

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 BASILICAN PIZZERIA LTD

(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			
Old Town Pizza, 20 Victoria Road, Ruislip, HA4 0AB			
Post town		Postcode	

Telephone number at premises (if any)	
Non-domestic rateable value of premises	18500

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 | X |
| 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; - YES X

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: BASILICAN PIZZERIA LTD
Address: 20 Victoria Road, Ruislip, England, HA4 0AB
Registered number (where applicable) 16942346
Description of applicant (for example, partnership, company, unincorporated association etc.) PRIVATE LIMITED COMPANY
Telephone number (if any): [REDACTED]
E-mail address (optional) [REDACTED]

Part 3 Operating Schedule

When do you want the premises licence to start?

DD		MM		YYYY			
a	s	a	p				

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)

Late Night Refreshment premises serving Pizza and Chinese food

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

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) - yes

Supply of alcohol (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	
				Outdoors	
				Both	
Day	Start	Finish			
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)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
Fri					
Sat					
Sun					
			<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)		

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			
Fri			<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)
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Fri					
Sat			<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)		
Sun					

E

Live music Standard days and timings (please read guidance note 7)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
Wed					
Thur			<u>State any seasonal variations for the performance of live music</u> (please read guidance note 5)		
Fri					
Sat					
Sun					
			<u>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</u> (please read guidance note 6)		

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	
				Both	
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue					
			<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Wed					
Thur					
			<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)		
Fri					
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	
				Outdoors	
				Both	
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5)		
Thur					
Fri			<u>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</u> (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	
					Both	x
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)			
Mon	23:00	04:00				
Tue	23:00	04:00				
			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)			
Wed	23:00	04:00				
Thur	23:00	04:00				
			<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)			
Fri	23:00	04:00				
Sat	23:00	04:00				
Sun	23:00	04:00				

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	
				Both	
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5) Note – No Public Access		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
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)					

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	
Date of birth	
Address	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	

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)			<u>State any seasonal variations</u> (please read guidance note 5)
Day	Start	Finish	
Mon	08:00	04:00	
Tue	08:00	04:00	
Wed	08:00	04:00	
Thur	08:00	04:00	
Fri	08:00	04:00	<u>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</u> (please read guidance note 6)
Sat	08:00	04:00	
Sun	08:00	04:00	

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)

Annex 2 - Conditions consistent with the Operating Schedule

1. The premises shall operate only for the provision of late night refreshment and shall not authorise the sale or supply of alcohol.
2. Staff shall receive training in relation to the Licensing Act 2003, the four licensing objectives, conflict resolution, anti-social behaviour reduction, delivery driver management, dispersal procedures and the conditions attached to the premises licence.
3. Training records shall be maintained at the premises and shall be made available for inspection upon request by the Police or an authorised officer of the Council.
4. Refresher training shall be provided to all relevant staff at regular intervals and in any event not less than once every 12 months.
5. A copy of the premises licence summary and any key licence conditions shall be kept at the premises and made available to staff
6. A comprehensive CCTV system shall be installed and maintained at the premises.
7. The CCTV system shall continually record while the premises is open for licensable activities and during any period when customers or delivery drivers remain on the premises.
8. CCTV recordings shall be retained for a minimum period of 31 days and shall include date and time stamping.
9. CCTV footage shall be made available to the Police or an authorised officer of the Council upon request, with the minimum of delay.
10. A member of staff who is conversant with the operation of the CCTV system shall be on the premises during licensable hours and shall be able to download or provide CCTV images when requested by the Police or authorised Council officers.
11. Clear signage shall be displayed at the premises advising customers that CCTV is in operation.
12. An incident log shall be kept at the premises and made available upon request to the Police or an authorised officer of the Council.
13. The incident log shall record the following:
 - all crimes reported to the premises;
 - any complaints received concerning crime, disorder, nuisance or anti-social behaviour;
 - any incidents of disorder;
 - any refusal of service;
 - any ejection or removal of a customer from the premises;
 - any faults in the CCTV system;
 - any visit by the Police, Council officer or emergency service;
 - any incident involving delivery drivers.
14. Staff shall monitor the area immediately outside the premises during late night hours and shall take reasonable steps to discourage customers from loitering, causing nuisance or congregating outside the premises.

15. The premises shall maintain a written dispersal policy. The policy shall be kept at the premises and made available to the Police or authorised Council officers upon request.
16. Staff shall be trained in the implementation of the dispersal policy.
17. The means of escape from the premises shall be maintained unobstructed, free of trip hazards and immediately available for use at all times.
18. Exit routes and final exits shall be kept clear and shall be clearly identifiable.
19. Staff shall receive safeguarding awareness training appropriate to the nature of the business and the late-night operation.
20. Training records for safeguarding shall be kept at the premises and made available for inspection upon request by the Police or an authorised Council officer.
21. Any queue inside or immediately outside the premises shall be monitored by staff to ensure that it does not obstruct the public highway, entrance, exit or any emergency escape route.
22. Prominent, clear notices shall be displayed at the entrance and exit requesting customers to respect the needs of local residents and leave the premises and local area quietly.
23. Staff shall take reasonable steps to ensure that customers leave the premises and the immediate vicinity quietly and without causing disturbance.
24. The premises shall operate a written litter management policy.
25. A minimum of four litter checks shall be carried out each day within the immediate vicinity of the premises, including after the terminal hour for late night refreshment where the premises has been open after 23:00 hours.
26. A record of litter checks shall be maintained at the premises and made available to the Police or an authorised officer of the Council upon request.
27. A map identifying the litter check area shall be maintained at the premises and made available to an authorised officer of the Council upon request.
28. External doors shall be kept closed save for access and egress, except in an emergency.
29. Any self-closing doors at the premises shall be maintained in effective working order to limit noise breakout.
30. No waste, including bottles, recyclable materials or food waste, shall be moved, deposited or collected from external areas between 21:00 hours and 08:00 hours where this would be likely to cause disturbance to nearby residents.
31. No deliveries of stock or waste collections shall take place between 21:00 hours and 08:00 hours where this would be likely to cause disturbance to nearby residents.
32. No music or amplified sound shall be played externally.
33. No music or amplified sound shall be generated within the premises so as to give rise to nuisance at nearby residential premises.
34. Staff shall actively manage customers and delivery drivers leaving the premises to minimise noise, disturbance and anti-social behaviour.
35. Delivery drivers shall be instructed to respect the needs of local residents and businesses.
36. Delivery drivers shall be instructed:

- to wait inside the premises where practicable while awaiting collection of orders;
 - to enter and leave quietly and considerately;
 - not to leave vehicle engines running unnecessarily;
 - not to play recorded music from vehicles while waiting at or near the premises;
 - to park vehicles considerately and lawfully;
 - not to congregate outside the premises.
37. Signage shall be displayed in any delivery driver waiting area reminding drivers to leave quietly, avoid unnecessary noise and respect local residents.
 38. An incident log shall record any complaints or incidents involving delivery drivers and any action taken by staff.
 39. Staff shall take reasonable steps to prevent customers and delivery drivers from depositing litter in the vicinity of the premises.
 40. Any external smoking area or customer waiting area shall be monitored by staff during late night hours to minimise noise and disturbance.
 41. The premises shall not permit customers to loiter outside the premises after purchasing food or drink.
 42. Where complaints of noise or nuisance are received, the complaint shall be recorded in the incident log together with any remedial action taken
 43. Any mechanical ventilation, extraction or odour control system shall be maintained in good working order.
 44. The premises licence holder shall ensure that cooking odours, smoke and fumes from the premises do not cause a nuisance to nearby residents or businesses.
 45. The premises licence holder shall maintain records of servicing, cleaning and maintenance of extraction and odour control equipment. Such records shall be made available to authorised Council officers upon request.
 46. If substantiated complaints are received regarding noise or odour from plant, machinery or extraction equipment, the premises licence holder shall undertake an assessment and implement any reasonable remedial measures identified.
 47. Where requested by the Licensing Authority or Environmental Protection Team following complaints or concerns, the premises licence holder shall provide a suitable noise or odour assessment prepared by a competent person
 48. Staff shall be trained to recognise and respond appropriately to safeguarding concerns involving children or vulnerable persons at or near the premises.
 49. Staff shall monitor the premises and immediate vicinity for any risks involving children or young persons during late night hours.
 50. Any safeguarding concern shall be recorded in the incident log and, where appropriate, reported to the Police or relevant safeguarding authority.

b) The prevention of crime and disorder

As above

c) Public safety

As above

d) The prevention of public nuisance

As above

e) The protection of children from harm

As above

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee. – y
- I have enclosed the plan of the premises. – y
- I have sent copies of this application and the plan to responsible authorities and others where applicable. – y

- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. – y
- I understand that I must now advertise my application. – y
- I understand that if I do not comply with the above requirements my application will be rejected. - y
- [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	02/07/2026
Capacity	Authorised Agent

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)

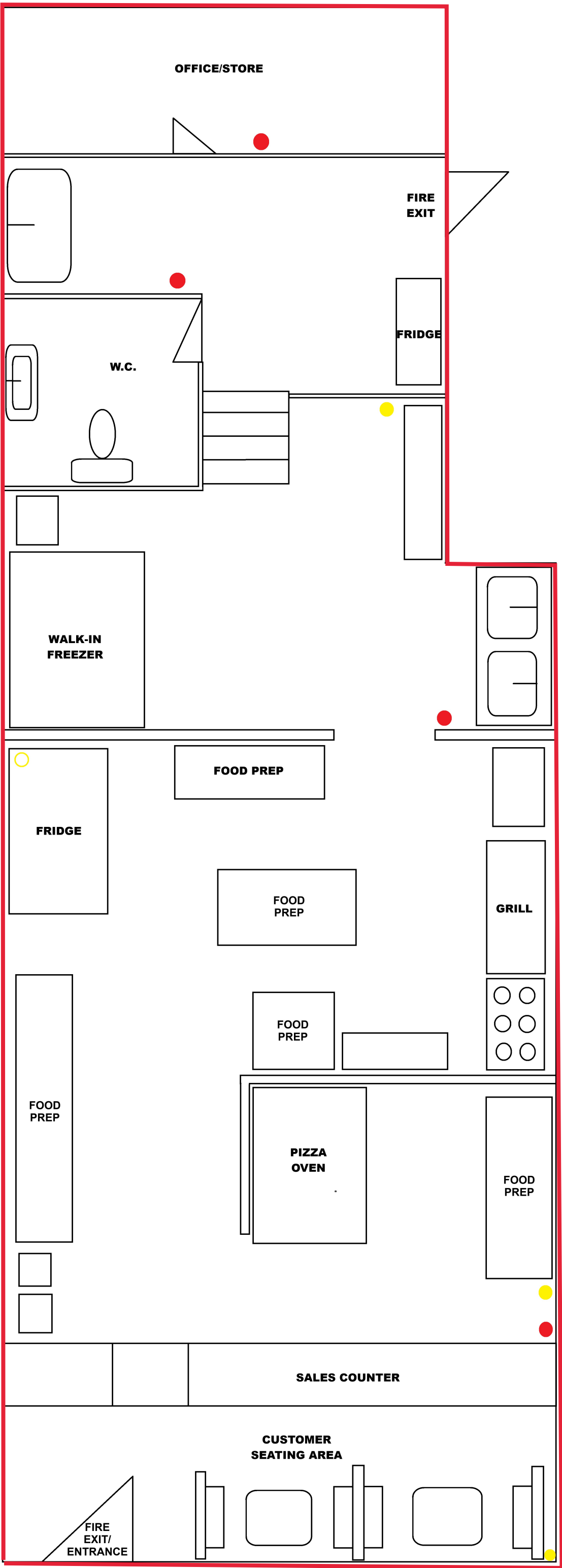
ABSOLUTE LICENCE SOLUTIONS LTD,
1 Western Avenue

Post town	BRENTWOOD	Postcode	CM14 4XR
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Telephone number (if any)	
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If you would prefer us to correspond with you by	
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- FIRE EXTINGUISHER
- CCTV CAMERA
- RED LINE DENOTES LICENSABLE AREA



LA2003 PLANS

DESIGN:	ADDRESS	S.P:	ISSUE:	REV	DATE	DESCRIPTION	DRAWN	CHECKED
STAGED PLAN: LICENSING ACT 2003 PLANS	Old Town Pizza, 20 Victoria Road, Ruislip, England, HA4 0AB	SCALE	1:100					
CLIENT: BASILICAN PIZZERIA LTD	USE FIGURED DIMENSIONS AT ALL TIMES. REFER ANY ENQUIRES TO BUILDING CONTRACTOR. ALL DIMENSIONS TO BE VERIFIED ON SITE PRIOR TO CONSTRUCTION. ALL WORK TO COMPLY WITH LOCAL AUTHORITY REGULATIONS.	DWG NO: AR-001	LAND AREA:					