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6/5/13

The Licensing Service
London Borough of Havering Council

Dear Sir / Madam,

Premises Licence Variation / Top Kebabs

Please find enclosed our clients application for a variation of the Premises Licence for Top Kebabs.

We enclose our client's cheque in payment of the £190.00 application fee to the Council.

We have calculated that the consultation period will start on 8th May 2013 and ends on 4th June 2013.

Please contact us if you have any queries.

Yours sincerely,

Graham Hopkins

A blue ink handwritten signature that starts with a long horizontal stroke on the left, loops upwards and then downwards, ending with a long horizontal stroke on the right.



Application to vary a premises licence under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We MR ABDUL SABUR

(Insert name(s) of applicant)

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

Premises licence number 10892

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description TOP KEBABS, 185B HIGH STREET, HORNCHURCH, ESSEX RM11 3XS			
Post town	HORNCHURCH	Postcode	RM11 3XS
Telephone number at premises (if any)			
Non-domestic rateable value of premises	£8000		

Part 2 – Applicant details

Daytime contact telephone number		07961 419077	
E-mail address (optional)			
Current postal address if different from premises address		124 FREDERICK ROAD, RAINHAM, ESSEX. RM13 8NS	
Post town	RAINHAM	Postcode	RM13 8NS

Part 3 - Variation

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible? Yes No

If not, from what date do you want the variation to take effect?

DD	MM	YYYY
┆	┆	┆
┆	┆	┆
┆	┆	┆
┆	┆	┆

Do you want the proposed variation to have effect in relation to the introduction of the late night levy?
(Please see guidance note 1) Yes No

<p>Please describe briefly the nature of the proposed variation (Please see guidance note 2)</p> <p>1) TO EXTEND THE AUTHORISED HOURS UNTIL 01.00 THE FOLLOWING DAY FRIDAY & SATURDAY</p> <p>2) REMOVE ALL EXISTING CONDITIONS AND REPLACE WITH THOSE AT PART M.</p>

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

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Part 4 Operating Schedule

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

Provision of regulated entertainment

Please tick 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)

X

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

In all cases complete boxes K, L and M

I

Late night refreshment Standard days and timings (please read guidance note 7)			<u>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	X
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon	23.00		<u>Please give further details here</u> (please read guidance note 4) PROVISION OF HOT FOOD AND DRINK FOR CONSUMPTION OFF THE PREMISES		
		00.00			
Tue	23.00				
		00.00			
Wed	23.00		<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5) NONE		
		00.00			
Thur	23.00				
		00.00			
Fri	23.00		<u>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</u> (please read guidance note 6) NONE		
		01.00			
Sat	23.00				
		01.00			
Sun	23.00				
		00.00			

J

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

K

<p>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). NONE</p>

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) NONE
Day	Start	Finish	
Mon	09.00		
		00.00	
Tue	09.00		
		00.00	
Wed	09.00		
		00.00	
Thur	09.00		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) NONE
		00.00	
Fri	09.00		
		01.00	
Sat	09.00		
		01.00	
Sun	09.00		
		00.00	

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.
REMOVE ALL EXISTING CONDITIONS AND REPLACE WITH THOSE AT PART M.

Please tick as appropriate

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

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

Reasons why I have not enclosed the premises licence or relevant part of premises licence.

M

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

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

WE WILL OPERATE OUR BUSINESS IN A RESPONSIBLE MANNER AT ALL TIMES AND ACTIVELY PROMOTE THE LICENSING OBJECTIVES

b) The prevention of crime and disorder

CCTV COVERING THE INTERIOR & EXTERIOR OF THE SHOP IS INSTALLED AND SHALL BE KEPT OPERATIONAL AT ALL TIMES THE PREMISE IS OPEN TO THE PUBLIC. IT SHALL BE CAPABLE OF TAKING A HEAD & SHOULDERS SHOT OF PERSONS ENTERING THE PREMISES, BE CAPABLE OF STORING IMAGES FOR A MINIMUM OF 31 DAYS AND A MEMBER OF STAFF CAPABLE OF DOWNLOADING IMAGES FOR THE POLICE OR AUTHORISED COUNCIL OFFICERS SHALL BE ON DUTY AT ALL TIMES THE PREMISE IS OPEN.

STAFF WILL RECEIVE TRAINING FOR THEIR ROLE ON INDUCTION & REFRESHER TRAINING EVERY 6 MONTHS. TRAINING LOGS WILL BE KEPT. TRAINING WILL INCLUDE ACKNOWLEDGING & SERVING CUSTOMERS IN TURN AND AVOIDING CONFLICT/ DISORDER.

NO ALCOHOL SHALL BE CONSUMED ON OR PERMITTED IN THE PREMISES AT ANY TIME & A NOTICE WILL BE DISPLAYED ADVISING CUSTOMERS.

NO FOOD MAY BE CONSUMED IN THE PREMISES AT ANY TIME DURING LICENSED HOURS.

AN INCIDENT BOOK SHALL BE KEPT & PRODUCED TO THE POLICE / AUTHORISED COUNCIL OFFICERS ON REQUEST. ALL REFUSALS OF SERVICE OF DRUNKEN OR ABUSIVE CUSTOMERS, INSTANCES WHERE POLICE ARE CALLED OR CUSTOMERS ARE DISORDERLY SHALL BE RECORDED IN THE INCIDENT BOOK.

MANAGEMENT & STAFF WILL ACTIVELY DISCOURAGE CUSTOMERS FROM LOITERING OUTSIDE THE PREMISE AFTER 21.00.

THERE WILL BE A MINIMUM OF 2 STAFF AFTER 21.00.

THE OUTSIDE TABLES WILL BE REMOVED AT 22.00.

AN SIA LICENSED DOOR SUPERVISOR SHALL BE ON DUTY FROM 23.00 HOURS TO FIFTEEN MINUTES AFTER CLOSE ON FRIDAY & SATURDAY NIGHTS. AT CLOSE THE DOOR SUPERVISOR WILL ENSURE CUSTOMERS DO NOT LOITER OUTSIDE THE PREMISE AND THAT THEY ARE ENCOURAGED TO LEAVE THE AREA IN A QUIET AND ORDERLY WAY.

c) Public safety

A FIRE RISK ASSESSMENT & EMERGENCY PLAN WILL BE PREPARED AND REGULARLY REVIEWED.

d) The prevention of public nuisance

NOTICES WILL BE DISPLAYED BY THE EXIT DOOR ASKING CUSTOMERS TO LEAVE QUIETLY, NOT TO LOITER AND TO DISPOSE OF RUBBISH PROPERLY. MANAGEMENT & STAFF WILL ACTIVELY DISCOURAGE CUSTOMERS FROM LOITERING OUTSIDE THE PREMISE.

A LITTER BIN WILL BE PROVIDED FOR CUSTOMERS USE.

THE OUTSIDE TABLES WILL BE REMOVED AT 22.00.

THE SHOP FRONT WILL BE KEPT TIDY AT ALL TIMES AND SWEPT AT CLOSE OF BUSINESS.

e) The protection of children from harm

NO UNACCOMPANIED CHILDREN WILL BE PERMITTED IN THE PREMISE AFTER 21.00.

Checklist:

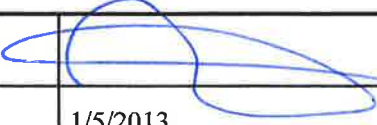
Please tick to indicate agreement

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

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 5 – Signatures (please read guidance note 11)

Signature of applicant (the current premises licence holder) or applicant’s solicitor or other duly authorised agent (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	1/5/2013
Capacity	AUTHORISED LICENSING COSULTANTS

Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant’s solicitor or other authorised agent (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
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Date	
Capacity	

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 14) GT LICENSING CONSULTANTS, 31A MILDMAY ROAD, ROMFORD, ESSEX, RM7 7DA			
Post town	ROMFORD	Post code	RM7 7DA
Telephone number (if any)	07810 826778		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) gtlicensingconsultants@googlemail.com			

Notes for Guidance

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

1. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable to the late night levy.
2. 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.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).