

Application for a premises licence

MSDC Ref:	LI/26/1399

Your Details

Your Details	
Title	Mr
First name	Bradley
Last name	Steenkamp
Address line 1	UNIT 5 1A WILLIAM WAY
Town	BURGESS HILL
County	WEST SUSSEX
Postcode	RH15 9AG

Premises

Premises Information	
Postal address of premises or, if none, ordnance survey map reference or description	Horsham Coffee Roaster, Unit 5, 1a William Way
Postcode	rh159ag
Non-domestic rateable value of premises.	£33001 - £87000

Applicant Type

Please state whether you are applying for a premises licence as:	a person other than an individual - i) as a limited company
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Applicant Type

Please confirm one of the following	I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
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Applicants

Other Applicants

Other 1.0 Applicants	
Applicants first name	Amelia
Applicants last name	Steenkamp

Description of applicant	Director at Horsham Coffee Roaster

Operating Schedule

Operating Schedule	
When do you want the premises licence to start?	2026-09-15

Description of Premises

Operating Schedule	
Describe the premises	The premises will be used for the retail sale of wine by way of off-sales only, with no provision for the consumption of paid alcohol on the premises (except for tastings or samples). Wine will be offered for sale primarily via online order, with orders picked, packed and dispatched from the warehouse to customers. Customers will also be able to collect pre-paid online orders directly from the premises. In addition, the premises will operate as a retail outlet permitting members of the public to attend in person to purchase wine directly. To allow for operational flexibility, the licence is sought to cover the sale of alcohol seven days a week, between the hours of 09:00–18:00, although the premises are anticipated to typically trade on weekdays during this period. The website will be live and allow orders to be placed 24 hours per day, year-round.

Activities Guidance

Which types of licensable activity will you be provisioning?	Supply of alcohol
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Activities

Activity #1.0	
Supply of Alcohol	
Type of Activity	Supply of Alcohol
Activity Verb	supply of alcohol
Please indicate standard days of Supply of Alcohol	Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday
Please indicate the standard days and timings. Provide times using the 24 hour clock.	
Monday	
Monday from	09:30
Monday to	16:30
Tuesday	
Tuesday from	09:30
Tuesday to	16:30
Wednesday	
Wednesday from	09:30
Wednesday to	16:30
Thursday	

Thursday from	09:30
Thursday to	16:30
Friday	
Friday from	09:30
Friday to	16:30
Saturday	
Saturday from	09:30
Saturday to	16:30
Sunday	
Sunday from	09:30
Sunday to	16:30
Where will the supplied alcohol be consumed?	off premises
State any seasonal variations	
Non standard timings. Where the club intends to use the premises for the supply of alcohol at different times from those listed above, please list	

Activity #2.0

Hours premises is open to the public

Type of Activity	Hours premises is open to the public
Please indicate standard days of Hours premises is open to the public	Monday,Tuesday,Wednesday,Thursday,Friday

Please indicate the standard days and timings. Provide times using the 24 hour clock.

Monday

Monday from	09:30
Monday to	16:30

Tuesday

Tuesday from	09:30
Tuesday to	16:30

Wednesday

Wednesday from	09:30
Wednesday to	16:30

Thursday

Thursday from	09:30
Thursday to	16:30

Friday

Friday from	09:30
Friday to	16:30

Saturday

Sunday

State any seasonal variations	
Non standard timings. Where the club intends to use the premises for the at different times from those listed above,	

please list	
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Premises Supervisor

Premises Supervisor	
First name	Amelia
Last name	Steenkamp

Adult Entertainment

Please 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.

None

Objectives

Licensing Objectives	
Please list here steps you will take to promote all four licensing objectives together.	We will have measures in place at Unit 5, 1a William way to ensure the 4 key objectives are met. These include CCTV, staff training on the sale of alcohol and age restrictions.
The prevention of crime and disorder	Digital CCTV System: A CCTV system will be installed, maintained, and operated on-site. Cameras will cover all public entry/exit points and internal point-of-sale areas where alcohol is served or sold. Recordings will be retained for a minimum of 31 days and made available to Police or Local Authority officers upon reasonable request. Incident Log: An incident logbook will be kept on the premises and maintained up to date. It will record all instances of crime or disorder, refusals of service, and visits by emergency services or licensing officers. Staff Training: All staff involved in the sale of alcohol will receive comprehensive training regarding their responsibilities under the Licensing Act 2003, including recognizing drunkenness, conflict management, and preventing proxy purchases. Secure Storage; Dispatch: Stock will be kept secure and the premises has a Verisure alarm system. Online retail orders dispatched directly by us strictly use verified couriers operating signature-upon-delivery and age-verification protocols.
Public safety	Risk Assessments: Regular Health & Safety and Fire Safety risk assessments will be conducted and reviewed annually. Emergency Procedures: Fully stocked First Aid kits will be maintained on-site, and trained First Aiders will be present during advertised visitor hours or pre-booked tasting events.
The prevention of public nuisance	Noise Management: No live or amplified music will be played outdoors at a level likely to cause disturbance to nearby residential properties.
	Challenge 25 Policy: The premises will operate a strict "Challenge 25" age-verification policy for all direct sale. Anyone who appears to be under 25 will be required to show valid

The protection of children from harm	photographic ID (Passport, Photocard Driving Licence, or PASS-accredited card) before being served or buying alcohol. Age-Gated Web Sales: For direct-to-consumer online sales, an explicit age-verification check (confirming the buyer is 18 or over) will be integrated at the online checkout stage. Delivery packages will be clearly labeled as containing age-restricted goods requiring an adult signature upon receipt. Refusals Register: A physical or electronic Refusals Register will be maintained to log all attempted purchases by underage individuals or proxy buyers. This will be checked and signed off by the Designated Premises Supervisor (DPS) on a regular basis.
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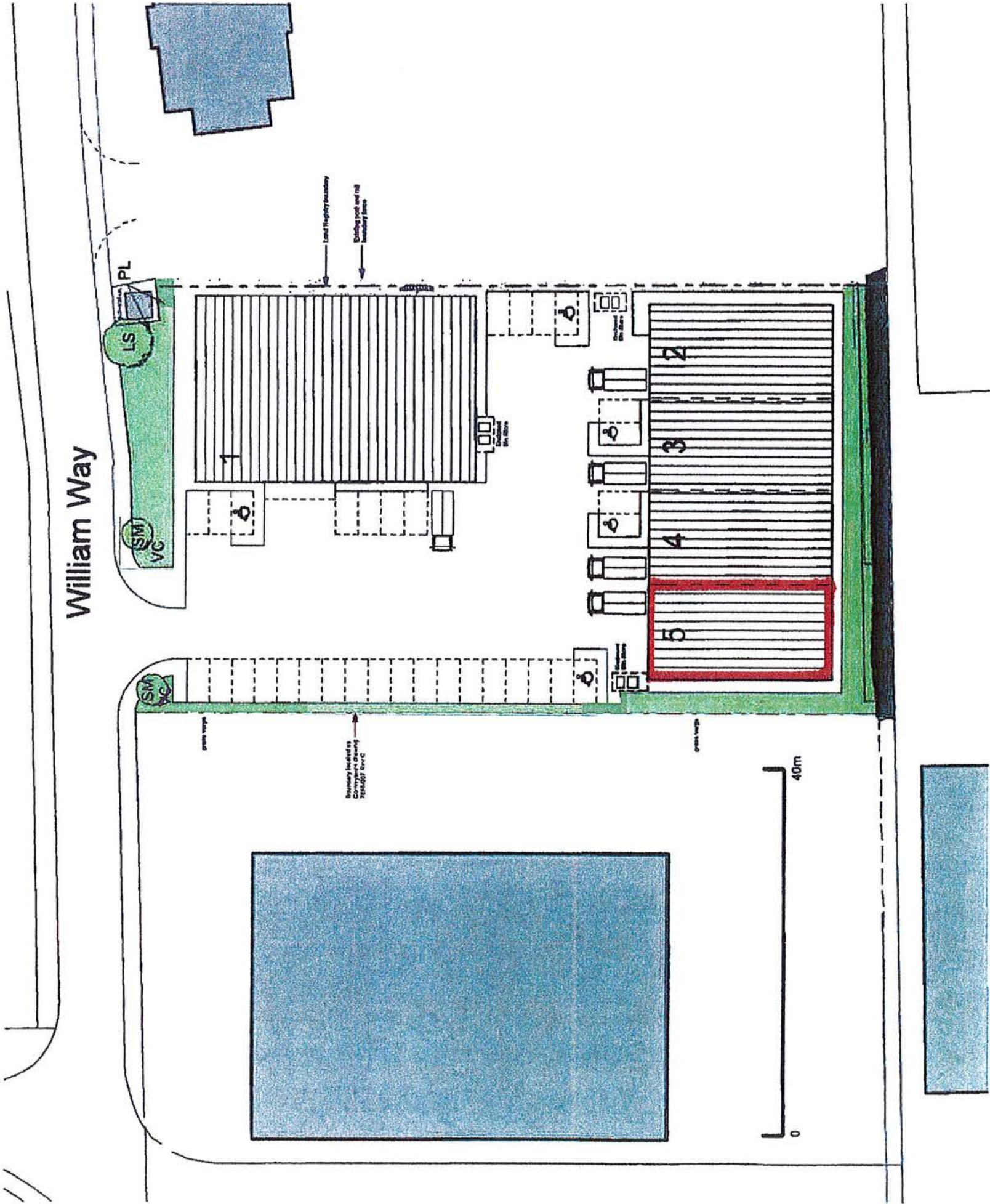
Phase 2.

Either side of the entrance: 2 x 1 x Salix Matusudana Tortuosa 6/8 (SM), surrounded by 5 x Viburnum carlesii (VC).

NearSubstaon 1 x Liquidambar Styraciflua 6/8 (LS).

Aroundsubstaon : 9 x Prunus LusitanicaAngusolia 60/80cm (PL)

Along the rear of the building Lay to turf on a stabilising mesh.



Drawing & specification has been produced from details provided by Bradgate Estate Management.



Architects - Project Managers - Quantity Surveyors
130 New Walk
Leicester, LE1 7JA
Tel: 0116 204 5800, Fax: 0116 204 5801
email: design@rq-p.co.uk, www.rq-p.co.uk

Project:	Burgess Hill (phase 2) William Way, Burgess Hill
Client:	Tungsten Properties
Sheet title:	Landscaping plan
Ref:	7895 / 008
Scale:	1:500 @ A3
Date:	
Drawn	Checked:

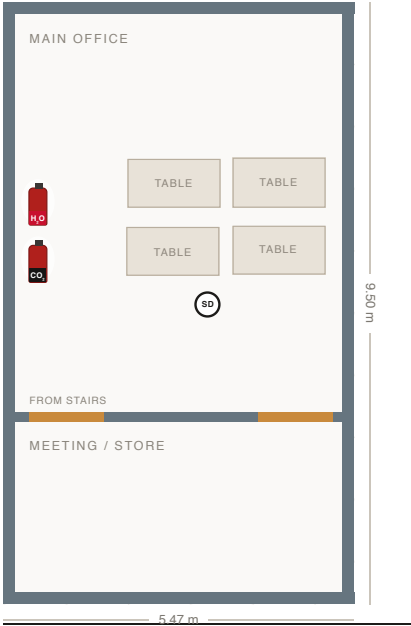
All dimensions to be checked on site. This drawing is the copyright of the Architect, and not to be reproduced without written permission.

Warehouse floor plans — premises licence application

GROUND FLOOR — WAREHOUSE, ROASTERY & RETAIL



FIRST FLOOR — OFFICE



- FIRE EQUIPMENT**
- Water extinguisher — Class A
 - Dry powder extinguisher — A/B/C
 - CO₂ extinguisher — electrical
 - Smoke alarm
 - Fire escape door

- PLAN KEY**
- Shelving / racking
 - Coffee roaster
 - Packing table
 - Door
 - Loading shutter
 - Wall

Licensable area: whole ground floor including customer / retail section and wine storage. Alcohol is stored in the marked wine storage bay and dispatched from the goods in / dispatch area. Plan indicative, dimensions as surveyed; not to scale for construction.