

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/
W
e

East Coast Kitchen (The Larder) Ltd

(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			
Dunthorne Cottage The Street East Bergholt			
Post town	Colchester	Postcode	CO7 6TB

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£ 2850

Part 2 - Applicant details

Please state whether you are applying for a premises licence as **appropriate** **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/limited liability partnership	X	please complete section (B)
	ii	as a partnership (other than limited liability)		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 (by ticking yes to one box below):

- 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		
Date of birth		I am 18 years old or over		Please tick yes	
Nationality					
Current residential address if different from premises address					

Post town		Postcode	
Daytime contact telephone number			
E-mail address (optional)			
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information)			

Second individual applicant (if applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
Surname			First names		
Date of birth over		I am 18 years old or		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town		Postcode			
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service: (please see note 15 for information)					

(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 East Coast Kitchen (The Larder) Ltd
Address Dunthorne Cottage The Street East Bergholt CO7 6TT
Registered number (where applicable) 16409182
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

DD MM YYYY

When do you want the premises licence to start? 0 1 / 1 0 / 2 0 2 5

DD MM YYYY

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

<p>Please give a general description of the premises (please read guidance note 1)</p> <p>A small village deli selling:</p> <ul style="list-style-type: none"> Pastries Sandwiches Cured meats Cheese Hampers Hot and cold drinks <p>We have also included a floor plan. The alcohol will be sold sealed for consumption off the premises.</p> <p>During winter months we would like to sell mulled wine for consumption while shoppers are browsing and to take home for later consumption.</p> <p>If we were to have a launch we would like to be able to offer an alcoholic drink for people attending and browsing</p>
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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 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)		Please tick all 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)	

<u>Provision of late night refreshment</u> (if ticking yes, fill in box I)	
<u>Supply of alcohol</u> (if ticking yes, fill in box J)	X

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Thur					
Fri					
Sat			<u>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</u> (please read guidance note 6)		
Sun					

B

Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
Thur					
Fri			<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 6)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			
Fri			<u>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</u> (please read guidance note 6)
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Wed					
Thur			<u>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</u> (please read guidance note 6)		
Fri					
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)		Indoors	
					Outdoors	
					Both	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)			
Mon						
Tue						
Wed			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)			
Thur						
Fri						
Sat			<u>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</u> (please read guidance note 6)			
Sun						

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Thur					
Fri			<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 6)		
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur					
Fri			<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 6)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
Mon				Outdoors	
				Both	
Tue			<u>Please give further details here</u> (please read guidance note 4)		
Wed					
Thur			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)		
Fri					
Sat			<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 6)		
Sun					

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Thur					
Fri					
Sat			<u>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</u> (please read guidance note 6)		
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	
				Off the premises	
Day	Start	Finish		Both	X
Mon	10.00	18.00	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Tue	10.00	18.00			
Wed	10.00	18.00			
Thur	10.00	18.00	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 6)		
Fri	10.00	18.00			
Sat	10.00	18.00			
Sun	10.00	18.00			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name Justin Timothy Johnson	
Date of birth	
Address	
Postcode	
Personal licence number (if known) LN/000006302	
Issuing licensing authority (if known) Colchester Borough Council	

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 9).

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			<u>State any seasonal variations</u> (please read guidance note 5)
Day	Start	Finish	<u>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</u> (please read guidance note 6)
Mon	10.00	18.00	
Tue	10.00	18.00	
Wed	10.00	18.00	
Thur	10.00	18.00	
Fri	10.00	18.00	
Sat	10.00	18.00	
Sun	10.00	18.00	

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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 10)

Our objective is to operate East Coast Kitchen (The Larder) Ltd in full compliance with the Licensing Act 2003, ensuring that the sale of alcohol is managed responsibly and in a way that upholds the four licensing objectives.

We will ensure that all relevant members of our team receive thorough training on licensing law, offences relating to prohibited sales, and best practice in promoting the licensing objectives. We will keep written records of all training on site and make them available to the Police or Licensing Authority upon request. An appropriate training manual will be kept at the premises and refresher training will take place at least once every 12 months. All new staff will be trained within six weeks of starting, and before undertaking any direct duties.

- b) **The prevention of crime and disorder**

We will maintain a detailed incident and refusals register on the premises, recording any crimes, complaints, incidents of disorder, visits by responsible authorities and emergency responses. This register will be kept fully up to date and made available to authorised officers upon request. Alongside this, we will display and maintain crime prevention posters that address local issues, and we will take additional steps to reduce the risk of crime and disorder. High-value alcoholic products will be stored securely behind the counter, and spirits will not be available for self-service.

To support these measures, we will display notices making it clear that the use of illegal substances or weapons will not be tolerated and that offences will be reported to the police. We will actively co-operate with the police and Licensing Standards Officers whenever incidents of a violent, anti-social or criminal nature occur. Our approach will be informed by recognised best practice guidance, and we will ensure that all staff receive appropriate training, with regular refresher sessions, on relevant policies and procedures. These commitments will be underpinned by the effective management of the premises, supported by clear, written procedures for handling incidents.

c) Public safety

We will ensure that the premises, both inside and out, are maintained to a consistently high standard, kept clean, tidy, and in good repair at all times. We are familiar with the requirements of the Equality Act 2010 and will make sure that clear and accurate signage is displayed throughout the premises to assist customers and promote safety. Comprehensive risk assessments will be carried out for both the premises and any proposed licensable activities, and written records of these will be maintained and made available to authorised officers on request.

We will co-operate fully with the police and Licensing Standards Officers, granting access to all relevant policies and procedures as required. A suitable litter and waste management programme will be in place, including provisions for recycling, to ensure that the premises contribute positively to the local environment.

Whenever the public are present, at least one trained member of staff capable of administering first aid will be on duty, and an adequate supply of first aid equipment and materials will be maintained. A suitable first aid kit will be available at all times on the premises.

d) The prevention of public nuisance

We will display clear and prominent notices asking customers to arrive and leave quietly, showing consideration for our neighbours and the wider community. In support of this, we will take a proactive, risk-based approach to preventing public nuisance, always mindful of the premises' location, our hours of operation, and the nature of our activities. We will comply fully with all conditions of the premises licence and ensure that appropriate control measures are in place, supported by regular and relevant staff training.

When planning the design and layout of the premises, we will take into account the need to minimise any potential nuisance. We will also maintain a good neighbour policy, engaging with the local community and attending council meetings where appropriate, to foster positive relationships and address concerns constructively.

e) The protection of children from harm

We will not permit adult entertainment, services, or activities that could give rise to concern in respect of children. To safeguard young people, we will operate a robust **Challenge 25** (or Challenge 21, if preferred) proof-of-age scheme, requiring valid photographic identification such as a passport, driving licence, or accredited proof-of-age card. In addition, alcohol will be displayed separately from sweets and confectionery products, in order to reduce its appeal to children.

We will take a proactive approach to the layout of the premises, discouraging impulse purchasing by avoiding alcohol promotions at the end of aisles, near checkouts, or at till points. A clear refusals system will be in place, with all refusals properly recorded. Staff will receive thorough and ongoing training, not only on refusals procedures but also on the effects of alcohol on the body and the importance of protecting children from harm.

We will ensure that our licensed hours are reflective of our operating hours and that all promotions comply with the law on alcohol pricing. We will not engage in irresponsible drinks promotions and will remain mindful of our duty to promote responsible retailing at all times.

Checklist:**Please tick to indicate agreement**

	I have made or enclosed payment of the fee.	X
	I have enclosed the plan of the premises.	X
	I have sent copies of this application and the plan to responsible authorities and others where applicable.	X
	I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.	X
	I understand that I must now advertise my application.	X
	I understand that if I do not comply with the above requirements my application will be rejected. [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).	X

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 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Declaration	<ul style="list-style-type: none"> [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] 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 15). The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office on the right to work checking service which confirmed their entitlement to work (please see note 15)
Signature	
Date	9/9/25
Capacity	Director

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	9/9/25
Capacity	Director

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)	
Post town	Postcode
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) email -	