

* required information

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You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

☐ Yes ☒ No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

* First name

Murat

* Family name

Polat

* E-mail

code.

Other telephone number

☐ Indicate here if you would prefer not to be contacted by telephone

Are you:

☒ Applying as a business or organisation, including as a sole trader
☐ Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

Is your business registered in the UK with Companies House?

☒ Yes ☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

16248566

Business name

FALAFEL HEREFORD LTD

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

Private Limited Company

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☒ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

Confirm The Following

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

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NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

LTD

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Other telephone number

* Date of birth
dd mm yyyy

* Nationality [Documents that demonstrate entitlement to work in the UK](#)

Add another applicant

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OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

The premises is an existing hot food takeaway located within Hereford. The business provides freshly prepared hot food for takeaway and delivery only. No alcohol will be sold or supplied from the premises, and no regulated entertainment is proposed. The premises comprises a customer ordering and waiting area, a food preparation and cooking area, storage facilities, staff welfare facilities and associated service areas. The proposed application is solely to permit the provision of late night refreshment until 3:00 am. The premises will continue to operate as a takeaway. Appropriate management

Continued from previous page...

measures, including CCTV, staff supervision, regular waste management and customer notices requesting patrons to leave quietly, will be in place to promote the licensing objectives and minimise any impact on neighbouring properties

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

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PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

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PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

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PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

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PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☐ Yes ☒ No

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PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☐ Yes ☒ No

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

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Will you be providing performances of dance?

☐ Yes ☒ No

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

[See guidance on regulated entertainment](#)

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

☐ Yes ☒ No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☒ Yes ☐ No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Continued from previous page...

Will the provision of late night refreshment take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

The licensable activity applied for is the provision of Late Night Refreshment (indoors) under the Licensing Act 2003. The premises operates as a hot food takeaway providing freshly prepared food for collection and delivery. No alcohol will be sold or supplied, and no regulated entertainment, including live or recorded music, is proposed as part of this application

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

None. The proposed operating hours will remain the same throughout the year.

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

On Bank Holiday weekends and On New Year's Eve, the provision of late night refreshment will continue until 03:00 hours

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☐ Yes ☒ No

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ☐ Electronically, by the proposed designated premises supervisor
- ☐ As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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ADULT ENTERTAINMENT

Continued from previous page...

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

none

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Continued from previous page...

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

On Bank Holiday weekends and On New Year's Eve, the provision of late night refreshment will continue until 03:00 hours

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LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

The premises will be operated in a responsible manner to promote the four licensing objectives under the Licensing Act 2003. Management and staff will be trained in the licence conditions and operating procedures. The premises will be maintained in a clean, safe and orderly condition at all times. Appropriate management procedures will be implemented to minimise disturbance to neighbouring properties and to ensure the safety of customers and staff. The licence holder will work with the responsible authorities where necessary and review procedures regularly to ensure compliance with all licence conditions.

b) The prevention of crime and disorder

A digital CCTV system will be installed covering the customer entrance, serving counter and external frontage where practicable. CCTV recordings will be retained for a minimum of 31 days and made available to the Police or authorised officers upon request. Adequate lighting will be provided at the entrance and exit. Staff will be trained to manage difficult situations and refuse service where appropriate. The premises will operate a zero-tolerance policy towards violence, abusive behaviour and anti-social behaviour. Any incidents of crime or disorder will be recorded and reported to the appropriate authorities where necessary.

c) Public safety

Fire safety equipment will be maintained and regularly inspected. Emergency exits and escape routes will be kept unobstructed at all times. The premises will comply with all relevant fire safety, food hygiene and health and safety legislation. Staff will receive appropriate health and safety training. The premises will be kept in a clean and safe condition for customers and employees. First aid equipment will be available on site.

d) The prevention of public nuisance

Clear notices will be displayed requesting customers to leave the premises quietly. Staff will monitor customer activity outside the premises, particularly during the later operating hours. Delivery drivers will be instructed not to leave vehicle engines idling and to minimise noise when collecting orders and will be limited to 01.00am only. Waste and recycling will be managed responsibly and collections arranged during normal daytime hours wherever practicable. The kitchen extraction and ventilation system will be regularly maintained to minimise noise and odour. No loudspeakers or amplified music will be provided outside the premises. The premises will operate primarily as a takeaway and delivery service, minimising the time customers spend outside the premises.

e) The protection of children from harm

Continued from previous page...

Children under the age of 16 will be expected to be accompanied by a responsible adult during the late evening where appropriate. Staff will remain vigilant to safeguard children and will contact the appropriate authorities if any concerns arise regarding a child's welfare. No alcohol will be sold or supplied from the premises. The premises will maintain a safe environment for all customers and staff.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Continued from previous page...

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

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NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

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PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Please visit the 'Premises Licence' webpage on Herefordshire Council's website (www.herefordshire.gov.uk) for the details of the application fee required

* Fee amount (£)

100.00

DECLARATION

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

[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, if appropriate (please see note 15)

☒ Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

Murat Polat

* Capacity

Director

* Date

16 / 07 / 2026
dd mm yyyy

Add another signatory

Continued from previous page...

- Once you're finished you need to do the following:
1. Save this form to your computer by clicking file/save as...
 2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/herefordshire/apply-1> to upload this file and continue with your application.
- Don't forget to make sure you have all your supporting documentation to hand.

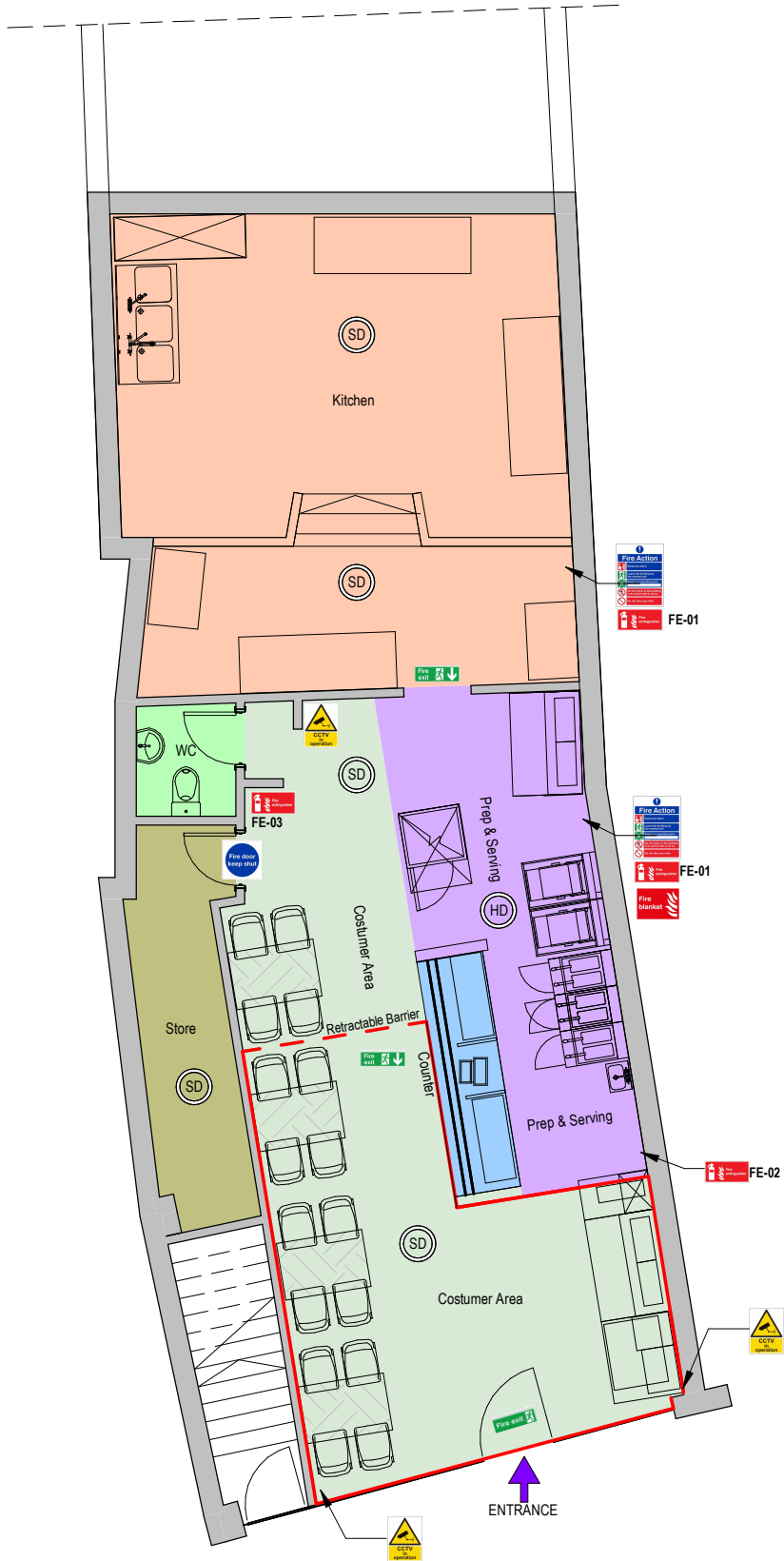
IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

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

OFFICE USE ONLY

Applicant reference number	
Fee paid	
Payment provider reference	
ELMS Payment Reference	
Payment status	
Payment authorisation code	
Payment authorisation date	
Date and time submitted	
Approval deadline	
Error message	
Is Digitally signed	☐

00 - GA Ground Floor
Scale: 1 : 100



Area Plan Schedule

- Counter
- Costumer Area
- Kitchen
- Prep & Serving
- Gender Neutral WC
- Store

Fire Safety Symbols

- Fire Door Keep Shut sign - displayed on each side of all doors to ensure safety
- Fire Exit sign - displayed along all designated fire escape routes (indicating direction of travel) and above all emergency exits (without arrows)
- Fire Extinguisher Sign Class F / Wet Chemical Extinguisher
Displayed next to fire extinguisher to easily identify the location
- Fire Extinguisher Sign CO2 Extinguisher
Displayed next to fire extinguisher to easily identify the location
- Fire Extinguisher Sign Dry powder or water Extinguisher
Displayed next to fire extinguisher to easily identify the location
- Fire Blanket - Where a fire extinguisher may not be appropriate or safe to use and is designed to smother a fire, cutting the supply of oxygen
- Fire Action Plan - displayed on wall in communal area tp provide essential information regarding action to be taken in the event of a fire
- CCTV - recording throughout the shop as a constant, visual reminder and to help prevent unwanted criminal activity
- A smoke detector with an alarm
- A Heat detector with an alarm
- ENTRANCE → Main entrance and exits
- Licensable Zone
- - Licensable Zone – Area to be marked with a wall-mounted retractable barrier with twin red "No Entry" belts during licensed activities

- GENERAL DRAWING NOTES:
- This drawing is the property of KSD Architecture and must not be reproduced or distributed to any third party without written consent. Scaling from this drawing is not recommended, and any discrepancies found should be reported to KSD Architecture ltd immediately.
 - This drawing is issued for the purpose indicated in the title block only and should not be used for any other purpose.
 - All dimensions must be checked on-site prior to commencement of works.
 - Any discrepancies, errors, or omissions identified in this drawing should be reported to the designer immediately.
 - This drawing should be read in conjunction with all other project documentation, including but not limited to specifications, schedules, and consultant or subcontractor information.
 - This drawing represents design intent and does not substitute for specialist design, structural verification, or construction approvals.
 - The contractor is responsible for ensuring compliance with all applicable regulations, standards, and statutory requirements.
 - Any unauthorized reproduction, alteration, or misuse of this drawing is prohibited.
 - All structural, mechanical, electrical, and specialist design aspects are to be checked and coordinated with relevant consultants prior to construction.
 - No construction work is to begin on-site until all pre-construction conditions, planning permissions, and necessary approvals are fully discharged. Any work started without such approvals is at the sole risk of the client.
 - The contractor shall provide as-built drawings showing all modifications and deviations from the original plans at the completion of construction
 - It is the contractor's responsibility to ensure that appropriate site-specific risk assessments and safe systems of work are in place to address any residual risks identified.

P4	fire extinguishers key updated, licensable area marked	KG	13.08.2026
P3	Plan is updated, FF&E added with additional key informations	KG	30.07.2026
Rev	Description	Rev'd	Date



12 Cathedral Rd, Pontcanna, Cardiff CF11 9LJ United Kingdom

PROJECT TITLE :
26 Commercial Street, Hereford,
HR1 2DE

DRAWING TITLE :
Ground Floor Shop Plan

PREMISES LICENCE			
DRAWING NUMBER	KSD1056-XX-XX-DR-A 01000		
SCALE:	1 : 100 @ A3		
DRAWN BY:	SDD	CHECKED BY:	KG
DATE:	15.07.2026	REVISION:	P4

