



**THE LICENSING GUYS**  
KEEPING YOU LEGAL AND TRADING

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

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 LAVINIA CEYLON 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			
3 Manor Road			
<b>Post town</b>	Wallington	<b>Postcode</b>	SM6 0BW
Telephone number at premises (if any)			
Non-domestic rateable value of premises		£ 11,750	

**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):

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

**(A) individual applicants** (fill in as applicable)

Mr	Mrs	Miss	Ms	Other Title (for example, Rev)	
<b>Surname:</b>			<b>First names:</b>		
<b>Date of birth</b>		I am 18 years old or over		Please tick <input checked="" type="checkbox"/>	
<b>Nationality</b>					
<b>Current residential address if different from premises address</b>					
<b>Post town</b>				<b>Postcode</b>	
<b>Telephone number</b>					
<b>E-mail address (</b>					

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

**(B) OTHER APPLICANTS**

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

<b>Name:</b> LAVINIA CEYLON LIMITED
<b>Address:</b> 07 Jardine House Harrovian Business Village Bessborough Road Harrow HA1 3EX
<b>Registered number:</b> 15786274
<b>Description of applicant:</b> Private Limited Company
<b>Telephone number:</b> [REDACTED] – enquiries to <i>The Licensing Guys</i> .
<b>E-mail address:</b> [REDACTED] – enquiries to <i>The Licensing Guys</i> .

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
0	3	04 2025

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)**

Recently opened, Lavinia café is an exciting addition to the Wallington casual dining scene, currently operating as a café featuring a range of freshly cooked favourites complemented with Sri Lankan cuisine.

This application is to support the development of the business into operating as a café with a lighter menu during the daytime and provide a full Sri Lankan restaurant menu in the evening.

We will take pride in offering customers a warm welcome and traditional hospitality. Our passion lies in creating an unforgettable dining experience, filled with the rich flavours, colours, and aromas of Sri Lankan culture, with the menu being a celebration of a diverse culinary heritage.

Lavinia will offer everything you need to indulge your senses and, to complete the culinary experience, this application is to enable the restaurant to offer a full menu of wines and alcoholic beverages, to complement a rich and flavourful menu and ensure a truly unique and unforgettable experience.

Alcohol sales will be for consumption on the premises only, by patrons seated in the restaurant and enjoying a table meal.

In writing the application we have had regard to the Licensing Act 2003, the current Government Guidance issued by the Secretary of State under Section 182 of the Licensing Act 2004, the London Borough of Sutton Statement of Licensing Policy.

The proposed Operating Schedule sets out the measures and safeguards appropriate to ensure the Licensing Objectives are robustly promoted and through the Licensing Guys Ltd, the applicant wishes to engage fully with all responsible authorities and other interested parties.

**Should any person wish to discuss any aspect of the application or proposed activities, early contact and dialogue would be welcomed.**

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

Not applicable

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**

**A**

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

**B**

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

**C**

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 7)			<b><u>Please give further details</u></b> (please read guidance note 4)
Day	Start	Finish	
Mon			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 5)
Tue			
Wed			<b><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></b> (please read guidance note 6)
Thur			
Fri			
Sat			
Sun			

D

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



E

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

**F**

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

**G**

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

H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> 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	<b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 3)	Indoors	
Mon				Outdoors	
				Both	
Tue			<b>Please give further details here</b> (please read guidance note 4)		
Wed					
Thur			<b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 5)		
Fri					
Sat			<b>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</b> (please read guidance note 6)		
Sun					

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			<b><u>Please give further details here</u></b> (please read guidance note 4)		
Tue					
Wed			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 5)		
Thur					
Fri			<b><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></b> (please read guidance note 6)		
Sat					
Sun					

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 7)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 5)		
Mon	11:00	23:00			
Tue	11:00	23:00			
Wed	11:00	23:00			
Thur	11:00	23:00			
Fri	11:00	23:00			
Sat	11:00	23:00			
Sun	11:00	23:00			
			<b>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</b> (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):

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).**

None

L

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 7)			<b>State any seasonal variations</b> (please read guidance note 5)
Day	Start	Finish	
Mon	07:00	23:00	<p><b>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</b> (please read guidance note 6)</p>
Tue	07:00	23:00	
Wed	07:00	23:00	
Thur	07:00	23:00	
Fri	07:00	23:00	
Sat	07:00	23:00	
Sun	07:00	23:00	

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

**a) General – all four licensing objectives**

**Restaurant/Take away Premises**

The premises must only operate as a restaurant:

- I. in which customers are seated at a table;
- II. which provides food in the form of substantial table meals that are prepared on the premises and are served and consumed at the table using non disposable crockery;
- III. where alcohol may only be sold, supplied, or consumed on the premises to persons who are taking substantial table meals where the consumption of alcohol by such persons is ancillary to taking such meals,
- IV. where suitable beverages other than alcohol including drinking water - shall be equally available for consumption with or otherwise as an ancillary to the meal;
- V. The supply of alcohol to customers on the premises must be by waiter or waitress service only.

Alcohol for consumption on the premises shall be sold or supplied in the restaurant area (marked on the plan attached in Annex 4) only to persons with and for consumption at a meal supplied at the same time, consumed with the meal and paid for together with the meal.

The principle function area of the premises shall be predominantly laid out with tables for food service.

The restaurant area set out on the premises plan shall always be laid out with tables for food service.

**CCTV**

- a. The premises shall operate a closed-circuit television system (CCTV).
- b. The CCTV system will incorporate a camera covering each of the entrance doors and the main alcohol display area and will be capable of providing an image which is regarded as an identification standard.
- c. The CCTV shall be maintained in effective working order, and shall be in operation at all times the premises is open to the public.
- d. The CCTV shall record clear images permitting the identification of individuals.
- e. All recordings made by the CCTV system shall be retained and stored in a suitable and secure manner for a minimum of 30 days.
- f. At all times the premises is open to the public, a minimum of one member of staff on duty will be able to operate the CCTV.
- g. Viewable copies of the recordings shall be made available on request to police or authorised Local Authority officers as soon as reasonably practicable in accordance with the Data Protection Act 1998 (or any replacement legislation).
- h. The licence holder shall notify the Licensing Authority within 24 hours when they become aware that the closed-circuit television (CCTV) system provided by is not in operation.



**Staff Training**

All staff shall be trained before they are allowed to sell alcohol to the public.

Records of staff training, along with any training material used, must be kept by the Designated Premises Supervisor or Premises Licence Holder.

All training records shall be signed by the trainer and trainee in respect of training received in person.

The Premises Licence Holder shall implement training and all members of staff shall be suitably trained in underage sales prevention before they are allowed to make any sales of alcohol.

Refresher training shall be carried out every six months for all staff and documented within the training records.

The training records shall be available for inspection by the police or authorised Local Authority officers.

**Alcohol Sales**

Patrons are not permitted to remove drinks in open bottles/glasses or other open vessel from the licensed premises at any time.

**b) The prevention of crime and disorder****Refusals book/register**

A refusals book to record every instance that sales of alcohol and any other age-restricted goods are refused shall be maintained.

The refusals book shall document the date and time a refusal of sale is made and the member of staff refusing the sale.

The refusal book shall be available for inspection by the police or authorised Local Authority officers

All cashiers shall be trained to record refusals of sales of alcohol in the refusals register.

The register will contain:

- a. Details of the time and date the refusal was made;
- b. The identity of the staff member refusing the sale;
- c. Details of the alcohol the person attempted to purchase.

This register will be available for inspection by a police officer or other authorised officer on request.

**Incident Log**

An incident logbook shall be kept and maintained on the premises. The log shall be used to record incidents that occur on the premises and carry a significant risk of leading to crime and disorder, prejudice to public safety, public nuisance or harm to children. The log will include the date and time, the name of the member of staff making the record, along with the details of the incident and any action taken.

The incident logbook shall be available for inspection by the police or authorised Local Authority officers.

An incident logbook shall be kept and maintained on the premises and made available on request to the Police or the Licensing Authority that will record the following: i) All crime reported to the venue

- I. All ejections of patrons
- II. Any complaints received
- III. Any incidents of disorder
- IV. All seizures of drugs or weapons

Any person found to be dealing drugs will be detained and the police informed immediately. Drugs seized will be handed over to the police.

#### **c) Public Safety**

A current Fire Risk Assessment will be kept on the premises and made available for inspection on request by an authorised officer of a Responsible Authority.

#### **d) The Prevention of Public Nuisance**

The premises licence holder will operate the business with general consideration in respect of the neighbouring properties.

Clear and prominent notices will be displayed in any outdoor public area, and at the exit, requesting patrons be quiet and have consideration for neighbours in the vicinity.

The licence holder shall ensure no noise or vibration emanates from the premises so as to cause a nuisance.

The Premises Licence Holder shall ensure that all staff shall be vigilant in relation to litter issues, checking the premises during opening hours to ensure the frontage of the premises is checked and cleared of litter daily.

No deliveries or collections relating to licensable activities at the premises will take place between the hours of 20:00 and 07:00hrs on any day.

#### **e) The protection of children from harm**

##### **Age Verification Scheme – Challenge 25**

Evidence of age in the form of photographic identification (ID) shall be requested from any person appearing to those selling or supplying alcohol to be under the age of **25** and who is attempting to buy alcohol.

Acceptable identification for the purpose of this condition includes:

- Current passport or an equivalent form of identification such as a national identity card with a photograph and date of birth;
- Current photographic driving licence or provisional licence with date of birth;
- Military identification card with a photograph and date of birth; and
- A Proof of Age Standards Scheme (PASS) approved age card.

Notices shall be strategically and prominently placed at points of sale advising customers that they may be asked to provide evidence of age.

A refusals book, to record every instance that sales of alcohol are refused, shall be maintained

The refusals book shall document the date and time a refusal of sale is made and the member of staff refusing the sale

The refusal book shall be available for inspection by the police or authorised Local Authority officers.

**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.	✓
<ul style="list-style-type: none"> <li>• I understand that if I do not comply with the above requirements my application will be rejected.</li> <li>• [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).</li> </ul>	✓

**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)

**Privacy Notice**

The Licensing Service will store your personal data and share it with other agencies in accordance with Stroud District Council's privacy policy Please see the Council's website [www.stroud.gov.uk/privacynotice](http://www.stroud.gov.uk/privacynotice) . Section 1 to 10 is the Council's general privacy notice and section 15 gives details for the Licensing Service.

**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.**

<b>Declaration</b>	<ul style="list-style-type: none"> <li>• [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).</li> <li>• 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, if appropriate (please see note 15)</li> </ul>
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Signature	
Date	05 March 2025
Capacity	Licensing Consultant, TL Guys Ltd t/a The Licensing Guys

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)			
<b>The Licensing Guys</b> <b>PO Box 303</b>			
Post town	LLANYMYNECH	Postcode	SY10 1GZ
Telephone number (if any)	07983 922180		
If you would prefer us to correspond with you by e-mail, your e-mail address: <b>reba@thelicensingguys.com</b>			

**LEGEND**

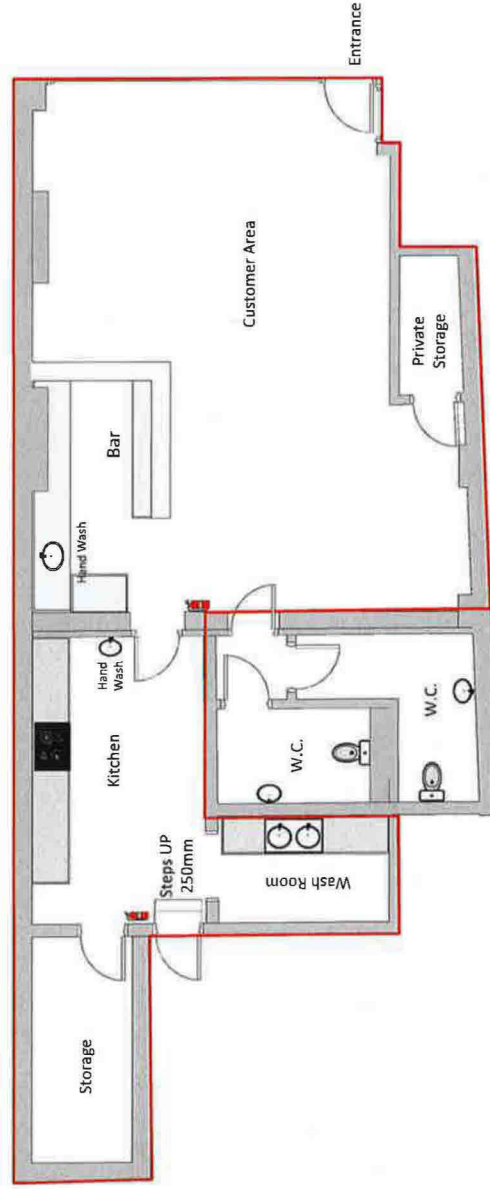
Fire Ext.  
Foam



Licensable  
Area



**THE LICENSING GUYS**  
KEEPING YOU LEGAL AND TRADING



**Drawing Purpose**

**PREMISES LICENCE APPLICATION**

**Drawing Details**

The purpose of this drawing is for the submission of a Premises Licence Application.  
All Measurements have been drawn in millimeters.  
This drawing is not to be used for the intention of any building, shop fitting or construction purposes.

**Name of Premises**

Lavinia

**Premises Address**  
3 Manor Road,  
Wallington,  
SM6 0BW

**SCALE**  
1-100