

Application for a premises licence to be granted under the Licensing Act 2003

Please read the following instructions first

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We Lucy Jack

(Insert name(s) of applicant)

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

Part 1 – Premises details

LJs Brew & Bites 204 Barnett Wood Lane			
Post town	Ashtead	Postcode	Kt21 2DB

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

Part 2 - Applicant details

Please state whether you are applying for a premises licence as **appropriate** **Please tick as appropriate**

a)	an individual or individuals *		please complete section (A)
b)	a person other than an individual *		
	i as a limited company/limited liability partnership	x	please complete section (B)
	ii as a partnership (other than limited liability)		please complete section (B)
	iii as an unincorporated association or		please complete section (B)
	iv other (for example a statutory corporation)		please complete section (B)

c)	a recognised club		please complete section (B)
d)	a charity		please complete section (B)
e)	the proprietor of an educational establishment		please complete section (B)
f)	a health service body		please complete section (B)
g)	a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales		please complete section (B)
ga)	a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England		please complete section (B)
h)	the chief officer of police of a police force in England and Wales		please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

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

(A) individual applicants (fill in as applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
			First names.		
Date of birth 06/04/1970		I am 18 years old or over		Please tick	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 'share code' provided to the applicant by that service (please see note 15 for information)

Second individual applicant (if applicable)

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

(B) Other applicants

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name **Lucy Jack**

Address 204 Barnett Wood Lane Ashtead KT21 2DB
Registered number (where applicable) LJ's Brew & Bites
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited company
Telephone number (if any) 07941089355
E-mail address (optional) lucy@ljsbrewandbites.co.uk

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
01	04	2026

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

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)

LJs Brew & Bites is a small botanical themed café located in Barnett Wood Lane in Ashtead. The premises operate primarily as a daytime coffee shop serving hot drinks, soft drinks cakes, pastries and light food. The café includes an indoor area a service counter and some outdoor seating area. The application seeks authorisation for the sale of alcohol for consumption on the premises as an ancillary part of the cafe's normal operation. Alcohol will be offered in a controlled café style environment to complement food and hot drinks. The premises are not operated as a bar and will remain low risk family friendly venue with a focus on daytime trade.

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

N/A

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)	Please tick all that apply
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a)	plays (if ticking yes, fill in box A)	
b)	films (if ticking yes, fill in box B)	
c)	indoor sporting events (if ticking yes, fill in box C)	
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)	
e)	live music (if ticking yes, fill in box E)	
f)	recorded music (if ticking yes, fill in box F)	
g)	performances of dance (if ticking yes, fill in box G)	
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon				<u>Please give further details here</u> (please read guidance note 4)	
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon				<u>Please give further details here</u> (please read guidance note 4)	
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
Day	Start	Finish		Outdoors	
Mon				Please give further details here (please read guidance note 4)	
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 7)			<u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for the performance of dance (please read guidance note 5)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

H

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

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late-night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6)		
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	yes
				Off the premises	
Day	Start	Finish		Both	
Mon	11am	20:30	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Tue	11am	20:30			
Wed	11am	20:30			
Thur	11am	20:30			
Fri	11am	20:30			
Sat	10am	20:30			
Sun					

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

Name	Lucy Jack
Date of birth	██████████
Address	████████████████████
Postcode	██████████
Personal licence number (if known)	LN/202500406

Issuing licensing authority (if known)
Elmbridge

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

N/A

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon			
Tue			
Wed			
Thur			
Fri			
Sat			Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)

Sun			
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M

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

- Ljs Brew & Bites operates as a calm, daytime café with a strong community presence. Alcohol sales will be limited, responsible and ancillary to food reflecting low risk environment
- We maintain clear visibility throughout the premises with staff always present during opening hours.
- Alcohol will be served responsibly and only as an accompaniment to food or in small, curated quantities appropriate for a café environment
- Alcohol is served
- **Training & Supervision:** All staff will receive regular training on the Licensing Act 2003, specifically regarding underage sales, intoxication, and conflict management. A Challenge 25 policy will be enforced.
- A trained manager or DPS will be on site during all alcohol sales.
- Clear signage will promote responsible drinking and respectful behaviour.
- All four licensing objectives will be embedded in a daily operation, staff training and management procedures.

b) The prevention of crime and disorder

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- Alcohol will only be sold during our opening hours and never as a primary attraction, it will accompany food or to be sold in small café appropriate quantities.

We will operate a strict CHALLENGE 25 policy and ensure all staff are trained in age -verification procedures. Staff will request ID (passport, driving licence, pass card

- **Operating Procedures:** The premises will maintain an incident register and a refusal log, available to authorities, to monitor and prevent crime and disorder. Any incidents will be recorded in an incident logbook and addresses promptly.
- **Staffing:** Sufficient, trained staff will be on duty during all licensable activities. We will refuse service to anyone who appears intoxicated or behaving anti-socially.
- If required by police or licensing officers, we will cooperate fully and implement any reasonable recommendations.

We will not tolerate anti-social behaviour; any concerns are addressed promptly and if necessary escalated to local authorities.

Our takeaway service 5pm-8:30pm is designed for curbside collection only, with no loitering or on-site consumption.

This approach ensures our café remains a safe welcoming space for family's school run parents, dog walkers and residents.

c) Public safety

Public safety is central to our daily operations. We ensure a safe environment for customers, staff and visitors through:

The premises are operated as a small, seated café with a low occupancy level and a calm, controlled environment. Public safety is built into the daily running of the business. Staff are trained to maintain clear walkways, monitor customer behaviour and respond promptly to any safety concerns.

Regular risk assessments covering fire safety, slips/trips, equipment use and food handling.

Staff trained in emergency procedures, including fire evacuation and first aid.

Safe operations of all café equipment.

Fire safety equipment is regularly checked, and emergency exits always remain unobstructed. Capacity will be managed to ensure premises never become overcrowded.

Alcohol will only be served by trained staff, and consumption will take place in a seated café style setting. Staff will monitor customers for signs of intoxication and take appropriate action where necessary. The premises will operate in accordance with all relevant health and safety and food hygiene requirements.

d) The prevention of public nuisance

Ljs Brew & Bites operates primarily as a daytime café and present a very low risk of public nuisance. Noise levels are minimal with customers seated mainly indoor and very few tables outside and no amplified music. Staff will monitor noise within the premises and ensure that conversations do not cause disturbance to the neighbours' properties.

Deliveries, waste disposable and bottle movement will be managed at resonable times to avoid noise disruption. Customers will be encouraged to leave the premises quietly and staff will intervene if necessary to prevent any behaviour that could cause nuisance outside. The premises will maintain good ventilation and odour control to ensure no impact on nearby resident or businesses.

Given our day daytime focus and community -minded ethos, we actively minimise any potential nuisance to neighbours or the local area.

Our opening hours are 8am to 16:30 sit in and takeaway 17:00-20:30 avoid late night activity.

e) The protection of children from harm

The premises operates as a family friendly café, and safeguarding children is a core part of daily practice. Alcohol sales will only be made by trained staff whom are fully aware of the age verification requirements. A Strick Challenge 25 policy will be in place, with acceptable forms of ID clearly defined and staff trained to refuse service where appropriate.

Alcohol will not be promoted in a way that appeals to children and no products resembling sweets, toys or child-focused items will be offered. Staff will remain vigilant for any signs of risk or vulnerability and will act promptly to ensure the safety and well-being of young people on the premises.

Checklist:

Please tick to indicate agreement

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

It is an offence, under Section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application. Those who make a false statement may be liable on summary conviction to a fine of any amount.

It is an offence under Section 24b of the Immigration Act 1971 for a person to work when they know, or have reasonable cause to believe, that they are disqualified from doing so by reason of their immigration status. Those who employ an adult without leave or who is subject to conditions as to employment will be liable to a civil penalty under section 15 of the Immigration, Asylum and Nationality Act 2006 and pursuant to Section 21 of the

same act, will be committing an offence where they do so in the knowledge, or with reasonable cause to believe, that the employee is disqualified.

Part 4 – Signatures (please read guidance note 11)

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

Declaration	<ul style="list-style-type: none"> [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15)
Signature	Lucy jack
Date	17/03/2026
Capacity	owner/director /licence holder

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

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
Post town		Postcode	

Telephone number (if any)	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)	