

# Appendix A

*[Insert name and address of relevant licensing authority and its reference number (optional)]*

## **Application for the review of a premises licence or club premises certificate 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 Susan Lindsey

*(Insert name of applicant)*

**apply for the review of a premises licence under section 51 / apply for the review of a club premises certificate under section 87 of the Licensing Act 2003 for the premises described in Part 1 below (delete as applicable)**

### **Part 1 – Premises or club premises details**

<b>Postal address of premises or, if none, ordnance survey map reference or description</b>	
Ephesus 57-59 High Street	
<b>Post town</b> Sevenoaks	<b>Post code (if known)</b> TN13 1JF

<b>Name of premises licence holder or club holding club premises certificate (if known)</b>
Mr Cihangir Surucu

<b>Number of premises licence or club premises certificate (if known)</b>
19/01981/LAPRE

### **Part 2 - Applicant details**

I am

Please tick ✓ yes

1) an individual, body or business which is not a responsible authority (please read guidance note 1, and complete (A) or (B) below)

2) a responsible authority (please complete (C) below)

✓

3) a member of the club to which this application relates (please complete (A) below)

**(A) DETAILS OF INDIVIDUAL APPLICANT** (fill in as applicable)

Please tick ✓ yes

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

**Surname**

**First names**

Please tick ✓ yes

**I am 18 years old or over**

**Current postal  
address if  
different from  
premises  
address**

**Post town**

**Post Code**

**Daytime contact telephone number**

**E-mail address  
(optional)**

**(B) DETAILS OF OTHER APPLICANT**

Name and address

Telephone number (if any)

E-mail address (optional)

**(C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT**

Name and address  Susan Lindsey Senior Licensing Officer Sevenoaks District Council Argyle Road Sevenoaks Kent TN13 1HG
Telephone number (if any) 01732 227491
E-mail address (optional) susan.lindsey@sevenoaks.gov.uk

**This application to review relates to the following licensing objective(s)**

- 1) the prevention of crime and disorder
- 2) public safety
- 3) the prevention of public nuisance
- 4) the protection of children from harm

Please tick one or more boxes ✓  
√

**Please state the ground(s) for review** (please read guidance note 2)

The prevention of crime and disorder

On Friday 27<sup>th</sup> May 2022 I arranged to undertake ‘out of hours’ monitoring (which included ‘Ephesus’) following the receipt of information that the premises was operating outside of its authorised licensable hours.

I entered Ephesus at 00:05 hrs and I purchased an alcoholic beverage from the bar at 00:07 hrs (7 minutes after the licensable activity ‘the sale of alcohol’ ceases on their current Premises Licence 19/01981/LAPRE).

Whilst in the premises I witnessed a DJ providing recorded music for customers dancing. The premises licence does not authorise regulated entertainment; but they can provide this, without the need for a licence, up to 23:00 as a result of de-regulation.

When I left the premises at 00:18 hrs, the bar was still serving drinks, the DJ was still playing recorded music, and the customers were still dancing – there were no signs of the premises closing.

I monitored the premises from a distance of approximately 35 meters away until 01:20 hrs. Customers were still entering and exiting the premises with ease and I could clearly hear what music was playing when the doors to the premises opened.

**On this night I witnessed unauthorised licensable activities : the sale of alcohol and the provision of regulated entertainment.**

The Licence Holder was invited into the Council offices for an interview on Tuesday 5<sup>th</sup> July (by way of a letter sent on 8<sup>th</sup> June : copy attached marked **SL/17**) which requested that he ensure that CCTV footage from the night in question was downloaded and available for the Local Authority to view and to do this before the footage is overwritten. Bar receipts were also requested.

The Licence Holder confirmed at the interview on 5<sup>th</sup> July, that CCTV footage was not available for that particular night, and that receipts could only be provided up until 12 midnight.

**Please provide as much information as possible to support the application** (please read guidance note 3)

I have attached to this application my witness statement and associated evidence **SL/01 to SL/16**.

I would ask the Licensing Sub-Committee to please consider the following actions:

To consider an appropriate period of suspension of the Premises Licence reflecting the seriousness of the undertaking of unauthorised licensable activities.

To take into consideration the current planning condition attached to the premises – ‘The hours of opening of the restaurant shall be restricted to 8.30am to 11pm from Monday to Saturday and 12 noon to 10pm on Sunday and Public Holidays’

To add conditions to their current Premises Licence:

- The premises will have a working CCTV system installed.  
All public areas of the licensed premises, including all public entry and exit points and the area immediately in front of the premises will be covered.  
The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with accurate date and time stamping.  
A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public.  
This staff member shall be able to show the Police or a Licensing Authority Officer recordings immediately when requested.  
CCTV data will be downloaded and provided upon request by either the Police and/or a Local Authority Officer and this will be provided within 3 working days of receipt of the request.  
Should the CCTV system break, Local Authority Licensing will be notified within 48 hours.
- A staff member who is conversant with the operation of daily bar sales will be available at all times the premises is open to provide either Kent Police or a Local Authority Officer with a print-out of bar sales for the hours requested at the time of request.
- All staff will be trained in their roles and responsibilities under the Licensing Act 2003. This will include
  - a) Knowledge of the premises licensable hours
  - b) Knowledge of the Designated Premises Supervisor (in particular who they are, how they can be contacted at any time, and what his/her responsibilities are)
  - c) Knowledge of any conditions attached to the premises licence
  - d) The four licensing objectives
  - e) Underage Sales
  - f) Proxy Sales
  - g) The keeping and maintenance of a refusals log
  - h) Recognising signs of drunkenness and vulnerability
  - i) Actions to be taken in the event of an emergency, including the preservation of a crime scene and reporting an incident to the emergency services.Documented records of training completed shall be kept for each member of staff. Training shall be regularly refreshed at regular 6 monthly intervals. Training records shall be made available for inspection upon request by Kent Police or an authorised Local Authority Officer.

- An incident report book will be kept on site and will be available for inspection by either Kent Police or a Local Authority Officer when requested. This book will contain information on all incidents at the premises and will include the date and time, staff names, a breakdown of each incident, and what remedial action was taken : if any.
- A refusals register will be kept on site and will be available for inspection by either Kent Police or a Local Authority Officer when requested. This register will contain information on all refusals at the premises and will include the date and time, the product and reason for refusal, the name and signature of the staff member involved and any associated comments.

**Please tick ✓ yes**

Have you made an application for review relating to the premises before

If yes please state the date of that application

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

**If you have made representations before relating to the premises please state what they were and when you made them**

n/a

Please tick ✓

yes

- I have sent copies of this form and enclosures to the responsible authorities and the premises licence holder or club holding the club premises certificate, as appropriate ✓
- 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.**

**Part 3 – Signatures** (please read guidance note 4)

**Signature of applicant or applicant’s solicitor or other duly authorised agent** (please read guidance note 5). **If signing on behalf of the applicant please state in what capacity.**



Signature

.....

Date                    12<sup>th</sup> July 2022

.....

Capacity                Senior Licensing Officer

.....

**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 using an e-mail address your e-mail address (optional)**



## **Notes for Guidance**

1. A responsible authority includes the local police, fire and rescue authority and other statutory bodies which exercise specific functions in the local area.
2. The ground(s) for review must be based on one of the licensing objectives.
3. Please list any additional information or details for example dates of problems which are included in the grounds for review if available.
4. The application form must be signed.
5. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
6. This is the address which we shall use to correspond with you about this application.