

APPENDICES

**APPLICATION TO TRANSFER THE PREMISES LICENCE AND VARY THE
DESIGNATED PREMISES SUPERVISOR:**

Anna's Mini Market Ltd, 112 Eastbourne Avenue, Gateshead, NE8 4NJ

Application to transfer premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form.
If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

I/We ANNA IVCHMANN
(Insert name of applicant)

apply to transfer the premises licence described below under section 42 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number

0004 04422

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description	
ANNA'S MINI MARKET LTD 112 Eastbourne Avenue	
Post town	Post code
GATESHEAD	NE8 4NJ
Telephone number at premises (if any)	

Please give a brief description of the premises (see note 1)

For the sale by retail of alcohol

Name of current premises licence holder

MRS. RENATA PAPPOVA

Part 2 - Applicant details

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

Please tick yes

a) an individual or individuals*

please complete section (A)

b) a person other than an individual *

i. as a limited company

please complete section (B)

ii. as a partnership

please complete section (B)

iii. as an unincorporated association or

please complete section (B)

- iv. other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) an individual who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in respect of an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

*If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr Mrs Miss Ms Other title
(for example, Rev)

Surname

TVCHMANN

First names

ANNA

Date of birth

30/10/81

I am 18 years old or over

Please tick yes

Nationality

POLISH

Current residential address if different from premises

25 LABURNUM AVENUE
NE 23 8HQ

address

Post town

Post code

Daytime contact telephone number

E-mail address
(optional)

SECOND INDIVIDUAL APPLICANT (fill in as applicable)

Mr

Mrs

Miss

Ms

Other title

(for example, Rev)

Surname

First names

Date of birth

I am 18 years old or over

Please tick yes

Nationality

Current
residential
address if
different from
premises
address

Post town

Post code

Daytime contact telephone number

E-mail address
(optional)

(B) OTHER APPLICANTS

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

Name
Address
Registered number (where applicable)
Description of applicant (for example partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

Part 3

Please tick yes

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

Do you wish the transfer to have immediate effect?

If not when would you like the transfer to take effect?

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please tick yes

I have enclosed the consent form signed by the existing premises licence holder

If you have not enclosed the consent form referred to above please give the reasons why not. What steps have you taken to try and obtain the consent?

Please tick yes

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



Please tick yes

I have enclosed the premises licence



If you have not enclosed premises licence referred to above please give the reasons why not.

- I have made or enclosed payment of the fee
- I have enclosed the consent form signed by the existing premises licence holder or my statement as to why it is not enclosed
- I have enclosed the premises licence or relevant part of it or explanation
- I have sent a copy of this application to the chief officer of police today
- I have sent a copy of this form to Home Office Immigration Enforcement today

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

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.

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 2)

Part 4 – Signatures (please read guidance note 3)

Signature of applicant or applicant’s solicitor or other duly authorised agent (See guidance note 4). **If signing on behalf of the applicant please state in what capacity.**

Signature Ann T

Date 04/06/18

Capacity Lease holder

For joint applicants signature of second applicant, second applicant’s solicitor or other authorised agent (please read guidance note 5). **If signing on behalf of the applicant please state in what capacity.**

Signature

Date

Capacity

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 6)

Post town

Post Code

Telephone number (if any)

If you would prefer us to correspond with you by e-mail your e-mail address (optional)

Notes for Guidance

1. Describe the premises. For example the type of premises it is, its general situation and layout and any other information which would be relevant to the licensing objectives.
2. **Right 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 which is not a limited liability partnership 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

Consent of premises licence holder to transfer

I/we RENATA PAPPOVA

[full name of premises licence holder(s)]

the premises licence holder of premises licence number 00CH04422

[insert premises licence number]

relating to

PAPP'S CONVENIENCE STORE 112 EASTBOURNE AVENUE NE8 4N:

[name and address of premises to which the application relates]

hereby give my consent for the transfer of premises licence number

00CH04422

[insert premises licence number]

to

ANNA TYCHMANN

[full name of transferee].

signed

name

(please print)

dated

Renata Pappova

RENATA PAPPOVA

24/05/18

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I / we Anna Tychemann
(full name(s) of premises licence holder)

being the premises licence holder, apply to vary a premises licence to specify the individual named in this application as the premises supervisor under section 37 of the Licensing Act 2003

Premises licence number

00CHO4422

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description

ANNA'S MIM MARKET LTD
112 Earthenware Avenue

Post town

A GATESHEAD

Post code (if known)

NE 8 4NJ

Telephone number (if any)

01814376551

Description of premises (please read guidance note 1)

OSS Licence.

Part 2

Full name of proposed designated premises supervisor

Imfan ALAM

Nationality

BRITISH

Place of birth

~~17110/179~~ GLASGOW

Date of birth

17.01.1979

Personal licence number of proposed designated premises supervisor and issuing authority of that licence (if any)

DCC PER 20125

Full name of existing designated premises supervisor (if any)

Please tick yes

I would like this application to have immediate effect under section 38 of the Licensing Act 2003



I have enclosed the premises licence or relevant part of it



(If you have not enclosed the premises licence, or relevant part of it, please give reasons why not)

Reasons why I have failed to enclose the premises licence or relevant part of it

Please tick yes

- I have made or enclosed payment of the fee
- I will give a copy of this application to the chief officer of police
- I have enclosed the consent form completed by the proposed premises supervisor
- I have enclosed the premises licence, or relevant part of it or explanation
- I will give a copy of this form to the existing premises supervisor, if any
- I understand that if I do not comply with the above requirements my application will be rejected

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

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.

Part 3 – Signatures (please read guidance note 2)

Signature of applicant or applicant's solicitor or other duly authorised agent (See guidance note 3). **If signing on behalf of the applicant please state in what capacity.**

Signature

Anna Tg

Date

04/06/18

Capacity

Leave holder

For joint applicants signature of 2nd applicant 2nd applicant's solicitor or other authorised agent (please read guidance note 4). **If signing on behalf of the applicant please state in what capacity.**

Signature

Date

Capacity

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 5)

Post town

Post Code

Telephone number (if any)

If you would prefer us to correspond with you by e-mail your e-mail address (optional)

Guidance notes

1. Describe the premises. For example the type of premises it is.
2. The application form must be signed.
3. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
4. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
5. This is the address which we shall use to correspond with you about this application.

Consent of individual to being specified as premises supervisor

I Imeaw ALAM
[full name of prospective premises supervisor]

of

12 the Villas Thornley DM63EU
[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

Transfer Application
[type of application]

by

Anna Tychmann
[name of applicant]

relating to a premises licence _____
[number of existing licence, if any]

for

112 Eastbourne Avenue
NE 34 NY

[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by

Anna Tychmann
[name of applicant]

concerning the supply of alcohol at

112 Earthorpe Avenue

NE 8 4NY

[name and address of premises to which application relates]

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

DCC Per 20125
[insert personal licence number, if any]

Personal licence issuing authority

Durham county council
[insert name and address and telephone number of personal licence issuing authority, if any]



Signed

I. Alam

Name (please print)

IMRAN ALAM

Date

2-6-18

Licensing Act 2003

Premises Licence

Premises Licence Number **00CH 04422**

Part 1 - Premises Details

Postal address of premises, or if none, ordnance survey map reference or description

Papp's Convenience Store
112 Eastbourne Avenue

Post town

Gateshead

Postcode

NE8 4NJ

Telephone number

Where the licence is time limited, the dates

Not applicable

Licensable activities authorised by the licence

For the sale by retail of alcohol (off the premises)

The times the licence authorises the carrying out of licensable activities

Monday – Sunday 08:00 – 23:00 hours

The opening hours of the premises

Monday – Sunday 08:00 – 23:00 hours

Where the licence authorises supplies of alcohol, whether these are **On** and/or **Off** supplies

Off the premises

Part 2

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

Mrs Renata Pappova
8 Woodbine Street
Gateshead
Tyne and Wear
NE8 1SS

Telephone number: 07584 294 531
Email: jp002d2354@hotmail.com

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

Not applicable

Name, address and telephone number of Designated Premises Supervisor where the premises licence authorises the sale of alcohol.

Mr Petr Maralik
198 Rawling Road
Gateshead
Tyne and Wear
NE8 4QU

Personal Licence number and issuing authority of personal licence held by Designated Premises Supervisor where the premises licence authorises the supply of alcohol.

00CH09677 Gateshead Council

Signature on behalf of the issuing licensing authority

Date Of Issue : 27 April 2018



Environmental Health, Licensing and Enforcement Manager
Communities and Environment

Supply of alcohol

1. No supply of alcohol may be made under the premises 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.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
3. (1) The premises licence holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either:
 - (a) A holographic mark, or
 - (b) An ultraviolet feature.

Prohibition on sale of alcohol below cost of duty plus VAT

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption off the premises for a price which is less than the permitted price.
2. For the purposes of the condition set out in paragraph 1 –
 - a. 'Duty' is to be construed in accordance with the Alcoholic Liquor Duties Act 1979
 - b. 'Permitted price' is the price found by applying the formula –
$$P = D + (D \times V)$$

Where –

 - (i) P is the permitted price,
 - (ii) D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
 - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol.
 - c. 'Relevant person' means, in relation to premises in respect of which there is in force a premises licence –
 - i. The holder of the premises licence,
 - ii. The designated premises supervisor (if any) in respect of such a licence, or
 - iii. The personal licence holder who makes or authorises a supply of alcohol under such a licence;
 - d. 'relevant person' means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
 - e. 'Value added tax' means value added tax charged in accordance with the Value Added Tax Act 1994.
3. Where the permitted price given by paragraph b of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
4.
 - a. Sub-paragraph b below applies where the permitted price given by paragraph b of paragraph 2 on a day ('the first day') would be different from the permitted price on the next day ('the second day') as a result of a change to the rate of duty or value added tax.
 - b. The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Annex 2 - Conditions consistent with the operating schedule

1. Alcohol (spirits) will be kept behind the counter.
2. The licensee, that is the person in whose name the Premises Licence is issued, and the designated premises supervisor shall ensure that at all times when the premises are open for any licensable activity, there are sufficient competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the licence and for promoting the licensing objectives.
3. A 'Challenge 25' policy shall be adopted, implemented and maintained ensuring that all members of staff are trained to refuse sales to anyone who appears to be under the age of 25 and who is seeking to purchase any age restricted product unless that person provides credible photographic proof of age evidence. Such credible evidence, which shall include a photograph of the customer, will either be a proof of age card carrying a 'PASS' logo, passport, military ID or photographic driving licence.
4. There shall be displayed suitably worded signage of sufficient size and clarity at the point of entry to the premises and in a suitable location at any points of display and sale advising customers that underage sales of alcohol are illegal and that they may be asked to produce evidence of age.
5. Staff shall refuse to sell age restricted products to any adult who they suspect to be passing age restricted products to those underage (i.e. proxy sales). Details of these refusals should also be kept in the ledger.
6. A refusals ledger shall be maintained on the premises to record refusals of all age restricted products and shall be made available to officers of the Local Authority or Northumbria Police upon request.
7. All staff will be trained in accordance to internal training manuals prior to making sales of all age restricted products. The training will include:
 - a. The prevention of underage sales.
 - b. Proxy purchasing.
 - c. Sales to drunks.
 - d. The Challenge 25 policy & correct forms of ID.

The training manual and all staff documented training records will be made available to officers of the Local Authority or Northumbria Police upon request.

8. The premises licence holder and designated premises supervisor shall co-operate with any crime prevention initiatives which are promoted by the Local Authority or Northumbria Police.
9. The designated premises supervisor or duty manager shall notify and report any incidents of crime and disorder to Northumbria Police as soon as possible including those that occur in the vicinity of the premises and are reported to staff.
10. An incident book shall be kept at the premises which is utilised and maintained at all times. This book will be available to the Police or Local Authority on request.
11. A CCTV system shall be designed, installed and maintained in proper working order, to the satisfaction of, and in consultation with, Northumbria Police. Such a system shall:
 - a. Be operated by properly trained staff;
 - b. Be in operation at all times that the premises are open;
 - c. Ensure coverage of all public entrances and exits, till areas and other areas as required by Northumbria Police;
 - d. Be kept in a secure environment under the control of the designated premises supervisor or other responsibly named individual.
 - e. Have a member of staff present and trained in the retrieval of CCTV footage, with the ability to download the relevant footage onto a disc at the request from Northumbria Police or a Local Authority officer;
 - f. Cover the inside and outside of the premises.
 - g. Be capable of recognition of all persons entering the premises.

- h. Provide continuous recording facilities for each camera to a high standard of clarity. Such recordings shall be retained on tape/disc/hard drive or otherwise for a minimal period of 28 days and shall be supplied to a Police Officer or Local Authority Officer on request. Images recorded are to be retained in an unedited format and the CCTV system must continually record whilst the premises is open to the public.
- 12. Notices informing customers of the operation of CCTV shall be prominently displayed.
- 13. No alcohol shall be sold if:
 - a. The CCTV equipment is inoperative for any reason.
 - b. A member of staff trained in downloading the CCTV footage is not present.
 - c. A till roll receipt is not displaying the correct time and date. All alcohol sales must be transparent.

Annex 3 - Conditions attached after a hearing with the Licensing Authority

Not applicable

Annex 4 - Copy of plan