

<b>Report to</b>	Licensing sub committee 12 December 2018	<b>Item</b>
<b>Report of</b>	Head of citywide services	<b>3</b>
<b>Subject</b>	Licensing Act 2003: Application to vary a premises licence to specify an individual as designated premises licence holder under the Licensing Act 2003 and application to transfer premises licence to be granted under the Licensing Act 2003 – The Polish Shop, 5 Hall Road Norwich NR1 3HQ	

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## Purpose

Members are asked, in accordance with the delegation of licensing functions contained in the Norwich City Council Statement of Licensing Policy (Licensing Act 2003) to consider applications to vary a premises licence to specify an individual as designated premises supervisor (“DPS”) and to transfer a premises licence under the Licensing Act 2003 (“the Act”) in respect of The Polish Shop, 5 Hall Road Norwich NR1 3HQ, following the receipt of a notice of objection from Norfolk Constabulary.

## Recommendation

That members determine the applications to vary a premises licence to specify an individual as designated premises supervisor (“DPS”) and to transfer a premises licence under the Licensing Act 2003 (“the Act”) in respect of The Polish Shop, 5 Hall Road Norwich NR1 3HQ, following the receipt of a notice of objection from Norfolk Constabulary, in accordance with the:

- Licensing Act 2003;
- the crime prevention licensing objective
- the notice of objection received from Norfolk Constabulary
- guidance issued under Section 182 of the Licensing Act 2003; and
- Norwich City Council Statement of Licensing Policy.

## Corporate and service priorities

The report helps to meet the corporate priority of a safe and clean city and the service plan priority of protecting the interests of the public through the administration of the licensing function.

## Financial implications

None.

Ward/s: All wards

Cabinet member: Councillor Maguire – Safe City Environment

**Contact officers**

Maxine Fuller, Licensing Assistant

01603 212761

**Background documents**

None

## **Report**

### **Application to vary a premises licence to specify an individual as designated premises licence holder under the Licensing Act 2003**

1. An application to vary the premises licence for The Polish Shop, 5 Hall Road Norwich NR1 3HQ so as to specify Guler Goktas as the DPS has been made.
2. This application has been submitted in accordance with the provisions of Part 3 of the Act and associated Regulations.
3. Guler Goktas is the holder of a personal licence, number 18/00856/PERS issued by Norwich city council. She has consented, in writing, to being specified as the DPS.
4. The applicant has also applied to have this application taken immediate effect in accordance with Section 38 of the Act.
5. A copy of the application is attached as Appendix A.

### **Representation by Chief Officer of Police**

6. Where a Chief Officer of Police is satisfied that the exceptional circumstances of a case are such that granting the application would undermine the crime prevention objective, he must give the licensing authority a notice stating the reasons he is so satisfied
7. The Police have given such a notice and state in it that their concerns relate to the licensing objective prevention of crime and disorder. The Police and Trading Standards have visited the premises and found offences linking to the proposed applicant.
8. A copy of the Police email of representation and Trading Standards letter of support to the Police objection is attached at appendix B to the report.

### **Guidance issued under section 182 of the Licensing Act 2003**

9. The updated statutory guidance which came into force in October 2012 refers to specifications of DPS's and police objections in paragraphs 4.18 to 4.29. Members may wish to refer to these extracts from the statutory guidance when determining this application:

### ***SPECIFICATION OF NEW DESIGNATED PREMISES SUPERVISORS***

*4.18 Every premises licence that authorises the sale of alcohol must specify a DPS. This will normally be the person who has been given day to day responsibility for running the premises by the premises licence holder. The only exception is for community premises which have successfully made an application to remove the usual mandatory conditions set out in the 2003 Act. Guidance on such applications is set out in paragraphs 4.33 to 4.46 of this Guidance.*

4.19 The Government considers it essential that police officers, fire officers or officers of the licensing authority can identify immediately the DPS so that any problems can be dealt with swiftly. For this reason, the name of the DPS and contact details must be specified on the premises licence and this must be held at the premises and displayed in summary form.

4.20 To specify a DPS, the premises licence holder should normally submit an application to the licensing authority (which may include an application for immediate interim effect) with:

- a form of consent signed by the individual concerned to show that they consent to taking on this responsible role, and
- the relevant part (Part A) of the licence.

4.21 If they are applying in writing, they must also notify the police of the application. If the application is made electronically via GOV.UK or the licensing authority's own electronic facility, the licensing authority must notify the police no later than the first working day after the application is given.

4.22 The premises licence holder must notify the existing DPS (if there is one) of the application on the same day as the application is given to the licensing authority. This requirement applies regardless of whether the application was given by means of an electronic facility, or by some other means.

4.23 The general guidance in Chapter 8 on electronic applications applies in respect of new applications.

4.24 Only one DPS may be specified in a single premises licence, but a DPS may supervise two or more premises as long as the DPS is able to ensure that the licensing objectives are properly promoted and that each premises complies with licensing law and licence conditions.

4.25 Where there are frequent changes of DPS, the premises licence holder may submit the form in advance specifying the date when the new individual will be in post and the change will take effect.

## **POLICE OBJECTIONS TO NEW DESIGNATED PREMISES SUPERVISORS**

4.26 The police may object to the designation of a new DPS where, in exceptional circumstances, they believe that the appointment would undermine the crime prevention objective. The police can object where, for example, a DPS is first specified in relation to particular premises and the specification of that DPS in relation to the particular premises gives rise to exceptional concerns. For example, where a personal licence holder has been allowed by the courts to retain their licence despite convictions for selling alcohol to children (a relevant offence) and then transfers into premises known for underage drinking.

4.27 Where the police do object, the licensing authority must arrange for a hearing at which the issue can be considered and both parties can put forward their arguments. The 2003 Act provides that the applicant may apply for the individual to take up post as DPS immediately and, in such cases, the issue would be whether the individual should be removed from this post. The licensing authority considering the matter must restrict its

*consideration to the issue of crime and disorder and give comprehensive reasons for its decision. Either party would be entitled to appeal if their argument is rejected.*

*4.28 The portability of personal licences between premises is an important concept under the 2003 Act. It is expected that police objections would arise in only genuinely exceptional circumstances. If a licensing authority believes that the police are routinely objecting to the designation of new premises supervisors on grounds which are not exceptional, they should raise the matter with the chief officer of police as a matter of urgency.*

### **POLICE OBJECTIONS TO EXISTING DESIGNATED PREMISES SUPERVISORS**

*4.29 The 2003 Act also provides for the suspension and forfeiture of personal licences by the courts following convictions for relevant offences, including breaches of licensing law. The police can at any stage after the appointment of a DPS seek a review of a premises licence on any grounds relating to the licensing objectives if problems arise relating to the performance of a DPS. The portability of personal licences is also important to industry because of the frequency with which some businesses move managers from premises to premises. It is not expected that licensing authorities or the police should seek to use the power of intervention as a routine mechanism for hindering the portability of a licence or use hearings of this kind as a fishing expedition to test out the individual's background and character. It is expected that such hearings should be rare and genuinely exceptional.*

### **Summary**

10. Where an application is made in accordance with Section 37 of the Act and where notice is given by the police (and not withdrawn) the authority must hold a hearing to consider it unless the authority, the applicant and the Chief Officer of Police consider that a hearing is unnecessary.
11. After having had regard to the notice, the licensing authority must reject the application if it considers it necessary for the promotion of the crime prevention objective.
12. Schedule 5, Part 1 of the Act sets out the appeal provisions in relation to the application to vary the premises licence in a case where the Chief Officer of Police has given a notice (of objection) which was not withdrawn.
13. Where the licensing authority rejects the application to vary the premises licence to specify an individual as a DPS, the applicant may appeal against the decision.
14. Similarly, the Chief Officer of Police may appeal against the decision to grant the variation and, in both cases, the appeal is made to the Magistrates' Court.

## **Application to transfer premises licence**

15. An application to transfer premises licence number 16/02661/PREM in respect of The Polish Shop, 5 Hall Road Norwich NR1 3HQ has been received from Guler Goktas. The applicant has also applied for the application to take immediate effect. The current licence-holder, Azad Rasole, has consented in writing for the transfer of the premises licence to Guler Goktas. A copy of the application is attached at appendix C to the report.

## **Representation by Chief Officer of Police**

16. Where a Chief Officer of Police is satisfied that the exceptional circumstances of a case are such that granting the application would undermine the crime prevention objective, he must give the licensing authority a notice stating the reasons he is so satisfied.

17. A copy of the Police email of representation in respect of the application is attached at appendix B to the report.

## **Guidance issued under section 182 of the Licensing Act 2003**

18. The updated statutory guidance which came into force in October 2012 refers to transfers of premises licences and police objections in paragraphs 8.93 to 8.29. Members may wish to refer to these extracts from the statutory guidance when determining this application:

### **TRANSFERS OF PREMISES LICENCES**

*8.93 The 2003 Act provides for any person who may apply for a premises licence, which includes a business, to apply for a premises licence to be transferred to them. Where the application is made in writing, the applicant must give notice of the application to the chief officer of police. Where it is made electronically via GOV.UK or the licensing authority's electronic facility, the licensing authority must notify the police no later than the first working day after the application is given. However, the responsibility to notify the DPS remains with the applicant. Otherwise the general guidance on electronic applications set out in paragraphs 8.22 to 8.29 applies.*

*8.94 In the vast majority of cases, it is expected that a transfer will be a very simple administrative process. Section 43 of the 2003 Act provides a mechanism which allows the transfer to come into immediate interim effect as soon as the licensing authority receives it, until it is formally determined or withdrawn. This is to ensure that there should be no interruption to normal business at the premises. If the police raise no objection about the application, the licensing authority must transfer the licence in accordance with the application, amend the licence accordingly and return it to the new holder.*

*8.95 In exceptional circumstances where the chief officer of police believes the transfer may undermine the crime prevention objective, the police may object to the transfer. Such objections are expected to be rare and arise because the police have evidence that the business or individuals seeking to hold the licence or business or individuals linked to such persons are involved in crime (or disorder).*

*8.96 Such objections (and therefore such hearings) should only arise in truly exceptional circumstances. If the licensing authority believes that the police are using this*

*mechanism to vet transfer applicants routinely and to seek hearings as a fishing expedition to inquire into applicants' backgrounds, it is expected that it would raise the matter immediately with the chief officer of police.*

## **Summary**

19. Where an application is made in accordance with Section 42 of the Act and where notice is given by the police (and not withdrawn) the authority must hold a hearing to consider it unless the authority, the applicant and the Chief Officer of Police consider that a hearing is unnecessary.
20. After having had regard to the notice, the licensing authority must reject the application if it considers it necessary for the promotion of the crime prevention objective.
21. Schedule 5, Part 1 of the Act sets out the appeal provisions in relation to the application to vary the premises licence in a case where the Chief Officer of Police has given a notice (of objection) which was not withdrawn.
22. Where the licensing authority rejects the application to transfer a premises licence, the applicant may appeal against the decision.
23. Similarly, the Chief Officer of Police may appeal against the decision to grant the transfer and, in both cases, the appeal is made to the Magistrates' Court.

**Norwich**

**Application to vary a premises licence to specify an individual as designated premises supervisor  
Licensing Act 2003**

For help contact

[licensingapplications@norwich.gov.uk](mailto:licensingapplications@norwich.gov.uk)

Telephone: 0344 980 3333

\* required information

**Section 1 of 4**

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

A1049

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

Guler

\* Family name

Goktas

\* E-mail

Main telephone number

Other telephone number

Include country code.

☐ 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.





Continued from previous page...

### Address

* Building number or name	
* Street	
District	
* City or town	
County or administrative area	
* Postcode	
* Country	United Kingdom

### Agent Details

* First name	Merlin
* Family name	Batchelor
* E-mail	
Main telephone number	
Other telephone number	

Include country code.

☐ 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 private individual acting as an agent

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

### Agent Business

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

* Registration number	08347115
* Business name	Notary Express Limited
* VAT number	- 217292218
* Legal status	Private Limited Company
* Your position in the business	Director
Home country	United Kingdom

If your business is registered, use its registered name.

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

The country where the headquarters of your business is located.

Continued from previous page...

**Agent Registered Address**

Address registered with Companies House.

* Building number or name	12
* Street	Upper King Street
District	
* City or town	Norwich
County or administrative area	
* Postcode	NR3 1HA
* Country	United Kingdom

**Section 2 of 4**

**PREMISES DETAILS**

I/we apply to vary a premises licence to specify the individual named in this application as the premises supervisor under section 37 of the Licensing Act 2003.

* Premises licence number	16/02661/PREM
---------------------------	---------------

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

☒ Address    ☐ OS map reference    ☐ Description

**Address**

* Building number or name	The Polish Shop
* Street	5 Hall Road
District	
* City or town	Norwich
County or administrative area	
Postcode	NR1 3HQ
* Country	United Kingdom

**Contact Details**

E-mail	
Telephone number	
Other telephone number	

Describe the premises. For example, what type of premises it is

Off-licence and sale of food including alcohol

Continued from previous page...

Section 3 of 4

**SUPERVISOR**

**Full Name Of Proposed Designated Premises Supervisor**

\* First name

\* Family name

Personal licence number of proposed designated premises supervisor

Issuing authority of that licence

**Full Name Of Existing Designated Premises Supervisor**

First name

Family name

\* Would you like this application to have immediate effect under section 38 of the Licensing Act 2003?

☒ Yes ☐ No

\* Will the premises licence or relevant part of it be submitted with this application?

☒ Yes ☐ No

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 variation

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 4 of 4

**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.

This formality requires a fixed fee of £23

**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

Continued from previous page...

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	<input type="text" value="Merlin Batchelor"/>
* Capacity	<input type="text" value="Notary Public"/>
* Date	<input type="text" value="07"/> / <input type="text" value="11"/> / <input type="text" value="2017"/> dd mm yyyy
<input type="button" value="Remove this signatory"/>	

Full name	<input type="text"/>
Capacity	<input type="text"/>
* Date	<input type="text"/> / <input type="text"/> / <input type="text"/> dd mm yyyy
<input type="button" value="Remove this signatory"/>	

**OFFICE USE ONLY**

Applicant reference number	<input type="text" value="A1049"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

\* required information

**Section 1 of 3**

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

A1049

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

Guler

\* Family name

Goktas

\* E-mail

Main telephone number

Other telephone number

**RECEIVED****19 OCT 2018****LICENSING OFFICE**

Include country code.

☐ 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.

Continued from previous page...

### Address

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

United Kingdom

### Agent Details

\* First name

Merlin

\* Family name

Batchelor

\* E-mail

Main telephone number

Other telephone number

Include country code.

☐ 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 private individual acting as an agent

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

### Agent Business

\* Is your business registered in the UK with Companies House?

☒ Yes

☐ No

\* Registration number

08347115

\* Business name

Notary Express Limited

If your business is registered, use its registered name.

\* VAT number

-

217292218

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

\* Legal status

Private Limited Company

\* Your position in the business

Director

Home country

United Kingdom

The country where the headquarters of your business is located.

Continued from previous page...

**Agent Registered Address**

Address registered with Companies House.

* Building number or name	<input type="text" value="12"/>
* Street	<input type="text" value="Upper King Street"/>
District	<input type="text"/>
* City or town	<input type="text" value="Norwich"/>
County or administrative area	<input type="text"/>
* Postcode	<input type="text" value="NR3 1HA"/>
* Country	<input type="text" value="United Kingdom"/>

**Section 2 of 3**

**CONSENT**

**Name Of Proposed Premises Supervisor**

* First name	<input type="text" value="Guler"/>
* Family name	<input type="text" value="Goktas"/>

**Address Of Proposed Premises Supervisor**

* 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"/>

I hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the following application, and any premises licence to be granted or varied in respect of this application concerning the supply of alcohol at the premises

* Type of application	<input type="text" value="Variation of a premises licence"/>	For instance 'Application for a premises licence' or 'Variation of a premises licence'
-----------------------	--	--

Is the application or variation that this consent is being submitted in connection with being supplied electronically to the authority

☒ Yes ☐ No ☐ Don't know

Reference number of electronic application (if known)	<input type="text"/>	If the application or variation form is already submitted, ask its applicant for the form's 'system reference' or 'your reference'.
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Continued from previous page...

**Premises Licence Holder**

\* Name

**Address Of Premises**

\* Building number or name

\* Street

District

\* City or town

County or administrative area

Postcode

**Premises**

Premise licence number

\* Name of premises

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below

Personal licence number

Personal licence issuing authority name

**Address Of Personal Licence Issuing Authority**

Building number or name

Street

District

City or town

County or administrative area

Postcode

**Contact Details Of Personal Licence Issuing Authority**

Telephone number

**Section 3 of 3**

**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



*Continued from previous page...*

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/norwich/change-7> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

**Bennett, Rachel**

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**From:** Licensing Team (Norfolk) <LicensingTeam@norfolk.pnn.police.uk>  
**Sent:** 09 November 2018 16:33  
**To:** LICENSING  
**Cc:** [REDACTED] Woods, Suzanne  
**Subject:** FW: Transfer - The Polish Shop - objection  
**Attachments:** Transfer.pdf; Consent - Transfer.pdf

Hello Maxine

You emailed earlier this week to advise that the proof of ID submitted was not proof to work in the UK therefore you will require further documentation.

By this, I assume that the application is not fully accepted and incomplete.

However, if this application is accepted and the consultation period remains the same, please accept this email as an objection to these applications to transfer and vary DPS. [REDACTED]

[REDACTED] Therefore the granting of this would undermine the licensing objective, prevention of crime and disorder. Further information will be submitted prior to a hearing but Police object to both the transfer and Vary DPS of this premises.

Can you acknowledge receipt

Many thanks

---

**Michelle Bartram**

Licensing Officer

Licensing

Norfolk Constabulary

Bethel Street Police Station

Norwich, Norfolk, NR2 1NN

Tel: 01603-276020 Fax: 01603-276025

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It takes 24 trees to produce 1 ton of office paper!

Think... is it really necessary to print this email?

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**From:** Fuller, Maxine [<mailto:MaxineFuller@norwich.gov.uk>]  
**Sent:** 23 October 2018 17:08  
**To:** Licensing Team (Norfolk)

Norwich City Council  
Licensing Department

Tel: 0344 800 8020  
Business advice helpline  
Text relay no. 18001 344 800 8020  
Tel: 03454 04 05 06  
All new consumer enquiries  
Fax: 01603 222999  
DX: 135926 Norwich 13  
Email: [trading.standards@norfolk.gov.uk](mailto:trading.standards@norfolk.gov.uk)  
[www.norfolk.gov.uk](http://www.norfolk.gov.uk)

Please ask for: **Vicky Conlon**  
Contact No: 01603 638078

Your ref:  
My ref:

23 November 2018

Dear Sir/Madam

**Letter of support for Police objection to the transfer of PLH & DPS at 5 Hall Road, Norwich**

Norfolk Trading Standards Service support the Police objection to the above transfers on the grounds it would undermine the Prevention of Crime & Disorder Licensing objective.

An officer from this Service will attend the Committee hearing to give evidence to support Norfolk Constabulary.

Yours sincerely



**Shaun Norris**  
Intelligence & Enforcement Support Manager  
Intelligence & Enforcement Support Team



**Norwich**  
**Application to transfer premises licence**  
**Licensing Act 2003**

For help contact  
[licensingapplications@norwich.gov.uk](mailto:licensingapplications@norwich.gov.uk)  
 Telephone: 0344 980 3333

\* required information

**Section 1 of 6**

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

A1049

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

Guler

\* Family name

Goktas

\* E-mail

[Redacted]

Main telephone number

[Redacted]

Other telephone number

[Redacted]



Include country code.

☐ 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.

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### Address

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

United Kingdom

### Agent Details

\* First name

Merlin

\* Family name

Batchelor

\* E-mail

Main telephone number

Other telephone number

Include country code.

☐ 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 private individual acting as an agent

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

### Agent Business

\* Is your business registered in the UK with Companies House?

☒ Yes

☐ No

\* Registration number

08347115

\* Business name

Notary Express Limited

If your business is registered, use its registered name.

\* VAT number

-

217292218

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

\* Legal status

Private Limited Company

\* Your position in the business

Director

Home country

United Kingdom

The country where the headquarters of your business is located.

Continued from previous page...

**Agent Registered Address**

Address registered with Companies House.

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

**Section 2 of 6**

**PREMISES DETAILS**

I/we, as named in section 1, apply to transfer the premises licence described below under section 42 of the Licensing Act 2003 for the premises described in section 2 below.

**Premises Licence**

\* Premise licence number

**Name Of Current Premises Licence Holder**

\* Name

**Premises Address**

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

☒ Address    ☐ OS map reference    ☐ Description

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Please give a brief description of the premises

Off-licence and sale of food including alcohol

*Continued from previous page...*

Telephone number at the premises if any

### Section 3 of 6

#### APPLICATION DETAILS

In what capacity are you applying for the premises licence to be transferred to you?

- ☒ 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)

**Please 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 6

#### 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

Guler

Family name

Goktas

Continued from previous page...

Is the applicant 18 years of age or older?

☐ Yes ☐ No

### 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

Street

District

City or town

County or administrative area

Postcode

Country

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

Telephone number

Other telephone number

Add another applicant

## Section 5 of 6

### FURTHER INFORMATION

Are you the holder of the premises licence under an interim authority notice?

☐ Yes ☒ No

Do you wish the transfer to have immediate effect?

☒ Yes ☐ No

Have you attached the consent form signed by the existing premises licence holder?

☒ Yes ☐ No



Continued from previous page...

If this application is granted I would be in a position to use the premises during the application period for the licensable activity or activities authorised by the licence (see section 43 of the Licensing Act 2003)?

☒ Yes ☐ No

Have you attached the previous licence?

☒ Yes ☐ No

## Section 6 of 6

### 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.

This formality requires a fixed fee of £23

### 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

\* Capacity

\* Date  /  /   
dd mm yyyy

Full name

Capacity

\* Date  /  /   
dd mm yyyy

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/norwich/change-3> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

**OFFICE USE ONLY**

Applicant reference number	<input type="text" value="A1049"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

< Previous   1   2   3   4   5   6   Next >



\* required information

**Section 1 of 3**

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

A1049

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

Azad

\* Family name

Rasole

\* 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.

**RECEIVED****19 OCT 2018****LICENSING OFFICE**

Continued from previous page...

**Your Address**

Address official correspondence should be sent to.

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

United Kingdom

**Section 2 of 3**

**LICENCE HOLDER DETAILS**

\* First name

Azad

\* Family name

Rasole

\* Premises licence number

16/02661/PREM

\* Name of premises

The Polish Shop

**Address of Premises**

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

The Polish Shop

\* Street

5 Hall Road

District

\* City or town

Norwich

County or administrative area

Postcode

NR1 3HQ

Country

United Kingdom

**Name Of Transferee**

I hereby give my consent for the transfer of the above premises licence number to the following transferee

\* First name

Guler

\* Family name

Goktas

**Section 3 of 3**

Continued from previous page...

## 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

\* Capacity

Date (dd/mm/yyyy)

Add another signatory

Once you're finished you need to do the following:

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