



**West Oxfordshire  
Application for a premises licence  
Licensing Act 2003**

For help contact  
[community.services@westoxon.gov.uk](mailto:community.services@westoxon.gov.uk)  
Telephone: 01993 861636

\* required information

**Section 1 of 19**

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

Your reference  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

\* 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:

- 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 you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Continued from previous page...

**Address**

Building number or name	15
Street	Bridge street
District	Witney
City or town	
County or administrative area	Oxfordshire
Postcode	OX28 1DA
Country	United Kingdom

**DECLARATION**

\* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

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	Leah Horwood
* Capacity	Applicant
Date (dd/mm/yyyy)	28/01/2015

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/west-oxfordshire/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 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**

Continued from previous page...

**Your Address**

Address official correspondence should be sent to.

* Building number or name	15
* Street	Bridge Street
District	
* City or town	Witney
County or administrative area	
* Postcode	OX28 1DA
* Country	United Kingdom

**Section 2 of 19**

**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	<del>15</del> 135
Street	<del>Bridge Street</del> Burwell Drive
District	
City or town	Witney
County or administrative area	Oxford
Postcode	OX28 <del>1DA</del> SLP
Country	United Kingdom

**Further Details**

Telephone number	07809475202 / 01993702109
Non-domestic rateable value of premises (£)	<del>£5700</del> 5700

### Section 3 of 19

#### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company
- A partnership
- An unincorporated association
- 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
- Other (for example a statutory corporation)

#### 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 19

#### INDIVIDUAL APPLICANT DETAILS

##### Applicant Name

Is the name the same as (or similar to) the details given in section one?

- Yes  No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

Leah

Family name

Horwood

Is the applicant 18 years of age or older?

- Yes  No

Continued from previous page...

### Applicant Postal Address

Is the address the same as (or similar to) the address given in section one?

Yes  No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name	<input type="text" value="15"/>
Street	<input type="text" value="Bridge Street"/>
District	<input type="text"/>
City or town	<input type="text" value="Witney"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text" value="OX28 1DA"/>
Country	<input type="text" value="United Kingdom"/>

### Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

Yes  No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail	<input type="text" value="leahhorwood@btinternet.com"/>
Telephone number	<input type="text" value="07809475202"/>
Other telephone number	<input type="text"/>
	<input type="button" value="Add another applicant"/>

## Section 5 of 19

### OPERATING SCHEDULE

When do you want the premises licence to start?  /  /  or ASAP  
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.

News Paper and Convenience Store

*Continued from previous page...*

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

**Section 6 of 19**

**PROVISION OF PLAYS**

Will you be providing plays?

Yes  No

**Section 7 of 19**

**PROVISION OF FILMS**

Will you be providing films?

Yes  No

**Section 8 of 19**

**PROVISION OF INDOOR SPORTING EVENTS**

Will you be providing indoor sporting events?

Yes  No

**Section 9 of 19**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

Will you be providing boxing or wrestling entertainments?

Yes  No

**Section 10 of 19**

**PROVISION OF LIVE MUSIC**

Will you be providing live music?

Yes  No

**Section 11 of 19**

**PROVISION OF RECORDED MUSIC**

Will you be providing recorded music?

Yes  No

**Section 12 of 19**

**PROVISION OF PERFORMANCES OF DANCE**

Will you be providing performances of dance?

Yes  No

**Section 13 of 19**

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

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

Yes  No

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**Section 14 of 19**

**LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

Yes  No

**Section 15 of 19**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

Yes  No

**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.

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

Continued from previous page...

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.

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.

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

**Name**

First name

Family name

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)



Continued from previous page...

### 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'.

### Section 16 of 19

### 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.

### Section 17 of 19

### 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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start 06:00

End 20:00-22:00

Start

End

SUNDAY

Start 06:00

End 20:00

Start

End

State any seasonal variations

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

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.

Section 18 of 19

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)

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

All staff to be fully trained in their responsibilities under the Licensing Act 2003.

b) The prevention of crime and disorder

CCV system with recording facilities in place at site, images can be made available upon request by a relevant officer or authority. CCV will be in operation at all times when licensable activities take place.

c) Public safety

Staff trained in fire safety procedures and use of safety equipment and fire fighting equipment.

Continued from previous page...

d) The prevention of public nuisance

The applicant and staff will at all times be vigilant in relation to any litter issues. Signage will be displayed at the exit of the premises requesting customers to leave quietly.

e) The protection of children from harm

The Challenge 25 policy will be in operation at the premises, acceptable forms of proof of age will be passport, photo card driving licence or pass accredited ID card. A refusals book will be kept and produced to a relevant officer of authority upon request.

## 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/bt\\_ess\\_rates/index.htm](http://www.voa.gov.uk/bt_ess_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £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 £125000 £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 30000-39999 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

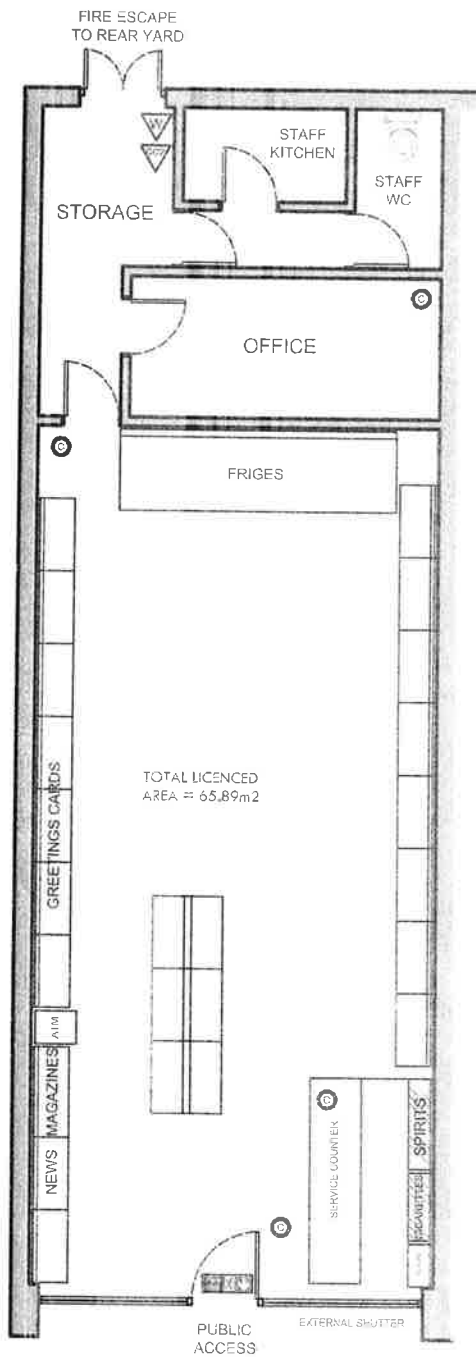
Capacity 90000 and over £64,000.00

\* Fee amount (£)

190

## ATTACHMENTS

## AUTHORITY POSTAL ADDRESS



**LEGEND**

EXTENT OF LICENCED AREA

**EMERGENCY LIGHTING**  
 INSTALLATION TO COMPLY WITH BS5266, Pt 1, 2002. THE DESIGN / INSTALLING ENGINEER IS REQUIRED TO CONSULT WITH THE LOCAL FIRE AUTHORITY PRIOR TO INSTALLATION.

**FIREFIGHTING EQUIPMENT**  
 EQUIPMENT TO TO COMPLY WITH BS EN3

**FIRE ALARM SYSTEM**  
 INSTALLATION TO COMPLY WITH BS5839, Pt 1. THE DESIGN / INSTALLING ENGINEER IS REQUIRED TO CONSULT WITH THE LOCAL FIRE AUTHORITY PRIOR TO INSTALLATION.

**FIRE SAFETY SIGNS**  
 INSTALLATION TO COMPLY WITH BS5499, Pt 1, 1990, INCORPORATING RUNNING MAN SYMBOL ON FIRE EXITS AND OTHER PICTOGRAMS AS REQUIRED. ILLUMINATED EXIT SIGNS TO CONFORM TO BS2560.

**LIQUOR STORE**  
 STORE TO BE SEALED AND THE DOOR TO BE HALF-HOUR-FIRE RESISTING. INSTALLATION TO COMPLY WITH BS476, 1972, AS AMENDED.

**FIRE REGULATION SYMBOLS**

- EXIT BOXES
- EMERGENCY LIGHT TO BS5266
- FIRE EXTINGUISHER (WATER)
- FIRE EXTINGUISHER (CARBON DIOXIDE)
- FIRE EXTINGUISHER (DRY POWDER)
- AUTOMATIC SMOKE DETECTOR TO BS5839
- BREAK GLASS UNIT TO BS5839
- SOUNDER TO BS5839
- CCTV CAMERA



Costcutter  
 135 Burwell Drive  
 Witney, Oxfordshire  
 OX28 5LP

**Ground Floor Plan  
 Premises Licence Plan**

scale 1:100	date April 2014	drawn PDI
Dwg No. <b>018.01</b>		revision .

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