



GUILDFORD
BOROUGH

Satish Mistry
Director of Corporate Services

www.guildford.gov.uk

Contact Officer:

Sophie Butcher
Committee Manager
Tel no: 01483 444056

14 September 2015

Dear Councillor

Your attendance is requested at a meeting of the **LICENSING SUB COMMITTEE** to be held in the Meeting Room 3, Millmead House, Millmead, Guildford, Surrey GU2 4BB on **THURSDAY, 24 SEPTEMBER 2015 at 10.00am.**

Yours faithfully

Satish Mistry
Director of Corporate Services

MEMBERS OF THE LICENSING SUB COMMITTEE

Councillor Jennifer Jordan (Chairman)
Councillor Mike Hurdle
Councillor Mike Parsons

QUORUM 3



INVESTOR IN PEOPLE



Guildford Borough Council

Millmead House, Millmead, Guildford, Surrey GU2 4BB

THE COUNCIL'S STRATEGIC FRAMEWORK

Vision – for the borough

For Guildford to be a town and borough:

- with strong infrastructure
- world-class businesses with capacity to expand and deliver growth
- an evolving and vibrant economy which creates a progressive and sustainable environment
- for people today and future generations living in an ever improving society.

Five fundamental themes that support the achievement of our vision

- **Infrastructure** – working effectively with partners to drive development and business growth that will expand our economy
- **Economy** – to grow a sustainable economy that will support all aspects of life in our borough.
- **Development** – to ensure that there is appropriate infrastructure, commercial space and a range of homes, built sensitively, without damaging our heritage or countryside.
- **Sustainability** – to ensure the services we provide and the borough develops and grows, in the most sustainable way.
- **Society** – to evolve a self-reliant and sustaining community, while supporting our most vulnerable residents.

Values for our residents

- We will strive to be the best Council.
- We will deliver quality and value for money services.
- We will help the vulnerable members of our community.
- We will be open and accountable.
- We will deliver improvements and enable change across the borough.

Mission – for the Council

A forward looking, efficiently run Council, working in partnership with others and providing first class services that give the community value for money, now and in the future.

Developing our Council

To be a well led, collaborative organisation that has customer care and top quality at its heart. To have highly trained and proficient staff and councillors who challenge and learn.

AGENDA

**ITEM
NO.**

1 LOCAL CODE OF CONDUCT - DISCLOSABLE PECUNIARY INTERESTS

In accordance with the revised local Code of Conduct, a councillor is required to disclose at the meeting any disclosable pecuniary interest (DPI) that they may have in respect of any matter for consideration on this agenda. Any councillor with a DPI must not participate in any discussion or vote regarding that matter and that they must also withdraw from the meeting immediately before consideration of the matter.

If that DPI has not been registered, you must notify the Monitoring Officer of the details of the DPI within 28 days of the date of the meeting.

**2 MOBILE CATERING VAN, LOCATED AT THE ROUNDABOUT OUTSIDE
GUILDFORD CATHEDRAL – NEW PREMISES LOCATION FOR
PROVISION OF LATE NIGHT REFRESHMENTS (Pages 1 - 26)**

**Please contact us to request this document in an
alternative format**

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LICENSING SUB-COMMITTEE

Thursday 24 September 2015

Application Type:	Application for a new Premises Licence	
Ward:	Onslow	Ward Councillors: Cllr Adrian Chandler Cllr David Goodwin Cllr Tony Phillips
Applicant:	Mr Jamie KOC 24 Ashbury Drive, Reading RG31 5LJ	
Premises:	Mobile Catering Van at the roundabout outside Guildford Cathedral - grass area on left after exit on to A3, before university entrance, Guildford, Surrey	
Proposal:	A new premises licence to allow: <ul style="list-style-type: none"> The provision of late night refreshment 	

1. SITE LOCATION

The premise is a mobile catering van located on the roundabout outside Guildford Cathedral - grass area on left after exit on to A3, before university entrance.

1.1 A site location map and aerial photograph attached at **Appendix 1**.

2. APPLICATION

2.1 The application is for a mobile catering van, which will sell hot food such as kebabs, burgers and chips. The application form, a copy of which is attached at **Appendix 2**, gives the following information in relation to the application.

2.2 Licensable activities:

- Provision of late night refreshment

2.3 Proposed hours:

The table below shows the licensable activities and requested hours: as shown in the application form

Activities	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Provision of late night refreshment							
Indoors	23:00 – 03:00	23:00 – 03:00	23:00 – 03:00	23:00 – 03:00	23:00 – 04:00	23:00 – 04:00	23:00 – 01:00
Times premises are open to public							
	18:00 – 03:00	18:00 – 03:00	18:00 – 03:00	18:00 – 03:00	18:00 – 04:00	18:00 – 04:00	18:00 – 01:00

2.4 Promotion of the four licensing objectives

In relation to the licence application, the applicant has listed the following steps to promote the four licensing objectives. Should the licence be granted, these will need to be converted to appropriate, proportionate and enforceable conditions.

Agenda item number: 2

1. I and staff are train to deal with crime and disorder.
Police will be informed of any crime or disorder
Food packaging is safe and harmless
CCTV monitors.
2. Customers are far away from the road.
Customers will be provided with help if needed
3. Customers will be advised to keep the noise down.
Bins will be provided
Clean up outside after work every day
4. Children will be served first.
Make sure they are accompanied by an adult

2.5 **Consultation period and advertisement of the application**

The application was accepted as valid on 3 August 2015, with the consultation period running from 4 August 2015 to 31 August 2015.

3. **RELEVANT REPRESENTATIONS RECEIVED DURING CONSULTATION PERIOD**

- 3.1 There have been two (2) representations received raising concerns regarding the application and the suitability of the location.
- 3.2 Ann Seviour-Harte (Occupational Health and Safety Officer) of Guildford Borough Council and Inspector Graham Barnett of Surrey Police both representing Responsible Authorities (**see Appendix 3**) Representations relate to the potential danger to pedestrians, in addition to general road and public safety issues.
- 3.3 Home Office guidance states that "Licence holders have a responsibility to ensure the safety of those using their premises"; Environmental Health have raised the issue of public safety of those using the van, and Surrey Police have concerns relating to the van being placed on a blind spot for vehicles coming off the slip road from the A3. None of the other issues raised appear to engage the licensing objectives.
- 3.4 The Sub-Committee should also note that no licence is required for operation of the van between the hours of 18:00 and 23:00.

4. **LICENSING POLICY**

The following sections of the Council's Licensing Policy are relevant:

- Section 5: (Fundamental Principles)
- Section 10: Paragraphs 10.1 – 10.8 (Public Safety)
- Section 13: Paragraphs 13.1 – 13.4 (Licensing hours)

5. **NATIONAL GUIDANCE**

The following sections of the Guidance issued in March 2015 by the Secretary of State under Section 182 of the Licensing Act 2003 are relevant:

- Paragraphs 2.06- 2.08 – Public Safety
- Paragraphs 9.30- 9.40 – Hearings
- Paragraphs 10.01-10.68 – Conditions

6. RECOMMENDATION:

- (I) The Sub-Committee is asked to consider the application for the grant of a premises licence on its merits.
- (II) Subject to paragraph (III) below, Section 18(2) of the Licensing Act 2003 provides that the Sub-Committee must grant the application subject only to such conditions as are consistent with the operating schedule and the mandatory conditions.
- (III) Having regard to the relevant representations made during the consultation period, the Sub-Committee must take such steps (if any) as it considers appropriate for the promotion of the licensing objectives. The steps are:
 - To impose additional conditions on the licence which are appropriate for the promotion of the licensing objectives, proportionate and which deal with the concerns of those making representations;
 - To exclude any of the licensable activities from the scope of the licence;
 - To reject the application.

Originator:

Mark Adams

Licensing Officer

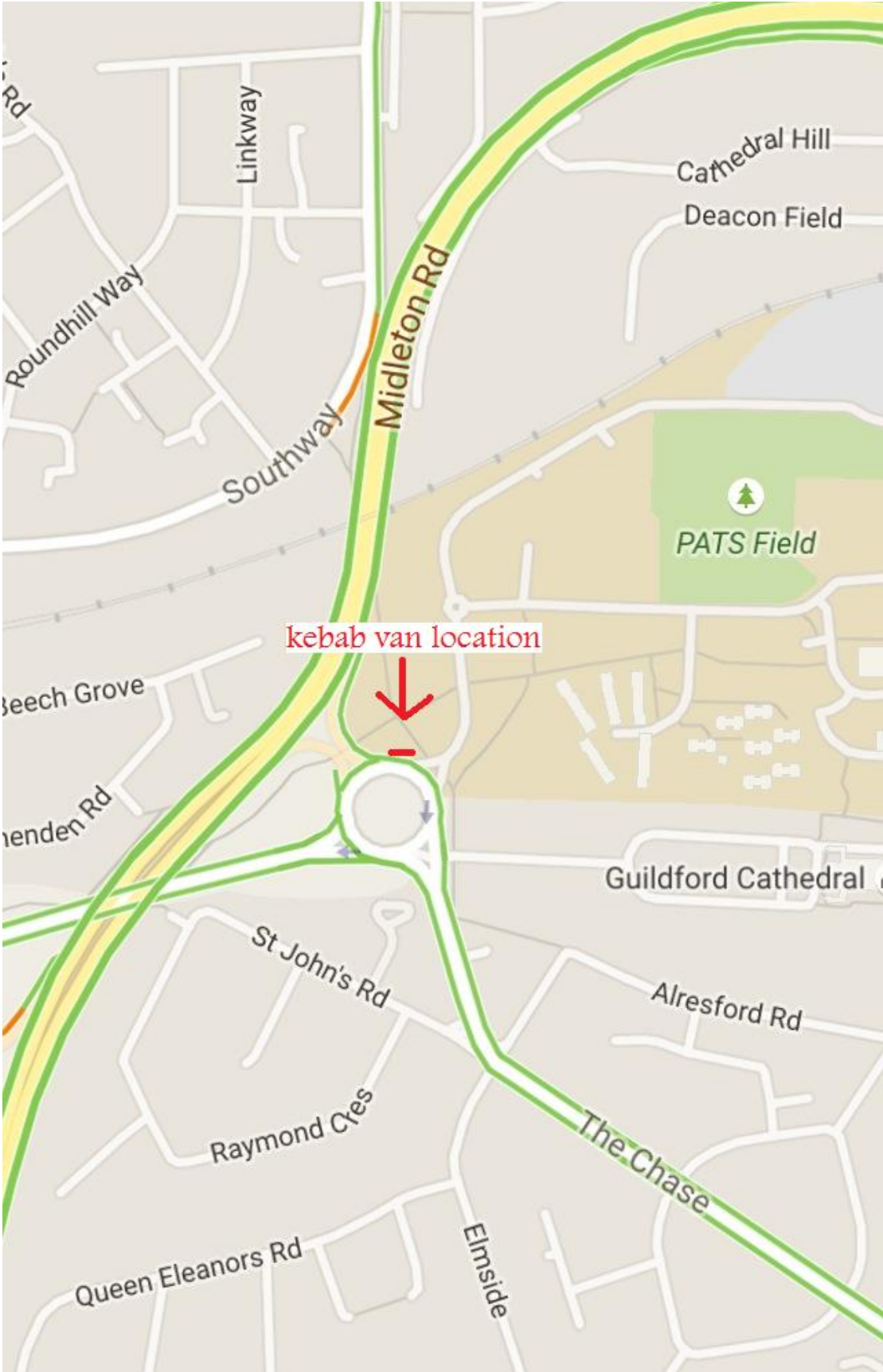
Tel: (01483) 444368

E-Mail: mark.adams@guildford.gov.uk

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Guildford
Application for a premises licence
Licensing Act 2003

For help contact
licensing@guildford.gov.uk
Telephone: 01483 444371

* required information

Section 1 of 19

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 you would prefer not to be contacted by telephone

Are you:

- 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 you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Continued from previous page...

Your Address

Address official correspondence should be sent to.

* Building number or name	<input type="text" value="24"/>
* Street	<input type="text" value="ashbury drive"/>
District	<input type="text"/>
* City or town	<input type="text" value="reading"/>
County or administrative area	<input type="text"/>
* Postcode	<input type="text" value="rg315lj"/>
* Country	<input type="text" value="United Kingdom"/>

Section 2 of 19

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

Address Description

the location is on a roundabout layby. the roundabout is join by the exit of the A3 road southbound, the entry to the university of guildford, egerton road, the chase and the entrance to Guildford Cathedral.
there are 5 exits on the roundabout
the layby on the roundabout is north bound, and just left of the entrance to the university of guildford.

Further Details

Telephone number	<input type="text" value=""/>
Non-domestic rateable value of premises (£)	<input type="text" value="0"/>

Section 3 of 19

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company
- A partnership
- An unincorporated association
- 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
- Other (for example a statutory corporation)

Confirm The Following

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

Section 4 of 19

INDIVIDUAL APPLICANT DETAILS

Applicant Name

Is the name the same as (or similar to) the details 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.

First name

Family name

Is the applicant 18 years of age or older?

- Yes No

Continued from previous page...

Applicant Postal Address

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

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.

Yes No

Building number or name	<input type="text" value="24"/>
Street	<input type="text" value="ashbury drive"/>
District	<input type="text"/>
City or town	<input type="text" value="reading"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text" value="rg315lj"/>
Country	<input type="text" value="United Kingdom"/>

Applicant Contact Details

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

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.

Yes No

E-mail	<input type="text" value="[REDACTED]"/>
Telephone number	<input type="text" value="[REDACTED]"/>
Other telephone number	<input type="text" value="[REDACTED]"/>

Section 5 of 19

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.

late night refreshment
mobile catering van

Continued from previous page...

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 19

PROVISION OF PLAYS

Will you be providing plays?

- Yes No

Section 7 of 19

PROVISION OF FILMS

Will you be providing films?

- Yes No

Section 8 of 19

PROVISION OF INDOOR SPORTING EVENTS

Will you be providing indoor sporting events?

- Yes No

Section 9 of 19

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

Will you be providing boxing or wrestling entertainments?

- Yes No

Section 10 of 19

PROVISION OF LIVE MUSIC

Will you be providing live music?

- Yes No

Section 11 of 19

PROVISION OF RECORDED MUSIC

Will you be providing recorded music?

- Yes No

Section 12 of 19

PROVISION OF PERFORMANCES OF DANCE

Will you be providing performances of dance?

- Yes No

Section 13 of 19

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

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

- Yes No

Continued from previous page...

Section 14 of 19

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

End

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.

sell of burger's and kebabs from mobile catering unit

Continued from previous page...

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 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.

Section 15 of 19

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes No

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 19

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.

Section 17 of 19

HOURS PREMISES ARE OPEN TO THE PUBLIC

Continued from previous page...

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

End

SUNDAY

Start

End

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.

Continued from previous page...

Section 18 of 19

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.

many years experience. already have a good reputation as a premises licence holder
never had any trouble before

b) The prevention of crime and disorder

i and staff are train to deal with crime and disorder.
police will be informed of any crime or disorder
food packaging is safe and harmless
cctv monitors

c) Public safety

customers are far away from the road.
customers will be provided with help if needed

d) The prevention of public nuisance

customers will be advised to keep the noise down.
bins will be provided
clean up outside after work every day

e) The protection of children from harm

children will be served first.
make sure they are accompanied by an adult

Section 19 of 19

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 £87000 £315.00

Band D - £87001 to £125000 £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

Continued from previous page...

Band D - £87001 to £125000 £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 30000-39999 £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 (£)

100.00

DECLARATION

* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

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

jamie koc

* Capacity

band A

* Date

03 / 08 / 2015
dd mm yyyy

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/guildford/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 ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

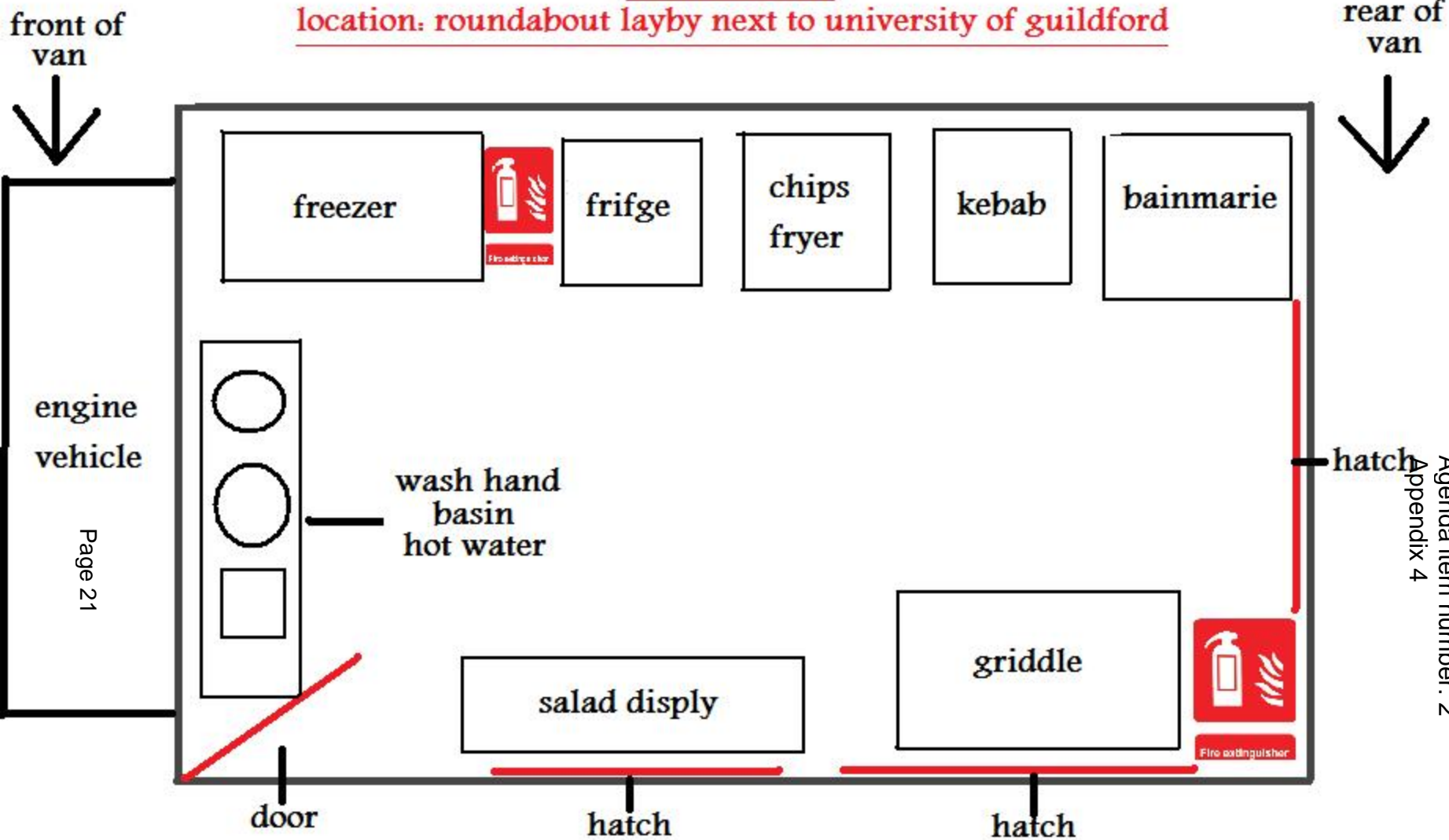
OFFICE USE ONLY

Applicant reference number	<input type="text"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

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premises plan

location: roundabout layby next to university of guildford



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Licensing Manager
Guildford Borough Council
Millmead House
Millmead
Guildford
GU2 4BB

27/08/15

Ref: - Application for Late Night Premises Licence for Mobile Van Roundabout off A3

Dear Sir / Madam

Surrey Police, as a Responsible Authority under Section 13(4) (a) of the Licensing Act 2003, wish to make a formal representation against the application for a new premises licence in respect of the location named above, on the grounds of Public Safety.

Surrey Police have concerns relating to this application for a mobile food van to be sited on the roundabout just off the Main A3 South bound in Guildford.

- The application sites the van in a parking bay which is marked for Authorised Vehicles only
- Concerns also that this is on a blind spot for vehicles coming off the slip road from the A3
- There are no facilities for customers parking
- When leaving this lay-by you are unable to access the roundabout you have to drive into the University complex in order to turn around

Surrey Police have made enquiries into this lay-by as it carries an "Authorised Vehicles Only sign" below is the response from Highways England: -

Information from Highways England

The legend of the signs showing white text, on a blue background – "Authorised vehicles only" is a non-prescribed sign as it is currently outside of the current relevant regulatory

instrument covering traffic signs - the Traffic Signs Regulations and General Directions (TSRGD) 2002 (and amendments of). When the new TSRGD is published later this year this sign will be included and so will then be classified as a prescribed sign.

To meet the evolving operational demands of the Highways Agency (as clearly Highways England was then called), in the form of HA Traffic Officers, and to help increase efficiency for maintenance type activities, the HA discussed and agreed with the Police to share the use of Police observation posts (POPs) which were signed in the past using the prescribed traffic sign – “Police patrol vehicles only” or “Police vehicles only” (TSRGD diagram number 829.6). The advantages of this are clearly reduced costs and road disruption to road users than if new lay-bys were to be created. Also by limiting the available stopping points, the risk of accidents from their use will also be reduced, and so improve safety.

Following this greater flexibility in operations, newly published DMRB documents and the benefits this would bring, the concept was expanded across the network, it was decided that our team (in agreement with DFT) would authorise the non-prescribed signs in a network wide authorisation.

A traffic sign doesn't in itself automatically determine if, when and where an offence occurs, (the Traffic Regulation Order would). The traffic sign merely conveys to drivers the information needed to understand the situation such that they can avoid contravening a regulation order (if one is present). To clarify I can confirm both the “Police vehicles only” (and variant described above) and the “Authorised vehicles only” are miscellaneous informatory traffic signs, not regulatory signs.

The use of terminology such as “Authorised vehicles only” allows for a consistent message to be conveyed (that the location is not to be used by ordinary members of the public) for a range of similar circumstances, which leads to greater understanding and obedience as apt.

Surrey Police Casualty Reduction Officer also has concerns of Public Safety relating to the location the applicant wishes to be used for a late-night refreshment van, in that the potential of vehicles parking next to and close by in main entrance to the Surrey University, also an increase in pedestrian movements on what is a busy road /roundabout.

Surrey Police are requesting that the Licensing Committee take in our concerns and consider the potential risks to the public, Surrey Police are not objecting to the applicants licence and hours of operation, it is the location referred to in the application.

Yours sincerely




Graham Barnett
Guildford Neighbourhood Inspector
West Surrey Division

From: [Licensing Unit](#)
To: [Mark Adams](#)
Subject: FW: Application reference - Late Night Refreshment - roundabout lay-by by A3 Southbound adjacent to Guildford University [UNC]
Date: 11 August 2015 13:01:42

Liam Harrison
Business Support Officer
Health and Community Care Services

Guildford Borough Council
Millmead House, Millmead, Guildford, Surrey, GU2 4BB
Tel: 01483 444378 | Email: HCCS@guildford.gov.uk / Licensing@guildford.gov.uk

Follow us on Twitter [@GuildfordBC](#)



From: Ann Seviour-Harte
Sent: 11 August 2015 12:06
To: Licensing Unit
Cc: Chris Woodhatch
Subject: Application reference - Late Night Refreshment - roundabout lay-by by A3 Southbound adjacent to Guildford University [UNC]

Dear Licensing

I refer to the above application and have the following comments:

On the basis of the licensing objective of public safety, I object to the granting of a late night refreshment licence to operate a takeaway at the location specified on the application.

The proposed location of the kebab van on the roundabout will lead to an increase in vehicles and customers on foot on this major road without the necessary space or barriers to protect them from traffic already using the highway in the vicinity.

Yours faithfully

Mrs Ann Seviour-Harte
Occupational Health and Food Safety Officer
Health and Community Care Services
Guildford Borough Council
Millmead House
Millmead
Guildford
Surrey GU2 4BB

Tel: [REDACTED]

Email: [REDACTED]

GCSX email: [REDACTED]

(for information up to RESTRICTED)

Agenda item number: 2

Appendix 6

[Follow us on Twitter @GuildfordBC](#)

Please note that standard e-mail transmission via the Internet is not a secure means of communicating. This is because messages pass across a public computer network, which can be intercepted and read by system administrators as well as accessed by computer criminals such as hackers during the transmission between the sender and recipient.

Guildford Borough Council has considered the security risks and has made arrangements to keep your information safe. If our reply to your enquiry includes confidential or personal information about you, we will encrypt it using Egress Switch technology. This would mean you must set-up a user name and password to open confidential e-mail messages we send you. However, you can contact us (in writing or email) to ask us not to encrypt our reply. For more information on how you will be affected by our e-mail security arrangements please go to www.guildford.gov.uk/SecureEmail.

Guildford Borough Council **UNCLASSIFIED** INTERNAL