



Spelthorne
Application for a premises licence
Licensing Act 2003

For help contact
 licensing@spelthorne.gov.uk
 Telephone: 01784 444202

* required information

Form errors

Some data entered into this form is invalid. Please resolve before continuing.

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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 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

* Family name

* 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

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

Continued from previous page...

VAT number none

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

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.

Continued from previous page...

Agent Address

Address official correspondence should be sent to.

* Building number or name	Black Bryony
* Street	Grove Colliery Site
District	48 Lime Lane (Service Road)
* City or town	Pelsall
County or administrative area	Staffordshire
* Postcode	WS3 5AW
* Country	United Kingdom

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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	Fora Restaurant
Street	13-15 High Street
District	
City or town	Staines
County or administrative area	Surrey
Postcode	TW18 4QY
Country	United Kingdom

Further Details

Telephone number	01784 463978
Non-domestic rateable value of premises (£)	42,000

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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

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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

Details

Registered number (where applicable)

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

Continued from previous page...

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

You must enter a date of birth

* Date of birth / /
dd mm yyyy

You must enter a nationality

* Nationality Documents that demonstrate entitlement to work in the UK

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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.

Fora restaurant prides itself on providing a high class culinary experience, catering for the discerning palette and specialising in a fusion of cuisines originating in Central Asian, Middle Eastern, Mediterranean and the Balkans.

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It is no accident that the interior design is based on sophisticated and luxurious Ottoman traditions; Fora restaurants aims to become a 'destination venue', using its reputation for providing an exciting and vibrant dining experience to attract high class clientele and visitors locally and from outside the area.

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

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

FRIDAY

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...

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.

Not applicable

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.

Not applicable.

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

Name

First name

Gurhan

Family name

Cetin

Date of birth

13 / 09 / 1982

dd mm yyyy

Continued from previous page...

Enter the contact's address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>
Personal Licence number (if known)	<input type="text" value="063548"/>
Issuing licensing authority (if known)	<input type="text" value="London Borough of Redbridge"/>

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.

Not applicable

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

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.

Continued from previous page...

TUESDAY

Start 11:00

End 23:00

Start

End

WEDNESDAY

Start 11:00

End 23:00

Start

End

THURSDAY

Start 11:00

End 23:00

Start

End

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

State any seasonal variations

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

None

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.

Not applicable.

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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)

Continued from previous page...

List here steps you will take to promote all four licensing objectives together.

Staff Training

All staff (paid or unpaid) shall be trained in respect of their responsibilities under the Licensing Act 2003, specifically including:

- The sale of alcohol
- Acceptable forms of ID
- Challenge 25
- The procedure on handling and recording refusals

Written staff training records must be kept to document that all staff have had training. All staff must receive refresher training on all of these aspects every six months. Training documentation to be made available to Responsible Authorities on request.

Refusal Log

A refusal log shall be kept at the premises detailing all refused sales of alcohol, and the reason for the refusal i.e. intoxication, false ID, no ID, underage. The log shall include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall remain on the premises at all times and be made available available for inspection on request by an authorised officer.

Incident Log

An incident register must be kept to record all incidents of disorder. The Designated Premises Supervisor must sign off each entry. The incident register must remain on the premises at all times and records kept for a minimum of one year and must detail the following;

- Time and date
- nature of incident
- name of staff members involved
- name of any offender (if known)
- action taken as a result of the incident
- CAD reference number where police called.

Sale of Alcohol

The sale of alcohol for consumption on the premises shall only be made to customers purchasing a table meal, or waiting for a table in the bar area, for consumption by such a person as ancillary to their meal.

The sale of alcohol for consumption off the premises may only be made to customers ordering food for delivery and must form part of the delivery order. The person accepting a delivery order including alcohol must advise the customer that ID may be required by the person receiving the order to prove they are over 18 years of age.

b) The prevention of crime and disorder

Drug prevention

As a high class establishment, a zero-tolerance policy will be implemented regarding the use of illegal drugs on the premises. For a staff training will include drug awareness and the actions to take if a customer is suspected to have taken or be in possession of an illegal substance; this includes refusing entry and making an record in the refusal/incident book at the time.

Staff will be trained to be vigilant when conducting routine checks of toilet areas or any susceptible areas of the premises and ensure that any suspicious behaviour or items of suspected drug related paraphernalia found on the premises is reported to the Manager, who will make a record in the incident and ensure the items are properly disposed of.

CCTV

Continued from previous page...

A CCTV system must be installed and maintained with cameras situated to capture clear, evidential quality images of all public areas, including all entrance and exit areas. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be retained for 30 days and shall be provided to a Police or authorised officer upon reasonable request. All recordings will display the correct date and time of the recording.

There must be at least one member of staff able to operate the CCTV at all times, to ensure that in an emergency footage could be retrieved and displayed at the request of a Police Officer immediately.

c) Public safety

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d) The prevention of public nuisance

Prominent, clear and legible notices will be displayed at the exit requesting the public to respect the needs of nearby residents and to leave the premises and the area quietly.

e) The protection of children from harm

Age Verification Policy

The premises shall operate a Challenge 25 policy with regard to age related sales of alcohol. Challenge 25 signs will be displayed at the entrance and at the bar to notify members of the public of this policy. For the purpose of age verification, acceptable forms of ID will include passport, driving licence, a card bearing the PASS Home Office ID logo or any official Government issued ID card bearing the holders' photograph, name and date of birth.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

Capacity 80000-89999 £56,000.00
Capacity 90000 and over £64,000.00

* Fee amount (£)

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Address

Building number or name
Street
District
City or town
County or administrative area
Postcode
Country

DECLARATION

* I/we understand it is an offence, liable on conviction to a fine up to 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.

You must check the box for this declaration

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/spelthorne/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.

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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

Operating Schedule Proposed by Mr Sadettin Guler to accompany the premises licence application for 13-15 High Street, Staines, TW18 4QY

1. Personal Licence Holder

A personal licence holder will be present at all times the premises is open to the public or licensable activities are being conducted. This includes private hire events.

2. Age Verification Policy

The premises will operate a Challenge 25 age verification policy with regard to age related sales of alcohol. A challenge 25 sign will be displayed at the entrance and at the bar to notify members of the public of this policy. For the purpose of age verification, acceptable forms of ID will include passport, driving licence, a card bearing the PASS Home Office ID logo or any official Government issued ID card bearing the holder's photograph, name and date of birth.

3. Staff Training

All staff (paid or unpaid) shall be trained in respect of their responsibilities under the Licensing Act 2003, specifically including:

- The sale of alcohol
- Acceptable forms of ID
- Challenge 25
- The procedure for handling and recording refusals.

Written staff training records must be kept to document that all staff have had training. All staff must receive refresher training on all these aspects every six months. Training documentation will be kept on the premises and made available to the responsible authorities on request.

4. Sale of Alcohol

The sale of alcohol for consumption on the premises shall only be made to customers purchasing a table meal, or waiting for a table in the bar area, for consumption by a person as ancillary to their meal.

The sale of alcohol for consumption off the premises may only be made to customers ordering food for delivery and must form part of the delivery order. The person accepting the delivery order including alcohol must advise the customer that ID may be required from the person receiving the order to prove they are over 18 years of age.

5. Drug Prevention

A zero-tolerance policy will be implemented regarding the use of illegal drugs on the premises. Staff training will include drug awareness and the actions to take if a customer is suspected to have taken or be in possession of an illegal substance; this includes refusing entry and making a record in the refusal/incident book at the time.

Staff will be trained to be vigilant when conducting routine checks of toilet areas or any susceptible areas of the premises and ensure that any suspicious behaviour or items of suspected drug-related paraphernalia found on the premises is reported to the Manager, who will make a record in the incident book and ensure the items are properly disposed of.

6. Refusal Log

A refusal log shall be kept at the premises detailing all refused sales of alcohol and the reason for the refusal – i.e. intoxication, false ID, no ID or underage. The log must include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall remain on the premises at all times and be made available for inspection by an authorised officer.

7. Incident Log

An incident register must be kept to record all incidents of disorder. The Designated Premises Supervisor must sign off each entry. The incident register must remain on the premises at all times and records must be kept for a minimum of one year. The register must detail the following in relation to each incident:

- Time and date
- Nature of incident
- Name of staff members involved
- Name of any offender (if known)
- Action taken as a result of the incident
- CAD reference where Police are called.

8. CCTV

A CCTV system must be installed and maintained with cameras situated to capture clear, evidential quality images of all public areas, including all entrance and exit areas. The CCTV system shall continually record while the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be retained for 30 days and shall be provided to a Police or authorised officer upon reasonable request. All recordings will display the correct time and date of recording.

There must be at least one member of staff able to operate the CCTV at all times, to ensure that in an emergency footage can be retrieved and displayed at the request of a Police Officer immediately.



9. Prevention of noise nuisance

Prominent, clear and legible notices will be displayed at the exit requesting that the patrons respect the needs of nearby residents and leave the premises and the area quietly.

10. Prohibited Persons

Mr Soner Mulayim is prohibited from being involved, in any capacity, within the business operated at 13-15 High Street, Staines, TW18 4QY.