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Subject : Review - 90 St Johns Avenue
Date : 13 January 2025 13:13
Linked to: Licensing (Brent Council)
From : "Mahir Kilic" [REDACTED]
To : Licensing [REDACTED]
Cc : [REDACTED]

Dear All,

I would like to confirm that Mr Cetin Dogan has appointed us as a licensing agent to advise him regarding the review application submitted by the HM.

We have taken this review very seriously. In the light of the application we decided to remove the DPS and submit minor variation application to add the conditions suggested by the HM. We will submit the applications tomorrow.

I hope to get the review application withdrawn after the grant of the Minor Variation.

Please do not hesitate to contact me if you require any clarification.

Kind Regards,
Mahir Kilic
[REDACTED]

**Menu ▼**[Information & Payment Help](#) [Cancel](#)

Thank you. Your online payment has been successful. Please allow a minimum of two working days for your payment to be processed.

If you provided an email address, you will also receive a confirmation email with these details. Please note, if you can't see an email in your inbox, check your junk or spam folder as it may be there.

Payment details

Payment for	Account/Reference Number	Name	Amount
Licences - Premises Licence Vary DPS	33885	Mr Mahir Kilic	£23.00
Item Total			£23.00

Payment reference

Authorisation code

Transaction date and time 15-01-2025 15:09

Consent of individual to being specified as premises supervisor

I **Mr Kemal Dogan** of [redacted]

[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for **Vary of DPS** [type of application] by **Mr Cetin Dogan** [name of applicant] relating to a Premises Licence **150414** [number of existing licence, if any] for **St Johns Mini-Market, 90 St Johns Avenue London NW10 4EG** [name and address of premises to which the application relates] and any premises licence to be granted or varied in respect of this application made by **Mr Cetin Dogan** [name of applicant] concerning the supply of alcohol at **St Johns Mini-Market, 90 St Johns Avenue London NW10 4EG** [name and address of premises to which application relates]

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number [insert personal licence number, if any] [redacted]

Personal licence issuing authority [insert name and address and telephone number of personal licence issuing authority, if any]

Borough of Broxbourne

Signed



Full Name **Mr Kemal Dogan**

Date **15/01/2025**

Application to vary a premises licence to specify an individual as designated premises supervisor 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 MR Cetin Dogan

(full name(s) of premises licence holder)

being the premises licence holder, apply to vary a premises licence to specify the individual named in this application as the premises supervisor under section 37 of the Licensing Act 2003

Premises licence number

150414

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description

St Johns Mini-Market, St Johns Avenue

Post town

London

Post code (if known)

NW10 4EG

Telephone number (if any)

Description of premises (please read guidance note 1)

Grocery Store & Offlicence

Part 2

Full name of proposed designated premises supervisor

MR Kemal Dogan

Nationality

British

Place of birth

[REDACTED]

Date of birth

[REDACTED]

Personal licence number of proposed designated premises supervisor and issuing authority of that licence (if any)

[REDACTED]

Full name of existing designated premises supervisor (if any)

Mr Cetin Dogan

Please tick yes

I would like this application to have immediate effect under section 38 of the Licensing Act 2003

☒

I have enclosed the premises licence or relevant part of it

☐

(If you have not enclosed the premises licence, or relevant part of it, please give reasons why not)

Reasons why I have failed to enclose the premises licence or relevant part of it some parts of the licence is lost

[REDACTED]

Please tick yes

- I have made or enclosed payment of the fee ☒
- I will give a copy of this application to the chief officer of police ☒
- I have enclosed the consent form completed by the proposed premises supervisor ☒
- I have enclosed the premises licence, or relevant part of it or explanation ☒
- I will give a copy of this form to the existing premises supervisor, if any ☒
- 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

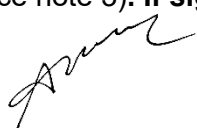
WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

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 3 – Signatures (please read guidance note 2)

Signature of applicant or applicant's solicitor or other duly authorised agent (See guidance note 3). **If signing on behalf of the applicant please state in what capacity.**

Signature



Date 15/01/2025

Capacity Licensing Consultant

For joint applicants signature of 2nd applicant 2nd applicant's solicitor or other authorised agent (please read guidance note 4). **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 5)
NARTS
68 Stoke Newington High Street

Post town
London

Post Code
N16 7PA

Telephone number (if any) 020 72413636

If you would prefer us to correspond with you by e-mail your e-mail address (optional) licensing@narts.org.uk

Guidance notes

1. Describe the premises. For example the type of premises it is.
2. The application form must be signed.
3. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
4. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
5. This is the address which we shall use to correspond with you about this application.

Subject : re[2]: Minor Variation application for St Johns Mini-Market, 90 St Johns Avenue London NW10 4EG
Date : 16 January 2025 11:22
Linked to: Brent Council
From : "Ezgi Yildirim" [REDACTED]
To : Licensing [REDACTED]

Good Morning,

Payment made please see below.

Thank you. Your online payment has been successful. Please allow a minimum of two working days for your payment to be processed.

If you provided an email address, you will also receive a confirmation email with these details. Please note, if you can't see an email in your inbox, check your junk or spam folder as it may be there.

Payment details

Payment for	Account/Reference Number	Name	Amount
Licences - Minor Variation	33892	Mahir Kilic	£89.00
Item Total			£89.00

Payment reference [REDACTED]
Authorisation code [REDACTED]
Transaction date and time 16-01-2025 11:28

> Good morning,

Please can you arrange payment of the application fee using our payment link - Brent Council Payments

Scroll down to Miscellaneous link > Licences > Minor Variation.

Reference Number for this application - 33892 – please ensure this code is used as a reference number to ensure the correct payment is made for this application.

Payment amount – £89.00

Please note payment must be made within 24 hours for the application to proceed. Failure to do so, may result in the application being returned unprocessed.

Public Notice Licensing Act 2003: Minor Variation of Premises Licence

I **Mr Cetin Dogan** Do hereby give notice that I have applied to the Licensing Authority at **Brent Council** for a **minor variation** to the Premises Licence at: **St Johns Mini-Market, 90 St Johns Avenue London NW10 4EG**

The application is to: **Add the following conditions to the existing Premises Licence**

- All employees must have right-to-work checks completed before starting employment, and copies must be retained on-site for inspection by relevant authorities.
- Regular training for the DPS, management, and staff on licensing and employment laws, including how to conduct proper right-to-work checks and making sure there is a log kept for this.
- A training log for staff must be maintained on-site, detailing the dates of training, topics covered and names of staff. This log should be made available for inspection by authorities upon request.
- Implementation of robust record keeping systems to track employee details, hours worked, and payments made, ensuring compliance with employment and tax regulations.

Details of the application may be inspected between the hours of 9am and 4pm at Brent Council, Regulatory Services, Brent Civic Centre, Engineers Way, Wembley, HA9 0FJ or by visiting the authority's website: www.brent.gov.uk

Any interested party or responsible authority may make representations in respect of the application, which must be submitted, in writing, to the above address within 10 working days of the date below.

This notice remains in force from and including the day after the giving of this notice to the licensing authority, namely 15/01/2025 until:

30/01/2025

It is an offence knowingly or recklessly to make a false statement in connection with this application, the maximum fine on summary conviction is unlimited.



APPLICATION FOR A MINOR VARIATION TO A PREMISES LICENCE OR CLUB PREMISES CERTIFICATE 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 especially Note 1.

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.

Once completed please send your application to the relevant licensing authority. You may wish to keep a copy of the completed form for your records.

I/We Mr Cetin Dogan

..... *[insert name of applicant(s)]* **being the premises licence holder(s) / club holding a club premises certificate, apply to vary a premises licence under section 41A / club premises certificate under section 86A of the Licensing Act 2003 for the premises described in Part 1 below**

Part 1 – Premises Details

Postal address of premises (or, if none, ordnance survey map reference or description) St Johns Mini-Market 90 St Johns Avenue	
Post Town London	Post Code NW10 4EG

Telephone number at premises (if any)

Premises licence number/club premises certificate number

150414

Brief description of premises (Please see Guidance Note 2)

Off-licence Grocery Store

Part 2 - Applicant details

I am / we are the premises licence holder/club premises certificate holder (Please delete as appropriate)

Contact phone number in working hours (if any)

--	--

Applicant Postal Address IF DIFFERENT FROM PREMISES ADDRESS

Post Town

Postcode

Please provide email address if you would prefer us to contact you by email (optional)

Part 3 – Proposed variation(s)

Please tick ✓

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

☒ Yes

☐ No

If not, from what date do you want the variation to take effect?

Day

Month

Year

--	--	--	--	--	--	--	--

Do you want the proposed variation to have effect in relation to the introduction of the late night levy?
(Please see Guidance Note 3)

☐ Yes

☒ No

Please describe the proposed variation(s) in detail in the box below and explain why you consider that they could not have an adverse effect on the promotion of any of the licensing objectives (See Guidance Note 1). This should include whether new or increased levels of licensable activities will be taking place indoors or outdoors (indoors may include a tent):

Details of proposed variations (Please see guidance note 4)

Adding Conditions to the Licence

- All employees must have right-to-work checks completed before starting employment, and copies must be retained on-site for inspection by relevant authorities.
- Regular training for the DPS, management, and staff on licensing and employment laws, including how to conduct proper right-to-work checks and making sure there is a log kept for this.
- A training log for staff must be maintained on-site, detailing the dates of training, topics covered and names of staff. This log should be made available for inspection by authorities upon request.
- Implementation of robust record keeping systems to track employee details, hours worked, and payments made, ensuring compliance with employment and tax regulations.

Part 4 – Operating Schedule

Please tick those parts of the Operating Schedule which would be subject to change if this application to vary were successful.

Please tick ✓ Yes

Provision of regulated entertainment

- | | |
|---|--------------------------|
| a) plays | <input type="checkbox"/> |
| b) films | <input type="checkbox"/> |
| c) indoor sporting events | <input type="checkbox"/> |
| d) boxing or wrestling entertainment | <input type="checkbox"/> |
| e) live music | <input type="checkbox"/> |
| f) recorded music | <input type="checkbox"/> |
| g) performances of dance | <input type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g) | <input type="checkbox"/> |

Provision of late night refreshment

☐

Sale by retail of alcohol – (Note that this can only relate to reducing licensed hours, or moving them without any overall increase between 7am and 11pm)

☐

Enclosures

I have enclosed the premises licence/club premises certificate ☐

I have enclosed the relevant part of the premises licence/club premises certificate ☐

I have included a copy of the plan
(necessary if the proposed variation will affect the layout) ☐

If you have not ticked one of the previous three boxes, please explain why in the box below:

Reasons why you have failed to enclose the premises licence/club premises certificate or relevant parts.

A DPS Variation application has submitted recently and we havent received the licence yet.

Any further information to support your application (See Guidance Note 6)

Please tick ✓ Yes


- I have made or enclosed payment of the fee ☐
- 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 enclosed the plan, if appropriate, of the premises in scale 1:100, unless otherwise agreed with the licensing authority ☐
- I have enclosed the premises licence/club premises certificate or relevant part of it or provided an explanation ☐
- I understand that if I do not comply with the above requirements my application will be rejected ☒
- I understand that I must now advertise my application for a continuous period beginning on the first working day after the day on which the application was given to the relevant licensing authority and ending at the expiry of the ninth consecutive working day after that day. ☒

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.

Part 5 – Signatures and Contact Details (see guidance note 7)

Premises Licence

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent. (See Guidance Note 8). If signing on behalf of the applicant, please state your name and in what capacity you are authorised to sign.

Signature 

Date 15/01/2025

Capacity: I / We (insert full name and capacity) Aysen Ipek Kilic, Licensing Consultant

.....sign on behalf of and have authority to bind the applicant.

Where the premises licence is jointly held, signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent. (See guidance note 9). If signing on behalf of the applicant please state your name and in what capacity you are authorised to sign.

Signature

Date

Capacity: I / We (insert full name and capacity)

.....sign on behalf of and have authority to bind the applicant.

CLUB PREMISES CERTIFICATE

Where the premises are a club:

I (insert full name)make this application on behalf of the club and have authority to bind the club.

Signature

Date

Capacity: I / We (insert full name and capacity)

.....sign on behalf of and have authority to bind the applicant.

Contact name (where not previously given) and address for correspondence associated with this application (See guidance note 10) Mrs Aysen Ipek Kilic NARTS 68 Stoke Newington High Street	
Post town London	Post code N16 7PA
Telephone number 02072413636	
If you would prefer us to correspond with you by e-mail your e-mail address (optional) licensing@narts.org.uk	

Data Protection: The London Borough of Brent will use this information for the purposes of The Licensing Act 2003 and related purposes. Any member of the public may examine the application form on request. In addition, this information may be disclosed to the Police, The London Fire and Emergency Planning Authority, relevant ward Councillors and other Council departments.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with law enforcement agencies and other bodies responsible for auditing or administering public funds for these purposes.

Please return the completed form and accompanying documents to:-

Regulatory Services
Regeneration and Growth
Fifth Floor
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ

☎ 020 8937 5359

Email: business.licence@brent.gov.uk

Cheques should be crossed and made payable to London Borough of Brent.

Notes for Guidance

1. General Note: The minor variations process can only be used for variations that could have no adverse impact on the promotion of any of the four licensing objectives. (These are: the prevention of crime and disorder; public safety; the prevention of public nuisance; and the protection of children from harm.)

It cannot be used to:

- extend the period for which the licence has effect;
- vary substantially the premises to which it relates;
- specify, in a premises licence, an individual as the designated premises supervisor;
- add the sale by retail or supply of alcohol as an activity authorised by a licence or certificate;
- authorise the sale by retail or supply of alcohol at any time between 11pm and 7am;
- authorise an increase in the amount of time on any day during which alcohol may be sold by retail or supplied;
- include the alternative licence condition referred to in section 41D(3) of the Licensing Act 2003 in a premises licence.

2. Description of premises: For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. This should include any activities in or associated with 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, the presence of gaming machines etc.

3. You do not have to pay a fee if the only purpose of the variation for which you are applying is to avoid becoming liable to the late night levy.

4. Give full details of all the proposed variation(s). Failure to provide sufficient information may lead to the refusal of your application. Details should include a description of the proposed variation(s) in terms as precise as possible. If you are not precise, the licensing authority may decide that the changes you propose would be potentially broader in scope than you intend and reject your application as not being a 'minor' variation. You should also include a statement about why you consider the variations proposed could not have an impact on the licensing objectives listed in section 4(2) of the Act. You should cover each of the objectives that could possibly apply to your proposal (or if more than one, to each proposal) and say why you think there could be no adverse impact on that objective. Your application will be assisted by including as much information as you can about this. **(However, there is a box at the end of the form for 'further information', and this should be used for any relevant background information not directly related to the variation.)** Relevant information includes:

a) **Variations to licensable activities/licensing hours** (all timings should be given in 24 hour clock e.g. 16.00. Only give details for the days of the week when you intend the premises to be used for the activity), such as:

- Whether new or increased levels of licensable activities will be taking place indoors or outdoors (indoors may include a tent);
- Relevant further details, for example whether music will be amplified or unamplified;
- Standard days and timing when the activity will take place, including start and finish times;
- Any seasonal variations in timings, e.g. additional days during the summer; and
- Non-standard timings, e.g. where you wish the activity to go on longer on a particular day such as Christmas Eve.

b) **Variations to premises/club layout**: If you are applying for a variation to the layout of your premises, you must include a revised plan. You should be aware that your application is likely to be refused if the proposed variation could:

- increase capacity for drinking on the premises;
- affect access between the public part of the premises and the rest of the premises or the street or public way, e.g. block emergency exits or routes to emergency exits; or
- impede the effective operation of a noise reduction measure.

c) **Revisions, removals and additions of conditions:** The minor variation process may be used to remove conditions which are out of date or invalid and to revise conditions which are unclear (as long as the intention and effect remains the same). It can also be used to add a new condition volunteered by the applicant or mutually agreed between the applicant and a responsible authority, such as the police or the environmental health authority (subject to impact on the licensing objectives).

d) **Variations to opening hours:** details of any changes to hours when the premises or club is open to the public.

5. In terms of specific regulated entertainments please note that:

- Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

- 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:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - 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;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
- 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.

6. Further information: You should use this box to provide any additional evidence to support your claim that the proposed variation is 'minor' and could not have an adverse impact on the promotion of the licensing objectives

7. Signatures: The application form must be signed.

8. Authorised agent: An applicant's agent (e.g. solicitor) may sign the form on their behalf and, in so doing, will be confirming that they have actual authority to do so.

9. 2nd Applicant: Where there is more than one applicant, both applicants or their respective agents must sign the application form.

10. This is the address which we shall use to correspond with you about this application. This might not be the same as the address of the premises or applicant, but these addresses must also be provided.



Regulatory Services
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ

TEL: 020 8937 5359
EMAIL: business.licence@brent.gov.uk
WEB: www.brent.gov.uk

Online Ref. No:
Application No: 33892
Date: 19 February 2025

Narts
Licensing Department, 53 Stoke Newington High Street
London
N16 8EL

Dear Sir/Madam
LICENSING ACT 2003
Licence Number: 150414 - 90 St Johns Avenue, London, Brent, NW10 4EG

Brent Council as the licensing authority, received an application for a premises licence from **Mr Cetin Dogan** in respect of the above premises. The Council have determined to grant the licence (subject to the conditions attached) as no relevant representations were received within the prescribed period.

The Premises licence and a summary are enclosed. Please ensure that the summary is displayed in a prominent position on the premises where it can easily be read by patrons and visitors. A police officer or an authorised officer (e.g. a Council licensing officer) may require such person who has custody of the premises licence (i.e. the holder of the premises licence or such other nominated person) to produce the licence for examination.

The holder of a premises licence commits an offence if they fail to comply with the above requirements relating to a premises licence and/or premises licence summary.

If you consider there is a mistake in the premises licence or the premises licence summary, the Licensing Authority will correct anything which it accepts as being a clerical mistake. If you believe there is such a clerical mistake, please contact us. This does not affect your right of appeal.

An annual fee is payable on the anniversary of the grant of the licence, unless the premises is exempt. We will send you a reminder for the payment of the annual fee and advise you of the sum payable. The fees are set by government and may be subject to change.

You may also need to seek planning permission for change in use of the premises. You can check this by using the following link.

[Planning Enquiries - Enquiry details - Address details - Self \(achieveservice.com\)](#)

May I remind you that you must have the correct planning consent in place for the hours of operation granted on this licence. If the hours are longer than those granted by Planning, then the Planning restriction applies and it is advised that you obtain planning consent for any extended hours in line with those on your premises licence.

An appeal against this licence decision may be made by the applicant, a person who made relevant representations or the Chief Officer of Police as applicable, to the magistrates' court at: Brent Magistrates Court, 449 High Road, Willesden, London NW10 2DZ, Tel: 0300 303 0645 within 21 days from the date of receipt of the notification of the decision.

Yours faithfully

Vanesha Haulkhory
Licensing Support Officer
Regulatory Services



Brent

Regulatory Services
Brent Civic Centre
Engineers Way
Wembley
HA9 0FJ

TEL: 020 8937 5359
EMAIL: business.licence@brent.gov.uk

WEB: www.brent.gov.uk

London Borough of Brent

Premises Licence

Part A

*This Premises Licence was granted by Brent Council, Licensing Authority for the area of the Borough of Brent under the **Licensing Act 2003***

Original grant date: 12 September 2005

Current issue date: 31 January 2025

Authorised signatory

Premises licence number: 150414

Part 1 – Premises Details

Postal address of premises, or if none, ordinance survey map reference or description

**St Johns Mini Market
90 St Johns Avenue, London, Brent, NW10 4EG**

Where the licence is time limited the dates

Licensable activities authorised by the licence

Section J: Sale of alcohol: Off the premises

The times the licence authorises the carrying out of licensable activities

Section J: Sale or Supply of Alcohol: Off the premises

Day	Start Time	End Time
Monday	08:00	23:00
Tuesday	08:00	23:00
Wednesday	08:00	23:00
Thursday	08:00	23:00
Friday	08:00	23:00
Saturday	08:00	23:00
Sunday	10:00	22:30

Good Friday 8.00hrs to 22.30hrs, Christmas Day 12.00hrs to 15.00hrs and 19.00hrs to 22.30hrs

The opening hours of the premises

Day	Start Time	End Time
Monday	07:00	22:00
Tuesday	07:00	22:00
Wednesday	07:00	22:00
Thursday	07:00	22:00
Friday	07:00	22:00
Saturday	07:00	22:00
Sunday	07:00	22:00

Where the licence authorises supplies of alcohol whether these are on and/or off supplies

Off the premises

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of the premises licence

Mr Cetin Dogan

Registered number of holder, for example company number, charity number (where applicable)

Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol

Kamal Dogan

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises the supply of alcohol

Licence Number:

Issuing authority: Borough of Broxbourne

Annex 1 – Mandatory conditions

Age Verification Policy

- (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—

(a) a holographic mark, or

(b) an ultraviolet feature.

Minimum Price of Alcohol

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

2. For the purposes of the condition set out in paragraph 1—

(a) duty? is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;

(b) permitted price? is the price found by applying the formula—

$$P = D + (D \times V)$$

where—

(i) P is the permitted price,

(ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the

date of the sale or supply of the alcohol;

(c) ?relevant person? means, in relation to premises in respect of which there is in force a premises licence—

(i) the holder of the premises licence,

(ii) the designated premises supervisor (if any) in respect of such a licence, or

(iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) ?relevant person? means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) ?valued added tax? means value added tax charged in accordance with the Value Added Tax Act 1994.

3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day (?the first day?) would be different from the permitted price on the next day (?the second day?) as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

Requirement for a DPS

(1) No supply of alcohol may be made under the premises licence—

(a) at a time when there is no designated premises supervisor in respect of the premises licence, or

(b) at a time when the designated premises supervisor does not hold a personal licence or their personal licence is suspended.

(2) Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

Door Supervisors and Security Staff to be Licensed by the SIA (Only if required)

Where the licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, each individual must be licensed by the Security Industry Authority, with the following exceptions:

a) premises where the premises licence authorises plays or films

b) any occasion mentioned in paragraph 8(3)(b) or (c) of Schedule 2 to the Private Security Industry Act 2001 (premises being used exclusively by a club with a club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or

c) any occasion within paragraph 8(3)(d) of Schedule 2 to the Private Security Industry Act 2001

Annex 2 – Conditions consistent with the operating schedule

1 All employees must have right-to-work checks completed before starting employment, and copies must be retained on-site for inspection by relevant authorities.

2 Regular training for the DPS, management, and staff on licensing and employment laws, including how to conduct proper right-to-work checks and making sure there is a log kept for this.

3 A training log for staff must be maintained on-site, detailing the dates of training, topics covered and names of staff. This log should be made available for inspection by authorities upon request.

4 Implementation of robust record keeping systems to track employee details, hours worked, and payments made, ensuring compliance with employment and tax regulations.

Annex 3 – Conditions attached after a hearing by the licensing authority

Annex 4 – Plans

See attached

Subject : Request for Withdrawal of Review Application for St Johns Mini Market, 90 St Johns Avenue Harlesden NW10 4E
Date : 10 February 2025 13:44
Linked to: ISD Alcohol Reviews
From : "Aysen Ipek Kilic"
To :

Dear Sir/Madam,

I write in relation to the review application submitted in respect of St Johns Mini Market, 90 St Johns Avenue Harlesden NW10 4E, and wish to set out the proactive steps taken by my client in direct response to the concerns raised. These measures not only address the underlying issues but also strengthen compliance with licensing and employment law requirements.

1. Appointment of a New Designated Premises Supervisor (DPS)

To ensure enhanced management and compliance, my client has appointed **Mr. Kemal Dogan** as the new **Designated Premises Supervisor (DPS)**. Mr. Dogan brings extensive experience in premises management and a firm understanding of licensing law. He has already implemented stricter oversight measures to uphold all licensing objectives and regulatory requirements.

2. Implementation of Additional Licensing Conditions

Following the submission of a minor variation application, which has now been approved (See enclosed email dated 10th February 2025), the following binding conditions have been incorporated into the premises licence:

- **Right-to-Work Compliance:** A mandatory right-to-work check will be conducted for all employees before commencing employment. Copies of the relevant documentation will be retained on-site and made available for inspection by enforcement authorities upon request.
- **Regular Staff Training:** The DPS, management, and all staff will undergo regular training on licensing law and employment regulations, specifically covering right-to-work checks. A dedicated log will be maintained as an auditable record.
- **Comprehensive Record-Keeping:** A formal staff training log will be maintained on-site, detailing training dates, topics covered, and the names of staff members trained, ensuring full transparency and compliance.
- **Employment and Tax Compliance:** A robust system has been implemented to record employee details, working hours, and payments, guaranteeing full adherence to employment law and tax obligations.

Given these significant and immediate remedial steps, which address the core concerns cited in the review application, it is respectfully submitted that the continued pursuit of the review would be disproportionate and an unnecessary expenditure of time and resources for all parties. The newly implemented conditions provide a clear and enforceable framework ensuring long-term compliance and regulatory assurance.

Accordingly, I invite the Home Office to consider withdrawing the review application in light of these substantive measures. Please confirm how you wish to proceed.

I look forward to your response.

Yours sincerely,
Aysen Ipek Kilic

St Johns Mini Market Limited

90 St Johns Avenue, Harlesden NW10 4EG

Record of Trainings

Name of staff: Mr Cetin Dogan

Email: [REDACTED]

Mobile: [REDACTED]

I understand that I have been duly trained by Kemal Dogan of my responsibilities:

Signed [REDACTED]

Dated: 12/02/2025

Subjects Covered	First Training	Refresher
Four Licensing Objectives		X
Premises Licence Conditions		X
Challenge 25 & Acceptable ID's		X
Licensing Act 2003 and Employment Laws		X
How to Check Right-to-Work Using a Share Code		X
Keeping Training Records		X
Keeping Refusal Register		X
CCTV Operation / Download to USB		X
Health & Safety		X
Employee details record keeping		X
How to log in to incident book		X

Name of staff: [REDACTED]

Email: [REDACTED]

Mobile: [REDACTED]

I understand that I have been duly trained by Kemal Dogan of my responsibilities:

Signed: [REDACTED]

Dated: 12/02/2025

Subjects Covered	First Training	Refresher
Four Licensing Objectives		X
Premises Licence Conditions		X
Challenge 25 & Acceptable ID's		X
Licensing Act 2003 and Employment Laws		X
How to Check Right-to-Work Using a Share Code		X
Keeping Training Records		X
Keeping Refusal Register		X
CCTV Operation / Download to USB		X
Health & Safety		X
Employee details record keeping		X
How to log in to incident book		X

Name of staff: [REDACTED]

Email: [REDACTED]

Mobile: [REDACTED]

I understand that I have been duly trained by Kemal Dogan of my responsibilities:

Signed: [REDACTED]

Dated: 12/02/2025

Subjects Covered	First Training	Refresher
Four Licensing Objectives		X
Premises Licence Conditions		X
Challenge 25 & Acceptable ID's		X
Licensing Act 2003 and Employment Laws		X
How to Check Right-to-Work Using a Share Code		X
Keeping Training Records		X
Keeping Refusal Register		X
CCTV Operation / Download to USB		X
Health & Safety		X
Employee details record keeping		X
How to log in to incident book		X

Name of staff

Email

Mobile:

I understand that I have been duly trained by Kemal Dogan of my responsibilities:

Signed

Dated: 12/02/2025

Subjects Covered	First Training	Refresher
Four Licensing Objectives		X
Premises Licence Conditions		X
Challenge 25 & Acceptable ID's		X
Licensing Act 2003 and Employment Laws		X
How to Check Right-to-Work Using a Share Code		X
Keeping Training Records		X
Keeping Refusal Register		X
CCTV Operation / Download to USB		X
Health & Safety		X
Employee details record keeping		X
How to log in to incident book		X

St Johns Mini Market Limited

90 St Johns Avenue, Harlesden NW10 4EG

How to Check Right-to-Work Using a Share Code

This guide explains the simple steps to verify a candidate's right-to-work in the UK using the online share code system provided by the government, and what to do if the candidate cannot generate the share code themselves.

1. Request the Necessary Information

- **Ask the Candidate:**
 - Request that the candidate provide their share code and date of birth.
 - Inform them that the share code is generated via the official government website: [GOV.UK – Prove right to work](#)

 - **If the Candidate Cannot Generate the Share Code Themselves:**
 - Ask the candidate to provide the necessary documents to verify their right-to-work. These documents typically include:
 - A valid passport
 - A biometric residence permit (BRP)
 - Or other immigration documents that clearly indicate their right-to-work status
-

2. How to Get the Share Code (Assisted Process)

If a candidate is not tech-savvy or cannot access the online system, follow these steps:

- **Collect the Documents:**
 - Request the candidate's passport or biometric residence permit (or other relevant documents) so that you can verify their details.
 - Ensure you check the document's validity and that it contains the necessary information (e.g., expiry dates, personal details).
 - **Assist with the Online Process:**
 - With the candidate's permission, help them access a computer or mobile device.
 - Go to the official GOV.UK website: [GOV.UK – Prove right to work](#)
 - Enter the candidate's details (the share code field will be available once they complete the online process).
 - If you are assisting, ensure you follow data protection and confidentiality guidelines when handling their personal information.
 - **Note:**
 - You cannot generate a share code without the candidate's active participation. The candidate must confirm their details as part of the online process.
 - If technical issues persist, advise the candidate to try again later or provide the necessary documents for manual verification.
-

3. Verifying the Right-to-Work

- **Enter the Details:**
 - Input the provided share code and the candidate's date of birth on the GOV.UK website.
 - Follow the on-screen instructions to complete the check.
 - **Review the Results:**
 - Verify that the details on the screen match the candidate's information.
 - Confirm that the candidate's right-to-work status is shown as **valid**.
-

4. Record Keeping

- **Document the Check:**
 - Record the share code, the candidate's date of birth, and the date the check was performed.
 - Keep a secure record of this information as evidence of compliance with right-to-work requirements.
 - **Alternative Documents:**
 - If the candidate provided documents instead of a share code, make a note of the type of document and its details (e.g., passport number, BRP details) along with the date of the check.
-

5. Key Reminders

- **Always Use the Official GOV.UK Website:**
 - Ensure that the share code is checked only via the official government website.
- **Accuracy is Crucial:**
 - Double-check all details entered to avoid mistakes.
- **Data Protection:**
 - Handle all personal data in accordance with data protection regulations.

St Johns Mini Market Limited

90 St Johns Avenue, Harlesden NW10 4EG

Training Material:

Licensing Act 2003 and Employment Laws

This training material is designed for all DPS, management, and staff at St Johns Mini-Market. It provides a basic overview of the Licensing Act 2003 and key aspects of UK employment laws, ensuring that our business operates in full compliance with legal requirements.

1. Overview of the Licensing Act 2003

- **What Is the Licensing Act 2003?**

The Licensing Act 2003 governs the sale of alcohol, late-night refreshment, and certain other activities in England and Wales. It sets out the legal framework for obtaining, operating, and maintaining a licence for premises that sell alcohol or offer regulated services.

- **Why It Matters for Our Mini-Market:**

- **Alcohol Sales:** Since our mini market sells alcohol, it must hold a valid licence and strictly adhere to its conditions.
- **Public Safety & Order:** The Act is designed to promote public safety, prevent disorder, and ensure that premises are run responsibly.
- **Compliance:** Failure to comply can lead to fines, sanctions, or even closure of the business.

- **Key Licensing Requirements:**

- Possessing a valid premises licence if selling alcohol or other regulated products.
 - Adhering to the designated operating hours and any licence conditions.
 - Maintaining a safe and orderly environment for customers and the community.
-

2. Responsibilities Under the Licensing Act 2003

- **Management Responsibilities:**

- Ensure the mini market's licence is up-to-date and annual fees paid on time.
- Train staff on the conditions of the licence and ensure they understand their role in compliance.
- Monitor activities within the premises to ensure adherence to licence conditions.

- **Staff Responsibilities:**

- Be aware of the legal restrictions related to alcohol sales and customer interactions.
 - Report any incidents or breaches of licence conditions to management immediately.
 - Follow all internal procedures designed to maintain compliance.
-

3. Overview of Employment Laws in the UK

- **Key Areas Covered:**
 - **Employee Rights:** Fair treatment, non-discrimination, and safe working conditions.
 - **Right-to-Work:** Ensuring all employees have the legal right to work in the UK.
 - **Record Keeping:** Maintaining accurate records of employment and right-to-work checks.
 - **Employer Obligations:**
 - Conduct regular right-to-work checks and keep records as evidence of compliance.
 - Provide a safe and supportive work environment that meets statutory requirements.
 - Ensure employment practices comply with legislation such as the Equality Act 2010, Employment Rights Act 1996, and Working Time Regulations.
-

4. Summary and Key Reminders

- **Licensing Act 2003:**
 - Understand and follow the conditions of our premises licence.
 - Ensure the safe and responsible sale of alcohol (if applicable) and adherence to operating conditions.
 - **Employment Laws:**
 - Maintain compliance with UK employment legislation.
 - Regularly conduct and document right-to-work checks.
 - **General Compliance:**
 - Always refer to official sources such as [GOV.UK](https://www.gov.uk) for the latest legal updates.
 - Report any concerns or breaches to management immediately.
-

5. Next Steps & Resources

- **Further Reading:**
 - Licensing Act 2003 Guidance: [GOV.UK](https://www.gov.uk) – Licensing Act 2003
 - Employment Law Overview: [GOV.UK](https://www.gov.uk) – Employing People
 - Right-to-Work Checks: [GOV.UK](https://www.gov.uk) – [Prove right to work](https://www.gov.uk/guidance/proof-right-to-work)
- **Regular Updates:**
 - Attend refresher training sessions.
 - Keep a copy of this training material on site and review it periodically.

St Johns Mini Market Limited

90 St Johns Avenue, Harlesden NW10 4EG

Right-to-Work Share Code Log Book

Instructions:

- Record each staff member's right-to-work details immediately after verification.
- Ensure all information is accurate and legibly filled in.
- Keep this log book in a secure location and update it regularly to maintain compliance with data protection regulations.
- Use additional sheets if necessary, and note any follow-up actions or discrepancies in the comments section.

Field Descriptions:

- **Employee Name:** Full legal name as recorded on official documents.
- **Employee ID:** Unique identifier assigned to the staff member.
- **Date of Birth:** Use DD/MM/YYYY format.
- **Document Provided:** Specify the type of document (e.g., Passport, Biometric Residence Permit).
- **Document Number/Details:** Enter the document number or relevant details for verification.
- **Share Code:** If available, record the share code generated via [GOV.UK – Prove right to work](https://gov.uk/verify/sharecode).
- **Date of Check:** The date on which the right-to-work check was conducted.
- **Expiry Date:** If applicable, note the expiry date of the document or right-to-work status.
- **Verified By:** Name (and initials/signature if required) of the staff member who performed the check.
- **Comments:** Any additional information, follow-up actions, or notes regarding the verification process.

[illegible]

St Johns Mini-Market Employee Record Keeping Logbook

Location: 90 St Johns Avenue, London NW10 4EG

Instructions:

- Complete each section as soon as the relevant records are generated.
 - Ensure all data is legible and accurate.
 - Keep the logbook in a secure location and update it regularly.
 - Use additional pages or digital tools as necessary, following our data protection guidelines.
-

General Best Practices

- **Accuracy:** Double-check all entries for correctness.
- **Security:** Keep the logbook secure; restrict access to authorized personnel only.
- **Updates:** Regularly update all sections and perform monthly reconciliations with digital records.
- **Retention:** Retain all records for the required period as per HMRC guidelines (typically a minimum of three years).

4. Employee: [REDACTED]

Date of Birth: [REDACTED]

Address: [REDACTED]

Job Title: Shop Assistant

Authorization: I, [REDACTED] authorize ST JOHNS MINI MARKET LTD to release my confidential employment details to third parties as needed.

Signature: [REDACTED]

Date: 26/02/2025

This authorization remains in effect unless revoked in writing.

Sincerely,

Cetin Dogan

Director of ST JOHNS MINI MARKET LTD

AUTHORIZATION TO DISCLOSE CONFIDENTIAL INFORMATION

ST JOHNS MINI MARKET LTD

90 St John's Avenue

London

NW10 4EG

Date: 26/02/2025

To Whom It May Concern,

This letter serves as formal authorization for the employees listed below to disclose their confidential employment details to third parties when necessary.

1. Employee: CETIN DOGAN

Date of Birth: [REDACTED]

Address: [REDACTED]

Job Title: Director

Authorization: I, CETIN DOGAN, authorize ST JOHNS MINI MARKET LTD to release my confidential employment details to third parties as needed.

Signature: 

Date: 26/02/2025

2. Employee [REDACTED]

Date of Birth [REDACTED]

Address [REDACTED]

Job Title: Shop Assistant

Authorization: I, [REDACTED] authorize ST JOHNS MINI MARKET LTD to release my confidential employment details to third parties as needed.

Signature: [REDACTED]

Date: 26/02/2025

3. Employee: [REDACTED]

Date of Birth: [REDACTED]

Address: [REDACTED]

Job Title: Shop Assistant

Authorization: I, [REDACTED] authorize ST JOHNS MINI MARKET LTD to release my confidential employment details to third parties as needed.

Signature: [REDACTED]

Date: 26/02/2025

Hours Worked / Payment Log

Maintain a daily record of each employee's working hours to ensure compliance with working time regulations.

January 2025

[illegible]

Employee Details - Personal

Tax Week 47 Tax Month 11

Employee Reference	Employee Name, Address, Job Title Email & Mobile	Employment Status Type	Date of Birth	Marital Status	Sex	Pay Frequency	NI Number	NI Cat	Tax Code	W1/ M1	Starter Form	Start Date	Pay Method
1	CETIN DOGAN [Redacted]		[Redacted]	Single	Male	Monthly	[Redacted]		1257L	N	P46	13/04/2012	BACS
17	[Redacted]		[Redacted]	Single	Male	Monthly	[Redacted]		1257L	N	P46	09/12/2024	Cash
18	[Redacted]		[Redacted]	Single	Male	Monthly	[Redacted]		1257L	Y	P46	20/12/2024	Cash
19	[Redacted]		[Redacted]	Single	Male	Monthly	[Redacted]		1257L	Y	P46	10/01/2025	BACS