



Peterborough
Application for a premises licence
Licensing Act 2003

For help contact
eh.licensing@peterborough.gov.uk
 Telephone: 01733 747474

* 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? Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.
- Yes No

Applicant Details

- * First name
- * Family name
- * E-mail
- Main telephone number 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
- * Registration number
- * Business name If the applicant's business is registered, use its registered name.
- * VAT number Put "none" if the applicant is not registered for VAT.
- * Legal status

Continued from previous page...

* 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 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

* Is your business registered outside the UK? Yes No

* 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

Home country

The country where the headquarters of your business is located.

Agent Business Address

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

* Building number or name

* Street

District

* City or town

County or administrative area

* Postcode

* Country

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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

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

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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

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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...

PLC

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

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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.

The premises is currently an office building which is to be converted to retail. The store will become a Co-op convenience store, selling groceries and sundry items, including sales of alcohol for consumption off the premises.

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

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PROVISION OF PLAYS

Will you be providing plays?

- Yes No

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PROVISION OF FILMS

Will you be providing films?

- Yes No

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PROVISION OF INDOOR SPORTING EVENTS

Will you be providing indoor sporting events?

- Yes No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

Will you be providing boxing or wrestling entertainments?

- Yes No

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PROVISION OF LIVE MUSIC

Will you be providing live music?

- Yes No

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PROVISION OF RECORDED MUSIC

Will you be providing recorded music?

- Yes No

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PROVISION OF PERFORMANCES OF DANCE

Will you be providing performances of dance?

- Yes No

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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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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

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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

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.

Continued from previous page...

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)

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'.

Continued from previous page...

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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

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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

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

Continued from previous page...

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.

At the discretion of the Premises Licence Holder

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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)

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

The applicant has given thought to the potential impact of the grant of this application on the four licensing objectives and, having regard to the locality, considers that the following conditions are appropriate, proportionate and necessary

b) The prevention of crime and disorder

1. The Premises Licence Holders shall maintain a CCTV system which gives coverage of all entry and exit points. The system shall continually record whilst the premises are open and conducting licensable activities. All recordings shall be stored for a minimum period of 28 days and shall be capable of being easily downloaded. Recordings shall be made available upon the receipt of a request by an authorised Officer of the Police or the Local Authority.

2. There shall be "CCTV in Operation" signs prominently displayed at the premises.

3. An incident log (whether kept in a written or electronic form) shall be retained at the premises and made available to an authorised Officer of the Police or the Local Authority.

4. The Premises Licence Holder shall operate a proof of age scheme, such as a Challenge 25, whereby the only forms of acceptable identification shall be either a photographic driving licence, a valid passport, military identification or any other recognised form of photographic identification incorporating the PASS logo, or any other form of identification from time to time approved by the secretary of the state.

5. The premises shall be fitted with a burglar alarm system

6. The premises shall be fitted with a panic button system for staff to utilise in the case of an emergency.

c) Public safety

The Premises Licence Holder shall ensure that the appropriate fire safety, and health and safety regulations are applied at the premises.

Continued from previous page...

d) The prevention of public nuisance

A complaints procedure shall be maintained by the Premises Licence Holder, details of which shall be made available in store and upon request.

e) The protection of children from harm

1. All staff shall receive training in relation to the sale of alcohol. No member of staff will be permitted to sell alcohol until such time as they have successfully completed the aforementioned training.

2. An age till prompt system shall be utilised at the premises in respect of alcohol.

3. A refusals register (whether kept in written or electronic form) shall be maintained at the premises and shall be made available for inspection upon request by an authorised Officer of the Police or the Local Authority

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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

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

Continued from previous page...

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 (£)

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

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/peterborough/apply-1> to upload this file and continue with your application.

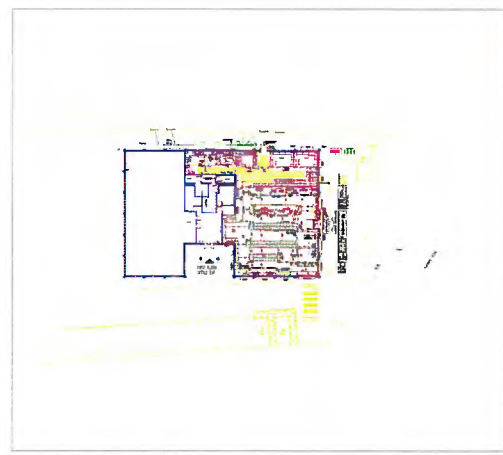
Don't forget to make sure you have all your supporting documentation to hand.

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

OFFICE USE ONLY

Applicant reference number	<input type="text" value="(L)STG.CXS.COO238.403"/>
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"/>

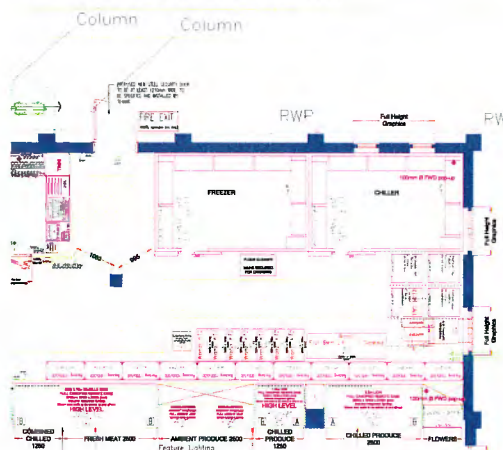
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ORDNANCE SURVEY MAP (NTS)

24

ELEVATIONS 1:200



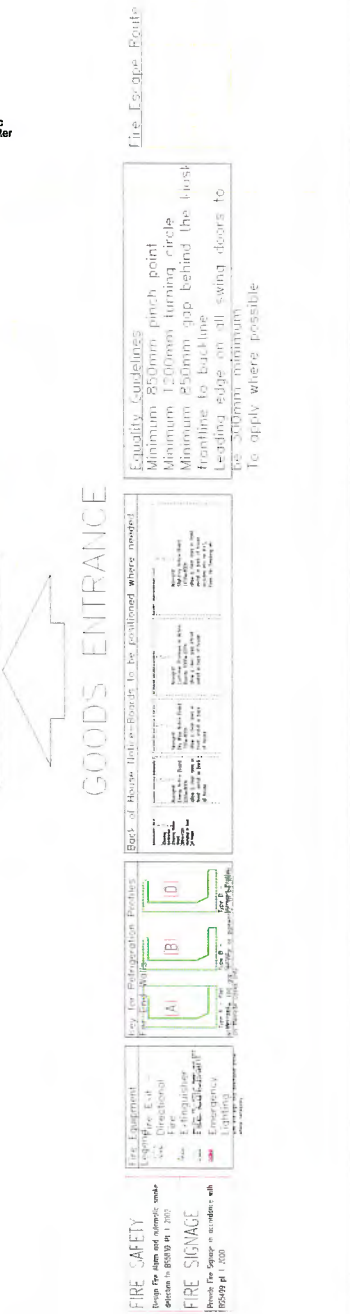
BACK OF HOUSE - 1:100



SHOP-FLOOR - 1:50



CYCLE RACKS



SURVEY OVERLAID

Description of Amends
 08.06.16 - Peterborough, Thorpe Rd - P1F1M0/BW Initial proposal to S2S requirements
 22.06.16 - Peterborough, Thorpe Rd - P1F2M0/BW Chilled wine reduced. Kiosk changed to 3 tills, SCCs & Coffee added. Gondola positions adjusted. Floor finish changed.
 15.08.16 - Peterborough, Thorpe Rd - P1F3M0/RH Drainage, electrical and water input added.

Wall Finishes
 Always refer to latest building specification spreadsheet on portal for technical specifications for the required top coat & undercoat paint and cladding materials.
 For rft scores perimeter walls that are not scoped to receive freeze board, and parapets and clad wall columns are to be painted from to ceiling in Dulux Superb 4 by roller unless marked as another colour on the CAD.
 Areas to be painted alternative colours either Imperial Ivy 5 (Gen2) or Lime zest (Gen1/5) will be clearly marked on this CAD drawing.
 Spaces that are scoped to receive freeze board should be painted floor to underside of freeze (approx 2.1m h). Areas behind BWS and around kiosks and walls with no equipment (e.g. behind checkouts above windows) in general will need to be decorated floor to ceiling as no freeze will be applied in these areas.
 In low spend rft areas, existing parapet clad wall columns and walls may be covered with non PVC cladding material by the internal graphics contractor in the required colour (Imperial Ivy (Gen2)/Lime (Gen1/5) or Ivory). Existing parapet finish should not be painted. ATM housing should be decorated where possible to match the colour of the main elevation they are adjacent to. The rft & paint specification for rft stores should also apply to relevant stores.
 Board above column finish - All formats
 Refer to latest building specification spreadsheet on portal for technical specifications.
 All steel slope parapet fresh columns in the body of the store to be clad in PVC free cladding material by the internal graphics contractor unless stated otherwise.
 Columns to be clad with 38mm grey edge trim and grey bump rails as per the agreed specification.
 All columns must be finished in parapet before applying the cladding material to ensure the cladding material screens. MDF is not a suitable material to apply cladding material to.
 All column cladding panels will be marked on the CAD by graphics contractor (letter imperial ivy, lime zest or ivory depending on location) except for circular columns which if not boxed out must be decorated subtle ivory.
 All columns must be finished in parapet before applying the cladding material to ensure the cladding material screens. MDF is not a suitable material to apply cladding material to.
 All column cladding panels will be marked on the CAD by graphics contractor (letter imperial ivy, lime zest or ivory depending on location) except for circular columns which if not boxed out must be decorated subtle ivory.

Standard Notes
 Please refer to the Asset Planning Standard Notes for applicable information.
 All dimensions to be checked on site with any discrepancy to be verified with the co-operative group or its agents before proceeding with the work. This prime purpose of this plan is for retail sales floorplan fitting. For further detail regarding the project refer to red book or drawing portal.
 Licensing Application Process Statement: We will comply with our statutory requirements. All box outs to be to the ceiling unless otherwise stated.
 Existing ceiling plans for rft are available on request.
Management of Asbestos
 As part of our compliance with the Management of Asbestos Regulations, service providers must comply with the Co-operative Group's Management of Asbestos Containing Materials policy and processes. Service providers are to access the Co-operative Group's web-based asbestos register, www.355online.co.uk, prior to undertaking any work. Any difficulty in obtaining asbestos information must be brought to our immediate attention and is not an excuse for working without this.

CDM Regulations 2015
 The designers at the Co-operative wish to point out that the CDM Regulations 2015 apply to this work and the project may require notification to the HSE. Under their duty imposed by the CDM Regulations 2015 the designers have attempted to eliminate hazards so far as is reasonably practicable during design and where hazards could not be avoided the designers have reduced the risks associated. The remaining hazards and foreseeable risks that could not be designed out of the project have been identified as below.
 FALLS: from heights during installation of suspended ceilings; taking deliveries over raised loading bays; as a result of split level floors and steps.
 HAZARDOUS MATERIALS: i.e. asbestos - to be removed as necessary by specialist, see the Co-operative Group's Management of Asbestos Containing Materials policy and processes.
 EQUIPMENT: ensure there are controls and training in place regarding the use and suitability of all equipment on site.
 MANUAL HANDLING: shelving, metal studs, boards etc.
 PROTECTION: site operatives and Co-operative Group employees are to be protected at all times. Some of the work to be undertaken out of hours. Work areas are not to be used by Co-operative Group staff during the alterations. The CDM coordinator is to be consulted with regard to the phasing of any work.
 SERVICES: services may exist under the floors and behind panels, with their exact position unknown. The contractor is to ascertain the location of all services prior to the commencement of work on site.
 PETROL STATIONS - RISK OF EXPLOSION OF PETROL FUMES: please refer to The Guidance For The Design, Construction, Modification and Maintenance Of Petrol Filling Stations (The Blue Book) before undertaking any work.
 ADDITIONAL DESIGNERS NOTES: any significant or unusual risks are highlighted in the drawing.

Exceptions
 Any areas of the proposal that are not in-line with the current model should be detailed here along with the reason and thinking behind it. To also include any by-laws or covenants.
Store Demographic:
 Striving: No
Checklist Added:
 Asset Planner: AT
 Date: 08.06.16
Risk Rating: 2
 Planning:
 Lease:

Additional Equipment	VND	Magazines	Cards	Impulse Confect.	Impulse CSN	Pizza Step	Bakery	BWS Prom	Eden Bakery Stand	Grocery Prom	Electrical Shelving	Roll Cages BOH	Promo Plinths	BWS Top Box
2	2	1	1	2	N/A	2.5	1	2	4	3	N/A	4	3	TBC

Drawing Information	Existing	Proposed
Gross Building Area (GBA)	...	3672 Sq.Ft.
Gross Sales Area (GSA)	...	2414 Sq.Ft.
Net Sales Area (NSA)	...	2326 Sq.Ft.
Back of House	...	1258 Sq.Ft.
Back Up Chilled	...	100 Sq.Ft.
Back Up Frozen	...	100 Sq.Ft.
Scale:	1:50/100	

PETERBOROUGH, THORPE RD		Thorpe Road Peterborough Cambridgeshire PE3 6AP	
Store Phone No:	Store Phone Number	Format:	EC Main/Trad
Hub Number:	Hub Number	TBC	
Drawing Information			
Brief Description Of Works:			
Proposed Fixture Layout			
Latest system drawing			
Job Originated By:			
Acquisition Programme			
Drawing No:	THORPE RD-P1	Fixture Rev:	Macro Rev:
		F2	M0
The Co-Op 1 Angel Square, Manchester, M80 5AQ			
Drawing Status: First Review CAD			