

APPLICATION FOR A PREMISES LICENCE TO BE GRANTED
UNDER THE LICENSING ACT 2003

If you wish to make representations in relation to this application, please do so in writing no later than 17.06.2026 to the following address:

London Borough of Croydon
Streets & Environment Department, Licensing Team,
3rd Floor, Zone B
Bernard Weatherill House
8 Mint Walk
Croydon, CR0 1EA

Or by email to: licensing@croydon.gov.uk

It is an offence to knowingly or recklessly make a false statement in connection with an application. The maximum fine on summary conviction for such an offence is unlimited.

Vary a Premises Licence

Review

Please review the details to below to ensure they are correct before proceeding. If the details shown are not correct, click previous to enter the correct licence number.

Current Licence number

21/00574/LIVDPS

Current Premises address

189 - 191 Chipstead Valley Road Coulsdon Surrey CR5 3BR

Premises Details

Premises Licence Number *

21/00574/LIVDPS

Business/Premises Name *

Coulsdon Service Station

Premises Address *

189 - 191 Chipstead Valley Road Coulsdon Surrey CR5 3BR

Telephone Number at Premises (if any)

Non-domestic rateable value of premises. *

£ 92000

Variation

Do you want the proposed variation to take effect as soon as possible? *

Yes

Variation

Do you want the proposed variation to have effect in relation to the introduction of the late night levy? (Please see Guidance Note 1)*

No

Briefly describe the nature of the proposed variation. (Please see Guidance Note 2) *

The variation is to do the following: 1. To remove the conditions listed under Annex 2. 2. To include in Annex 2 the

Variation

conditions detailed in this application. 3. The variation is to extend and make alterations to the premises.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number.

Operating Schedule

Complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

Provision of regulated entertainment, late night refreshment or supply of alcohol (please read guidance note 3) *

a) Plays

b) Films

c) Indoor Sporting Events

d) Boxing or Wrestling

e) Live Music

f) Recorded Music

g) Performances of Dance

h) Anything of a similar description falling under Music or Dance

i) Provision of Late Night Refreshment

j) Supply of Alcohol

No changes to licensable activities being requested

Adult Entertainment

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 10)

N/A

Opening Hours Standard Times Changes

Do you wish to make changes to the standard days and timings that the premises is open to the public? *

No

Variation

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

Conditions listed under Annex 2.

I agree to return the original premises licence or the relevant part of the original premises licence: *

Yes

Note: This application cannot be processed until the original licence is received or a statement as to why it cannot be returned has been accepted.

Licensing Objectives

Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

a) General - all four licensing objectives (b, c, d and e) (please read guidance note 11)

b) The prevention of crime and disorder

1. The premises shall install and maintain a comprehensive CCTV system as per the reasonable requirements of the Police Licensing Team. 2. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises and will include the external area immediately outside the premises entrance. 3. All recordings shall be stored for a minimum period of 28 days with date and time stamping. 4. Viewing of recordings shall be made available subject to data protection legislation and as soon as is reasonably practicable upon the request of Police or authorised officer throughout the entire 28-day period. 5. A staff member from the premises who is conversant with the operation of the CCTV system shall be contactable at all times when the premises is open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested. 6. A record shall be kept detailing all refused sales of alcohol. The record should include the date and time of the refused sale and the name of the member of staff who refused the sale. The record shall be available for inspection at the premises by the police or an authorised officer of the Council at all times whilst the premises is open.

Licensing Objectives

	<p>The record shall be retained at the premises or at the offices of the licence holder for a minimum period of 12 months.</p> <p>7. An incident log shall be kept at the premises and made available on request to an authorised officer of the Council or the Police. It must be completed within 24 hours of the incident and will record the following: a) all incidents of crime and disorder occurring at the premises b) all crimes reported to the premises c) any visit by a relevant authority or emergency service. The log shall be retained at the premises or at the offices of the licence holder for a minimum period of 12 months.</p>
c) Public safety	<p>[For the prevention of crime and disorder - 8. There shall be no self-service of spirits except for spirit mixtures.] There will at all times be adequate levels of staff maintained at the premises. Such staff levels will be disclosed, on request, to the licensing authority and police.</p>
d) The prevention of public nuisance	<p>Adequate waste receptacles for use by customers shall be provided in and immediately outside the premises.</p>
e) The protection of children from harm	<p>1. The premises licence holder will ensure that an age verification policy will apply to the premises whereby all cashiers will be trained to ask any customer attempting to purchase alcohol, who appears to be under the age of 25 years (or older if the licence holder so elects) to produce, before being sold alcohol, identification being a passport or photocard driving licence bearing a holographic mark or other form or method of identification that complies with any mandatory condition that may apply to this licence. 2. All staff concerned in the sale or supply of alcohol shall undergo a recognised training scheme for such duties prior to the sale of alcohol by the staff member. 3. Refresher training must be completed and documented at intervals of no more than 6 months. 4. Training records will be retained at the premises or at the offices of the licence holder for a minimum period of 12 months from the date of training. 5. Signage informing customers of the age verification policy adopted at the premises will be prominently displayed at the point of sale and at any night pay window. 6. A written delegation of authority record will be kept at the premises whereby non personal licence holders are authorised to make sales on behalf of a personal licence holder. 7. All sales tills shall prompt the cashier making a sale of alcohol to verify that the customer is aged 18 or over.</p>

Declarations

Declaration Type *

Sole Applicant - Individual or Other

Declarations

Declarations

I have made or enclosed payment of the fee or. I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy. I have sent copies of this application and the plan to responsible authorities and others where applicable. I understand I must now advertise my application. I understand I must now return the original premises licence, or relevant part of it or have provided an explanation why I will not be able to do this. I understand that if I do not comply with the above requirements my application will be rejected.

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

Signature/Declaration of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (see Guidance Note 13). If signing/applying on behalf of the applicant, please state your name and in what capacity you are authorised to sign/apply. When submitting an on-line application form the 'Declaration made' checkbox must be selected.

Full Name *

Date *

Capacity *

Declaration made

Do you wish to provide alternative correspondence details? *

Alternative Correspondence Address

This is the address which we shall use to correspond with you about this application.

Please provide Contact Name (where not previously given) and postal address for correspondence associated with this application (See guidance note 15).

Title *

First name *

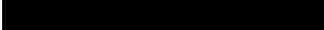
Surname *

Street address *

Address line 2

Address line 3

Town/City *



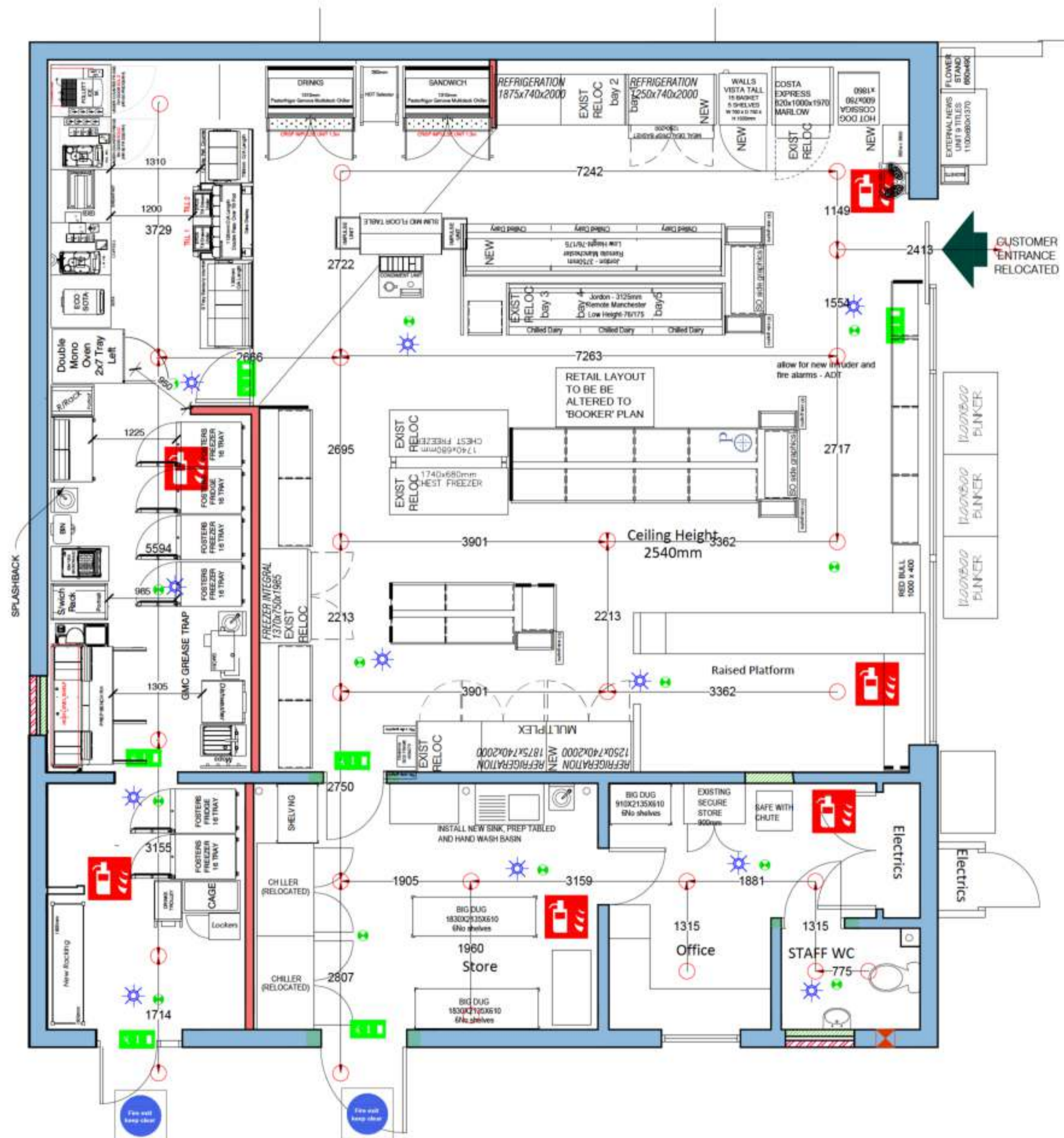
Alternative Correspondence Address

County	<input type="text"/>
Postcode *	<input type="text"/>
Telephone Number *	<input type="text"/>
Email Address *	<input type="text"/>

Email confirmation

On submission an email confirmation will be sent using the details below

Forename	<input type="text"/>
Surname /Company Name	<input type="text"/>
Email *	<input type="text"/>
Telephone	<input type="text"/>



- LEGEND**
- Fire Extinguisher Location
 - Keep Clear Vinyl Sign applied to door exterior
 - Emergency Illuminated Fire Exit Direction sign over exit route door
 - Emergency Lighting
 - PIR (SD) Location of Smoke Detector
 - Fire strategy route

GENERAL NOTES

Fire alarm system to be installed in accordance with BS 5839 PT1.
 Emergency lighting to be installed to BS 5266 PT1.
 Fire signage to be installed to BS 5499 PT1

Proposed Building Plan
 Fire Plan
 Scale 1:50



rev	date	by	description
B	07-05-26	GKY	Retail & Greggs layouts added
A	05-05-26	GKY	Drawing updated following scoping meeting
-	15-04-26	GKY	Drawing Created

CLIENT
 10 Bricket Road
 St Albans
 Hertfordshire, AL1 3JX



PROJECT LOCATION
 Coulsdon Service Station
 189, 191 Chipstead Valley Rd,
 Coulsdon CR5 3BR

DRAWING
 Proposed Building plans
 fire Plan

FROWSBURY Projects
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Date:	April 2026	Drawn By:	GKY	Scale:	1:50 @A1	Rev:	B
Dwg No:	COULS-FPS-MFG-000-T-04	Project No:	A1	Sheet No:	8		

TENDER