Public Document Pack

Tendring District Council

IAN DAVIDSON, CHIEF EXECUTIVE, TOWN HALL, STATION ROAD, CLACTON-ON-SEA, ESSEX, CO15 1SE. TELEPHONE (01255) 686868

AGENDA

PREMISES / PERSONAL LICENCES SUB-COMMITTEE

DATE:	**Monday, 27 April 2026**
TIME:	**2.00 pm**
VENUE:	**Committee Room, Town Hall, Station Road, Clacton-on-Sea, CO15 1SE**

MEMBERSHIP:

Councillor Casey
Councillor A Cossens
Councillor J Henderson
Councillor Wiggins

Chief Executive
Ian Davidson

www.tendringdc.gov.uk

Most Council meetings are open to the public and press. The space for the public and press will be made available on a first come first served basis. Agendas are available to view five working days prior to the meeting date and the Council aims to publish Minutes within five working days of the meeting. Meeting papers can be provided, on request, in large print, in Braille, or on disc, tape, or in other languages.

This meeting will be filmed by the Council for live and/or subsequent broadcast on the Council's website. The whole of the meeting will be filmed, except where there are confidential or exempt items, and the footage will be on the website for up to 24 months (the Council retains one full year of recordings and the relevant proportion of the current Municipal Year). The Council will seek to avoid/minimise footage of members of the public in attendance at, or participating in, the meeting. In addition, the Council is obliged by law to allow members of the public to take photographs, film, audio record and report on the proceedings at public meetings. The Council will only seek to prevent this should it be undertaken in a disruptive or otherwise inappropriate manner.

If you have any queries regarding webcasting or the recording of meetings by the public, please contact Katie Koppenaal Email: kkoppenaal@tendringdc.gov.uk or Telephone on 01255 686585

DATE OF PUBLICATION: Friday, 17 April 2026

AGENDA

1 Election of a Chairman for the Meeting

The Sub-Committee will elect a Chairman for the meeting.

2 Apologies for Absence and Substitutions

The Committee is asked to note any apologies for absence and substitutions received from Members.

3 Minutes of the Last Meeting (Pages 5 - 8)

To confirm and sign as a correct record, the minutes of the last meeting of the Committee, held on Tuesday, 7 April 2026.

4 Declarations of Interest

Councillors are invited to declare any Disclosable Pecuniary Interests, Other Registerable Interests of Non-Registerable Interests, and the nature of it, in relation to any item on the agenda.

5 Report of the Assistant Director (Corporate Policy & Support) - A.1 - Grant of a Premises Licence, Tesco Extra (Great Bentley), Land at Admirals Farm, Heckfords Road, Great Bentley, Colchester, Essex, CO7 8RS (Pages 9 - 36)

To inform Members that an application has been received for the Grant of a premises licence under the Licensing Act 2003 from Tesco Stores Limited for the sale of alcohol off the premises at Tesco Express (Great Bentley), Land at Admirals Farm, Heckfords Road, Great Bentley. Colchester, Essex and further that objections to the proposed licensable activity have been received from a Responsible Authority.

Date of the Next Scheduled Meeting

The next scheduled meeting of the Premises / Personal Licences Sub-Committee is to be held in the Town Hall, Station Road, Clacton-on-Sea, CO15 1SE at 10.00 am on Wednesday, 13 May 2026.

Information for Visitors

FIRE EVACUATION PROCEDURE

There is no alarm test scheduled for this meeting. In the event of an alarm sounding, please calmly make your way out of any of the fire exits in the hall and follow the exit signs out of the building.

Please heed the instructions given by any member of staff and they will assist you in leaving the building and direct you to the assembly point.

Please do not re-enter the building until you are advised it is safe to do so by the relevant member of staff.

Your calmness and assistance is greatly appreciated.

**MINUTES OF THE MEETING OF THE PREMISES / PERSONAL LICENCES SUB-COMMITTEE,
HELD ON TUESDAY, 7TH APRIL, 2026 AT 10.00 AM
IN THE COMMITTEE ROOM, AT THE TOWN HALL, STATION ROAD, CLACTON-ON-SEA, CO15 1SE**

Present:	Councillors A Cossens (Chairman), Casey, Davidson and Wiggins (standby Member)
In Attendance:	Lisa Hastings (Corporate Director (Law & Governance) & Monitoring Officer), Ian Ford (Democratic Services Manager), Michael Cook (Licensing Manager), Emma King (Licensing Officer) and Bethany Jones (Democratic Services Officer)

36. ELECTION OF A CHAIRMAN FOR THE MEETING

It was moved by Councillor Davidson, seconded by Councillor Casey and:-

RESOLVED that Councillor A Cossens be elected as Chairman for the meeting.

37. APOLOGIES FOR ABSENCE AND SUBSTITUTIONS

There were no apologies for absence submitted nor substitutions made on this occasion.

38. MINUTES OF THE LAST MEETING

It was moved by Councillor Casey, seconded by Councillor Davidson and:-

RESOLVED that the minutes of the meeting of the Sub-Committee held on Monday, 16 March, 2026, be approved as a correct record and be signed by the Chairman.

39. DECLARATIONS OF INTEREST

There were no Declarations of Interest made by Members on this occasion.

40. REPORT OF THE ASSISTANT DIRECTOR (CORPORATE POLICY & SUPPORT) - A.1 - GRANT OF A PREMISES LICENCE - HIGH STREET EXPRESS, 23 HIGH STREET, CLACTON-ON-SEA

Members were made aware that an application had been received from Mr Kathirgamamoorthy Balasamy for the grant of a premises licence, under the Licensing Act 2003, for the sale of alcohol off the premises at High Street Express, 23 High Street, Clacton-on-Sea, and further that objections to that proposed licensable activity had been received from members of the public.

It was reported that the applicant had described High Street Express as a convenience store selling groceries, food, drinks, confectionery, tobacco and alcohol. The property was a terraced house with the shop located on the ground floor.

The Sub-Committee was informed that the applicant proposed to open to the public on the following days/hours:

Everyday 07:00 to 00:00

Sale of Alcohol Off the Premises Hours:

Everyday 07:00 to 00:00

The full application was attached at Appendix A to the Officer report (A.1).

The Sub-Committee was advised that five representations/objections had been received from residents in relation to this application. Those representations/objections had been attached at Appendix B to the Officer report (A.1). No representations had been received from the Responsible Authorities.

The Licensing Manager reported that an email dated 13 March 2026 further clarifying matters had been received from the applicant. That email had been circulated to the 'objectors' and no comments had been received thereon. Prior to the commencement of the meeting that email had also been circulated to the Sub-Committee. That email had stated the following:-

"I have carefully reviewed the concerns raised by local residents and members of the public, and I wish to address these points directly to demonstrate my commitment to the licensing objectives:-

1. *<u>Prevention of Crime and Disorder</u>*

   To ensure High Street Express does not contribute to existing alcohol related anti-social behaviour in the town centre, I am committed to the following:-

   - *CCTV: we will install a comprehensive digital CCTV system covering all entry/exit points and internal aisles. Recordings will be kept for 31 days and made available to the Police.*
   - *Incident Logs: a formal incident book will be maintained to record any instances of disorder or refused sales.*
   - *No high-strength sales: to discourage street drinking, I am willing to agree to a condition that no super-strength beers, lagers or ciders (above 6.5% ABV) will be sold.*

2. *<u>Public Safety and Public Nuisance</u>*

   Regarding concerns about litter, noise and congregation:

   - *Litter: staff will conduct regular "sweep ups" of the immediate shop frontage to ensure no litter from our products accumulates.*
   - *Congregation: signs will be prominently displayed asking customers to leave the area quietly and not to consume alcohol or loiter immediately outside the premises.*

- *Operating hours: I note the concern regarding the proposed 07:00 to 00:00 hours. I am open to discussing a reduction in these hours if the Licensing Authority deems it necessary to align with the local environment.*

3. *Protection of Children from Harm*

- *Challenge 25: we will operate a strict "Challenge 25" policy. Only valid photo ID (passport, driving licence or PASS accredited cards) will be accepted.*
- *Staff training: all staff will undergo rigorous training every six months on age-restricted sales, the signs of proxy purchasing and how to handle confrontations.*

4. *Cumulative impact on the locality*

While I understand the concern regarding the number of existing off-licences, High Street Express aims to be a high-quality convenience store serving the community's daily needs rather than a business that promotes irresponsible drinking.

Conclusion

I am a responsible operator and am keen to work with both Tendring District Council and local residents. I would welcome the opportunity to meet with the objectors or the Police to discuss additional conditions that could be added to the licence to mitigate their concerns."

The applicant, Mr. Balasamy, attended the meeting and addressed the Sub-Committee in support of the application and reiterated the points made in his email as detailed above.

Questions by Members:-	Applicant's Answers:-
What staff will be present late at night and will they be experienced?	*I am very experienced from my other shop I owned in Harrow Council.*
How many staff will be present in the evening?	*Two, at least. Myself and one other.*
Are you certain that you can police the store in the evening and late at night? Will there be a 'strong' member of staff present the store and their colleagues?	*Yes, I am. Definitely yes.*
Would you be happy to reduce the hours for the sale of alcohol off the premises to an 11.00 p.m. finish?	*Yes, that's fine. No problem with that.*

The Licensing Manager confirmed that none of the residents who had submitted the five representations/objections, in relation to this application, were present at the meeting.

The Chairman (Councillor A Cossens) then adjourned the meeting at this time whilst the Sub-Committee retired to deliberate and reach its decision. The Corporate Director (Law & Governance) (Lisa Hastings) and the Democratic Services Manager (Ian Ford) retired with the Sub-Committee for observatory reasons only.

Upon resuming the meeting, the Chairman (Councillor A Cossens) read out a statement detailing the Sub-Committee's decision (which had been moved by Councillor Davidson, seconded by Councillor Casey and unanimously resolved), which was as follows:

"The Sub Committee has given careful consideration to this application. The premises is High Street Express, 23 High Street, Clacton-on-Sea, Essex.

In reaching its decision, we have taken into account the views expressed by the Applicant, the objections received, although none attended the hearing today, as well as the representations from Tendring District Council's Licensing Manager, Michael Cook. The Council has considered statutory guidance and the Licensing Authority's Policy.

The Sub-Committee is asked to consider an application for the grant of a Premises Licence with the proposed hours for opening and the sale of alcohol every day from 7am to midnight. The application has been determined in its own right and on its own merit.

It has also considered the licensing objectives namely, the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm.

The Sub-Committee noted the conditions offered by the Applicant and his offer to reduce closing time to 23:00 every evening, in acknowledgement of the objections received.

The decision of the Sub-Committee is to grant the Premises Licence for the sale of alcohol off the premises for the following hours:

07:00am until 11:00pm – everyday

There has been no advice from the Legal Advisor in arriving at this decision.

Anyone aggrieved by this decision can appeal to the Magistrates Court within the relevant statutory period.

You will receive notification in writing of this decision in 5 days."

The meeting was declared closed at 10.49 am

Chairman

TENDRING DISTRICT COUNCIL

Procedure for hearings – Premises/Personal Licences Sub-Committee

Licensing Act 2003 and Hearing Regulations 2005

The Licensing Committee officers and their roles

- The Committee Clerk (Democratic Services Officer) records the proceedings;
- The Legal Advisor provides independent advice to the Committee Members on legal matters; and
- The Licensing Officer introduces the matter, outlines the application or review as set out in the Report, and answers any questions Members may have.

Committee Members (Councillors):

Members have a responsibility to declare interests, those who declare **Discloseable Pecuniary Interest** (DPI) as defined by The Relevant Authorities (DPI) Regulations 2012 must not take part in the hearing of the application.

If a Member declares a **Pecuniary or Non-Pecuniary Interests**, as defined by Tendring District Council's Members' Code of Conduct (paragraphs 5 and 6), they must consider the impact of that interest on participation and the public perception;

- Matters for Members to consider would cover, but not exclusively:
  - they know the applicant or any of the objectors; or
  - they wish either to support or oppose the granting or continuation of a licence either personally or on behalf of their constituents.
  - whether they have expressed a view on the application site especially, if situated either in their ward or an adjacent ward;

Other Persons or Interested Parties:

This is the term given to an individual, body or business or a representative acting on their behalf-that raises an objection or make a representation to an application for a premises/personal licence. It should be noted that only the Police can make a representation against a Personal Licence application however. These other persons or interested parties are separate to Responsible Authorities, who may also be a party to the hearing.

PROCEDURE

THESE SUB-COMMITTEES MEETINGS & THE HEARING ARE HELD IN PUBLIC, UNLESS THERE IS A LEGAL REASON NOT TO DO SO, HOWEVER THESE ARE IN LIMITED CIRCUMSTANCES.

Note: if the Sub-committee does not have an elected Chairman already, the election of one Member as Chairman will be the first item of business.

HEARING

Step	By whom	
1	**Chairman**	The Chairman will welcome everyone to the meeting then: a. introduce themselves and the other 2 members and explain that the 4th member (substitute) will not take any part in the hearing or decision making process unless there is a valid objection to one of the other members sitting, if any interest declared debars a member or a member falls ill; b. announce the item to be considered; c. confirm that this procedure will be followed at the hearing, including any maximum periods of time for each side to put their case or objections (*); d. ask all parties, including any "Responsible Authority", to introduce themselves indicating whether or not they are represented, if they are calling any witnesses and if so to identify the witnesses they will be calling. Where there are a number of objectors they will be asked to confirm who their spokesperson is if it is relevant or appropriate for them to do so. e. if a party or Responsible Authority who has made relevant representations is not present, the Sub-Committee will decide whether they consider it in the public interest to (a) continue with the hearing or (b) defer it to enable the party or authority to attend. In reaching a decision on this point, the Sub-Committee will consider any information received from the party either directly or via the Licensing Officer or any other interested person/party where relevant or appropriate; f. remind all present that the Sub-Committee can only make its decision based on the four licensing objectives, namely: **(1) prevention of crime and disorder,** **(2) public safety,** **(3) prevention of public nuisance and** **(4) protection of children from harm.**

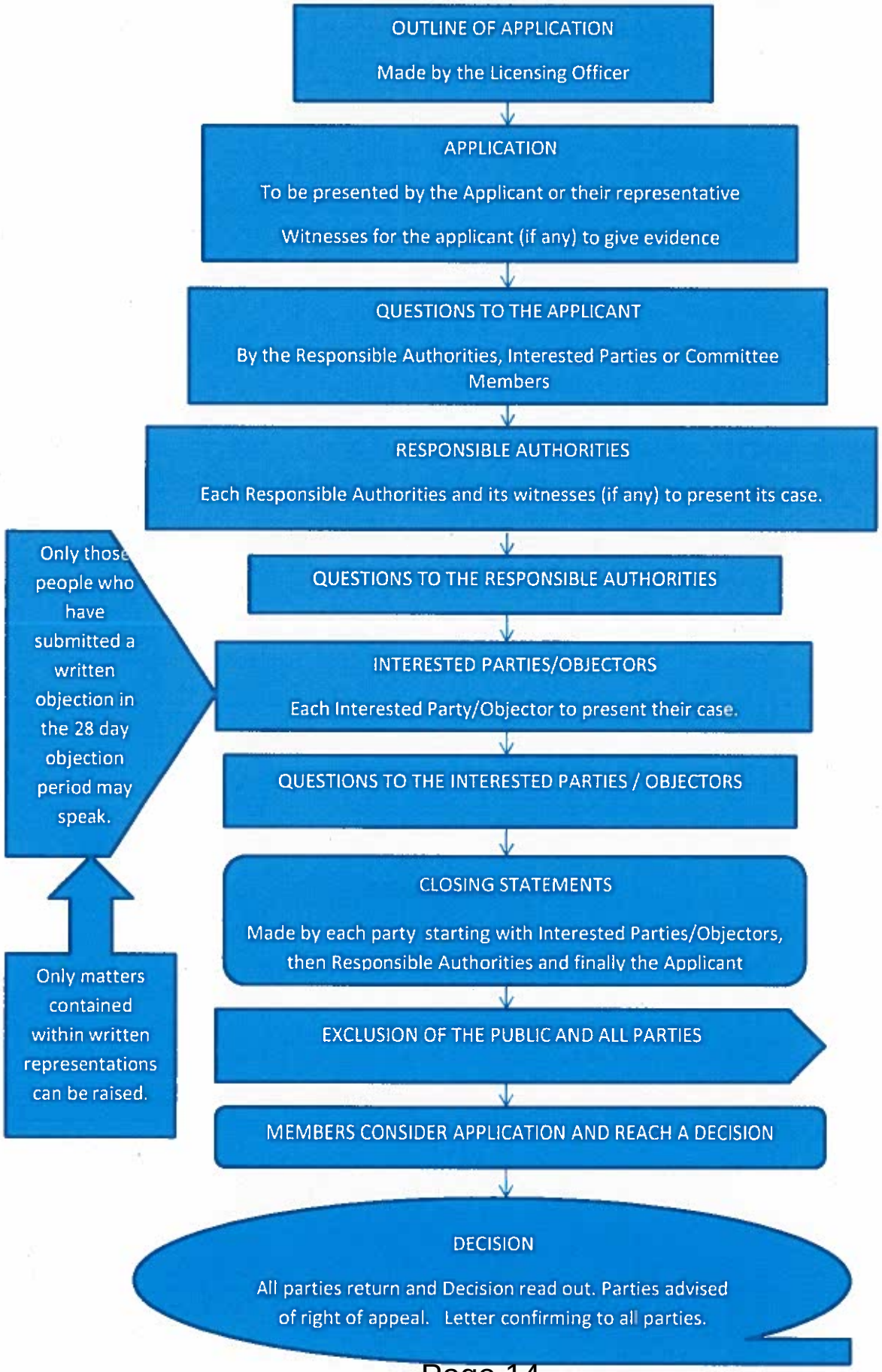
2	**Licensing Officer**	Will introduce the application or review, highlighting areas of contention or dispute.
3	**Committee members**	May ask questions of the Licensing Officer.
The Applicant's case (If a person or party requests a review of an existing licence, they would in effect be the Applicant for the review. In those circumstances they would present their case following the summary given by the Licensing Officer)		
4	**Applicant or their representative**	Will present their case and call witnesses.
5	**Responsible authorities or Interested Parties**	Each, in turn, may ask questions of the Applicant by way of clarification.
6	**Committee members**	In turn, each may ask questions of the Applicant.
7	**Applicant**	May ask any further questions of any witnesses to clear up any points raised in the earlier questioning.
The Responsible Authorities and/or Interested Parties		
8	**Responsible Authorities**	Will make their representations to the Sub-Committee.
9	**Applicant or their representative**	May ask questions of the Responsible Authorities by way of clarification.
10	**Other persons**	May ask questions of the Responsible Authorities or Licensing Officer by way of clarification. Note: this is not the time for other persons to put their objections.
11	**Committee Members**	May ask questions of the Responsible Authorities by way of clarification. Committee can also ask questions of the objectors by way of clarification.
12	**Interested Parties**	At this point those who have objected to the application will be asked to present their objections and make observations on the application if appropriate.

13	**Applicant or their representative**	May ask questions of the Interested Parties /objectors by way of clarification.
14	**Committee members**	May ask questions of the Interested Parties /objectors.
Closing statements or summary		
15	**Chairman**	Will ask: a. both the Responsible Authorities and Interested Parties /objectors to comment, briefly, on the application or review and summarise their position. No new issues can be raised at this point. b. the applicant or their representative to summarise the application or review and briefly comment on the representations or objections made. c. if everyone is satisfied that they have said what they wanted to say, but making clear that no new issues can be raised at this point.
DECISION MAKING		
16	**Sub-Committee**	Will retire to consider the application or review and may request the Legal Advisor and/or Committee Clerk to retire with them.
RESUMING THE MEETING AND CONCLUSION		
17	**Legal Advisor**	If legal advice has been given to the Members whilst in retirement, this advice will be summarised and repeated in the presence of all parties.
18	**Chairman**	Will: a. announce the decision made by the sub-committee and the reasons for that decision; b. advise that the decision, and reasons, will be confirmed in writing to all the parties who made representations; and c. advise all parties of their rights of appeal to the Magistrates' Court.

(*) after receiving copies of this procedure, all parties are requested to give the Council's Licensing Department an indication of the time estimated to present their case. This will be taken into consideration when deciding whether maximum periods of time will be necessary.

TENDRING DISTRICT COUNCIL

THE LICENSING SUB-COMMITTEE HEARINGS PROCEDURE



PREMISES/PERSONAL LICENSING SUB-COMMITTEE

27 APRIL 2026

REPORT OF ASSISTANT DIRECTOR, CORPORATE POLICY AND SUPPORT

A.1 GRANT OF A PREMISES LICENCE
TESCO EXPRESS (GREAT BENTLEY), LAND AT ADMIRALS FARM, HECKFORDS ROAD, GREAT BENTLEY, COLCHESTER, ESSEX CO7 8RS
REF: 26/00125/PREMGR

PURPOSE OF THE REPORT

To inform Members that an application has been received for the Grant of a premises licence under the Licensing Act 2003 from Tesco Stores Limited for the sale of alcohol off the premises at Tesco Express (Great Bentley), Land at Admirals Farm, Heckfords Road, Great Bentley. Colchester, Essex and further that objections to the proposed licensable activity have been received from a Responsible Authority.

BACKGROUND

The application is made under the Licensing Act 2003 for a Premises Licence to the sale of alcohol off the premises.

The applicant has described Tesco Express (Great Bentley) to be a retail premises (supermarket) selling a range of goods and services. This includes the sale of alcohol for consumption off the premises.

The applicants are proposing to open to the public on the following days/hours:

Everyday	06:00 to 00:00

Sale of Alcohol Off the Premises Hours:

Everyday	06:00 to 00:00

Late Night Refreshment:

Everyday	23:00 to 00:00

The full application can be found attached at Appendix A.

RELEVANT REPRESENTATIONS

Interested Parties/Other Persons

The Police Reform and Social Responsibility Act 2011 (PRSR Act 2011) removed from the Licensing Act 2003 the specific reference for representations to be made by ‘interested parties’ and also removed the requirement that representations could only be accepted from persons

living in the 'vicinity' of the premises concerned, or who had for example, a business in the 'vicinity' of the premises.

There was no guidance or definition of 'vicinity' within the Licensing Act 2003 which effectively had a limiting effect on those that could make relevant representations.

The PRSR Act 2011 replaced the references to 'interested parties' and 'vicinity' and substituted that representations can be made and accepted by the Licensing Authority from 'other persons' which means that those persons do not necessarily have to live or run a business for example in the proximity of the premises to be able to submit a valid and relevant representation.

The relevant extracts from the Section 182 Guidance that accompanies the Licensing Act 2003 advises the following in relation to 'other persons'. They are shown in italics for ease of reference.

> *8.12 As well as responsible authorities, any other person can play a role in a number of licensing processes under the 2003 Act. This includes any individual, body or business entitled to make representations to licensing authorities in relation to applications for the grant, variation, minor variation or review of premises licences and club premises certificates, regardless of their geographic proximity to the premises.*

Representations can be made either against or in support of an application. The relevant extracts from the Section 182 Guidance that accompanies the Licensing Act 2003 advises the following in relation to this point.

> *9.3 Relevant representations can be made in opposition to, or in support of, an application and can be made by any individual, body or business that has grounds to do so.*

No representations/objections have been received from residents in relation to this application.

Responsible Authorities

One representation has been received from the Council's Planning Services who are a Responsible Authority.

Letter of objection can be found attached at Appendix B.

FINANCE, OTHER RESOURCES AND RISK

A decision made by the Committee is subject to appeal at the Magistrates Court by the premises user or a relevant person.

POLICY CONSIDERATIONS

The Licensing Act 2003 established a single integrated scheme for licensing premises that are used for the supply of alcohol, regulated entertainment, or provision of late-night refreshment. This system of licensing incorporates the sale of alcohol both on and off licensed premises; public entertainment such as music, dancing, indoor sporting events, boxing or wrestling, theatres, cinemas; and late-night refreshment houses and take-aways.

When determining the application with a view to promoting the licensing objectives in the overall interests of the local community the Licensing Authority in the form of the Licensing Sub-Committee must have regard and give appropriate weight to the following:

- Full Hearing Procedure for Applications for Premises Licences/Club Premises Certificates where representations have been received.
- Tendring District Council's Statement of Licensing Policy - https://www.tendringdc.gov.uk/content/licensing-act-policy
- The Statutory Guidance issued by the Secretary of State 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
- The steps appropriate to positively promote the four 'Licensing Objectives'.
- Representations (including supporting information) presented by all the parties.

Human Rights Implications

A Licence is to be regarded as the property of the applicant; however their right to the use of the property must be balanced against all other public interests or representations in this matter that the Premises/Personal Licences Sub-Committee may wish to consider as appropriate, reasonable and proportionate in relation to the application that has been submitted and also the representation/s that has/have been received against it.

In making their decision as to whether to grant this application, Members of the Premises/Personal Licences Sub-Committee should also take into consideration Article 1 of the First Protocol of the Human Rights Act 1998, that individuals are entitled to the peaceful enjoyment of their property, and also Article 8 that everyone has the right to respect for his private and family life and his correspondence.

Crime and Disorder Implications

Section 17 of the Crime and Disorder Act 1998 imposes a duty on local authorities when exercising any of their functions to have due regard to the likely effect of the exercise of those functions on, and the need to do all it possibly can to prevent, crime and disorder in its area.

Members are requested to consider the information shown below where the Licensing Authority has received a representation about an application which is relevant to one or more of the four licensing objectives, and which suggests that the application may have a negative impact on one or more of the licensing objectives.

The purpose of the licensing system is to positively promote the four 'licensing objectives'.

These are:

- The Prevention of Crime and Disorder
- The Prevention of Public Nuisance
- Public Safety
- The Protection of Children from Harm.

The Licensing Authority's Statement of Licensing Policy expects applicants to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to prevent public nuisance relevant to the individual style and characteristics of their premises.

The relevant extracts from the Council's Statement of Licensing Policy in respect of Planning considerations (shown in italics) and also the 'Prevention of Public Nuisance' licensing objective are as follows:

> *1.24 When the Licensing Authority is considering any application, it will avoid duplication with other regulatory regimes, so far as possible, and does not intend to use the licensing regime to achieve outcomes that can be achieved by other legislation. In particular, its licensing functions will be discharged separately from the Authority's functions as the local planning authority. However, applications for premises licences for permanent commercial premises should normally be from businesses with planning consent for the property concerned. Other permissions may be applicable to licensed premises and applicants are expected to ensure that such permissions are obtained where necessary.*

Relevant Section 182 Guidance –

The following sections are taken from the Home Office Section 182 Guidance that accompanies the Licensing Act 2003 and the link is included for the assistance of the Licensing Sub Committee, the applicant, responsible authorities, residents and any other interested parties to this hearing. They do not however form the totality of the guidance in relation to this licensing objective which should also be considered in its entirety.

- Crime and Disorder Section 2.1 to 2.7
- Public Safety Section 2.8 to 2.20
- Public Nuisance Section 2.21 to 2.27
- Protection of Children from Harm Section 2.28 to 2.38

https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003

RECOMMENDATION(S)

Each application must be considered in its own right and on its own merits only as to how it might impact on the four licensing objectives which are the Prevention of Crime and Disorder, the Prevention of Public Nuisance, Public Safety and the Protection of Children from Harm.

The Licensing Sub Committee is therefore asked to determine this application taking into consideration the application in its own right and on its own merits and also all of the relevant information that has been submitted as part of this report and at the hearing itself.

APPENDICES

Appendix A - Application and plan
Appendix B - Letters of objections

REPORT CONTACT OFFICER(S)

Name	**Michael Cook** **Emma King**
Job Title	**Licensing Manager** **Licensing Officer**

Email/Telephone	**licensingsection@tendringdc.gov.uk** **01255 686565**

This page is intentionally left blank

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

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description			
Tesco Express, Land at Admirals Farm adjacent to Heckfords Road and Michael Wright Way, Great Bentley, Essex, CO7 8RS			
Post town	Essex	Postcode	CO7 8RS

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£ Unrated - Property is not on the VOA yet. The site is being redeveloped. Payment made in band A.

Part 2 - Applicant details

Please state whether you are applying for a premises licence as		**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	☒	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):

We are carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or ☒

I am making the application pursuant to a

statutory function or ☐

a function discharged by virtue of Her Majesty's prerogative ☐

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr ☐	Mrs ☐	Miss ☐	Ms ☐	Other Title (for example, Rev)	
Surname			**First names**		
Date of birth		I am 18 years old or over ☐		Please tick yes	
Nationality					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit '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	I am 18 years old or over			☐ Please tick yes	
Nationality					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information)					
Current residential address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

(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 **Tesco Stores Limited**
Address **Tesco House, Shire Park, Kestrel Way, Welwyn Garden City, Hertfordshire, AL7 1GA**
Registered number (where applicable) **00519500**
Description of applicant (for example, partnership, company, unincorporated association etc.) **Private Limited Company**
Telephone number (if any) **07841193904**
E-mail address (optional) **Licensing.Team@tesco.com**

Part 3 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

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

Retail premises (supermarket) selling a range of goods and services. This includes the sale of alcohol for consumption off the premises. Sales of alcohol for consumption off the premises are made from the supermarket sales floor as shown on the enclosed plan.

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
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)	☐

Provision of late-night refreshment (if ticking yes, fill in box I) ☒

Supply of alcohol (if ticking yes, fill in box J) ☒

In all cases complete boxes K, L and M

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	23:00	00:00	**Please give further details here** (please read guidance note 4)		
Tue	23:00	00:00			
Wed	23:00	00:00	**State any seasonal variations for the provision of late-night refreshment** (please read guidance note 5)		
Thur	23:00	00:00			
Fri	23:00	00:00	**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** (please read guidance note 6)		
Sat	23:00	00:00			
Sun	23:00	00:00			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			**Will the supply of alcohol be for consumption – please tick** (please read guidance note 8)	On the premises	☐
				Off the premises	☒
Day	Start	Finish		Both	☐
Mon	06:00	00:00	**State any seasonal variations for the supply of alcohol** (please read guidance note 5)		
Tue	06:00	00:00			
Wed	06:00	00:00			
Thur	06:00	00:00	**Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list** (please read guidance note 6)		
Fri	06:00	00:00			
Sat	06:00	00:00			
Sun	06:00	00:00			

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

Name Mr. Steven Nicholas Andrzejuk	
Date of birth [redacted]	
Address [redacted]	
Postcode	[redacted]
Personal licence number (if known) NHPER/1869	
Issuing licensing authority (if known) North Herts District Council	

K

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

N/a

L

Hours premises are open to the public
Standard days and timings
(please read guidance note 7)

Day	Start	Finish
Mon	06:00	00:00
Tue	06:00	00:00
Wed	06:00	00:00
Thur	06:00	00:00
Fri	06:00	00:00
Sat	06:00	00:00
Sun	06:00	00:00

State any seasonal variations (please read guidance note 5)

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)

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)

Tesco is a large national operator with a range of head office and local support. The company has devised policies, procedures, systems, and training to ensure that they sell alcohol in a responsible manner.

There is a detailed programme which ensures that comprehensive training is provided to employees having regard to their role and the responsibilities and such training is regularly reviewed, and records kept.

b) The prevention of crime and disorder

We will have a digital CCTV system that covers the premises, including the main area which will be used for display of alcohol. Images will be retained for 31 days.

A member of the management team will be on the premises all the time the store is open. This colleague will have responsibility for the premises and will be the initial point of contact for any issues that may arise.

c) Public safety

The premises licence holder is fully aware of its responsibilities under a range of health and safety related legislation and has policies and procedures in place to be confident of complying with the relevant obligations which arise.

d) The prevention of public nuisance

The company has a “good neighbour” ethos which seeks to ensure that the premises plays an active part in the local community.

e) The protection of children from harm

The premises will operate a Think 25 policy. The checkouts will be programmed to prompt the customer assistant when an alcohol product is scanned at the checkout to follow the Think 25 policy.

All colleagues will receive training in relation to the underlying law and Tesco policy, systems, and procedures. This training will be documented, and refresher training will be provided on a regular basis.

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	• [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	
Date	**27/02/2026**
Capacity	**Ms. Hardish Purewal – Licensing Manager** **Duly authorised agent, for and on behalf of Tesco Stores Limited**

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) **Tesco Licensing Team,** **Shire Park, Kestrel Way,**			
Post town	**Welwyn Garden City**	Postcode	**AL7 1GA**
Telephone number (if any)	**07841193904**		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) **Licensing.Team@tesco.com**			

Premises Grant

Tesco Express (Great Bentley)

Scale : 1:1565

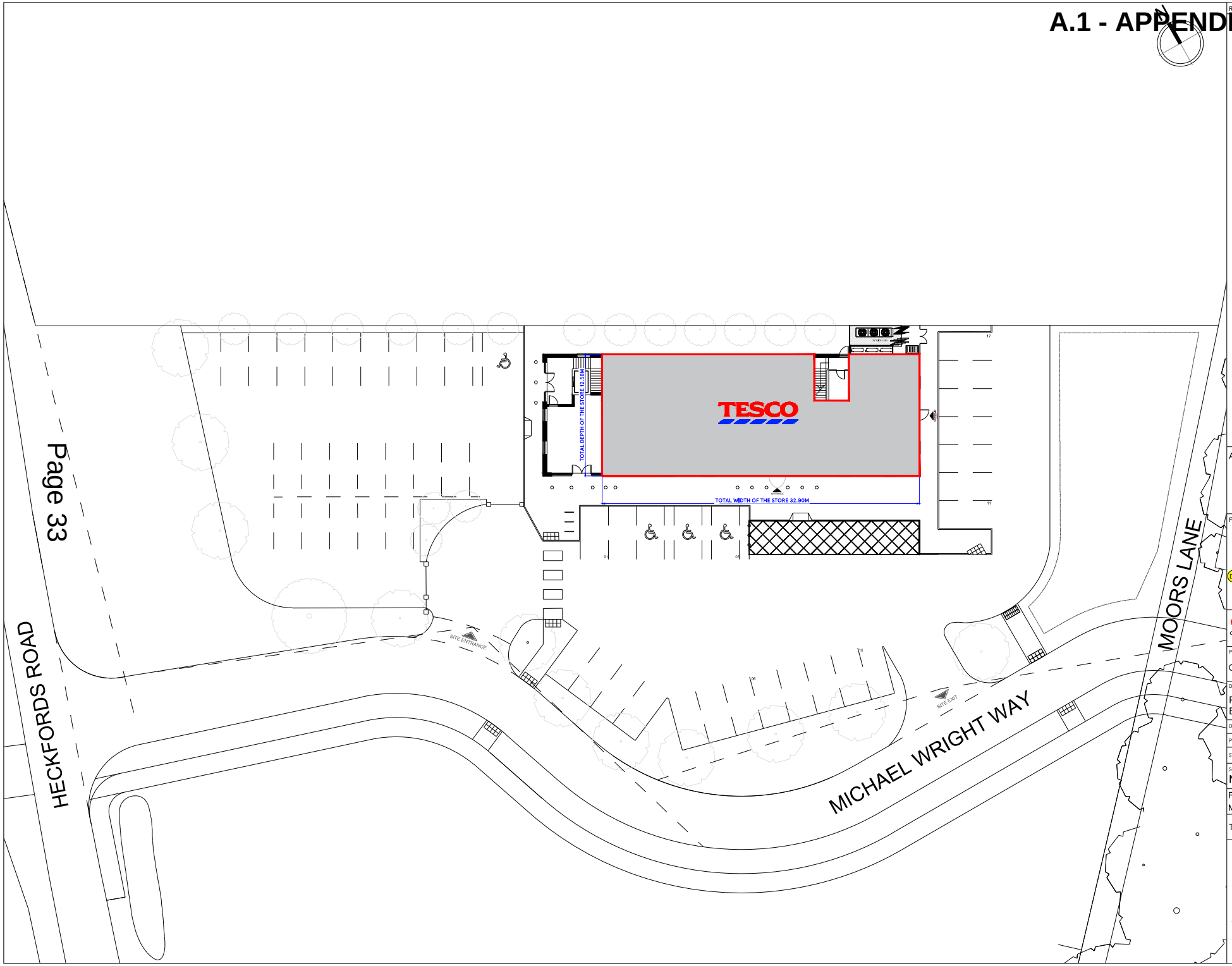
Reproduced from the Ordnance Survey map with the permission of the Controller of Her Majesty's Stationery Office © Crown Copyright 2012.

Unauthorised reproduction infringes Crown Copyright and may lead to prosecution or civil proceedings.

Organisation	Tendring District Council
Department	Licensing Department
Comments	2600125/PREMGR
Date	14 April 2026
SLA Number	100018684

This page is intentionally left blank

A.1 - APPENDIX A



REV	DATE	AMENDMENTS

ADDRESS: TESCO RETAIL UNIT, LAND AT ADMIRALS FARM, HECKFORDS ROAD, GREAT BENTLEY, ESSEX CO7 8RS

FIRE DETECTION LEGEND

- SOUNDER
- VISUAL INDICATOR (BEACON)
- 6KG 27A FOAM & 2KG CO2 EXTINGUISHERS
- DH DS AREA COVERED BY SMOKE DETECTIONS
- BREAK GLASS CALL POINT

RED LINE MEANING: *The red line denotes the area of the premises to be licensed space*

PROJECT : GREAT BENTLEY, HECKFORD ROAD

DESCRIPTION: PROPOSED SITE BWS LICENSE LAYOUT

DRAWING NO. GREATBENTLEYFeaspg##BWSPLAN

PHASE 2 ISSUE ##

SYSTEM ID. No. GREATBENTLEYFeasbg##.dwg

SCALE NTS@A3 DATE 17.02.2026

FEASIBILITY MANAGER TOM BAYLIS

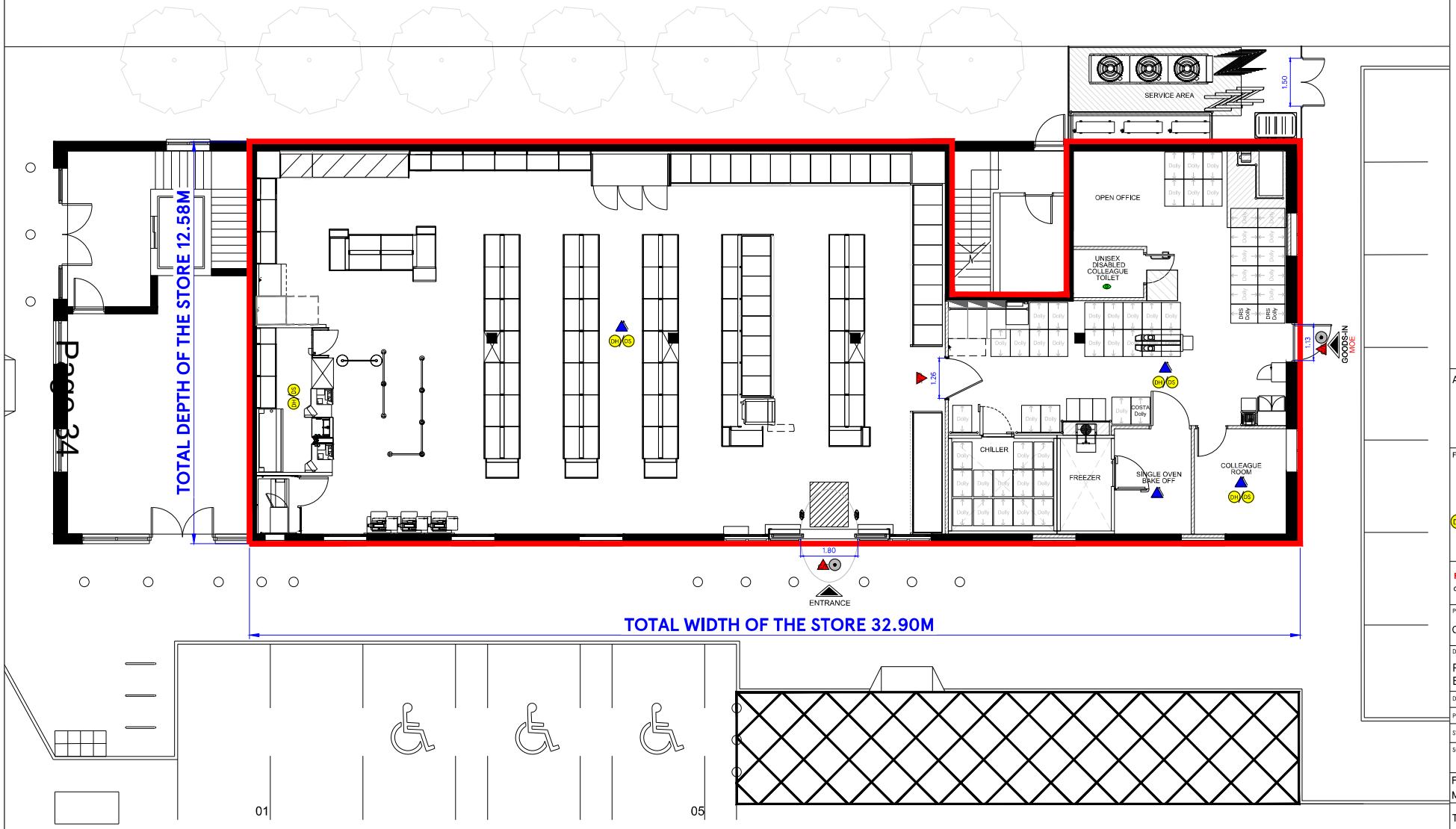
TBS PLANNER MEGHANA.S.R

TESCO

FEASIBILITY PLANNING
STORE PLANNING DEPARTMENT
PROPERTY SERVICES
HIGHWOODS BUILDING, KESTREAL WAY
WELWYN GARDEN CITY, HERTFORDSHIRE, AL7 1GB UK
TELEPHONE : 01707 395150

THE COPYRIGHT AND ALL OTHER RIGHTS IN AND RELATING TO THIS PUBLICATION BELONG TO AND ARE THE SOLE PROPERTY OF TESCO STORES LIMITED ALL RIGHTS ARE RESERVED. NEITHER THE WHOLE NOR ANY PART OF THIS PUBLICATION MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY ELECTRONIC OR MECHANICAL MEANS INCLUDING PHOTOCOPYING AND RECORDING OR FROM ANY RETRIEVAL SYSTEM WITHOUT THE PRIOR WRITTEN LICENCE FROM THE OWNER © 2018 TESCO STORES LIMITED

A.1 - APPENDIX A



REV	DATE	AMENDMENTS

ADDRESS: TESCO RETAIL UNIT, LAND AT ADMIRALS FARM, HECKFORDS ROAD, GREAT BENTLEY, ESSEX CO7 8RS

FIRE DETECTION LEGEND

- SOUNDER
- VISUAL INDICATOR (BEACON)
- 6KG 27A FOAM & 2KG CO2 EXTINGUISHERS
- DH DS AREA COVERED BY SMOKE DETECTIONS
- BREAK GLASS CALL POINT

RED LINE MEANING: *The red line denotes the area of the premises to be licensed space*

PROJECT :
GREAT BENTLEY, HECKFORD ROAD

DESCRIPTION
PROPOSED RETAIL
BWS LICENSE LAYOUT

DRAWING NO. GREATBENTLEYFeasgag##BWSPLAN

PHASE 2 ISSUE ##

SYSTEM ID. No. GREATBENTLEYFeasrg##.dwg
GREATBENTLEYFeasbg##.dwg

SCALE 1:125@A3 DATE 17.02.2026

FEASIBILITY MANAGER TOM BAYLIS

TBS PLANNER MEGHANA.S.R

TESCO
FEASIBILITY PLANNING
STORE PLANNING DEPARTMENT
PROPERTY SERVICES
HIGHWOODS BUILDING, KESTREAL WAY
WELWYN GARDEN CITY, HERTFORDSHIRE, AL7 1GB UK
TELEPHONE : 01707 395150

THE COPYRIGHT AND ALL OTHER RIGHTS IN AND RELATING TO THIS PUBLICATION BELONG TO AND ARE THE SOLE PROPERTY OF TESCO STORES LIMITED
ALL RIGHTS ARE RESERVED. NEITHER THE WHOLE NOR ANY PART OF THIS PUBLICATION MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY ELECTRONIC OR MECHANICAL MEANS INCLUDING PHOTOCOPYING AND RECORDING OR FROM ANY RETRIEVAL SYSTEM WITHOUT THE PRIOR WRITTEN LICENCE FROM THE OWNER © 2026 TESCO STORES LIMITED

From: Planning Enforcement <planning.enforcement@tendringdc.gov.uk>
Sent: 27 February 2026 12:05
To: Licensing Section <licensingsection@tendringdc.gov.uk>
Cc: Planning Services <planningservices@tendringdc.gov.uk>; Planning Enforcement <planning.enforcement@tendringdc.gov.uk>
Subject: RE: Premises Grant Application - Tesco Express, Great Bentley

Dear Licensing.

Thank you for consulting the Planning Enforcement team at Tendring District Council.

The Planning Enforcement team wishes to OBJECT against the issuing of this license application.

The initial planning application submitted to the Local Planning Authority (24/00486/FUL) was refused, this was subsequently allowed on appeal (APP/P1560/W/25/3369845) which granted permission for the development by the independent planning inspectorate on behalf of the secretary of state (PINS).

As part of this granted application the inspector placed several conditions on the land, this included condition 14, which restricted the operating hours for customers.

14) The premises shall only be open for customers between the hours of 0600 – 2300 Mondays – Sundays, including Bank Holidays. Deliveries shall be taken at or despatched from the site only between those same hours.

The application form indicates that the opening hours would be 06:00 to 00:00, as well as the sale of Alcohol between the same hours including late night refreshments. If Tesco's were to operate and continue to sell to customers in these times it would be considered a breach of the Town and Country Planning Act 1990, specifically section 171A of the legislation in which formal enforcement action could be taken.

Kind Regards,

Matthew Ramsden

Tendring District Council

Planning Enforcement Officer
Tel: 01255 686115
Mobile: 07795811368
Email:mramsden@tendringdc.gov.uk
Normally based at Town Hall, Station Road, Clacton-on-Sea, Essex, CO15 1SE

This page is intentionally left blank