

Climate, Biodiversity & Planning Committee Meeting of Witney Town Council



Tuesday, 16th February, 2021 at 6.00 pm

To members of the Climate, Biodiversity & Planning Committee - R Smith, A Prosser, J Aitman, L Ashbourne, R Bolger, V Gwatkin, M Jones and A McMahon (and all other Town Councillors for information).

You are hereby summonsed to the above meeting to be held in the **Virtual Meeting Room via Zoom** for the transaction of the business stated in the agenda below.

Admission to Meetings

All Council meetings are open to the public and press unless otherwise stated.

Admission to this meeting will be online by virtue of The Local Authorities & Police & Crime Panels (Coronavirus)(Flexibility of Local Authority & Police & Crime Panels Meetings)(England & Wales) Regulations 2020.

Zoom login details of this meeting will be published on the Council's website prior to the meeting.

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

As a matter of courtesy, if you intend to record any part of the proceedings please let the Town Clerk or Democratic Services Officer know before the start of the meeting.

Agenda

1. Apologies

To consider apologies and reasons for absence.

Committee Members who are unable to attend the meeting should notify the Democratic Services Officer (nicky.cayley@witney-tc.gov.uk) **prior to the meeting**, stating the reason for absence.

Standing Order 309a)(v) permits the appointment of substitute Councillors to a Committee whose role is to replace ordinary Councillors at a meeting of a Committee if ordinary Councillors of the Committee have informed the Proper Officer **before** the meeting that they are unable to attend.

2. Declarations of Interest

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct.

3. **Public Participation.**

The meeting will adjourn for this item.

Members of the public may speak for a maximum of five minutes each during the period of public participation, in line with Standing Order 42. Matters raised shall relate to the following items on the agenda.

4. **Planning Applications** (Pages 3 - 4)

To receive and consider a schedule of Planning Applications from West Oxfordshire District Council.

5. **Licensing Application Consultation W/21/00053/PRMA - 53 Market Square, Witney** (Pages 5 - 28)

To receive and consider a licensing application from West Oxfordshire District Council.

6. **Oxfordshire County Council: Initial Consultation – Bicester, Oxford & Witney - Proposed School Streets** (Pages 29 - 32)

To receive and consider the consultation on a school street for Witney.



Town Clerk

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4 . 1 **WTC/015/21** Plot Ref :- 20/03577/FUL Type :- FULL
 Applicant Name :- WITNEY BUTTERCROSS SCOUT GROUP Date Received :- 22/01/21
 Parish :- SOUTH Date Returned :-
 Location :- THE OLD COACH Agent
 HOUSE
 MARLBOROUGH LANE
 WITNEY
 Proposals :- Erection of a side extension and first floor rear extensions.
 Observations :-

4 . 2 **WTC/018/21** Plot Ref :- 20/03531/FUL Type :- FULL
 Applicant Name :- WINSTONE, MR A & DUNSTONE, MR Date Received :- 22/01/21
 Parish :- SOUTH Date Returned :-
 Location :- WITNEY HOTEL, 7 Agent
 CHURCH GREEN
 7 CHURCH GREEN
 WITNEY
 Proposals :- Change of use from hotel (C1) to part HMO and part short term holiday let.
 Observations :-

4 . 3 **WTC/019/21** Plot Ref :- 21/00279/HHD Type :- HOUSEHOL
 Applicant Name :- HICKMAN, MRS SYLVIA Date Received :- 29/01/21
 Parish :- SOUTH Date Returned :-
 Location :- 5 SWINGBURN PLACE Agent
 SWINGBURN PLACE
 WITNEY
 Proposals :- Erection of a single storey side extension along with conversion of garage.
 Observations :-

4 . 4 **WTC/020/21** Plot Ref :- 21/00003/HHD Type :- HOUSEHOL
 Applicant Name :- CLARK, JAMES Date Received :- 29/01/21
 Parish :- EAST Date Returned :-
 Location :- 34 CAMPION WAY Agent
 CAMPION WAY
 WITNEY
 Proposals :- Erection of single storey side extension.
 Observations :-

4 . 5	WTC/021/21	Plot Ref :- 21/00279/HHD	Type :- HOUSEHOL
	Applicant Name :- HICKMAN, MRS SYLVIA	Date Received :- 01/02/21	
	Parish :- WITNEY SOUTH	Date Returned :-	
	Location :- 5 SWINGBURN PLACE	Agent	
	SWINGBURN PLACE		
	WITNEY		
	Proposals :-	Erection of a single storey side extension along with conversion of garage.	
	Observations :-		
4 . 6	WTC/022/21	Plot Ref :- 21/00005/HHD	Type :- HOUSEHOL
	Applicant Name :- LONGDEN, MR JONATHAN	Date Received :- 05/02/21	
	Parish :- SOUTH	Date Returned :-	
	Location :- 16 CHURCH GREEN	Agent	
	CHURCH GREEN		
	WITNEY		
	Proposals :-	Alterations to include the conversion of an existing outside toilet to an internal toilet with shower and insertion of a window at first floor level (retrospective).	
	Observations :-		
4 . 7	WTC/023/21	Plot Ref :- 21/00006/LBC	Type :- LISTED BUI
	Applicant Name :- LONGDEN, MR JAMES	Date Received :- 05/02/21	
	Parish :-	Date Returned :-	
	Location :- 16 CHURCH GREEN	Agent	
	CHURCH GREEN		
	WITNEY		
	Proposals :-	Internal and external alterations to convert an existing outside toilet to an internal toilet with shower, formation of an opening at ground floor for a door and insertion of a 1st floor window (retrospective).	
	Observations :-		
4 . 8	WTC/024/21	Plot Ref :- 21/00130/HHD	Type :- HOUSEHOL
	Applicant Name :- GATES, MR SIMON	Date Received :- 09/02/21	
	Parish :- SOUTH	Date Returned :-	
	Location :- 21 CURBRIDGE ROAD	Agent	
	CURBRIDGE ROAD		
	WITNEY		
	Proposals :-	Conversion of loft space to create extra living space with the addition of a dormer window to the front and rear.	
	Observations :-		

Reply to : Debra Courtenay-Crane
Tel : 01993 861000
Email: ers@westoxon.gov.uk

Council Offices
Woodgreen,
WITNEY,
Oxfordshire,
OX28 1NB
Tel: 01993 861000
www.westoxon.gov.uk



The Parish Council

Your Ref: W/21/00053/PRMA

Date: 29th January 2021

Dear Parish Clerk,

LICENSING ACT 2003

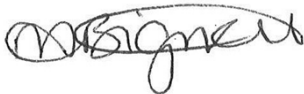
Application for New Premises Licence

We have received an application for **T and C Kitchens 56 Market Square Witney Oxfordshire OX28 6AF** under the Licensing Act 2003.

The application can be viewed through the online [Public Access Portal](#). If you would like to make formal representation, the closing date is **26th February 2021**

Please ensure that all email correspondence is sent to ers@westoxon.gov.uk.

Yours faithfully



Michelle Bignell (Mrs)
Service Leader
Licensing and Business Support
Environmental and Regulatory Services

West Oxfordshire District Council may share information provided to it with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud under Section 6 of the Audit Commission Act 1998

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* required information

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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

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

Nguyen Ngoc Linh

* Family name

Phung

You must enter a valid e-mail address

* 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

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

Registration number

12644484

Business name

T AND C KITCHEN LIMITED

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

VAT number

- none

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

Continued from previous page...

Legal status

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Agent Details

* First name

* Family name

* E-mail

Main telephone number

Include country code.

Other telephone number

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

- ☐ An agent that is a business or organisation, including a sole trader
- ☒ A private individual acting as an agent

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

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Your Address

Address official correspondence should be sent to.

* 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	T AND C Kitchen
Street	56 Market Square
District	Witney
City or town	
County or administrative area	Oxfordshire
Postcode	OX28 6AF
Country	United Kingdom

Further Details

Telephone number	
Non-domestic rateable value of premises (£)	9,200

Section 3 of 21**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

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

Confirm The Following

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

Section 4 of 21**NON INDIVIDUAL APPLICANTS**

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

Non Individual Applicant's Name

Name

T AND C KITCHEN LIMITED

Details

Registered number (where applicable)

12644484

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

Continued from previous page...

Private Limited Company

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

You must enter a valid e-mail address

E-mail

Telephone number

Other telephone number

* Date of birth

* Nationality

[Documents that demonstrate entitlement to work in the UK](#)

Add another applicant

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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.

T AND C Kitchen is situated in the heart of Witney on Market Square. We are situated close to Church Green and are surrounded by public houses, the Red Lion, Wetherspoons, The Holly Bush and Como Lounge, restaurants including The Fleece Hotel and Pizza Express and a variety of shops situated on the High Street at the Woolgate Centre and Marriott's Walk. Henry Box School is at the opposite end of the green, there is a Leisure Centre behind the Square and a number of

Continued from previous page...

Supermarkets. The town has free parking which encourages use of the town and supports local businesses. Our business is a family run Vietnamese Cafe/Restaurant serving home-style and street food inspired dishes. The business operates over two floors with the toilets located on the top floor. Our family is from Vietnam, with over 15 years experience in the consumer services industry. Our aim is to share our passion for the authentic taste of Vietnamese food with the residents of both Witney and Oxfordshire and any visitors to the town. We offer a casual dining experience with exceptional friendly service. Our regular diners who have been to Vietnam all express their desire for us to stock Saigon Beer, having tasted this beer on their travels. We wish to stock Vietnamese beer, wines and spirits to accompany food. Our USP is that we offer great value for money. Our authentic Vietnamese food is well appreciated by our customers who would otherwise have to travel to London.

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

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

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PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

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PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

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PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☐ Yes ☒ No

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PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Continued from previous page...

Will you be providing recorded music?

☐ Yes ☒ No

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

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

[See guidance on regulated entertainment](#)

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?

☐ Yes ☒ No

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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

TUESDAY

Start End

Start End

WEDNESDAY

Start End

Start End

THURSDAY

Start End

Start End

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

Continued from previous page...

FRIDAY

Start 11:00

End 23:00

Start

End

SATURDAY

Start 11:00

End 23:00

Start

End

SUNDAY

Start 11:00

End 23:00

Start

End

Will the sale of alcohol be for consumption:

- ☐ On the premises ☐ Off the premises ☒ Both

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

State any seasonal variations

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

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

Matthew

Family name

Le

Date of birth

dd mm yyyy

Continued from previous page...

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)

Application with the council payment ref:
ZZWS00223132

Issuing licensing authority
(if known)

West Oxfordshire District Council

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ☐ Electronically, by the proposed designated premises supervisor
- ☒ As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

None

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

Continued from previous page...

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

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.

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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.

All staff engaged in licensable activity at the premises will receive training and information in relation to the following:

- The Challenge 25 Policy including the forms of identification that are acceptable
- The hours and activities and conditions permitted in the premises licence
- How to complete and maintain the refusal register in operation at the premises
- Recognising the signs of drunkenness
- The operating procedures for refusing service to any person who is drunk, under-age or appears to be under-age, or appears to be making a proxy purchase
- Action to be taken in the event of an emergency, including reporting an incident to the emergency services.

Training shall be recorded in documentary form and shall be regularly refreshed every year. Training records shall be made available for inspection.

We will adhere to the Portman Group Code of Practice for the promotion of alcoholic drinks and follow the Home Office guidance on selling alcohol responsibly. A drink, its packaging and any promotional material or activity will not in any direct or indirect way appeal to under 18s or incorporate images of people who are or look as if they are under 25 years of age where there is any suggestion that they are drinking alcohol.

There shall be a responsible trained person on duty at the premises at all times when the premises are open and selling alcohol.

Potable water will be available for all customers.

b) The prevention of crime and disorder

An incident log shall be kept and maintained at the premises which will include the time and date of the incident, the people involved, the action taken and details of the person responsible for the management of the premises at the time of the incident.

The logs shall be kept for at least 12 months following the date of entry and be made available for inspection.

Open containers of alcohol shall not be removed from the premises.

All alcohol on display will be in such a position so as not to be obscured from the constant view of staff.

A written drugs policy shall be in place and operated at the premises. It will detail the actions taken to minimise the opportunity to use or supply illegal substances within the premises. The policy will be made available for inspection.

The CCTV system is monitored and operated by Thu Trang, Manager. We have two indoor smart security cameras. One is placed downstairs facing the front of the restaurant which covers the bar service, the EPOS till system and any customers entering or leaving the premises. The second is placed on the first floor facing the main dining area. The system has a 31-day recording facility. The system is registered with the ICO and we have a CCTV GDPR policy. This policy will be made available for inspection. The CCTV system is fully compliant with the guidance contained in the Information Commissioner's Office (ICO) guidance document. Clear signage stating that CCTV is in place will be displayed.

The Designated Premises Licence holder shall ensure participation in any Pub Watch or similar scheme operating in the locality and will attend any meeting convened by the Police to discuss matters relating to the premises.

c) Public safety

In the absence of adequate daylight, artificial lighting in any area accessible to the public shall be fully operational whilst the public are present. All exits/entrances will be kept

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clear at all times.

The collection of glasses and bottles shall be undertaken at regular intervals to ensure there is no build-up of empties in and around the premises.

I am aware of the need to conduct ongoing Health & Safety risk assessments to identify and deal with hazards that might involve tripping, manual handling, electric shock, hazardous substances, etc. My customers have a right to expect that all due consideration has been taken of their needs with respect to public safety. I also will conduct ongoing fire risk assessments. A logbook will be maintained to show that regular checks have been carried out. Staff will be advised of the findings from the risk assessments during training. The escape route and exit will be maintained and free from obstructions. Exits will be clearly identifiable. All regulatory checks of fire extinguishers and smoke detectors are in place. We have a fire alarm situated at the front & back doors, first and second floor and the basement. All portable equipment will be kept in good working order and tested regularly.

We will have a first aid box and accident book.

All internal and external doors, fixtures and fittings, lighting and emergency lighting will be kept in good working order and regular checks made.

d) The prevention of public nuisance

A written dispersal policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours in the surrounding vicinity. Clear and legible notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and to leave the vicinity as quickly and quietly as possible.

No deliveries (in relation to licensable activities) to the premises shall take place between 18:00 hours and 07:00 hours. No collections of waste or recycling materials (including bottles) from the premises shall take place between 18:00 hours and 07:00 hours on the following day.

All waste shall be properly presented and placed out for collection. No waste or recyclable materials, including bottles, shall be moved, removed from or placed in outside areas between 22:00 hours and 07:00 hours on the following day.

A sufficient number of suitable receptacles will be located in appropriate locations for the depositing of waste materials such as food wrappings, drinks containers, smoking related litter by customers.

A telephone number shall be made available for neighbours and local residents to contact in the case of noise-nuisance or anti-social behaviour by persons or activities associated with the premises. The telephone number will be a direct number to the Designated Premises Supervisor. A record will be kept by management of all calls received, including the time, date and information of the caller, including action taken following the call. Records will be made available for inspection and copying by an authorised officer of a responsible authority throughout the trading hours of the premises.

All external doors and windows will be kept shut at all times when the premises are open/during regulated entertainment except for entry and egress.

Taxi operator's telephone numbers will be advertised to customers. The operators will be advised that drivers should arrive and depart as quietly as possible, should not sound vehicle horns as a signal of their arrival or leave engines idling unnecessarily.

No fumes, steam or odours shall be emitted from the licensed premises so as to cause a nuisance to any persons living or carrying on business in the area where the premises are situated. Ventilation equipment will be regularly cleaned and maintained to control the levels of odour generated by the premises.

We will ensure all staff leave the premises quietly at the end of their shifts and so as to avoid causing disturbance or nuisance to local residents.

The outside area shall be swept and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements by close of business. All packaging provided with take away food will be marked to show its point of origin.

e) The protection of children from harm

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All bar staff, supervisors and managers will be trained in the legality and procedure of alcohol sales to Level 1 Responsible Alcohol Retailing Training or similar. All training shall be signed and documented. Training records will be kept on the premises and be made available for inspection. The documentation relating to training will extend back to a period of three years and will specify the time, date and details of the persons both providing the training and receiving the training.

There will be in place a written age verification policy in relation to the sale or supply of alcohol, which will specify a Challenge 25 policy. The poster will be on display. All staff working at the premises will ask individuals who appear to be under 25 years of age, attempting to purchase alcohol, to produce identification. The only acceptable identification documents will be:

- A photo driving licence
- A passport
- An identification card carrying the PASS hologram

Unless such identification is produced the sale of alcohol will be refused.

The age verification policy will include documented steps taken to prevent adults from purchasing alcohol for or on behalf of children under 18 (proxy sales).

An alcohol sales refusal register shall be kept at the premises and be maintained to include details of all alcohol sales refused. The register will include the date and time and reason for refusal, details of the person refusing the sale and description of the customer. The refusals register will be made available for inspection.

Children over 16 years of age will be allowed unaccompanied on the premises, under 16's will be accompanied by an adult over 18 years of age.

No children under the age of 18 years of age will be allowed on the premises after 21:00 hours.

All staff with a responsibility for supplying or selling alcohol shall be vigilant in preventing adults buying alcohol on behalf of persons who are under 18 years of age and will refuse such sales where they suspect that this may be about to occur. Our website will have a tick box at the point of sale for confirmation of age. Particular attention will be paid to ensure that the receipt of orders that contain alcohol must be by an adult. It is important to us that an adult is at the delivery address to receive the order.

Our policy requires individuals who appear to the delivery drivers (responsible persons) to be under 25 years of age to produce on request, before the order is delivered, identification bearing their photograph, date of birth and a holographic mark.

If there is no one at the delivery address who is 18 years of age and over, we'll leave notification of our visit and will return the delivery to the shop. Personal details will be retained to comply with Licensing Act 2003 – name and address. Card details will never be stored electronically.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Continued from previous page...

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

Continued from previous page...

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

Section 20 of 21

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

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

Section 21 of 21

PAYMENT DETAILS

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

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

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

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 (£)

190.00

DECLARATION

Continued from previous page...

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my
* licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

☒ 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:

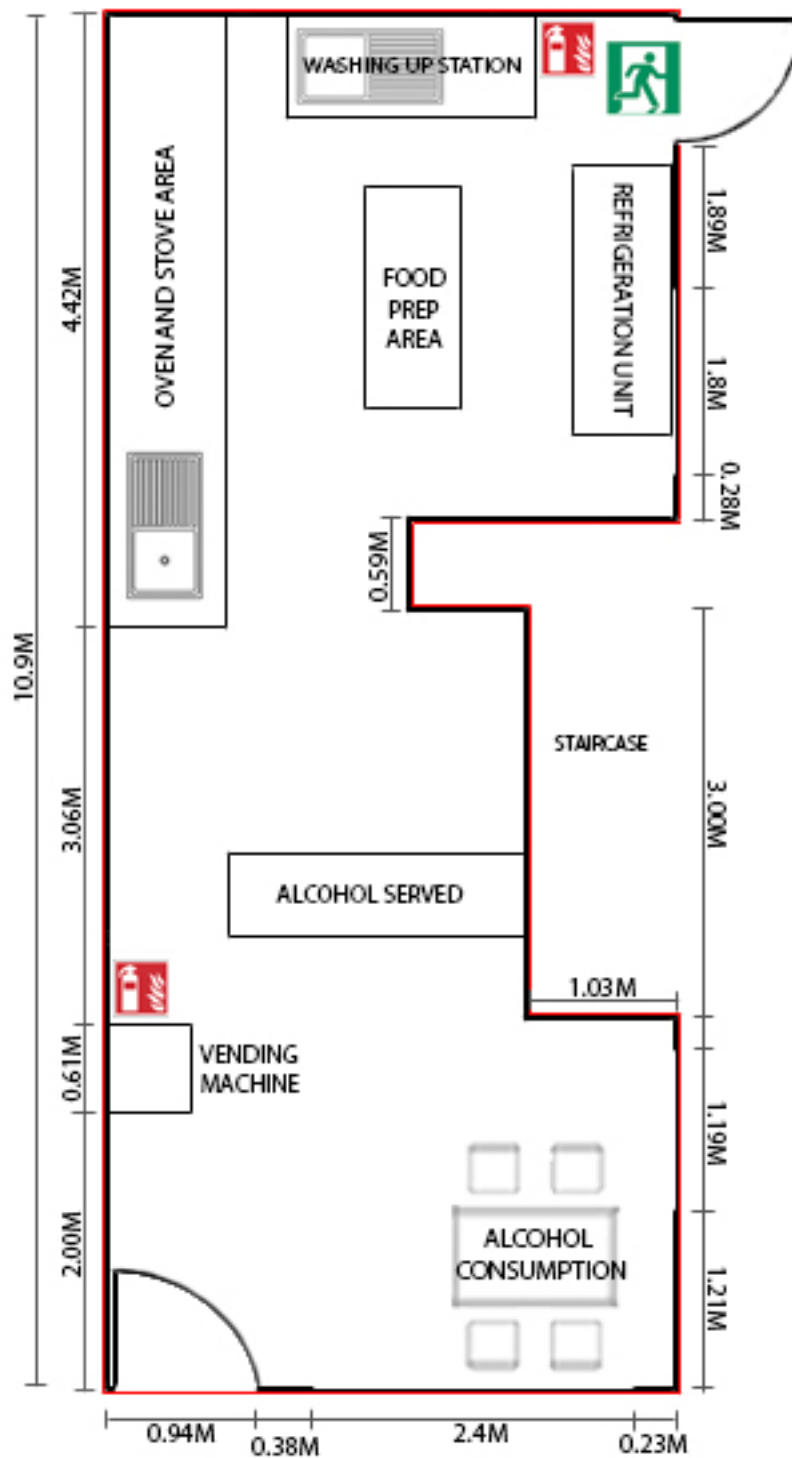
1. Save this form to your computer by clicking file/save as...
 2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/west-oxfordshire/apply-1> to upload this file and continue with your application.
- Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED

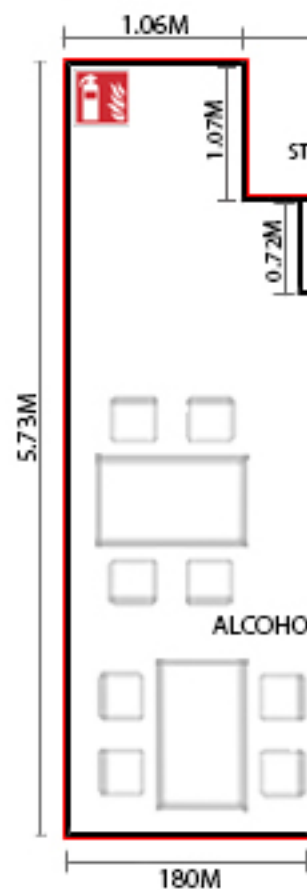
OFFICE USE ONLY	
Applicant reference number	<input type="text"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input 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"/>
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 Next >	

FIRST FLOOR PLAN



KEY:
SCALE 1:50
FIRE EXTINGUISH
FIRE EXIT =
SUPPLY/SUPP
FIRE EXIT SIG

SECOND FLOOR PLAN



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Dear All,

We are writing to seek your initial views (as key 'stakeholders') on the proposal to introduce Experimental Traffic Regulation Orders (ETRO) to facilitate the introduction of "School Streets" within parts of Oxfordshire as part of our Department of Transport-funded active travel programme.

What is a School Street ? A School Street is a timed road closure that restricts access for motor vehicles at school drop-off and pick-up times. The aim is to create a safe, welcoming and attractive environment where children, parents and teachers can walk, cycle, scoot or park and walk to school with less risk of air pollution and traffic congestion. Creating a car-free environment outside school gates will also support social distancing when children return to school following lockdown.

Why we are doing a trial ? School Streets will create places where children can thrive, be healthier and happier because they are:

- Being more active,
- Enjoying improved air quality,
- Getting a boost to confidence from active travel, and
- Getting more chances to be sociable.

Which schools are taking part ? Working with Sustrans (<https://www.sustrans.org.uk>), six schools within Oxford, Bicester and Witney have been selected to take part in the pilot of the scheme:

- Oxford – East Oxford School,
- Oxford – St Christophers School,
- Oxford – Windmill Primary School,
- Bicester – Bure Park Primary,
- Bicester – St Edburges School, and
- Witney – St Marys C of E Infants School.

How does a School Street work ? During closure times at pick-up and drop-off, roads around the school site will only be open to people walking, cycling, and anyone in a vehicle with a valid exemption permit. A lead steward assisted by volunteers from the school and local community will manage and marshal the road closures by operating temporary barriers and opening them for any exempt vehicles. Exempt motorists include residents with vehicles registered to address on the closed streets, blue badge holders, emergency vehicles, plus any council organised home to school transport for students with additional needs. We will also continue to work with the schools to ensure that anyone with specific needs is not affected.

The attached plans provide a general overview of which roads within the vicinity of the school will be affected and at what times the restriction will apply, whilst additional information on the School Streets scheme can be found here:

<https://www.oxfordshire.gov.uk/residents/roads-and-transport/emergency-active-travel-fund/active-travel/school-streets>

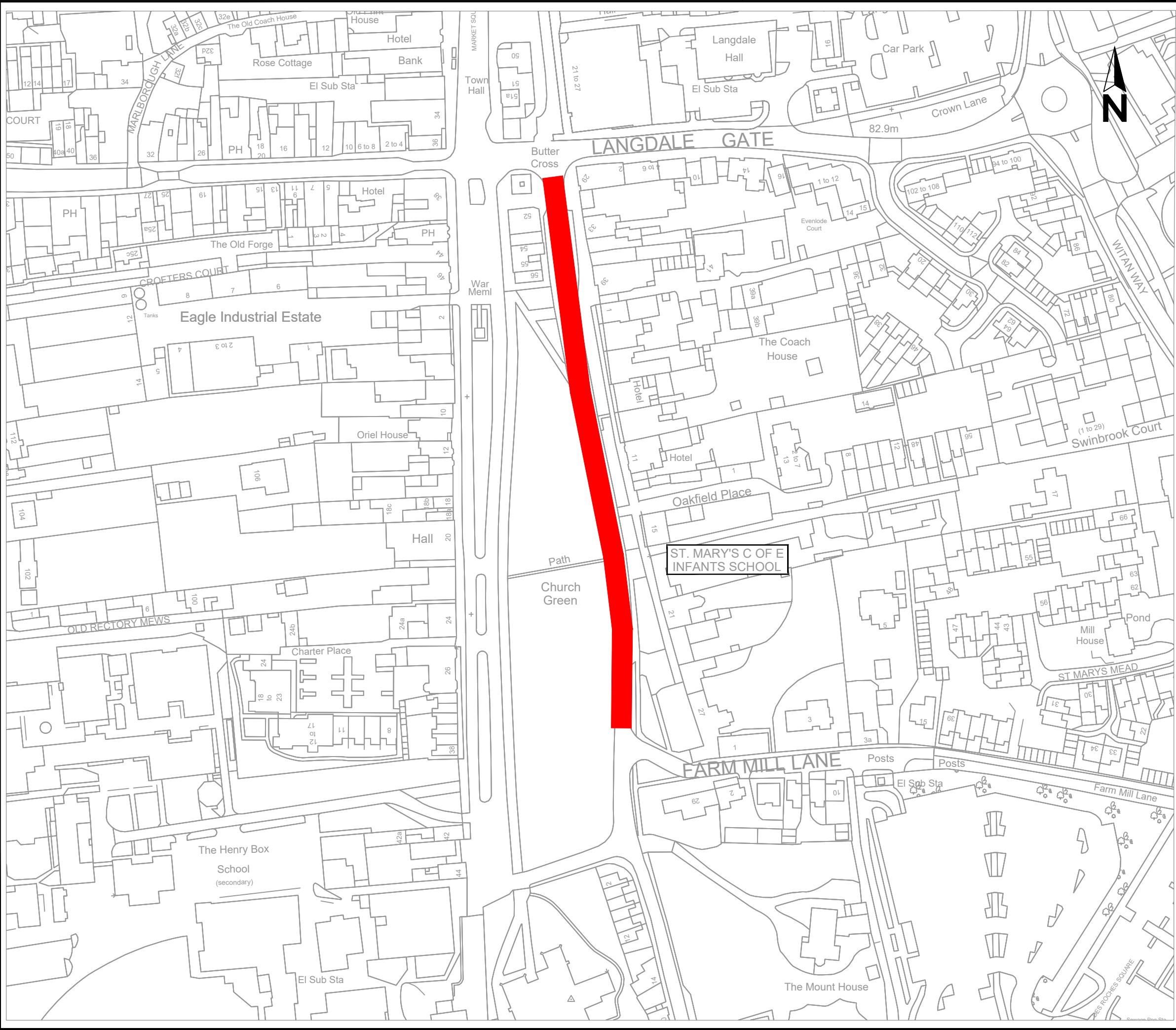
Subject to the outcome of this preliminary consultation with key stakeholders, the start date for the ETROs would be dependent on central government guidance on school closures and the lifting of lockdown in Oxfordshire. The progress of the ETRO will be monitored during the first 6 weeks, and if successful we would aim to continue running School Streets for the full 18 months. A general statutory consultation process on the ETRO would run for a period of six months, during which objections and other representations will be invited from any parties, including members of the public, with an interest. The ETRO can be abandoned or amended at any point should the Council deem this to be necessary. Any amendment would be subject to a further consultation.

Please could you respond to this preliminary consultation by 1500 on **Friday 12th February 2021**. However, please do let me know if you need additional time to consider your response.

Many Thanks and Kind Regards,

christian

Christian Mauz
Technical Officer (Traffic & Road Safety)
Area Operations Hub | Community Operations
Communities | Oxfordshire County Council | County Hall | New Road | Oxford | OX1 1ND



Drawing No.


Revision0

Key

Proposed road Closure from 8.30am to 9.15am and 2.45pm to 3.15pm

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Rev.	Date	Purpose of revision	Drawn	Checked	Approved



OXFORDSHIRE

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Tel: 0345 310 11 11

Fax: (01865) 241577

Project title

EXPERIMENTAL TRAFFIC
REGULATION ORDER

Drawing title

PROPOSED ROAD CLOSURE
ST. MARY'S CHURCH OF ENGLAND
INFANTS SCHOOL

Drawing Status

Scale @ A3	Drawn by	Checked by	Approved by
N.T.S.	JaC	Date checked	Date approved
	01/21		

Oxfordshire Project No. & File Ref

Drawing No.

Revision

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