Spelthorne Borough Council

Application for a 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 [redacted]

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 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

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
STOP&SHOP 53 CLARE ROAD			
Post town	STANWELL	Postcode	TW19 7QW

Telephone number at premises (if any)	[redacted]
Non-domestic rateable value of premises	**£**

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

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)	a person 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 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		**First names**	
I am 18 years old or over ☐ Please tick yes			
Current postal address if different from premises address			
Post town		Postcode	
Daytime contact telephone number			
E-mail address (optional)			

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr ☐ Mrs ☐ Miss ☐ Ms ☐		Other Title (for example, Rev)	
Surname		**First names**	
I am 18 years old or over		☐ Please tick yes	
Current postal address if different from premises address			
Post town		Postcode	
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 [redacted]
Address [redacted]
Registered number (where applicable) [redacted]
Description of applicant (for example, partnership, company, unincorporated association etc.) LIMITED COMPANY
Telephone number (if any) [redacted]
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD MM YYYY: 31 10 2026

If you wish the licence to be valid only for a limited period, when do you want it to end?

DD MM YYYY:

Please give a general description of the premises (please read guidance note 1)

An off-licence is a retail shop that sells alcoholic drinks, along with other grocery items, soft drinks, snacks, and convenience goods, strictly for consumption off the premises where they are purchased.

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

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment		Please tick any that apply
a)	plays (if ticking yes, fill in box A)	☐
b)	films (if ticking yes, fill in box B)	☐
c)	indoor sporting events (if ticking yes, fill in box C)	☐
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)	☐
e)	live music (if ticking yes, fill in box E)	☐
f)	recorded music (if ticking yes, fill in box F)	☐
g)	performances of dance (if ticking yes, fill in box G)	☐
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	☐

Provision of late night refreshment (if ticking yes, fill in box I) ☐

Supply of alcohol (if ticking yes, fill in box J) ☒

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			**Will the performance of a play take place indoors or outdoors or both – please tick** (please read guidance note 2)	Indoors	☐
				Outdoors	☐
Day	Start	Finish		Both	☐
Mon			**Please give further details here** (please read guidance note 3)		
Tue					
Wed			**State any seasonal variations for performing plays** (please read guidance note 4)		
Thur					
Fri			**Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list** (please read guidance note 5)		
Sat					
Sun					

B

<table>
<tr><td colspan="3">Films
Standard days and timings (please read guidance note 6)</td><td rowspan="2"><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 2)</td><td>Indoors</td><td>☐</td></tr>
<tr><td>Day</td><td>Start</td><td>Finish</td><td>Outdoors</td><td>☐</td></tr>
<tr><td>Mon</td><td></td><td></td><td colspan="2" rowspan="2"><u>Please give further details here</u> (please read guidance note 3)</td></tr>
<tr><td>Tue</td><td></td><td></td></tr>
<tr><td>Wed</td><td></td><td></td><td colspan="2" rowspan="2"><u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4)</td></tr>
<tr><td>Thur</td><td></td><td></td></tr>
<tr><td>Fri</td><td></td><td></td><td colspan="2" rowspan="3"><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 5)</td></tr>
<tr><td>Sat</td><td></td><td></td></tr>
<tr><td>Sun</td><td></td><td></td></tr>
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C

Indoor sporting events Standard days and timings (please read guidance note 6)			**Please give further details** (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			**State any seasonal variations for indoor sporting events** (please read guidance note 4)
Wed			
Thur			**Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list** (please read guidance note 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			**Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick** (please read guidance note 2)	Indoors	☐
				Outdoors	☐
Day	Start	Finish		Both	☐
Mon			**Please give further details here** (please read guidance note 3)		
Tue					
Wed			**State any seasonal variations for boxing or wrestling entertainment** (please read guidance note 4)		
Thur					
Fri			**Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list** (please read guidance note 5)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			**Will the performance of live music take place indoors or outdoors or both – please tick** (please read guidance note 2)	Indoors	☐
				Outdoors	☐
Day	Start	Finish		Both	☐
Mon			**Please give further details here** (please read guidance note 3)		
Tue					
Wed			**State any seasonal variations for the performance of live music** (please read guidance note 4)		
Thur					
Fri			**Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list** (please read guidance note 5)		
Sat					
Sun					

F

<table>
<tr><td colspan="3">Recorded music
Standard days and timings (please read guidance note 6)</td><td rowspan="2"><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u>
(please read guidance note 2)</td><td>Indoors</td><td>☐</td></tr>
<tr><td>Day</td><td>Start</td><td>Finish</td><td>Outdoors</td><td>☐</td></tr>
<tr><td>Mon</td><td></td><td></td><td colspan="3" rowspan="2"><u>Please give further details here</u> (please read guidance note 3)</td></tr>
<tr><td>Tue</td><td></td><td></td></tr>
<tr><td>Wed</td><td></td><td></td><td colspan="3" rowspan="2"><u>State any seasonal variations for the playing of recorded music</u>
(please read guidance note 4)</td></tr>
<tr><td>Thur</td><td></td><td></td></tr>
<tr><td>Fri</td><td></td><td></td><td colspan="3" rowspan="3"><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 5)</td></tr>
<tr><td>Sat</td><td></td><td></td></tr>
<tr><td>Sun</td><td></td><td></td></tr>
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<tr><td colspan="3">Performances of dance
Standard days and timings (please read guidance note 6)</td><td rowspan="2"><u>Will the performance of dance take place indoors or outdoors or both – please tick</u>
(please read guidance note 2)</td><td>Indoors</td><td>☐</td></tr>
<tr><td>Day</td><td>Start</td><td>Finish</td><td>Outdoors</td><td>☐</td></tr>
<tr><td>Mon</td><td></td><td></td><td colspan="2" rowspan="2">Both</td><td>☐</td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td>Tue</td><td></td><td></td><td colspan="3" rowspan="2"><u>Please give further details here</u> (please read guidance note 3)</td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td>Wed</td><td></td><td></td><td colspan="3" rowspan="2"><u>State any seasonal variations for the performance of dance</u>
(please read guidance note 4)</td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td>Thur</td><td></td><td></td><td colspan="3" rowspan="2"></td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td>Fri</td><td></td><td></td><td colspan="3" rowspan="2"><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5)</td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td>Sat</td><td></td><td></td><td colspan="3" rowspan="2"></td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td>Sun</td><td></td><td></td><td colspan="3" rowspan="2"></td></tr>
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H

<table>
<tr><td colspan="3">Anything of a similar description to that falling within (e), (f) or (g)
Standard days and timings (please read guidance note 6)</td><td colspan="3">Please give a description of the type of entertainment you will be providing</td></tr>
<tr><td>Day</td><td>Start</td><td>Finish</td><td colspan="3" rowspan="3"><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)</td></tr>
<tr><td rowspan="2">Mon</td><td></td><td></td></tr>
<tr><td></td><td></td></tr>
<tr><td>Tue</td><td></td><td></td><td colspan="3" rowspan="3"><u>Please give further details here</u> (please read guidance note 3)</td></tr>
<tr><td></td><td></td></tr>
<tr><td>Wed</td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td colspan="3"></td></tr>
<tr><td>Thur</td><td></td><td></td><td colspan="3" rowspan="3"><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)</td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td>Fri</td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td colspan="3"></td></tr>
<tr><td>Sat</td><td></td><td></td><td colspan="3" rowspan="3"><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5)</td></tr>
<tr><td></td><td></td><td></td></tr>
<tr><td>Sun</td><td></td><td></td></tr>
<tr><td></td><td></td><td></td><td colspan="3"></td></tr>
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I

Late night refreshment Standard days and timings (please read guidance note 6)			**Will the provision of late night refreshment take place indoors or outdoors or both – please tick** (please read guidance note 2)		
				Indoors	☐
				Outdoors	☐
Day	Start	Finish		Both	☐
Mon			**Please give further details here** (please read guidance note 3)		
Tue					
Wed			**State any seasonal variations for the provision of late night refreshment** (please read guidance note 4)		
Thur					
Fri			**Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list** (please read guidance note 5)		
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 6)			**Will the supply of alcohol be for consumption – please tick** (please read guidance note 7)		
				On the premises	☐
				Off the premises	☒
Day	Start	Finish		Both	☐
Mon	07:00	00:00	**State any seasonal variations for the supply of alcohol** (please read guidance note 4) NONE		
Tue	07:00	00:00			
Wed	07:00	00:00			
Thur	07:00	00:00	**Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list** (please read guidance note 5) NONE		
Fri	07:00	00:00			
Sat	07:00	00:00			
Sun	07:00	00:00			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor:

Name	[redacted]
Address	[redacted]
Postcode	[redacted]
Personal licence number (if known)	[redacted]
Issuing licensing authority (if known)	[redacted]

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).

NONE

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)

Day	Start	Finish
Mon	07:00	00:00
Tue	07:00	00:00
Wed	07:00	00:00
Thur	07:00	00:00
Fri	07:00	00:00
Sat	07:00	00:00
Sun	07:00	00:00

State any seasonal variations (please read guidance note 4)

NONE

Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)

NONE

M Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 9)

The applicant will ensure that the premises are run responsibly, promoting all four licensing objectives through comprehensive staff training, adherence to standard operating procedures, and maintaining good cooperation with local authorities and the police.

b) The prevention of crime and disorder

A digital CCTV system will be installed, maintained, and operated in good working order, covering all internal sales areas. Recordings will be kept for a minimum of 31 days and made available to police or council officers upon request. A strict policy will be maintained not to sell alcohol to drunks or individuals who appear intoxicated. An incident logbook will be kept on the premises to record any refusals of alcohol sales or security incidents.

c) Public safety

The premises will comply with all current health and safety and fire safety regulations, including maintaining clear escape routes and emergency lighting. Staff will be trained to monitor capacity and prevent overcrowding.

d) The prevention of public nuisance

Prominent, clear notices will be displayed at all exits requesting customers to leave quietly and respect local residents. Regular litter checks will be conducted immediately outside the premises to keep the area clean. No rubbish or bottle disposal will take place outside during late-night or early-morning hours to avoid disturbing neighbors.

e) The protection of children from harm

A 'Challenge 25' age-verification policy will be enforced. Any customer attempting to buy alcohol who looks under 25 will be required to produce valid photographic ID (such as a passport, photo driving licence, or PASS-approved proof of age card).
All staff authorized to sell alcohol will receive comprehensive training on age-verification and preventing proxy sales (adults buying on behalf of minors) before starting work, with refresher training conducted regularly. A refusals register/log will be maintained on-site.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee. ☒
- I have enclosed the plan of the premises. ☒
- I have sent copies of this application and the plan to responsible authorities and others where applicable. ☒
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. ☒
- I understand that I must now advertise my application. ☒
- I understand that if I do not comply with the above requirements my application will be rejected. ☒

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 11). **If signing on behalf of the applicant, please state in what capacity.**

Signature	[redacted]
Date	30/10/2026
Capacity	DIRECTOR

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 12). **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 13)			
[redacted]			
Post town	[redacted]	Postcode	[redacted]
Telephone number (if any)	[redacted]		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) [redacted]			

Notes for Guidance

1. Describe 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.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please 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.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please 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 or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.