

Agenda

www.oxford.gov.uk



Licensing & Gambling Acts Casework Sub-Committee

This licensing hearing will be held on:

Date: **Monday 27 July 2026**

Time: **6.00 pm**

Place: **Long Room - Oxford Town Hall**

For further information please contact:

Hannah Carmody-Brown, Committee & Member Services Officer,
Committee Services Officer

📞 07483010528

✉️ democraticservices@oxford.gov.uk

Members of the public can attend to observe this meeting.

The Licensing Team sends details to interested parties who have made valid representations in writing on these applications. Only those interested parties may speak at the hearing.

Information about speaking and recording is set out in the agenda and on the [website](#)

Please contact the Committee Services Officer with any other queries.

*View or subscribe to updates for agendas, reports and minutes at
mycouncil.oxford.gov.uk.*

All public papers are available from the calendar link to this meeting once published

Committee Membership

Councillors: Membership 3: Quorum 3

Substitutes are permitted from other members of the Licensing and Gambling Acts Committee

Councillor Simon Ottino

Councillor Lois Muddiman

Councillor James Taylor

Agenda

		Pages
1	Election of Chair for the hearings To confirm the Chair of this Sub-Committee for the duration of this hearing.	
2	Apologies for absence	
3	Declarations of Interest	
4	Procedure for the hearing The hearing procedures are attached.	7 - 12
5	Application for a New Premises Licence: Express Mart Retail Ltd, 284 Cowley Road, Oxford, OX4 1UR The Sub-Committee is asked to determine Express Mart Retail Ltd's application, taking into account the details in the report and any representations made at this Sub-Committee meeting.	13 - 50
6	Exempt Matters and Confidential Session If the Sub-Committee wishes to exclude the press and the public from the meeting during consideration of any aspects of the preceding or following agenda items it will be necessary for the Sub-Committee to pass a resolution in accordance with the provisions of Section 100A(4) of the Local Government Act 1972 specifying the grounds on which their presence could involve the likely disclosure of exempt information as described in specific paragraphs of Part 1 of Schedule 12A of the Act if and so long, as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.	

7 Application to Review a Premises Licence: Trading Standards, Oxfordshire County Council – Baweja Superstore, 334-336 Abingdon Road, Oxford, OX1 4TQ

51 - 236

The Sub-Committee is asked to determine Trading Standards' (Oxfordshire County Council) application, taking into account the details in the report and any representations made at this Sub-Committee meeting.

8 Dates of Future Meetings

The next meeting of the Sub-Committee is scheduled on 7 September 2026 at 18.00.

Information for those attending

Recording and reporting on meetings held in public

Members of public and press can record, or report in other ways, the parts of the meeting open to the public. You are not required to indicate in advance but it helps if you notify the Committee Services Officer prior to the meeting so that they can inform the Chair and direct you to the best place to record.

The Council asks those recording the meeting:

- To follow the protocol which can be found on the Council's [website](#)
- Not to disturb or disrupt the meeting
- Not to edit the recording in a way that could lead to misinterpretation of the proceedings. This includes not editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being recorded.
- To avoid recording members of the public present, even inadvertently, unless they are addressing the meeting.

Please be aware that you may be recorded during your speech and any follow-up. If you are attending please be aware that recording may take place and that you may be inadvertently included in these.

The Chair of the meeting has absolute discretion to suspend or terminate any activities that in his or her opinion are disruptive.

Councillors declaring interests

General duty

You must declare any disclosable pecuniary interests when the meeting reaches the item on the agenda headed "Declarations of Interest" or as soon as it becomes apparent to you.

What is a disclosable pecuniary interest?

Disclosable pecuniary interests relate to your* employment; sponsorship (ie payment for expenses incurred by you in carrying out your duties as a councillor or towards your election expenses); contracts; land in the Council's area; licenses for land in the Council's area; corporate tenancies; and securities. These declarations must be recorded in each councillor's Register of Interests which is publicly available on the Council's website.

Declaring an interest

Where any matter disclosed in your Register of Interests is being considered at a meeting, you must declare that you have an interest. You should also disclose the nature as well as the existence of the interest. If you have a disclosable pecuniary interest, after having declared it at the meeting you must not participate in discussion or voting on the item and must withdraw from the meeting whilst the matter is discussed.

Members' Code of Conduct and public perception

Even if you do not have a disclosable pecuniary interest in a matter, the Members' Code of Conduct says that a member "must serve only the public interest and must never improperly confer an advantage or disadvantage on any person including yourself" and that "you must not place yourself in situations where your honesty and integrity may be questioned". The matter of interests must be viewed within the context of the Code as a whole and regard should continue to be paid to the perception of the public.

*Disclosable pecuniary interests that must be declared are not only those of the member her or himself but also those member's spouse, civil partner or person they are living with as husband or wife or as if they were civil partners.

This page is intentionally left blank

OXFORD CITY COUNCIL

LICENSING CASEWORK SUB-COMMITTEE PROCEDURES

Housekeeping Matters

- Mobiles must be switched off
- No smoking throughout the building
- Consumption of food is not permitted

The Meeting

1. The Licensing Casework Sub-Committee shall consist of three members of the Council (councilors). At the start of each Sub-Committee meeting a Chair shall be elected from among the three members. The Sub-Committee is responsible for reaching a decision upon the application being heard by the Sub-Committee, having received addresses and representations from all parties.

The Paperwork

2. Officers of the Licensing Authority (the City Council) will prepare the paperwork for the application that is to be heard by the Sub-Committee. The paperwork will include:-
 - A summary of the application, the representations received and of any other relevant material
 - The application and any other supporting material supplied by the applicant
 - Representations made by the responsible authorities
 - Representations made by interested parties

Introductions

3. The Chair will commence the hearing by introducing her or himself and the other two Sub-Committee members. The Chair will then ask all of the other parties present to introduce themselves and explain in what capacity they are attending.

Conduct of Proceedings

4. The role of the Chair is to control the proceedings. All questions must be put through the Chair.
5. The Chair will indicate that the members of the Sub-Committee have read and familiarised themselves with the papers and issues. The Chair will stress that the Sub-Committee does not therefore require points to be made or repeated at length.
6. The hearing shall take the form of a discussion. Formal cross-examination shall not be permitted unless the Chair considers that cross-examination in a particular circumstance would assist. In exercising this discretion to permit cross-examination, the Chair must have regard to the rules of natural justice and the right to a fair hearing.
7. Members of the Sub-Committee may ask questions to any party to elicit further information. The representative of the Licensing Authority may also ask questions of any party in order to clarify the evidence and any issues in the case.
8. The Sub-Committee will determine the application in accordance with the Council's Statement of Licensing Policy, the Licensing Act 2003 and Guidance and Regulations under the Act, taking into consideration the overriding need to promote the four Licensing Objectives.
9. In considering any representation or notice made by a party the Sub-Committee may take into account documentary or other information produced by a party in support of their application, representations or notice (as applicable) either before the hearing or, with the consent of all the other parties, at the hearing.
10. The Sub-Committee will generally not expect any of the parties to take more than 20 minutes to address it, to give further information or to call witnesses.
11. Where a person attending the hearing is acting in a manner that the Sub-Committee consider to be disruptive, the Sub-Committee may require that the person leave the hearing and may:
 - (a) refuse to permit that person to return; or
 - (b) permit him / her to return only on such conditions as the Authority may specify.

12. Before the end of the hearing any person who was required to leave the hearing under paragraph 11 may submit in writing any information which they would have been entitled to give orally had they not been required to leave.

Order of Proceedings

13. All parties have a right to attend the hearing and may be assisted or represented by any person whether or not that person is legally qualified.

The Licensing Authority

14. The representative of the Licensing Authority shall present the report relating to the application to be heard by the Sub-Committee. The representative shall say who the applicant is, what the application is for and explain the paperwork before the Sub-Committee.

Applicant case

15. The applicant must fully outline their application and address the licensing objectives, and then may call witnesses if desired.
16. Where a responsible authority or interested party seeks to cross-examine the applicant or any of their witnesses, he / she must seek the permission of the Chair who will exercise the discretion as to whether to allow such questioning.

Responsible Authorities case

17. Each responsible authority must fully outline the nature of their representation and address the licensing objectives, and then may call witnesses if desired.
18. Where the applicant or an interested party seeks to cross-examine the responsible authority or any of their witnesses, he / she must seek the permission of the Chair who will exercise the discretion as to whether to allow such questioning.

Interested parties case

19. Each interested party must fully outline the nature of their representation and address the licensing objectives, and then may call witnesses if desired.

20. Where there are a number of interested parties and the nature of the representations are similar, such parties may decide to appoint a spokesperson to represent the group.
21. Where a person is representing an interested party, the representative will be required to state the full name and address of the interested party.
22. Where the applicant or responsible authority seeks to cross-examine the interested party or any of their witnesses, he / she must seek the permission of the Chair who will exercise the discretion as to whether to allow such questioning.

Closing submissions

23. All parties will then be given the opportunity briefly to summarise their key points. The order shall be:-
 - Applicant
 - Responsible authorities
 - Interested parties
24. Interested parties may choose to appoint a spokesperson to briefly summarise the key points.

Determinations

25. At the end of a hearing, the Chair will announce that the hearing is adjourned while the Sub-Committee retires to deliberate in private.
26. The Sub-Committee must make its determination at the conclusion of the hearing in the following cases:
 - application for a variation and conversion of an “existing licence” (“existing licence” defined at paragraph 1 of Schedule 8);
 - application for variation and conversion of an existing club premises certificate;
 - counter notice following police objection to temporary event notice;
 - review of a premises licence following closure order;
 - determination of application for conversion of existing licence;
 - determination of application for conversion of existing club premises certificate;
 - determination of application by holder of a justices’ licence for grant of a personal licence.

27. In other cases (not mentioned in paragraph 26), excluding where a hearing has been dispensed with, the Sub-Committee must make its determination within the period of five working days beginning with the day or the last day on which the hearing was held.
28. A written decision outlining the reasons for the decision will be sent to the parties forthwith on making its determinations.

Closed hearing

29. The hearing shall take place in public. However, the Sub-Committee may exclude the public from all or part of a hearing where it considers that the public interest in so doing outweighs the public interest in the hearing, or that part of the hearing, taking place in public.

This page is intentionally left blank

To: Licensing and Gambling Acts Sub-Committee
Date: 27th July 2026
Report of: Deputy Chief Executive for Citizen and City Services
Title of Report: Express Mart Retail Ltd – Application for a New Premises Licence – 284 Cowley Road, Oxford, OX4 1UR

Summary and recommendations	
Decision being taken:	To consider and determine Express Mart Retail Ltd's application for a New Premises Licence
Key decision:	No
Corporate Priority:	Strong, fair economy & thriving communities.
Policy Framework:	Statement of Licensing Policy – Licensing Act 2003

Recommendation(s): The Licensing and Gambling Acts Sub-Committee resolves to:

- Determine** Express Mart Retail Ltd's application taking into account the details in this report and any representations made at this Sub-Committee meeting.

Appendix No.	Appendix Title	Exempt from Publication
Appendix 1	Application for a new Premises Licence 26/02800/PREM	No
Appendix 2	Representations from Thames Valley Police and Public Health	No
Appendix 3	Representation from Interested Parties (Other Persons)	No
Appendix 4	Location Plan	No

Introduction and background

1. This report is made to the Licensing & Gambling Acts Casework Sub-Committee so it may determine, in accordance with its powers and the Licensing Act 2003, whether **to grant** a Premises Licence to Express Mart Retail Ltd.

Application Summary

2. An application for a new Premises Licence (26/02800/PREM) has been submitted by Express Mart Retail Ltd for 284 Cowley Road, Oxford, OX4 1UR. The licensable activities applied for, and the timings proposed for these activities are:

Supply of Alcohol (Off Sales Only):

Monday to Sunday 06:00 hours to 00:00 hours

Late Night Refreshment:

Monday to Sunday 23:00 hours to 00:00 hours

3. The Applicant's description of the premises as detailed in the application form is:

"The premises will be a convenience store, where all types of convenience products will be sold including fresh & frozen food, toiletries, household, newspapers etc. Other services will also be offered to customers such as the ability to pay bills & collect/send packages. Alcohol is not the intended focus of the business there is an expectation that alcohol sales will have a limited impact on the area as local people are expected to on the whole purchase alcohol along with other products".

4. Both the original application and the steps that the applicant intends to take to promote the licensing objectives (as set out in the operating schedule) can be found at **Appendix One**.

Relevant Representations

5. Valid representations have been received from Responsible Authorities as detailed in the table below.

Copies of the representations can be found at **Appendix Two**.

Responsible Authority	Response	Licensing Objective(s)
Licensing Authority	No representation	
Thames Valley Police	Objection	Crime & Disorder, Public Nuisance, Public Safety, Protection of Children from Harm
Fire and Rescue Service	Response Received - No adverse comments	
Health and Safety	No representation	
Environmental Health	No representation	

Planning	No representation	
Child Safeguarding	No representation	
Public Health	Objection	Crime & Disorder, Public Nuisance, Public Safety, Protection of Children from Harm
Trading Standards	No representation	
Home Office	No representation	

6. Thames Valley Police and Public Health had been in communication with the Applicant to try and agree on proposed conditions and a reduction in hours for licensable activity to satisfy their concerns and to uphold the licensing objectives. A resolution was not found between all parties before the consultation deadline.

Details of the hours sought (08:00 hours to 23:00 hours) and requested conditions can be found within the representations at **Appendix Two**.

7. Valid representations have been received from an interested party (other persons) as detailed in the table below. Copies of the representations can be found at **Appendix Three**.

Name	Address	Licensing Objective(s)
M Halilu	Cowley Road	Crime & Disorder, Public Nuisance, Public Safety

Location

8. A map can be found at **Appendix Four** which shows the general location of the applicant's premises.

Statement of Licensing Policy

9. The Sub-Committee is referred to the Council's Statement of Licensing Policy. In particular, the following paragraphs have a bearing upon the application:

Relevant Policy Matters	Section	Policy
Licensing Hours	5.1.1	LH1 to LH3
Display of Operating Hours	5.2.1 to 5.2.2	LH5
Dispersal Procedures	5.3.1 to 5.3.3	LH6

Hours for 'Off-Sales' of Alcohol	5.5.1 to 5.5.2	LH8
Prevention of Alcohol Consumption by Minors	6.2.1 to 6.2.2	CH5
General Prevention of Public Nuisance	7.3.1 to 7.3.6	LA3
Addressing Local Concerns	7.3.10	LA4
Late Night Refreshment	7.5.16 to 7.5.19	PP9 and PP10
Supply of Alcohol for Consumption Off the Premises	7.5.20 to 7.5.21	PP11
CCTV	8.3.1	OS7

10. A copy of the Statement of Licensing Policy may be obtained from the Council Offices or found online at:

<https://www.oxford.gov.uk/downloads/download/307/download-the-statement-oflicensing-policy>.

Home Office Statutory Guidance

11. Members are also referred to the statutory guidance issued by the Home Office. Below are relevant sections applicable to this application:

Relevant Sections	Relevant Paragraph
Crime and Disorder	2.1 to 2.7
Public Nuisance	2.20 to 2.26
Protection of Children from Harm	2.27 to 2.37
Offences Relating to the Sale and Supply of Alcohol to Children	2.38
Late Night Refreshment	3.12 to 3.20
Hours of Trading	10.13 to 10.15
Age Verification	10.46 to 10.50

12. A copy of the Home Office Statutory Guidance may be found online at:
<https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>.

Other Relevant Considerations

13. The Sub-Committee is reminded of its responsibilities under the Crime and Disorder Act 1998 (to co-operate in the reduction of crime and disorder in Oxford) and under the Human Rights Act 1998 (which guarantees the right to a fair hearing for all parties in the determination of their civil rights, and also provides for the protection of property, which may include licences in existence, and the protection of private and family life) when considering the fair balance between the interests of the applicant and the rights of local residents. Any decision taken by the Sub-Committee must be both necessary and proportionate to the objectives being pursued.
14. Members are reminded that whenever they make a decision under the Licensing Act 2003, they have a duty to act with a view to promoting the licensing objectives.
15. When considering any representations, only those issues relating to the four licensing objectives should be considered and appropriate weight given to the importance and relevance of each representation.
16. In making its decision, Members must also have regard to both the Home Office statutory guidance issued under section 182 of the Licensing Act 2003 and the Council's own Statement of Licensing Policy.
17. The Sub-Committee must take such of the following steps as it considers appropriate for the promotion of the licensing objectives
- a. Grant the licence in accordance with the application.**
 - b. Modify the conditions of the operating schedule by altering or omitting or adding to them.**
 - c. Exclude or restrict from the scope of the licence any of the licensable activities to which the application relates.**
 - d. Reject the whole of the application.**
- The Sub-Committee may also grant the licence subject to different conditions for different parts of the premises or the different licensable activities.
18. Members are asked to note that they may not modify the conditions or reject whole or part of the application merely because they consider it desirable to do so. It must be appropriate to do so in order to promote the licensing objectives. Any such step must relate to a relevant representation made.
19. If Members grant the application, the details of the operating schedule will be incorporated into the licence as conditions. The licence will also be subject to certain mandatory conditions.

Legal issues

20. Members should note that the applicant or persons making representations have the right of appeal against the decision made by the Sub-Committee.

Report author	Richard Masters
Job title	Senior Licensing Compliance Officer
Service area or department	General Licensing
Telephone	01865 252565
e-mail	licensing@oxford.gov.uk

Background Papers:	
1	Oxford City Council's Statement of Licensing Policy: Download the Statement of Licensing Policy Oxford City Council
2	Home Office Revised Guidance under Section 182 of the Licensing Act 2003: Revised Guidance issued under section 182 of the Licensing Act 2003

Oxford
Application for a premises licence
Licensing Act 2003

For help contact
elms@oxford.gov.uk
Telephone: 01865 252565

* required information

Section 1 of 21

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.

VAT number

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

Legal status

Continued from previous page...

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 sole trader is a business owned by one person without any special legal structure.

☐ A private individual acting as an agent

Agent Business

Is your 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 your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Agent Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

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

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21

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 His Majesty's prerogative

Section 4 of 21

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...

Private limited Company

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

* Date of birth / /

* Nationality [Documents that demonstrate entitlement to work in the UK](#)

Add another applicant

Section 5 of 21

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.

The premises will be a convenience store, where all types of convenience products will be sold including fresh & frozen food, toiletries, household, newspapers etc. Other services will also be offered to customers such as the ability to pay bills & collect/send packages. Alcohol is not the intended focus of the business there is an expectation that alcohol sales will have a limited impact on the area as local people are expected to on the whole purchase alcohol along with other products.

Continued from previous page...

In terms of addressing the licensing objectives, this premises will have the installation of equipment such as CCTV, refusals register and till prompts. In addition to that, in order to mitigate any risk from the sales of alcohol and its impact on the licensing objectives a number of robust conditions, which reflect the expected policies and procedures to be operated within the business, have been included as part of this application.

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

Section 6 of 21

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☐ Yes ☒ No

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

Continued from previous page...

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☐ Yes ☒ No

Section 13 of 21

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

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☒ Yes ☐ No

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

25End

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Sales of hot drinks from a machine.

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 the premises will be used for the supply of late night refreshments 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.

None

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

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	06:00	End	00:00
Start		End	

WEDNESDAY

Start	06:00	End	00:00
Start		End	

THURSDAY

Start	06:00	End	00:00
Start		End	

FRIDAY

Start	06:00	End	00:00
Start		End	

SATURDAY

Start	06:00	End	00:00
Start		End	

SUNDAY

Start	06:00	End	00:00
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.

None

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.

None

Continued from previous page...

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

Name

First name

Family name

Date of birth / /

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

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'.

Section 16 of 21

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.

Continued from previous page...

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start 06:00

End 00:00

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.

TUESDAY

Start 06:00

End 00:00

Start

End

WEDNESDAY

Start 06:00

End 00:00

Start

End

THURSDAY

Start 06:00

End 00:00

Start

End

FRIDAY

Start 06:00

End 00:00

Start

End

SATURDAY

Start 06:00

End 00:00

Start

End

SUNDAY

Start 06:00

End 00:00

Start

End

State any seasonal variations

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

None

Continued from previous page...

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.

None

Section 18 of 21

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)

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

1. All staff whose responsibilities include the retail sale of alcohol shall receive training on induction and thereafter annually on:

a) the terms, conditions, and restrictions of the premises licence:

b) the prevention of unlawful sales of alcohol, the operation of the “Challenge 25” scheme, types of acceptable ID, refusing sales of alcohol to persons who may be drunk and any other relevant matters.

2. Such training shall be recorded, and these records shall be kept on the premises and shall, on request, be made available on request to the Police and / or an Authorised Officer of the Licensing Authority (as defined by Section 13 of the Licensing Act 2003):

a) in the case of on-line training: within 48 hours.

b) in all other cases: immediately upon request.

b) The prevention of crime and disorder

3. The Premises Licence Holder shall install and operate a CCTV system at the premises, capable of providing coverage of all entry points and areas to which customers have access.

4. The CCTV system shall continuously record whilst the premises are open to members of the public and shall be capable of providing clear images and frontal identification of customers.

5. All CCTV recordings shall be retained for a minimum of 28 days and shall be correctly date- & time-stamped; sufficient data storage shall be available to facilitate this.

6. CCTV recordings shall be made available within forty-eight (48) hours upon receipt of a request by the Police and / or an Authorised Officer of the Licensing Authority (as defined by Section 13 of the Licensing Act 2003).

7. Any retention, use, production to third parties or disclosure of personal information captured on CCTV must be carried out in line with data protection principles which shall override any conflicting element of these conditions.

c) Public safety

8. An incident register will be maintained at the premises and made available to a police officer, or any officer authorised under the Licensing Act 2003.

Continued from previous page...

d) The prevention of public nuisance

9. A refusals register will be maintained at the premises in either written or electronic format. All staff will ensure it is completed whenever a sale is refused to a customer.

10. The register should contain the date & time of the incident; the name of the staff member who refused the sale and the reason the sale was refused. In the case of a written version of the register, a description of the customers shall also be included. The refusals register will be made available on request to the Police and / or an Authorised Officer of the Licensing Authority (as defined by Section 13 of the Licensing Act 2003).

11. Notices will be displayed at the entrance/exit to the premises asking customers to leave quietly and respect local residents.

e) The protection of children from harm

12. The premises will adopt a 'Challenge 25' policy. This means that if a customer purchasing alcohol appears to be under the age of 25, they will be asked for proof of their age, to prove that they are 18 years or older.

13. Acceptable identification will include their photograph, date of birth and a holographic mark and/or ultraviolet feature. Examples of appropriate identification include a passport, photocard driving licence, military ID, and ID cards bearing the PASS hologram. This condition shall accommodate changes to acceptable identification in digital form as authorised by the Home Office.

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

Entitlement 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 who is resident in the UK 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 carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Continued from previous page...

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

Continued from previous page...

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

Section 20 of 21

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 21 of 21

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00*

Band E - £125001 and over £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

190.00

DECLARATION

Continued from previous page...

- [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, if appropriate (please see note 15)

☒ 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

Nicky Kenny

* Capacity

Authorised Agent

* Date

15

06

2026

ddmmyyyy

Add another signatory

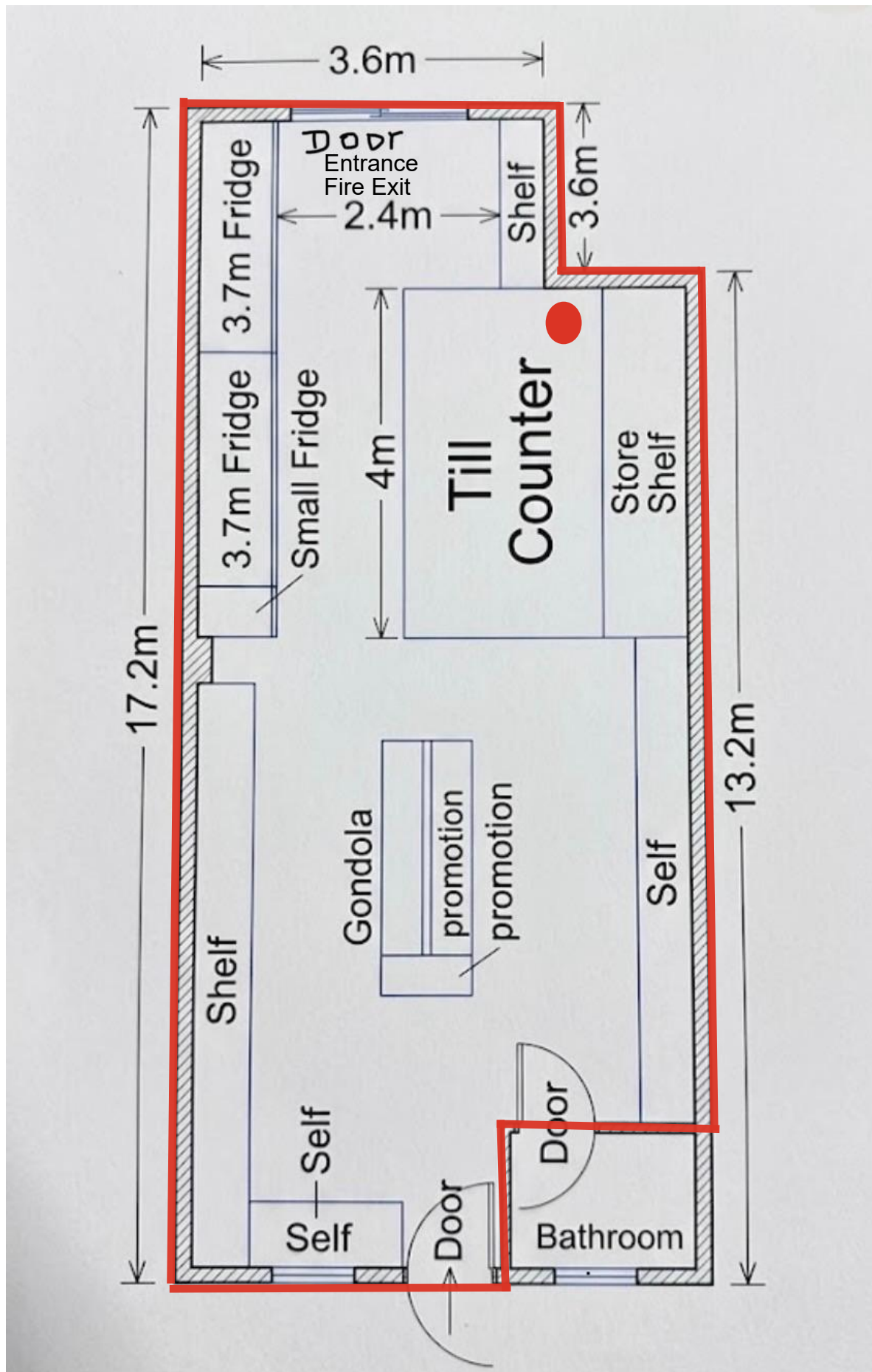
- Once you're finished you need to do the following:
1. Save this form to your computer by clicking file/save as...
 2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/oxford/apply-1> to upload this file and continue with your application.
- Don't forget to make sure you have all your supporting documentation to hand.

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

OFFICE USE ONLY	
Applicant reference number	
Fee paid	
Payment provider reference	
ELMS Payment Reference	
Payment status	
Payment authorisation code	
Payment authorisation date	
Date and time submitted	
Approval deadline	
Error message	
Is Digitally signed	☐

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [Next >](#)



Fire Extinguisher

39



Licensed area



To: The Licensing Authority- Oxford City Council,

Reference: 26/02800/PREM Express Mart Retail, 284 Cowley Road, Oxford, OX4 1UR

Subject: Thames Valley Police Objection

Date: 11/07/2026

Thames Valley Police (TVP) received an application for a premises licence for a convenience shop on the Cowley Road.

The licensable activities applied for:

Late Night Refreshment: (Indoors Only)

Monday to Sunday 23.00 hours to 00.00 hours

Supply of Alcohol (off-sales):

Monday to Sunday 06.00 hours to 00.00 hours

Opening Hours:

Monday to Sunday 06.00 hours to 00.00 hours

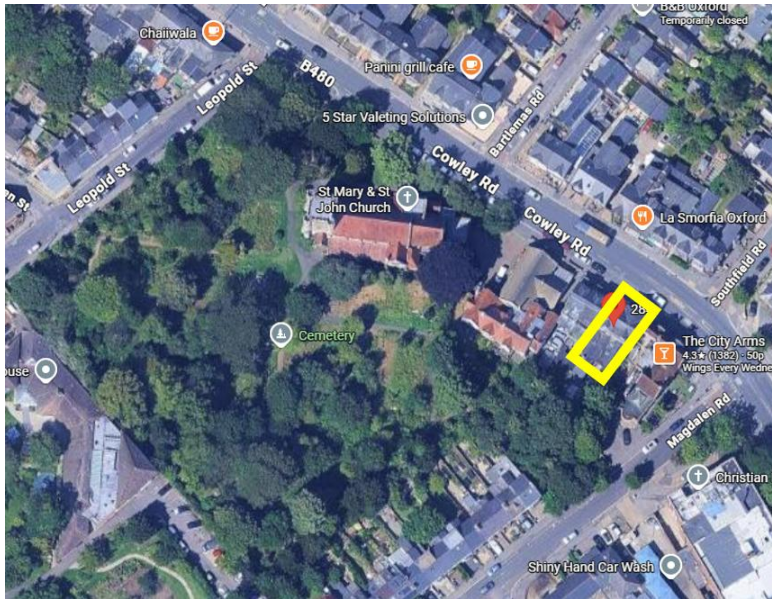
The proposed venue is located at the top end of the main night time economy hub for the Cowley Road. Its is situated between the City Arms pub and Heat Bar and backs onto the churchyard of St Marys and St Johns.

TVP have a number of concerns regarding the proposed business and the promotion of the four licensing objectives, both in terms of how the venue will impact on the area, but also vice versa given some of the inherent challenges of the geographical location.

We had put forward some changes that would mitigate these matters. However the statutory deadline has been reached and TVP are still unsatisfied that the appropriate steps are not in place.

The considerations of the police come under the following headings:

The Location



The unit (denoted by the yellow box) is located between the City Arms Pub and Heat Bar, both of which are very popular night time economy (NTE) licenced venues.

The unit is in very close proximity to the grave yard, which is a hot spot for alcohol and drug related anti social behaviour (ASB).



The licensable hours for **City Arms**:

Sale of Alcohol, Regulated Entertainment :

Monday to Saturday 10:00 hours - midnight Sunday 11:00 hours - midnight

The licensable hours for **Heat Bar**:

Supply of Alcohol and Regulated Entertainment:

Monday to Wednesday 12:30 hours - 00:30 hours Thursday to Sunday 12:30 hours - 01:30 hours

There will therefore be notable overlap with the all three businesses operating at the same time.

This will have an impact on the licensing objectives. In particular is the overlap physically with Heat Bar. Here there will be likely smokers outside of Heat, as well as those that have been refused entry or ejected from the premises loitering in the area. In that scenario, someone that is seeking yet further alcohol will likely attend the shop in lieu of being able to do so at an on-site establishment.

It is also important to factor in the proximity of St Mary's and St John's churchyard. This location is frequented by those engaged in alcohol and drug related anti-social behaviour. The neighbourhood policing team (NHPT) have been actively involved over the years in disrupting the behaviour of those individuals and the knock on effect on overall crime the area this activity has (i.e. shop liftings of alcohol, stealing to order etc). It is the concern of the NHPT that to introduce a ready supply of alcohol so close to the location needs robust steps to ensure that shopliftings, sales to drunks, begging and harassment for proxy sale of alcohol do not occur, which as we will see with regard to the operating schedule, has not been provided by the applicant.

The Hours

Whilst not unheard of for an off licence, the hours put forward are significantly long and as mentioned above overlap at time of day when the NTE venues on either side when issues are likely to be peaking as well as when they are dispersing.

The Operating Schedule

This is the very crux of the matter. The operating schedule (section 18 of the application) tells us what research has been done on the local challenges of the area and how the business intends to mitigate those.

The Home Office s182 guidance on the licensing act states at 8.42

‘Applicants are, in particular, expected to obtain sufficient information to enable them to demonstrate, when setting out the steps they propose to take to promote the licensing objectives, that they understand:

the layout of the local area and physical environment including crime and disorder hotspots, proximity to residential premises and proximity to areas where children may congregate;

any risk posed to the local area by the applicants’ proposed licensable activities; and

any local initiatives (for example, local crime reduction initiatives or voluntary schemes including local taxi-marshalling schemes, street pastors and other schemes) which may help to mitigate potential risks.’

In the application we find a couple of the sorts of areas that should be addressed, but sadly these do not address many of the other common challenges under the licensing objectives the shop will be expected to have steps in place for and to manage.

This means the application is woefully scant on some key areas.

Having identified those concerns and taken into the account the concerns of the local area policing commander that the application should be objected to, TVP licensing has contacted the applicant’s licensing consultant and asked they speak to their client regarding amendments that would mitigate the concerns of the police.

We are also aware that our opposites in public health England have similar concerns and is seeking reduced hours and a condition on super strength alcohol.

The proposal was to reduce the hours to 08:00-23:00 each day along with the following raft of conditions:

1	The Premises Licence Holder shall ensure that all staff employed at the premises whose duties include the sale or supply of alcohol shall undertake and complete a relevant programme of training prior to them being authorised to sell or supply alcohol. Such training shall consist of providing staff with an understanding of: • The need to ensure the responsible sale and supply of alcohol • The need to refuse the sale and supply of alcohol to persons who are intoxicated or underage • The need to seek credible age verification from persons seeking to be sold or supplied alcohol who may appear under the age of 25 years old
---	--

	Where subsequent issues related to the training is brought to the premises licence holder's attention by either the Licensing Authority and/or responsible authorities named in the Licensing Act, the premises licence holder will make amendments as directed by that authority Records of the training programme shall be maintained and made available to Thames Valley Police, Trading Standards or the Licensing Authority upon request. The Premises Licence holder shall provide a "refresher" training session to all relevant staff members as and when deemed necessary on a case by case evaluation, but as a minimum requirement the refresher training session shall be provided to all staff on at least one occasion every 12 months.
2	A Premises Daily Register shall be held at the premises. This Register shall be maintained for a rolling minimum period of 12 months, and shall record: • The name of the person responsible for the premises on each given day. • The name of the person authorising the sale of alcohol each day. • All calls made to the premises where there is a complaint made by a resident or neighbour of noise, nuisance or anti-social behaviour by persons attending or leaving the premises. This shall record the details of the caller, the time and date of the call and the time and date of the incident about which the call is made and any actions taken to deal with the call. • Any refusals on grounds of age and/or intoxication (to include date, time, member of staff involved, reason for refusal as well as a brief physical description of the person refused) • Any incident of crime, disorder, or antisocial behaviour in or within the immediate vicinity of the premises (whether it required the police or not) (to include date, time, details of any member of staff involved, the situation, the outcome as well as a brief physical description of the members of public involved) • Any safeguarding/vulnerability occurrence in or within the immediate vicinity of the premises (to include date, time, details of any member of staff involved, the situation, the outcome as well as a brief physical description of the members of public involved) • Weekly checks of the CCTV, to ensure it is fully operational and any faults are dealt with including the time of the check and the person that carried it out. • Any calls to or visits by Thames Valley Police in relation to any crime and disorder or like related matter. The Designated Premises Supervisor, or in their absence duly appointed member of staff, shall check the Premises Daily Register on a weekly basis ensuring that it is completed and up-to-date, sign the Premises Daily Register each time that it is checked, and make the Premises Daily Register available for inspection by any Authorised Officer of the Licensing Authority or Thames Valley Police throughout the trading hours of the premises.
3	The premises shall implement written policies. Such documents shall include, but not be limited to, the following: • CCTV • Safeguarding & Vulnerable Person • Noise • Crowd/Customer Management of the Immediate External Vicinity • Responsible Service of Alcohol • Responsible Remote Ordering and Delivery of Alcohol • Security Measures

	• Crime Reduction (I.E Theft, violence against women and girls, etc) • Underage Sales & False Identification • Zero Tolerance Drugs (including not selling drugs paraphernalia, such as grinders, bongs, pipes, NoS refills) From these written policies and operating procedures, the premises licence holder shall implement written staff training ensuring that all staff employed at the premises (including third party agents) receive full training on those policies that are relevant to their specific role. Staff shall sign and date training records to confirm they have had, fully understand the training, and that they shall carry out their duties in accordance with them. These training records shall be retained and made available to the Licensing Authority and/or responsible authority named under the licensing act upon request. Where subsequent issues or concerns related to one or more of the policy(s) are brought to the premises licence holder's attention by the licensing authority and/or one of the responsible authorities named under the licensing act the premises licence holder shall make and implement amendments to address those concerns. Hard copies of the most up to date policy/procedures will be kept on the premises. They shall be readily accessible to staff for their own reference whilst working, and shall be made available to any of the authorities upon request to check for compliance.
4	A CCTV system shall be installed and maintained. The CCTV system shall incorporate the following basic requirements: • Be switched on and fully operational when the licensable activities are being carried out. • Record for a minimum rolling period of 31 days • The system shall accurately denote the date and time. • Have a camera covering any entrance which will provide a facial shot of identification quality. • Have cameras covering any pertinent public areas (internally and externally) and alterations shall be made to address any subsequent concerns made by the police regarding coverage. Quality of which shall be of identification standard • Have a means of copying any footage to another medium as evidence if requested by the Police no later than 24 hours after that request • Have a member of staff working at the site at all times whilst the licence is in operation that is able to operate the system • A system shall be in place to maintain the quality of the recorded image and a complete audit trail maintained. The system shall comply with other essential legislation, and all signs as required will be clearly displayed
5	Subject to the agreement of the relevant service provider/ radio link committee. The Premises Licence holder shall operate the "Radio-Link" system of communication during the hours the premises is open to the public, and shall ensure that it is maintained and monitored
6	All members of staff at the premises shall seek "credible photographic proof of age evidence" from any person who appears to be under the age of 25 years and who is seeking to purchase alcohol on the premises. Such credible evidence, which shall include a photograph of the customer, shall include a passport, photographic driving licence, or Proof of Age card carrying a "PASS" logo
7	Prominent, clear notices shall be displayed at all exit points to advise customers to respect the needs of the local community and of acceptable behaviour in public spaces
8	Alcohol shall only be merchandised in areas that are directly and comprehensively covered by CCTV

9	Spirits shall only be mechanised behind the point of sale counter and these items shall only be accessible to the public via request to a member of staff
10	No super-strength beer, lagers or ciders of 6.5%ABV (alcohol by volume) or above shall be sold from the premises.
11	Clear and prominent signage shall be displayed at the point of sale as well as in any area where alcohol is merchandise advising customers of the shop's policy of challenge 25 and that failure to produce acceptable forms of ID shall result in the sale being refused.
12	Clear and prominent signage shall be displayed at the point of sale as well as in any area where alcohol is merchandise advising customers that it is a criminal offence to buy alcohol on behalf of someone that is drunk or to sell to someone that is drunk and that where such a suspicion arises that sale will be refused by staff..
13	Multipacks of alcohol shall not be broken down into single units for individual sale.
14	Subject to the agreement of the relevant committee the Premises Licence holder shall participate in the designated local shop watch/ Business Partnership scheme and ensure that a representative of the licensed premises attend all of the arranged meetings or such a person has made all reasonable endeavours to attend the arranged meetings.

However, the statutory deadline is now upon us and no agreement has been reached. The application as it currently stands is woefully inadequate and as such we now ask that the Licensing Authority, please consider the matter and the proposed amendments.

End

This is ensuring that a business can trade and make money in such a way that does not impact on local residents, other local businesses or the police.

The shop will have to have robust steps in place

From: [REDACTED] on behalf of [Public Health Licensing](#)
To: [REDACTED]
Cc: [licensing](#)
Subject: FW: Premises Licence Application: 26/02800/PREM Express Mart Retail, 284 Cowley Road, Oxford, OX4 1UR
Date: 07 July 2026 10:39:00
Attachments: [REDACTED]

Dear Nicky,

Thank you for submitting your licensing application for Express Mart Retail, 284 Cowley Road, Oxford, OX4 1UR.

Public Health wishes to raise a number of concerns regarding this application and would like to draw your attention to the local context surrounding the premises. The location falls within an area ranked fifth highest in Oxfordshire (out of 87 areas) for overall alcohol-related harm. More specifically, the area ranks:

- 2nd highest for alcohol-related violent A&E attendances;
- 3rd highest for alcohol-related crime;
- 5th highest for alcohol-related non-violent A&E attendances;
- 7th highest for adults in alcohol treatment; and
- 9th highest for alcohol-related hospital admissions.

Given these indicators, any increase in the availability of alcohol has the potential to contribute to existing alcohol-related harms within the community.

In addition, The Porch homelessness support service is located approximately 0.1 miles from the premises, while the Oxford Community Soup Kitchen, which supports individuals experiencing homelessness and other vulnerabilities, is located approximately 0.2 miles away.

There is a well-established association between homelessness and higher rates of alcohol dependence, acute intoxication, alcohol-related morbidity, mental ill health, and multimorbidity. As a result, individuals experiencing homelessness may be disproportionately affected by changes in alcohol availability in the immediate area. This may increase the risk of street drinking, anti-social behaviour, exploitation, violence, and other alcohol-related harms.

In light of these circumstances, Public Health would like to see a reduction in **the availability of high-strength alcohol products** by not stocking beers, lagers, or ciders above 6.5% ABV, in line with the "Reducing the Strength" approach adopted in a number of areas experiencing similar levels of alcohol-related harm. We would also like to see a reduction in **the proposed hours for alcohol sales from 06:00–00:00 to 08:00–23:00**.

We would further emphasise the importance of strict adherence to the measures outlined within the operating schedule. In particular, this includes the robust implementation of a Challenge 25 policy and the maintenance of a comprehensive incident log.

Finally, we kindly ask that you incorporate this local context and associated risk profile (described above) into staff training programmes. Ensuring that staff are fully informed of the area's specific challenges will help them remain vigilant and respond appropriately to potential issues as they arise.

Please note Thames Valley Police also have similar concerns and are likely to be in touch

shortly.

Public Health trusts that these recommendations will be given careful consideration as part of the licensing process. We believe that the measures outlined above would support the promotion of the licensing objectives, help to mitigate the risk of exacerbating existing alcohol-related harms within the local community, and enable you to operate successfully as a business.

We would be grateful if you could confirm whether you would be willing to incorporate these measures into the operation of the premises. Should you wish to discuss any of these matters further, please do not hesitate to contact us:

publichealthlicensing@oxfordshire.gov.uk .

Kind regards,

Health Improvement Practitioner – Substance Use team
Public Health and Communities
Oxfordshire County Council

UKPHR Public Health Practitioner registration number **PR1496**



CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good afternoon,

Please be advised that we have received the attached new premises licence application from Express Mart Retail, 284 Cowley Road, Oxford, OX4 1UR. The premises fall in St Marys Ward.

Premises Licence for a convenience store with an off-licence.
The licensable activities applied for:

Late Night Refreshment: (Indoors Only)

Monday to Sunday 23.00 hours to 00.00 hours

I am writing to formally object to the licence application for 284 cowley road ox4 1ur.

My concern is that an off-licence selling alcohol until midnight will cause significant issues. Alcohol is typically cheaper in off-licences than in bars or restaurants. I am concerned that customers will purchase alcohol from the off-licence and consume it nearby before attending to my premises.

This is likely to lead to an increase in street drinking, noise, anti-social behaviour, and public nuisance late at night, which would undermine the licensing objectives and add stress to my security officers.

I would be grateful if you could consider this and perhaps discuss alternatives with the applicant.

Kind regards



By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank