

LICENSING ACT 2003

PART A – PREMISES LICENCE



Premises Licence Number

W/24/00207/PRMMV

Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code

9 - 11 High Street
Witney
Oxfordshire
OX28 6HW

Telephone number

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence and the times the licence authorises the carrying out of licensable activities

Supply by Retail of Alcohol	Monday to Saturday	07:00 - 23:00
Supply by Retail of Alcohol	Sunday	10:00 - 22:30

Non Standard Timings

Supply by retail of alcohol
Good Friday 0800hrs to 2230hrs
Christmas Day 1200hrs to 1500hrs
Christmas Day 1900hrs to 2230hrs

The opening hours of the premises

Monday to Saturday	07:00 - 22:00
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Sunday	10:00 - 16:00
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Non Standard Timings

Nothing to add

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

Off

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder(s) of premises licence

Co-operative Food Group Ltd
1 Angel Square
Manchester
M60 0AG

Email address Licensing@coop.co.uk

Registered number of holder, for example company number, charity number (where applicable)

26715R

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

Mr John Watson



Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

Personal Licence No.: 229

Licensing Authority: South Oxfordshire District Council

Signature of Issuing Officer:

A handwritten signature in dark ink, appearing to be 'J. King', is written on a light background.

**Group Manager
Licensing and Business Support**

Date of Determination: 18th March 2024

Date of Issue: 18th March 2024

(See Annexes and Plans attached for conditions relating to this Licence)

**Issuing Authority
West Oxfordshire District Council, Woodgreen, Oxon OX28 1NB**

Annex 1 – Mandatory conditions

1. Every retail sale or supply of alcohol under this must be made or authorised by a person who holds a personal licence.
2. No retail sale or supply of alcohol may be made under this licence:
 - a. at a time when there is no designated premises supervisor in respect of the premises licence, or
 - b. at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.

Annex 2 – Conditions consistent with the Operating Schedule

1

The premises 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 restored for a minimum period of 21 days. Recordings shall be made available upon the receipt of a request by an authorised Officer of the Police or the Local Authority.

There shall be æCCTV in OperationÆ signs prominently displayed at the premises.

An incident log shall be retained at the premises and made available to an Officer of the Police or the Local Authority.

The premises shall operate a proof of age scheme.

The premises will be fitted with a burglar alarm system.

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

Plus internal layout alteration after minor variation 10 May 2018

Plus minor alternations to the store layout, installation of an ATM machine. Plan attached after minor variation November 2019

Plus internal layout alteration after minor variation 1 March 2024

Annex 3 – Conditions attached after a hearing by the licensing authority

Annex 4 – Plans

AS SUBMITTED WITH THE APPLICATION

LICENSING ACT 2003

PART B – PREMISES LICENCE SUMMARY



Premises Licence Number

W/24/00207/PRMMV

Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code

9 - 11 High Street
Witney
Oxfordshire
OX28 6HW

Telephone number

Where the licence is time limited the dates

Not applicable

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The opening hours of the premises

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Non Standard Timings

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Where the licence authorises supplies of alcohol whether these are on and / or off supplies

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Part 2

Name, (registered) address of holder(s) of premises licence

Co-operative Food Group Ltd
1 Angel Square
Manchester
M60 0AG

Registered number of holder, for example company number, charity number (where applicable)

26715R

Name of designated premises supervisor where the premises licence authorises the supply of alcohol

Mr John Watson

State whether access to the premises by children is restricted or prohibited

All staff will receive comprehensive training in relation to age restricted products and in particular the sale of alcohol. No member of staff will be permitted to sell age restricted products until such time as they have completed the aforementioned training.

An age till prompt system will be utilised at the premises in respect of age restricted products.

A refusals register will be maintained at the premises and will be made available for inspection upon request by an authorised Officer of the Police or the Local Authority.

Signature of Issuing Officer:



**Group Manager
Licensing and Business Support**

Date of Determination:

18th March 2024

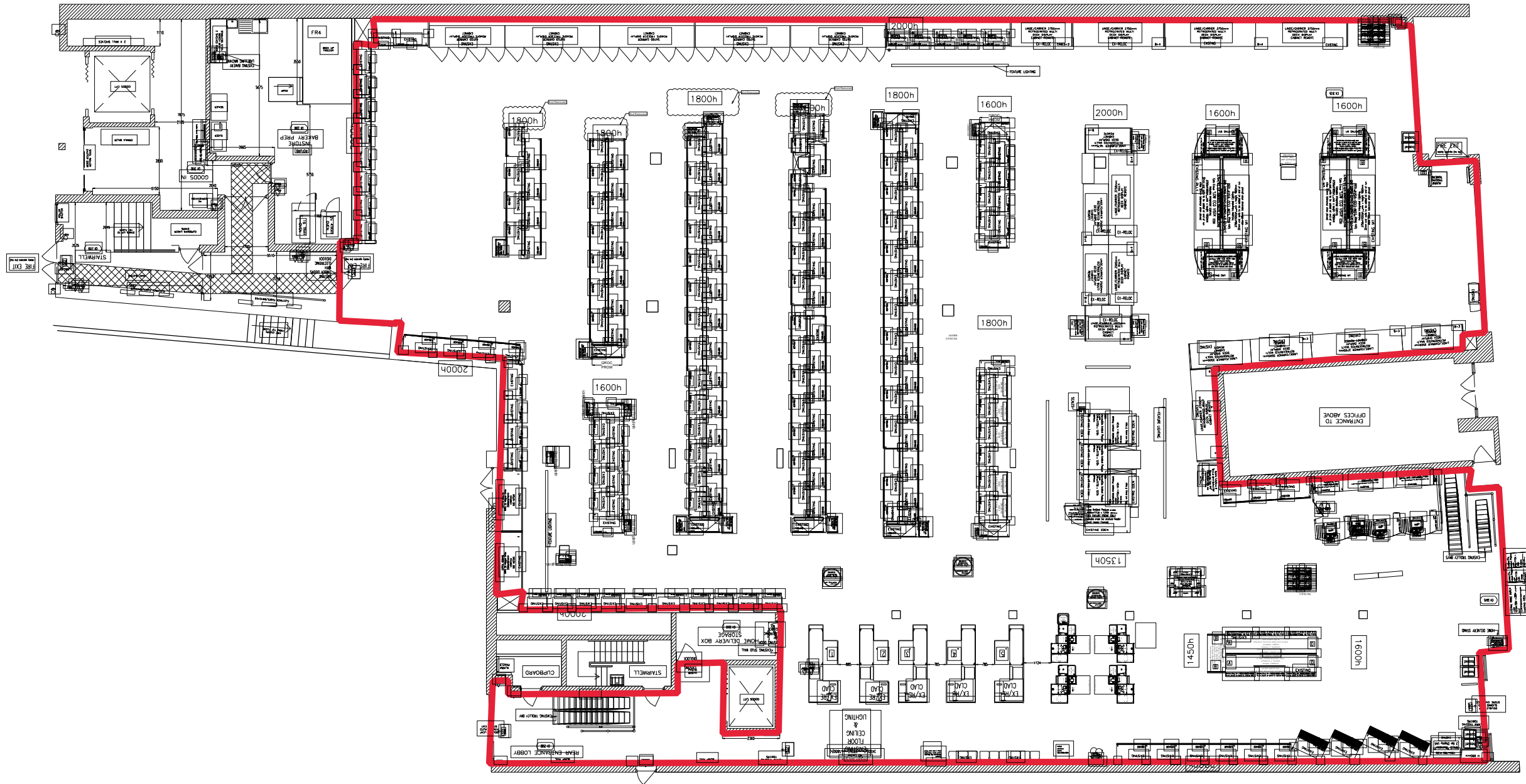
Date of Issue:

18th March 2024

Issuing Authority

West Oxfordshire District Council, Woodgreen Witney, Oxon OX28 1NB

SHOP FLOOR - 1:100



SURVEY OVERLAID



Description of Amends 20.02.2024/9681 - Witney- P1F19/OD Non Food Exit 1. Ambient end removed from 4 gondolas (4 bays total) 2. Side racks and plinths relocated to suit		Wall Finishes Always refer to latest building specification spreadsheet on portal for technical specifications for the required top coat & undercoat paints and cladding materials. For retail stores perimeter walls that are not scoped to receive freeze board, and parapet/void mdf clad wall columns are to be painted floor to ceiling in Dulux Satin Ivory 4 by default unless marked as another colour on the CAD. Areas to be painted alternative colours either Imperial Ivy 5 (Gen2) or Lime zest (Gen1/Evo) will be clearly marked on this CAD drawing. Stores 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 scoped in these areas. In low spend rebrand stores, existing peristop clad wall columns and walls may be overclad with non PVC cladding material by the internal graphics contractor in the required colour (Imperial Ivy/Gen2/lime zest/Gen1/Evo) or ivory. Existing peristop finishes should not be painted. ATM housing should be decorated where possible to match the colour of the main elevation they are adjacent to. The mdf & paint specification for retail stores should also apply to rebrand stores. Refer to latest building specification spreadsheet on portal for technical specifications. All stand alone peristop finish 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 edged with 38mm grey edge trim and grey bump rails as per the agreed specification. All columns must be finished in peristop before applying the cladding material to ensure the cladding material adheres. MDF is not a suitable material to apply cladding material to. All columns cladding colour will be marked on the CAD by graphics contractor (either imperial ivy, lime zest or ivory depending on location) except for circular columns which if not boxed out must be decorated side ivory All columns must be finished in peristop before applying the cladding material to ensure the cladding material adheres. MDF is not a suitable material to apply cladding material to. All columns cladding colour will be marked on the CAD by graphics contractor (either imperial ivy, lime zest or ivory depending on location) except for circular columns which if not boxed out must be decorated side ivory		Standard Notes Please refer to the Asset Planning Standard Notes for applicable information. All items to be checked on site and 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 floorshop fitting. For further detail regarding this 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 refits 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 Controlling Materials policy and processes. Service providers are to access the Co-operative Group's web-based asbestos register, www.360group.co.uk prior to undertaking any works. 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 Controlling 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 is 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: buried 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 works 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: Date: Risk Rating: Planning: Lease:		Additional Equipment VND Magazines Cards Impulse Confect. Impulse CSN Pizza Step ISB BWS Prom Eden Bakery Stand Grocery Prom Electrical Shelving Roll Cages BOH Promo Plinths		Drawing Information <table border="1"> <thead> <tr> <th></th> <th>Existing</th> <th>Proposed</th> </tr> </thead> <tbody> <tr> <td>Gross Building Area (GBA)</td> <td>Sq.Ft.</td> <td>Sq.Ft.</td> </tr> <tr> <td>Gross Sales Area (GSA)</td> <td>Sq.Ft.</td> <td>Sq.Ft.</td> </tr> <tr> <td>Net Sales Area (NSA)</td> <td>13,026 Sq.Ft.</td> <td>Sq.Ft.</td> </tr> </tbody> </table> Back of House Information <table border="1"> <thead> <tr> <th></th> <th>Sq.Ft.</th> <th>Sq.Ft.</th> </tr> </thead> <tbody> <tr> <td>Back Of House</td> <td>8,496 Sq.Ft.</td> <td>Sq.Ft.</td> </tr> <tr> <td>Back Up Chilled</td> <td>Sq.Ft.</td> <td>Sq.Ft.</td> </tr> <tr> <td>Back Up Frozen</td> <td>Sq.Ft.</td> <td>Sq.Ft.</td> </tr> </tbody> </table> Drawn By: SS Email: @coop.co.uk Scale: 1:100 Meetings <table border="1"> <thead> <tr> <th></th> <th>xx/xx/xxxx</th> </tr> </thead> <tbody> <tr> <td>Drawing Review</td> <td>xx/xx/xxxx</td> </tr> <tr> <td>Sign Off Meeting</td> <td>xx/xx/xxxx</td> </tr> </tbody> </table> Drawing Status Stage 5: Locked CAD			Existing	Proposed	Gross Building Area (GBA)	Sq.Ft.	Sq.Ft.	Gross Sales Area (GSA)	Sq.Ft.	Sq.Ft.	Net Sales Area (NSA)	13,026 Sq.Ft.	Sq.Ft.		Sq.Ft.	Sq.Ft.	Back Of House	8,496 Sq.Ft.	Sq.Ft.	Back Up Chilled	Sq.Ft.	Sq.Ft.	Back Up Frozen	Sq.Ft.	Sq.Ft.		xx/xx/xxxx	Drawing Review	xx/xx/xxxx	Sign Off Meeting	xx/xx/xxxx	WITNEY 11, HIGH STREET WITNEY OXFORDSHIRE OX28 6HW Store Phone No: 01993 703579 Format: MMP Hub Number: 9681 Drawing Information Brief Description Of Works: Proposed Fixture Layout Latest system drawing Job Originated By: Refurbishment/Acquisition Programme 2017 Drawing No: WITNEY-P2 Fixture Rev: M19 Macro Rev: M19 The Co-Op 1 Angel Square, Manchester, M60 0AG Only scaled on A1	
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