mailto:dhoughton@eppingforestdc.gov.uk)> wrote:

Hi Mr and Mrs Scammell,

Thank you for your email regarding your representations to the above application, please can you advise me of your address in relation to this premises, as any representations we receive means that the application will have to go to a licencing sub- committee for them to determine whether to grant the application,

Regards

Debbie

Debbie Houghton

Licensing Officer

Epping Forest District Council

Civic Offices

High Street

Epping

Essex

CM16 4BX

01992 564336 ([dhoughton@eppingforestdc.gov.uk](mailto:dhoughton@eppingforestdc.gov.uk))

**From:** pam scammell [mailto: [REDACTED]]  
**Sent:** 06 November 2018 15:00  
**To:** Licensing <[Licensing@eppingforestdc.gov.uk](mailto:Licensing@eppingforestdc.gov.uk)>  
**Subject:** Shell Halfmoom Service Station

**Protection of public nuisance.**

There are already ample opportunities for the purchase of alcohol in this area. Tesco open till midnight every night and directly opposite is the small newsagent who also sells alcohol. We need to ensure such shops can remain in the area for the other services they provide at this end of the High Street. Epping abounds with bars and restaurants and places where people can purchase and drink at will.

**The Protection of children from harm.**

Queens Alley is an attraction to teenagers who often gather there in dusk to drink . We should not encourage this. It would be easy for them to obtain alcohol and consume it in darkness.

**Public Nuisance**

The teenagers cause the litter and discarded drink cans etc thrown over the wall into the garage which are never cleared and encourage the rats. Shell should ensure that the site is cleared of existing rubbish by alley before considering adding more.

Pam Scammell and Ron Scammell



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Epping Forest District Council  
[Postmaster@Eppingforestdc.gov.uk](mailto:Postmaster@Eppingforestdc.gov.uk)

**Debbie Houghton**

---

**From:** pam scammell <[REDACTED]>  
**Sent:** 12 November 2018 15:15  
**To:** Licensing  
**Subject:** YOUR REF. WK2018822680

**I am sending this on behalf of Mrs Georgia Gibbs who resides at [REDACTED] Hemnall Street.**

**The Protection of children from harm and Protection of public nuisance**

Queens Alley is frequented sometimes by young people who seek to drink and smoke and cause general disturbance. Granting a licence to the garage will increase the likelihood of this increasing. There are already sufficient places where alcohol can be purchased e.g. opposite and at Tesco who open till midnight.

**Public Nuisance**

The youths cause the litter and have been seen to urinate in Queens Alley. For residents who have to use this alley it can be intimidating. Discarded food containers and drinks are frequently tossed over our walls. Shell should ensure that the site is cleared of existing rubbish in the alley and also in their domain. Rats are frequently seen.

Mrs Georgia Gibb

Mrs. Linda Angus  
[REDACTED] Hemnall Street  
Epping  
Essex [REDACTED]  
[REDACTED] [REDACTED]

The Licensing Team  
Epping Forest District Council.  
Civic Offices  
High Street  
Epping  
Essex  
CM16 4BZ

7th November 2018

Your Ref WK201882680

Application In respect Of Premises License at Shell Service Station 24-36 High Street. Epping. Essex. CM16 4AE

Dear Sirs

Re the above application

I Live in Queens Alley although my address is Hemnall Street.  
The Alley is where my house and my neighbors house which is the [REDACTED] is situated.

I object to this License being granted as I am concerned that you will get more youths congregating in the Alley, and being a public nuisance with the effect of Alcohol. There is a small wall that separates the Shell garage and Queens Alley. There is enough antisocial behavior in Epping at the moment for the Police to Deal with. This will only add to their workload.

I also think that Public Safety will be an issue. as the Hours of sale in this Application is until 23.00pm

There is Three Shops including Tesco at this end of Epping that already sells Alcohol. I really don't see the need for another premises to be selling Alcohol.

Yours sincerely  
Mrs Angus

[REDACTED]

## Debbie Houghton

---

**From:** Brian Stalabrax  
**Sent:** 25 October 2018 16:14  
**To:** Debbie Houghton  
**Subject:** RE: New application Shell Halfmoon Epping Premises Licence

Afternoon Debbie,

From the information supplied we have no representations to make on a public safety aspect with regard to this application.

Regards

Brian Stalabrax  
Public Health Manager  
Ex 4063  
Commercial and Regulatory Services Directorate

---

**From:** Debbie Houghton  
**Sent:** 25 October 2018 15:08  
**To:** Child Protection; Richard Gardiner; Environment Agency; Essex Police; Fire and Rescue ; Health and Safety; Licensing Administration ([Jackie.renn@essex.gov.uk](mailto:Jackie.renn@essex.gov.uk)); David Baker; Brian Stalabrax; The Home Office; [TradingStandards@Essex.gov.uk](mailto:TradingStandards@Essex.gov.uk)  
**Cc:** Democratic Services; [REDACTED]; [REDACTED]; [REDACTED]; 'info@eppingtowncouncil.gov.uk'; 'Mailbox - South West Group SDP'  
**Subject:** New application Shell Halfmoon Epping Premises Licence

Hi guys,  
not for 3<sup>rd</sup> party use

This document has not been redacted and is

Please find attached a copy of a new application that came in online today, this application is for the:

Sale of Alcohol Monday to Sunday 07.00 – 23.00pm off sales only,

The consultation period is from 26<sup>th</sup> October 2018 to 22<sup>nd</sup> November 2018.

If you have any comments with regard to this application then they must be sent within this time consultation time period.

**Miss Debbie Houghton**  
**Licensing Officer**  
**Neighbourhoods Directorate**  
**Tel: 01992 564336**  
**E-mail: [dhoughton@eppingforestdc.gov.uk](mailto:dhoughton@eppingforestdc.gov.uk)**

## Debbie Houghton

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**From:** Mark Brown <mark@lockett.uk.com>  
**Sent:** 06 November 2018 15:59  
**To:** Debbie Houghton  
**Subject:** RE: Shell Halfmoon - New Premises Licence Application

**Importance:** High

Hi Debbie – we have not yet provided this to the Police Licensing Officer as of yet, but we are working with our client to provide this information as requested. Once the information has been obtained, it will be forwarded to the Essex Police Licensing Officer as they have requested.

Kind Regards,

**Mark Brown**  
*Licensing Assistant*



Tel: 01562 864488 Fax: 01562 863539  
[www.lockett.uk.com](http://www.lockett.uk.com) or [mark@lockett.uk.com](mailto:mark@lockett.uk.com)  
Lockett House, 13 Church Street, Kidderminster, Worcestershire, DY10 2AH



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**From:** Debbie Houghton <doughton@eppingforestdc.gov.uk>  
**Sent:** 06 November 2018 15:53  
**To:** Mark Brown <mark@lockett.uk.com>  
**Subject:** RE: Shell Halfmoon - New Premises Licence Application

Good afternoon Mark,

Please can you advise us if you have provided Essex Police Licensing yet with the information they requested as to the percentage of sales from your garage. Section 176 of the 2003 Act prohibits the sale or supply of alcohol at motorway service areas and from premises which are used primarily as a garage or part of the premises used primarily as a garage.

Regards  
Debbie

Debbie Houghton  
Licensing Officer  
Epping Forest District Council  
Civic Offices  
High Street  
Epping  
Essex  
CM16 4BX  
01992 564336 ([dhoughton@eppingforestdc.gov.uk](mailto:dhoughton@eppingforestdc.gov.uk))

---

From: Mark Brown [<mailto:mark@lockett.uk.com>]  
Sent: 06 November 2018 15:02  
To: Debbie Houghton <[dhoughton@eppingforestdc.gov.uk](mailto:dhoughton@eppingforestdc.gov.uk)>  
Cc: Licensing <[Licensing@eppingforestdc.gov.uk](mailto:Licensing@eppingforestdc.gov.uk)>  
Subject: RE: Shell Halfmoon - New Premises Licence Application

Dear Licensing Team – as required, please find attached a copy of the newspaper advertisement for the Shell Halfmoon application.

Kind Regards,

**Mark Brown**  
*Licensing Assistant*



**LOCKETT & CO**  
Retail, Licensing and Training Consultants

Tel: 01562 864488 Fax: 01562 863539  
[www.lockett.uk.com](http://www.lockett.uk.com) or [mark@lockett.uk.com](mailto:mark@lockett.uk.com)  
Lockett House, 13 Church Street, Kidderminster, Worcestershire, DY10 2AH



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From: Debbie Houghton <[dhoughton@eppingforestdc.gov.uk](mailto:dhoughton@eppingforestdc.gov.uk)>  
Sent: 25 October 2018 12:47  
To: Mark Brown <[mark@lockett.uk.com](mailto:mark@lockett.uk.com)>  
Subject: RE: Shell Halfmoon - New Premises Licence Application

Hi Mark,

I can confirm safe receipt of your application, as its in the Epping area, I will be your point of contact,

Regards  
Debbie

**Miss Debbie Houghton**  
**Licensing Officer**  
**Neighbourhoods Directorate**  
**Tel: 01992 564336**  
**E-mail: [dhoughton@eppingforestdc.gov.uk](mailto:dhoughton@eppingforestdc.gov.uk)**

---

**From:** Mark Brown [<mailto:mark@lockett.uk.com>]  
**Sent:** 25 October 2018 12:13  
**To:** Licensing  
**Subject:** Shell Halfmoon - New Premises Licence Application  
**Importance:** High

Dear Licensing Team – I am looking to confirm receipt by your department of a new premises licence application we have recently submitted through the GOV.UK website.

The new premises licence application is for Shell Halfmoon.

If you could please confirm receipt of the application at your earliest convenience, it would be much appreciated.

Kind Regards,

**Mark Brown**  
*Licensing Assistant*



Tel: 01562 864488 Fax: 01562 863539  
[www.lockett.uk.com](http://www.lockett.uk.com) or [mark@lockett.uk.com](mailto:mark@lockett.uk.com)  
Lockett House, 13 Church Street, Kidderminster, Worcestershire, DY10 2AH

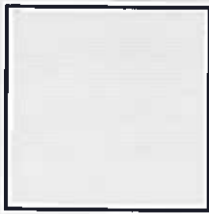


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Epping Forest District Council  
[Postmaster@Eppingforestdc.gov.uk](mailto:Postmaster@Eppingforestdc.gov.uk)

Analysis of Intensity of Use.

Shell Halfmoon, 24-36 High Street, Epping, Essex, CM16 4AE

1st July 2018 to 30th September 2018 incl.

	Fuel	Convenience Store	Total
1st to 31st July 2018	12,596	19,162	31,758
1st to 31st August 2018	11,986	17,712	29,698
1st to 30th September 2018	12,437	16,585	29,022
<b>TOTAL</b>	<b>37,019</b>	<b>53,459</b>	<b>90,478</b>

### Analysis of Intensity of Use.

Shell Halfmoon, 24-36 High Street, Epping, Essex, CM16 4AE.

1st July 2018 to 30th September 2018incl.

