

To: Licensing and Gambling Acts Casework Sub-Committee

Date: 7th September 2026

Report of: Deputy Chief Executive for City and Citizens' Services

Title of Report: Farshid Vaisi – Application for a new Premises Licence – Matean Market, 128 Hollow Way, Oxford, OX4 2NL

Summary and recommendations	
Decision being taken:	To inform the determination of Farshid Vaisi's application for a new Premises Licence
Key decision:	No
Corporate Priority:	Strong, fair economy and thriving communities
Policy Framework:	Statement of Licensing Policy – Licensing Act 2003

Recommendation(s): That the Sub-Committee resolves to:
1. Determine Farshid Vaisi'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	No
Appendix 2	Representation from Trading Standards	No
Appendix 3	Responses from Thames Valley Police and Fire and Rescue Service	No
Appendix 4	Location Map	No

Introduction and background

1. This report is made to the Licensing and Gambling Acts Casework Sub-Committee so it may determine, in accordance with its powers and the Licensing Act 2003, whether to grant a new Premises Licence to Farshid Vaisi.

Application Summary

2. An application for a new Premises Licence has been submitted by Farshid Vaisi. The licensable activities and the times proposed for these activities can be found detailed below:

Supply of Alcohol (off sales only):

Sunday to Saturday 08:00 hours to 23:00 hours

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

"Local Convenience Store and Off Licence".

4. The 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. Three (3) Responsible Authorities responded to this application during the consultation period, providing the below responses, with Trading Standards submitting a valid representation.

A copy of the Trading Standards representation can be found at **Appendix Two** and the responses from Thames Valley Police and Fire and Rescue Service can be found at **Appendix Three**.

Responsible Authority	Response	Licensing Objective(s)
Licensing Authority	No representation	
Thames Valley Police	No objections	
Fire and Rescue Service	No adverse comments	
Health and Safety	No representation	
Environmental Health	No representation	
Planning	No representation	
Child Safety	No representation	
NHS – Public Health	No representation	
Trading Standards	Valid representation made	The Prevention of Crime and Disorder, Protection of Children From Harm
Home Office	No representation	

6. No representations have been received by Interested Parties (Other Persons).

Location

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

Other Implications

8. 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
Supply of alcohol for consumption of the premises	7.5.20 to 7.5.21	PP11
CCTV	8.3.1	OS7

9. 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

10. 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
Protection of Children from Harm	2.27 to 2.37

11. 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

12. 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.
13. 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.
14. 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.

15. 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.
16. 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.

17. 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.
18. 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

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

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Service area or department	General Licensing
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Background Papers:	
1	Oxford City Councils Statement of Licensing Policy
2	Home Office Revised Guidance 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

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You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference This is the unique reference for this application generated by the system.

Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☒ Yes ☐ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

* Family name

You must enter a valid e-mail address

* 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.

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Address

* Building number or name	128
* Street	Hollow Way
District	
* City or town	Oxford
County or administrative area	
* Postcode	OX4 2NL
* Country	United Kingdom

Agent Details

* First name	Beiza
* Family name	Tzivelek

You must enter a valid e-mail address

* E-mail	
Main telephone number	
Other telephone number	

Include country code.

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

- ☒ An agent that is a business or organisation, including a sole trader
☐ A private individual acting as an agent

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

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	07439274
Business name	ESI LICENCING AND LEGAL CONSULTANCY LTD
VAT number	-
Legal status	Private Limited Company
Your position in the business	Director
Home country	United Kingdom

If your business is registered, use its registered name.

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

The country where the headquarters of your business is located.

Continued from previous page...

Agent Registered Address

Address registered with Companies House.

Building number or name	84
Street	Hayes Lane
District	
City or town	Bromley
County or administrative area	
Postcode	BR2 9EE
Country	United Kingdom

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PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Building number or name	Matean Market
Street	128 Hollow Way
District	
City or town	Oxford
County or administrative area	
Postcode	OX4 2NL
Country	United Kingdom

Further Details

Telephone number	
Non-domestic rateable value of premises (£)	

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☒ An individual or individuals
- ☐ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

Confirm The Following

- ☒ I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- ☐ I am making the application pursuant to a statutory function
- ☐ I am making the application pursuant to a function discharged by virtue of His Majesty's prerogative

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INDIVIDUAL APPLICANT DETAILS

Applicant Name

Is the name the same as (or similar to) the details given in section one?

- ☒ Yes ☐ No

First name

Farshid

Family name

Vaisi

Is the applicant 18 years of age or older?

- ☒ Yes ☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Continued from previous page...

Current Residential Address

Is the address the same as (or similar to) the address given in section one?

☒ Yes ☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

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

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

☒ Yes ☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

You must enter a valid email address

E-mail	
Telephone number	
Other telephone number	
* Date of birth	dd / mm / yyyy
* Nationality	
Right to work share code	

Documents that demonstrate entitlement to work in the UK
Right to work share code if not submitting scanned documents

Add another applicant

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OPERATING SCHEDULE

When do you want the premises licence to start?	24 / 07 / 2026
	ddmmyyyy
If you wish the licence to be valid only for a limited period, when do you want it to end	/ /
	ddmmyyyy

Provide a general description of the premises

Continued from previous page...

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.

Local Convenience Store and Off Licence

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

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PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

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PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

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PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

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PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☐ Yes ☒ No

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PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

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Will you be providing recorded music?

☐ Yes ☒ No

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☐ Yes ☒ No

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

☐ Yes ☒ No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes ☒ No

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

Continued from previous page...

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

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.

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.

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 / /

Continued from previous page...

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'.

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

N/A

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

23

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	08:00	End	23:00
Start		End	

WEDNESDAY

Start	08:00	End	23:00
Start		End	

THURSDAY

Start	08:00	End	23:00
Start		End	

FRIDAY

Start	08:00	End	23:00
Start		End	

SATURDAY

Start	08:00	End	23:00
Start		End	

SUNDAY

Start	08:00	End	23:00
Start		End	

State any seasonal variations

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

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.

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LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

Continued from previous page...

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

The Applicant is fully aware of and committed to upholding the four licensing objectives as set out under the Licensing Act 2003, namely the prevention of crime and disorder, the prevention of public nuisance, public safety, and the protection of children from harm. The Applicant recognises that Hollow Way falls partially within Oxford City Council's designated Cumulative Impact Area for East Oxford and has given careful consideration to this in preparing the application. The premises operates as a convenience store serving the local community, and the sale of alcohol forms an ancillary part of a broader retail offer.

It is submitted that the nature of this application is complementary to the existing character and usage of the area, serving everyday needs rather than contributing to the concentration of alcohol-led premises that the Cumulative Impact Policy seeks to address. The Applicant is therefore confident that this application, if granted, would not add to any cumulative impact already experienced in the locality and would not undermine the licensing objectives.

b) The prevention of crime and disorder

1. CCTV shall be installed to Home Office Guidance standards and maintained in a good working condition, and recordings shall be kept for thirty-one (31) days and shall be made immediately available to Police or authorised officers from the Local Authority (as defined by Section 13 of the Licensing Act 2003) upon request.
2. CCTV cameras shall be installed to cover all entrances and exits of the premises.
3. A member of staff trained in the use of the CCTV system shall be available at the premises at all times that the premises are open for trading. This staff member shall be capable of making copies and downloading any footage immediately requested by the Police or authorised officers from the Local Authority (as defined by Section 13, Licensing Act 2003).
4. The CCTV system shall display on any recordings the correct date and time of the recording.
5. The CCTV system shall be capable of obtaining clear facial recognition images, and a clear head and shoulder image, of every person entering or leaving the premises.
6. An Incident Log shall be kept at the premises and be made immediately available for inspection on request to Police or authorised officers from the Local Authority (as defined by Section 13, Licensing Act 2003), which will record as a minimum the following: (a) Any complaints received; (b) Any incidents of disorder; (c) Any faults in the CCTV system; (d) Any visit by a relevant authority or emergency service. Details shall be recorded in this Log immediately following each incident.
7. A Refusals Register detailing the date and time of any refused sales of alcohol, the name of the person refusing the sale, and a description of the person attempting to purchase alcohol, shall be kept and maintained, and made immediately available on request to Police or authorised officers from the Local Authority (as defined by Section 13, Licensing Act 2003). Details shall be recorded in this Register immediately following each refusal.
8. All alcohol on display shall be in full view of the cashier / staff member on duty at all times and shall not be obscured by displays or shelving.
9. Cashier to have a clear and unobstructed view of the public entrance to the premises and the immediate vicinity outside the premises
10. Multipacks of alcohol shall not be divided for sale of single cans or bottles, or other single containers.
11. Alcohol shall not be sold in an open container or be consumed in the licensed premises.

c) Public safety

1. Any staff directly involved in selling alcohol for retail to consumers and any staff who provide in-house operational training, including managers, shall undergo training in the Licensing Act 2003 legislation at least every six (6) months as a minimum. The training shall be documented and signed off by the Designated Premises Supervisor and each member of staff receiving the training. The Training Log shall be made immediately available on request to Police or authorised officers from the Local Authority (as defined by Section 13, Licensing Act 2003).

d) The prevention of public nuisance

1. Prominent, clear and legible notices shall be displayed at all exits requesting customers to respect the needs of local residents and businesses, and to leave the premises and the area quietly.
2. Signage shall be prominently displayed in the premises advising customers not to congregate outside the premises. Details of any loiterers who refuse to move on after authorised staff have made a reasonable request should be noted in the premises' Incident Record.

Continued from previous page...

3. During the hours of operation of the premises, the Premises Licence Holder shall ensure that sufficient measures are in place to remove and prevent litter or waste arising from customers in the area immediately outside the premises, and that this area is kept clear of litter.

e) The protection of children from harm

1. A 'Challenge 25' policy shall be adopted and adhered to at all times, with posters, including 'It's A Crime!' designed to warn against proxy sales, prominently displayed.
2. Acceptable proof of age when determining if a customer is over 18 years for the purposes of the sale of alcohol shall include identification bearing the customer's photograph, date of birth, and integral holographic mark or security measure. Suitable means of identification would include a 'PASS' approved proof of age card, a photocard driving licence, or a passport.
3. A sign stating 'No proof of age, No sale' shall be displayed at the point of sale.
4. All alcohol and age restricted goods shall be placed away from goods aimed at children such as sweets, magazines, etc.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

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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.

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- 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.

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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.

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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

* Capacity

* Date / /
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...

2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/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	☐

From: [REDACTED]
To: [licensing](#)
Subject: Re: Premises Licence Application: 26/03497/PREM- Matean Market, 128 Hollow Way, Oxford, OX4 2NL
Date: 24 August 2026 09:46:39
Attachments: [image003.png](#)
[image004.png](#)

Dear Katie,

Thank you for your email.

Further to our previous confirmation, we write to formally confirm, on behalf of the applicant, that all five conditions recommended by Public Health are accepted and should be added to the applicant's proposed operating schedule for the above premises.

For clarity, these are, exactly as set out in Public Health's email:

1. If the premises wishes to sell alcohol-free or low-alcohol alternatives, the premises must restrict sales of branded alcohol-free and low-alcohol alternatives to people aged 18 and over only. (This recommendation reflects evidence linking alcohol brand advertising with increased susceptibility to drinking among young people.)
2. Alcohol advertising and promotional materials should be managed responsibly and must not encourage irresponsible consumption. These materials must not be visible from outside the premises.
3. High-strength alcohol products should not be prominently displayed or located near the entrance or point of sale.
4. No super-strength beer, lager or cider above 6.5% ABV shall be sold from the premises, with the exception of premium and craft products.
5. Local data (described at the start of this email) must be incorporated into staff training, so staff are fully informed about the area's specific challenges. This will help staff remain vigilant and respond appropriately to potential issues as they arise.

We trust this confirms the applicant's agreement in a form suitable for these conditions to be incorporated into the existing operating schedule and for the current consultation period to continue without the need for withdrawal and resubmission.

Please do let us know if any further information is required.

Kind regards,

Elif

ESI Licensing and Legal Consultancy Limited

Office: [REDACTED]

Address: 84 Hayes Lane, Bromley, Kent, BR2 9EE

Website: www.esi.london E-Mail: [REDACTED]

Information contained in this email is intended for the use of the addressee only and is confidential and may also be privileged. If you receive this message in error, please advise us immediately. If you are not the intended recipient(s) please note that any form of distribution, copying or use of this communication or the information in it is strictly prohibited and may be unlawful.

Please consider the environment before printing this e-mail

Oxfordshire County Council Trading Standards Service
Graham Hill House, Electric Avenue, Ferry Hinksey Road, Oxford OX2 0BY

To: The Licensing Authority, Oxford City Council

Reference: Premises Licence Application 26/03497/PREM

Premises: Matean Market, 128 Hollow Way, Oxford, OX4 2NL

Subject: Representation from Oxfordshire County Council Trading Standards

Overview

Oxfordshire County Council Trading Standards Service makes this representation in opposition to the grant of a new premises licence for Matean Market, 128 Hollow Way, Oxford, OX4 2NL.

The representation is made primarily on the licensing objective of the prevention of crime and disorder. Trading Standards also considers that the protection of children from harm objective is engaged, given the repeated history of tobacco and related offending at this premises.

Trading Standards submits that granting the application would undermine the licensing objectives because of the significant and persistent history of illegal tobacco activity associated with the premises, recent intelligence and enforcement activity and serious concerns about the ability of the applicant to operate the premises in a compliant and responsible manner.

Background and premises history

Trading Standards has a long-standing history of enforcement activity connected with Matean Market, 128 Hollow Way, Oxford. The premises has repeatedly come to the attention of Trading Standards in relation to smuggled and counterfeit tobacco products, illegal vaping products and other nicotine-related matters.

Historical records show successful test purchases of illegal products were made from the premises in 2017, 2018, 2023 and 2024. Seizures were made from the premises and associated persons in 2018, 2021, 2023 and 2024. Those investigations resulted in multiple convictions and enforcement outcomes involving owners and staff associated with the premises.

Between 2019 and 2026, Trading Standards secured convictions, against 7 individuals connected to Matean Market for offences involving illegal tobacco products and vaping products.

This is therefore not a case involving a single isolated incident or a premises with no relevant enforcement history. The premises has a significant and persistent history of criminal and regulatory non-compliance.

Recent intelligence and enforcement activity

Since July 2025, Trading Standards has continued to receive intelligence alleging the sale of illegal tobacco from Matean Market.

On 7th July 2025, intelligence was received alleging that customers were leaving the premises carrying laden bags consistent with the shape of cigarette cartons and describing unusual service patterns whereby certain customers appeared to be prioritised and served urgently.

On 14th September 2025, a covert test purchase attempt was made by an operative wearing a recording device. The operative asked for "blue Richmond", which is a common illegal brand. Farshid Vaisi was behind the till. He asked whether the operative had bought before, asked who had sold to the operative previously, used his phone to show the operative's face on camera and spoke in Kurdish to another person, asking "Do you know this woman?". A short time later Behrouz Vaisi appeared behind the counter and also questioned the operative and asked to see photos of the operative's partner. Mr Vaisi has been

convicted of illegal sales made on two occasions from Matean Market. No sale was made, but the interaction was consistent with a cautious approach to unknown customers.

On 25th November 2025, further intelligence alleged that imported duty-free cigarettes had been sold from the premises for more than one year.

On 24th May 2026, high-confidence intelligence was received alleging that contraband tobacco was still being sold from Matean Market and that the illicit stock was being concealed within the residential accommodation forming part of 128 Hollow Way rather than in the retail area itself.

On 3rd August 2026, a covert Trading Standards operative observed activity consistent with earlier intelligence. A male was observed exiting the residential accommodation adjacent to the shop carrying a laden black plastic bag, entering the shop and placing the bag on the counter before it was handed to a waiting customer with additional items.

On 11th August 2026, Trading Standards received a further anonymous complaint alleging that illegal cigarettes had been seen behind the counter in a black bag in a coat at Matean Market.

On 14th August 2026, Trading Standards executed an entry warrant at the residential accommodation forming part of 128 Hollow Way. Officers located 127 unit packs of illegal cigarettes and 480g of hand-rolling tobacco within one of the bedrooms. The same room also contained 24 black plastic carrier bags (next to the illegal tobacco products) of the type commonly supplied to customers by small convenience stores.

Although no illegal tobacco products were located within the retail area itself during the warrant execution, the discovery of illegal tobacco within the residential accommodation is materially consistent with intelligence received by Trading Standards, namely that illegal tobacco products were being stored within the residential accommodation attached to the shop and supplied as required.

Concerns regarding the applicant

The applicant, Farshid Vaisi, has given 128 Hollow Way as his home address within the application. Trading Standards is concerned that this creates a clear connection between the applicant, the commercial premises and the residential accommodation where illegal tobacco was found.

As mentioned, during the covert test purchase attempt on 14th September 2025, Farshid Vaisi was behind the till. When the operative asked for “blue Richmond”, a brand commonly encountered in illegal tobacco investigations, Mr Vaisi asked whether the operative had bought there before and who had sold to the operative previously. Mr Vaisi then used his mobile telephone to call another person and showed the operative’s face on camera while speaking in a foreign language. Trading Standards considered this consistent with selective sales to known customers and attempts to verify whether the operative was trusted before any sale would be considered.

Trading Standards is therefore not reassured that the applicant is sufficiently detached from the previous conduct and recent intelligence concerning the premises.

CCTV and management control

Trading Standards is also concerned by the apparent inability of Farshid Vaisi to access or operate the CCTV system during the warrant execution. Joanna Smith, Principal Trading Standards Officer, has provided a witness statement that on 14th August 2026 she asked Farshid Vaisi for access to CCTV under statutory powers. Mr Vaisi stated that he had no access to the CCTV footage, either remotely or on site.

Mr Vaisi was also unclear which CCTV he had installed and which had been installed by the previous owner, despite being asked multiple times by Trading Standards and police officers. This is particularly concerning because the applicant’s own operating schedule proposes that a member of staff trained in

the use of the CCTV system will be available at the premises at all times and capable of making copies and downloading footage immediately when requested.

The inability to access CCTV is not a minor defect in the context of this application. CCTV would plainly be relevant to allegations that products were being moved between the residential accommodation and the retail premises. The inability of the applicant to access or explain the CCTV system undermines confidence in the proposed management controls

Licensing objectives

The statutory guidance issued under section 182 of the Licensing Act 2003 recognises that reviews and licensing decisions may arise from criminality not directly connected with alcohol sales, including the sale of contraband goods and the sale or storage of smuggled tobacco. Trading Standards submits that illegal tobacco activity at licensed premises directly engages the prevention of crime and disorder objective.

Illegal tobacco undermines legitimate businesses, facilitates tax evasion, supports wider criminality and makes tobacco available at prices significantly below legally compliant products. Its sale from a premises seeking authorisation to sell alcohol raises serious concerns about management control, compliance culture and willingness to trade lawfully.

The protection of children from harm objective is also engaged. The sale and availability of cheap illegal tobacco can make tobacco more accessible and affordable. Previous tobacco control failures connected to the premises, including illegal tobacco offending and wider non-compliance, are relevant when considering whether the premises will be operated responsibly.

Inadequacy of conditions

Trading Standards has considered whether conditions could sufficiently address the concerns. Given the extensive history of illegal tobacco activity and the recent discovery of illegal tobacco in the residential accommodation connected to the premises, Trading Standards does not consider that conditions would provide sufficient reassurance.

The concern is not limited to one discrete failing capable of being corrected by additional wording on a licence. The concern is that the premises has repeatedly been associated with unlawful tobacco activity over a number of years and that recent intelligence and enforcement activity indicate continuing risk.

Conclusion

Trading Standards therefore objects to the grant of this premises licence application.

Trading Standards submits that granting the application would undermine the prevention of crime and disorder objective and would not provide sufficient protection against further criminal activity connected with the premises.

Trading Standards respectfully invites the Licensing Authority to refuse the application.

Yours faithfully

██████████
Tobacco Control Officer
Oxfordshire County Council Trading Standards Service
██

Appendix 1: Proposed conditions if the licence is granted

Trading Standards' primary position is that the application should be refused. These proposed conditions are provided only as a fallback in the event that the Licensing Sub-Committee is minded to grant the application.

A. Exclusion of named person

1. Behrouz Waisi shall not be employed, engaged, permitted to work, volunteer, manage, supervise, advise, supply, assist with, receive remuneration from, or otherwise be involved in the operation, management or control of the licensed premises in any capacity, whether paid or unpaid.
2. Behrouz Waisi shall not be permitted behind the counter, in any stockroom, staff area, storage area, basement, rear yard, garden, residential accommodation connected to the premises, or any other area used for the operation of the business.
3. If Behrouz Waisi enters the premises as a customer, a record shall be made in the incident log including the date, time, purpose of visit and approximate duration of visit.

B. Tobacco and vaping products: due diligence and supply chain

4. All tobacco products, vaping products, nicotine pouches sold or stored at the premises shall be purchased only from legitimate, established UK wholesalers or suppliers.
5. Legible invoices or receipts shall be obtained for every purchase of tobacco products, vaping products, nicotine pouches
6. Each invoice or receipt shall include, where available: supplier name; supplier address; supplier company details; VAT number if applicable; date of purchase; description and quantity of goods purchased; delivery address; and vehicle registration details where goods are delivered by vehicle.
7. Invoices and receipts shall be retained at the premises, or made electronically available from the premises, for a minimum period of 24 months.
8. Invoices and receipts shall be made available immediately on request to Trading Standards, Police or authorised officers of the Licensing Authority.
9. No person working at the premises shall purchase, in the course of business, tobacco products, vaping products, nicotine pouches from private individuals, social media contacts, unknown suppliers, vehicles attending the premises, or any source that does not provide a full invoice or receipt.
10. An approved supplier list shall be maintained for all tobacco, vaping and nicotine products sold from or stored at the premises. The approved supplier list shall be made available immediately on request to Trading Standards, Police or authorised officers of the Licensing Authority.

C. Storage and movement of stock

11. No tobacco products, vaping products or nicotine pouches with the licensed business shall be stored in any residential accommodation connected to 128 Hollow Way.
12. No tobacco products, vaping products or nicotine pouches connected with the licensed business shall be stored in external yards, gardens, vehicles, bins, sheds, basements, stairwells or any area not forming part of the authorised retail/storage areas of the licensed premises.

D. Staff register and management control

13. A staff register shall be maintained at the premises.
14. The staff register shall include full name, date of birth, home address, mobile telephone number, email address, role at the premises, start date, evidence of right to work checks where applicable, and confirmation of training received.
15. The staff register shall include all persons who work, volunteer, assist, supervise, manage, cover shifts, handle stock, operate the till or otherwise assist with the operation of the business, whether paid or unpaid.
16. The staff register shall be made available immediately on request to Police, Trading Standards, Immigration Enforcement or authorised officers of the Licensing Authority.
17. The Premises Licence Holder shall notify the Licensing Authority and Trading Standards in writing of any change in day-to-day manager within 48 hours.

18. The Premises Licence Holder and Designated Premises Supervisor shall ensure that no person works at the premises unless their identity and role have been recorded in the staff register.

E. Training

19. All staff shall receive training before commencing duties in relation to tobacco display law; statutory tobacco warning notice requirements; illegal tobacco indicators; illegal vape indicators; illegal nicotine pouch indicators; refusal procedures; incident logging; CCTV operation; and the requirement to report suspicious approaches or offers of illicit goods.
20. Refresher training shall be provided at least every six months.
21. Training records shall be signed by the member of staff and the trainer.
22. Training records shall be retained for at least 24 months and made available immediately on request to Police, Trading Standards or authorised officers of the Licensing Authority.

From: [REDACTED]
To: [licensing](#)
Subject: 26/03497/PREM- TVP Application Response - Matean Market, 128 Hollow Way, Oxford, OX4 2NL
 (10/08/2026): No Objection
Date: 10 August 2026 14:12:41
Importance: Low

On 10/08/2026, we received an application relating to the below activity.

Premises Licence at Matean Market, 128 Hollow Way, Oxford, OX4 2NL

Details: 26/03497/PREM- Off licence. The hours are acceptable. Whilst the conditions lack some of the fine detail the police would usually like to see, they address all the main areas of concern and the wording seems adequate and as such do not believe that it would be appropriate to seek a sub committee.

We shall look to the review process if the venue proves to then become an issue

Based on the supplied information, the Thames Valley Police response is: No Objection.

This email contains information which is confidential and may also be privileged. It is for the exclusive use of the addressee(s) and any views or opinions expressed within are those of the originator and not necessarily those of the Force. If you are not the intended recipient(s) please note that any form of distribution, copying or use of this email or the information contained is strictly prohibited and may be unlawful. If you have received this communication in error please forward a copy to informationsecurity@thamesvalley.police.uk and to the sender. Please then delete the email and destroy any copies of it. DO NOT use this email address for other enquiries as it will not be responded to, nor any action taken upon it. If you have a non-urgent enquiry, please call the Police non-emergency number 101. If it is an emergency, please call 999. Thank you.

(08/19)



Date: 30^h July 2026
Our ref: 100120822529

The Manager
Matean Market
128 Hollow Way
Oxford
OX4 2NL

**Oxfordshire County Council
Fire and Rescue Service
Headquarters**
Sterling Road
Kidlington
Oxfordshire OX5 2DU

**Rob MacDougall
Director of Community Safety
and Chief Fire Officer**

CC: licensing@oxford.gov.uk

Dear Sir/Madam

Re: Licensing Act 2003

No adverse comments from Fire Authority

Premises: Matean Market ,128 Hollow Way, Oxford OX4 2NL

Based upon the information you have now provided regarding your application for a premises licence for the above-named premises, and on the understanding that a full risk assessment (see paragraph below) will be /has been undertaken and any necessary actions carried out to resolve any identified shortcomings, it is confirmed that the Oxfordshire Fire and Rescue Service have no adverse comments to make.

In the meantime, you are reminded that it is your responsibility to ensure an adequate degree of fire safety in your premises to ensure appropriate and reasonable levels of public safety.

Your attention is drawn to the legal requirement contained in the Regulatory Reform (Fire Safety) Order 2005 (see note overleaf) for the responsible person to make a suitable and enough assessment of the risks to which relevant persons are exposed.

Should you require any further information or assistance, please do not hesitate to contact me, via the telephone number or e-mail address below.

Yours faithfully



Fire Safety Inspector

Mobile: [Redacted]

Email: [Redacted]

www.oxfordshire.gov.uk/fire

For further information on Business Fire Safety, please go to.

<https://www.oxfordshire.gov.uk/business/advice-businesses/business-fire-safety>

The Regulatory Reform (Fire Safety) Order 2005 (RRFSO)

The RRFSO places the responsibility for ensuring the safety of people using the premises firmly upon the employer or the person having control of the premises; the “responsible person”. The main duty of the “Responsible Person” is to carry out a risk assessment, and to assist them a series of guides have been produced. These give detailed information on risk assessments and other issues and can be down loaded free of charge via <https://www.gov.uk/workplace-fire-safety-your-responsibilities>

You are most strongly advised to obtain the guide for your particular type of premises and to use its guidance to complete your risk assessment.

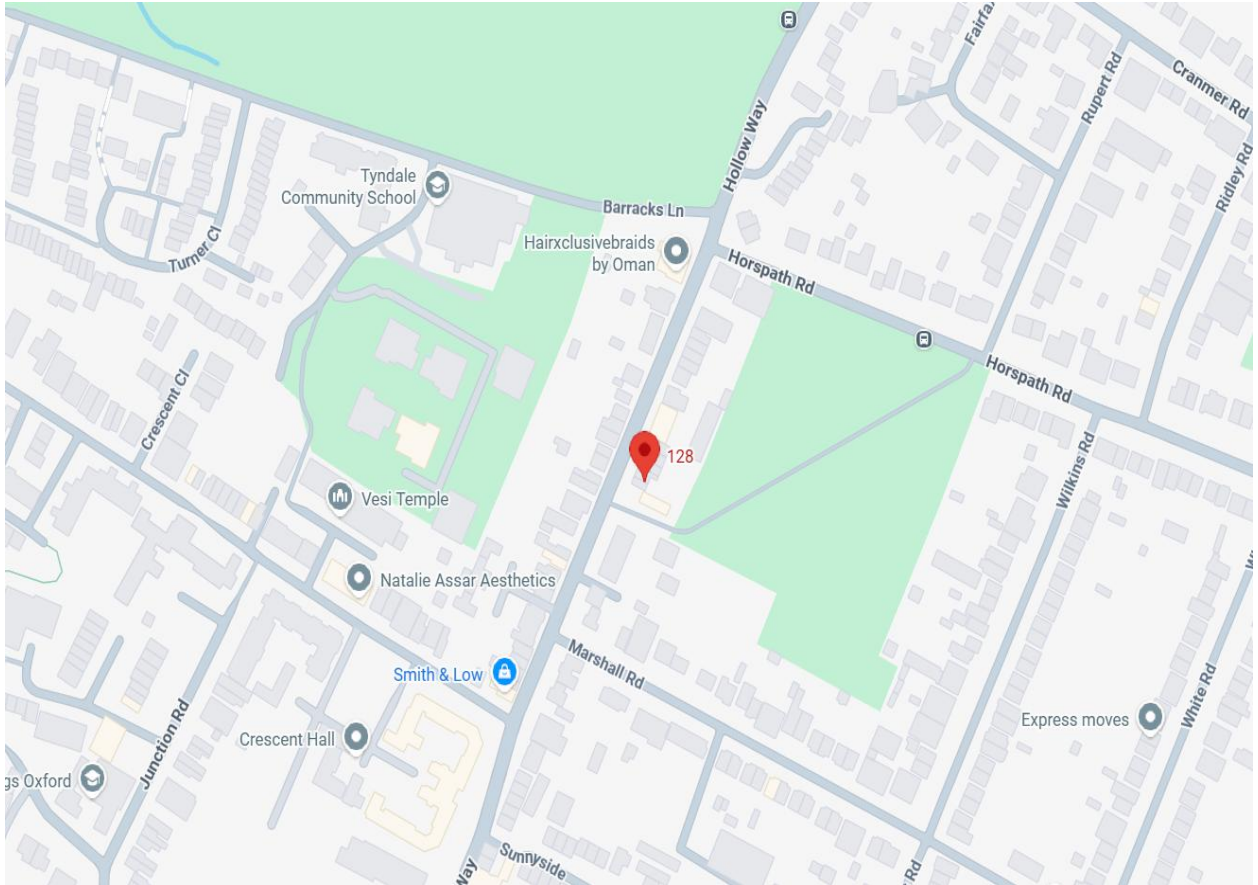
The RRFSO applies in England and Wales. It covers 'general fire precautions' and other fire safety duties which are needed to protect 'relevant persons' in case of fire in and around most 'premises'. The FSO requires fire precautions to be put in place "where necessary" and to the extent that it is reasonable and practicable in the circumstances of the case.

Responsibility for complying with the RRFSO rests with the 'responsible person'. In a workplace, this is the employer and any other person who may have control of any part of the premises, e.g., the occupier or owner. In all other premises, the person or people in control of the premises will be responsible. If there is more than one responsible person in any type of premises all must take every reasonable step to work with each other.

If you are the person responsible you have to carry out a fire risk assessment which must focus on the safety in case of fire of all 'relevant persons'. It should pay particular attention to those at special risk, such as the disabled and those with special needs, and must include consideration of any dangerous substance likely to be on the premises.

Your fire risk assessment will help you to identify risks that can be removed or reduced and to decide the nature and extent of the general fire precautions that you need to take to protect people against the fire risks that remain.

Further guidance concerning licensed premises may be found in the “Guidance issued under section 182 of the Licensing Act 2003”
<https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>



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