

\* required information

**Section 1 of 21**

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

GDKNorwich

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

Gavin

\* Family name

Sahota

\* E-mail

Main telephone number

Include country code.

Other telephone number

☒ Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

☒ 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 the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

**Applicant Business**

Is the applicant's business registered in the UK with Companies House?

☒ Yes ☐ No

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

Registration number

13241822

Business name

SBG Norwich Ltd

If the applicant's business is registered, use its registered name.

VAT number

- 388310677

Put "none" if the applicant is not registered for VAT.

Legal status

Please select...

Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Agent Details**

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

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

Are you:

☒ An agent that is a business or organisation, including a sole trader

A sole trader is a business owned by one person without any special legal structure.

☐ A private individual acting as an agent

**Agent Business**

Is your business registered in the UK with Companies House? ☐ Yes ☒ No

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

Is your business registered outside the UK? ☐ Yes ☒ No

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status

Continued from previous page...

Your position in the business	<input type="text" value="Director"/>	
Home country	<input type="text" value="United Kingdom"/>	The country where the headquarters of your business is located.
<b>Agent Business Address</b>		If you have one, this should be your official address - that is an address required of you by law for receiving communications.
Building number or name	<input type="text" value="Initial Business Centre"/>	
Street	<input type="text" value="Unit 7 Wilson Business Park"/>	
District	<input type="text"/>	
City or town	<input type="text" value="Manchester"/>	
County or administrative area	<input type="text"/>	
Postcode	<input type="text" value="M40 1WN"/>	
Country	<input type="text" value="United Kingdom"/>	

## Section 2 of 21

### 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	<input type="text" value="GDK"/>
Street	<input type="text" value="43 St Stephens Street"/>
District	<input type="text"/>
City or town	<input type="text" value="Norwich"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text" value="NR1 3QR"/>
Country	<input type="text" value="United Kingdom"/>

#### Further Details

Telephone number	<input type="text"/>
Non-domestic rateable value of premises (£)	<input type="text" value="79,500"/>

### Section 3 of 21

#### 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

### Section 4 of 21

#### 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...

Limited company

### Address

Building number or name Epsilon House

Street West Road

District

City or town Ipswich

County or administrative area

Postcode IP3 9FJ

Country United Kingdom

### Contact Details

E-mail

Telephone number

Other telephone number

\* Date of birth

\* Nationality

Documents that demonstrate entitlement to work in the UK

Add another applicant

## Section 5 of 21

### OPERATING SCHEDULE

When do you want the premises licence to start?

01 / 09 / 2025  
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.

Ground floor retail premises trading as a restaurant known as GDK



*Continued from previous page...*

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

#### Section 6 of 21

##### PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

#### Section 7 of 21

##### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

#### Section 8 of 21

##### PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

#### Section 9 of 21

##### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

#### Section 10 of 21

##### PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☐ Yes ☒ No

#### Section 11 of 21

##### PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☐ Yes ☒ No

#### Section 12 of 21

##### PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

Continued from previous page...

### Section 13 of 21

#### 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

### Section 14 of 21

#### LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☒ Yes ☐ No

#### Standard Days And Timings

##### MONDAY

Start

End

Start

End

##### 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

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.

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.

Late night refreshment (not alcohol) of standard menu items

State any seasonal variations

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

None

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.

None

## Section 15 of 21

### 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'.

## Section 16 of 21

### 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.

NA

## Section 17 of 21

### HOURS PREMISES ARE OPEN TO THE PUBLIC

#### Standard Days And Timings

##### MONDAY

Start 11:00

End 00:00

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 11:00

End 00:00

Start

End

##### WEDNESDAY

Start 11:00

End 00:00

Start

End

##### THURSDAY

Start 11:00

End 00:00

Start

End

##### FRIDAY

Start 11:00

End 02:00

Start

End

##### SATURDAY

Start 11:00

End 02:00

Start

End

##### SUNDAY

Start 11:00

End 00:00

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...*

None

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.

None

## **Section 18 of 21**

### **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.

Please see attached Operating Schedule

b) The prevention of crime and disorder

Please see attached Operating Schedule

c) Public safety

Please see attached Operating Schedule

d) The prevention of public nuisance

Please see attached Operating Schedule

e) The protection of children from harm

Please see attached Operating Schedule

Continued from previous page...

## Section 19 of 21

### 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...*

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **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 Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

*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.

#### **Section 20 of 21**

#### **NOTES ON REGULATED ENTERTAINMENT**



*Continued from previous page...*

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:
  - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - o 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.
  - o 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.
  - o 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.
  - o 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:
  - o 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.
  - o 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.
  - o 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.

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.

## Section 21 of 21

### 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.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £87000 £315.00

Band D - £87001 to £125000 £450.00\*

Band E - £125001 and over £635.00\*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39999 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

315.00

### DECLARATION

*Continued from previous page...*

- \* 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.

☐ 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

\* Capacity

\* Date  /  /   
dd mm yyyy

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/norwich/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

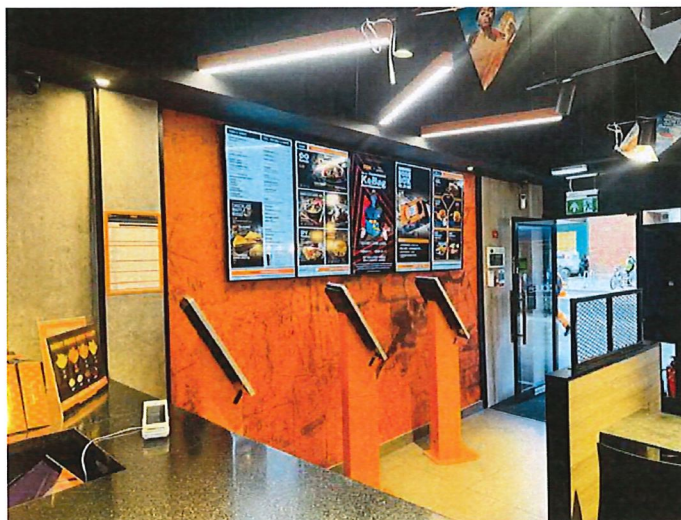
Applicant reference number	<input type="text" value="GDKNorwich"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>



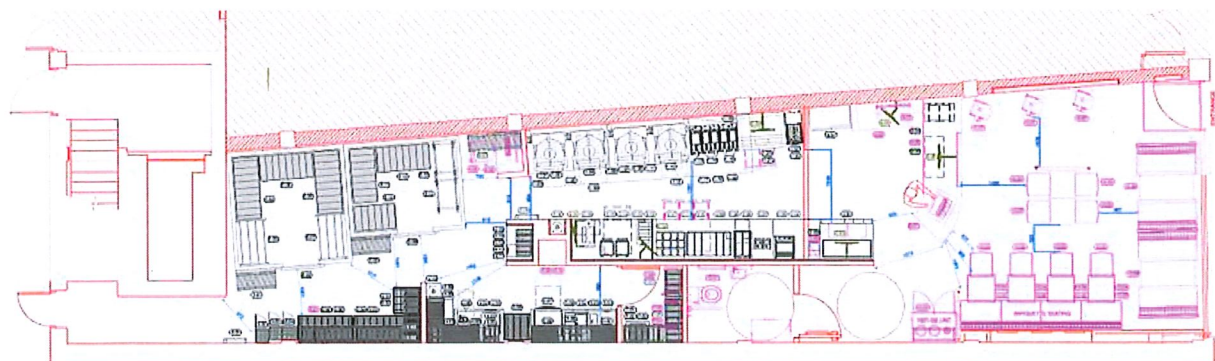
# Appendices



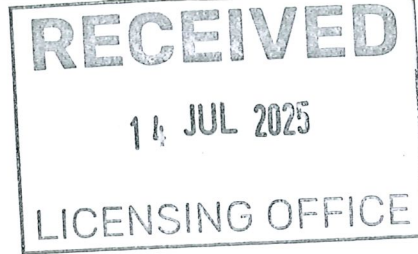
Internal photographs to shop front and entrance (above and below)



Floor plan (please also see larger scaled version attached to this application)







# 43 St Stephens Street, Norwich

## Operating Schedule in support of a premises licence application

Application to extend the hours of operation / trade of GDK Norwich to include late night refreshment (only):

11am to midnight Sunday to Thursday inclusive

11am to 2am Friday and Saturday inclusive

On behalf of the owners of GDK Norwich as applicant: SBG Norwich Limited (SB-Group)

Applicant's agent: MBI-PAM Limited, Initial Business Centre, Unit 7 Wilson Business Park, Manchester, M40 8WN (registered address only) | [info@mbi-pam.com](mailto:info@mbi-pam.com)

Correspondence address: SBG Norwich Limited, Epsilon House, Masterlord Office Village, West Road, Ransomes Industrial Estate, Ipswich, IP3 9FJ

Dated: 14 July 2025

The applicant confirms it has made itself familiar with the Statement of Licensing Policy (2021) and Cumulative Impact Policy together with the Licensing Act (2003). The applicant recognises that although there is no CIA in Norwich the premises is situated within the city centre and it stresses that this is not an application for the sale of alcohol and is made by an established and experienced operator. Appropriate measures for late night trade have been made accordingly and the extended hours proposed are, in the applicants view, 'sensible' in light of this.

The applicant wishes to promote an open discussion with all Responsible Authorities prior to decision and would welcome comment and recommendations as to any suitable conditions that they may wish to reasonably attach to the grant of any approval and subsequent consent.



# Operating Schedule

This operating schedule is in support of the premises licence application to permit late night refreshment from 23:00 hrs to midnight (Sunday to Thursday) and 23:00 hrs to 02:00 hrs (Friday and Saturday) at GDK.

Section 18: Describe the steps you intend to take to promote the four licensing objectives:

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

As a national brand, GDK have high standards in food, public safety, staff training and prevention of nuisance. GDK has already been successfully trading between 11:00 - 23:00 hrs daily. It is therefore well placed to promote Norwich 'as a safe and healthy environment'. The business is also committed to 'engage in national and local schemes that promote customer safety'.

As standard, full, in depth and ongoing staff training will take place managed by established owners at SB-Group. A detailed training program is put into place prior to any store opening. This is carried out in person and is an intense course with monthly reviews of management and staff. Copies of training documents are to be made available on site with posters also erected. Paginated log books are kept on site of all and any events for inspection.

Health and safety is a priority and is managed accordingly with vast in-house experience and regular monitoring.

GDK is a national brand and the owners SB-Group are vastly experienced with other national brands under ownership and franchise. Those of which are now operating late night licences successfully in Loughborough, Colchester, Peterborough, York and Huddersfield.

There will be regular reviews of policy and actions taken accordingly. GDK are aware of additional measures such as SIA licensed door staff and security however it is not considered to be appropriate at this juncture for the type of location along St Stephens Street, with no CIA, and the type of licence applied for (i.e. no alcohol and light refreshment only with an extension of trade only 1 hour Sunday to Thursday, 3 hours at weekends). Should any of the Responsible Authorities recommend for SIA door staff during late night refreshment, this will be accepted, and door staff will be employed during late night refreshment. The applicant will otherwise keep this on regular review.

## **b) The prevention of crime and disorder**

A digital hard drive CCTV system shall be in operation to cover internal and external areas of the premises, any area where customers have legitimate access shall be sufficiently illuminated for the purposes of CCTV:

- > All CCTV recorded images shall have sufficient clarity/quality/definition to enable facial recognition.
- > CCTV shall be kept in an unedited format for a period of 31 days, any DVDs subsequently produced shall be in a format so it can be played back on a standard personal computer or standard DVD player.
- > Any person left in charge of the premises shall be trained in the use of any such CCTV equipment and able to produce/download/burn CCTV images upon request by a person from a responsible authority.
- > CCTV shall be maintained on a regular basis and kept in good working order.
- > CCTV maintenance records shall be kept with details of contractor used and any work carried out recorded.

An Emergency Alarm system will be installed with red line connection to emergency services.

Notices and posters will be erected to warn against noise levels, drugs, weapons, smoking and any nuisances. The premises are food-focused and no alcohol is permitted on-site. The dining area is open.

Toilets will be kept as per British Standards with regular inspections and cleaning - to prevent them being 'a magnet for sexual assault, accidents and conflict'. Including drugs.

Doors to be closed quietly and no loud music at night.

Standard staff training at Head Office and on site. This is carried out in person and is an intense course with monthly reviews of management and staff. Copies of training documents are to be made available on site with posters also erected.

There will be no 'special events' and exit from the premises will be orderly though it is noted that a 'bulk exiting' is not normal in this line of business.

Managers will work with the local community and other late night trading premises in the local area to share knowledge and measures in place.

### **c) Public safety**

Staff will be trained and will also hold first aid training with regular review and updating. There will be an incident log / register held on site. Premises will be well lit and fitted out to a high and standard specification of GDK. The dining area is open plan. No alcohol is permitted to be sold or consumed on site, similar to many neighbours.

All staff will be trained in managing and resolving conflict, recognising drugs activity and potential for weapons and accidents. Documented records of training completed shall be kept for each member of staff. Training will be regularly refreshed and at no greater than 6 monthly intervals. Training records will be made available for inspection.

Staff will be informed and trained to understand any conditions attached to the licence.

Plans of the property will be visible to staff and customers with clearly lit and indicated fire escape routes. The location of all access and egress points will be signposted with knowledge of securing and open all doors known to staff and signposted where relevant for customers. These areas will be kept clear at all times with appropriate staff training.

The location and type of all fire safety (fire alarm call points and detectors, extinguishers, emergency lighting, fire exit signage) and any other safety equipment will be known to staff.

Each responsible person will carry out a fire risk assessment to decide the nature and extent of general fire precautions that need to be taken. The requirements of the Fire Safety Order will be met and 'Nothing beyond existing Fire Safety Order' is considered necessary at this stage.

CCTV and alarm systems as noted in 'B' above.

The operator will consult regularly with the local police crime reduction adviser.

No smoking on the premises.

No sale of alcohol on the premises.

### **d) The prevention of public nuisance**

All doors and windows will be kept closed. Doors will only be opened to allow access, or for persons to leave the premises. Ventilation by artificial means will be provided.

There will be no amplified music or any music or speech after midnight and it will not be played in rooms that will affect neighbouring properties with structure-borne sound and/or vibration. Loudspeakers will not be located near wall or ceiling mounted extractors. There will be no 'performers'. No need for NLDs therefore. There is no sale of alcohol and no allocated smoking areas within the premises. The applicant would be pleased to work with neighbours to ensure the area has a control on nuisance.

There shall be adequate supervision of the external areas in order to control both patrons visiting, leaving and to control external drinking areas. There shall be adequate supervision of the immediate vicinity to control both patrons visiting and leaving the premises, and any other persons. No activities that give rise to noise disturbances within the neighbourhood will be permitted in open areas.

There will be no loud speakers or amplification equipment used in external areas. Signs shall be displayed in prominent positions requesting that patrons are respectful of neighbouring residential properties and keep noise to a minimum.

Because of the nature of use, queueing outside the premises is not expected but adequate staffing numbers will always be provided and regularly monitored and assessed. Patrons will be closely monitored and supervised, in order to control their behaviour.

There will be no machinery or plant to cause noise or nuisance.

Clear signage will be provided to customers on departure routes to taxis. Patrons will be verbally informed on departure routes for taxis. A taxi booking scheme will be in place with stewarded access being provided to taxis and licensed mini cabs. Any taxi/mini cab companies using the premises will be informed not to use their horns or cause any excessive noise. Information will be provided on access to public transport so that residents are not disturbed. Clear legible notices will be displayed within the car park requesting customers respect the needs of residents and to leave the area quietly.

Deliveries, collections and operational servicing will be carried out between during opening hours only. Visiting drivers will be informed to switch their vehicle engines off and to minimise noise from any of their other activities.

Proper waste receptacles will be provided and regularly emptied and cleaned in accordance with local policy (2021). Premises will be kept free from litter and waste. The immediate vicinity will be regularly monitored for litter/waste, and any waste/litter will be collected and properly disposed of. This reduces glass and other waste materials being used inappropriately, for example as weapons.

No lighting from the premises will be used that causes disturbance to occupiers of nearby premises.

Managers will work with the local community and other late night trading premises in the local area to share knowledge and measures in place.

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

All staff members will be suitably trained and receive regular refresher training with the use of refusal registers and till prompts. A record of all staff training will be maintained and shall be supplied to the Licensing Authority, Trading Standards or a Police Officer on request.

A suitably worded sign of sufficient size and clarity shall be displayed at the point of entry to the premises and in a suitable location at any points of sale, advising customers that they may be asked to produce evidence of their age.

No persons under the age of 18 shall be permitted in to, or to remain on the premises, after 23:00 hrs, recognising the Council's Policy on providing a 'family friendly area' until this time.

A refusals register will be maintained detailing those occasions where customers have been refused sales of any goods. This shall be supplied to the Licensing Authority, Trading Standards or a Police Officer on request.

No sales of alcohol and no smoking permitted on the premises. There will be no age-restricted items sold.

The environment will be monitored to ensure it remains appropriate for families and to ensure that the adults accompanying young children supervise their children at all times.

There will be no cigarette or gaming machines.

Regular toilet checks will be undertaken.

It will be ensured that employment laws/bylaws are complied with in relation to the employment of children, obtaining work permits when necessary.

Staff will be familiar with the conditions attached to the premises licence and that these conditions are complied with.

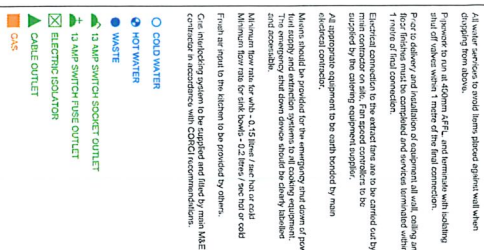
Staff will be trained and consistently updated, in operating a recognised proof of age scheme and they are aware of the laws in relation to children.

It will be ensured that written records are maintained to evidence due diligence in relation to protecting children from harm (e.g. consistent maintenance of a refusals log; up to date records of staff training; monitoring and maintenance of an Incidents book (this should include a record of actions taken in response to an incident).

The operator will consult with the local police crime reduction adviser.

At any time in cases where adults responsible for supervising children fail to do so the premises staff would notice this and address the issue (i.e. ask the adults to ensure that their children remain under close supervision and explain why – because if they are wandering about the premises they may be at risk of accidental or other types of harm; refuse to sell if adults appear to be intoxicated/incapable of providing adequate supervision).





4.05	1	WALL, BROWN, SHELVES UNDER	
4.06	1	WALL COATED WITH WYLL SHELF, ONE TIER, -VERY HIGH LEVEL, BELOW CEILING AS REQUESTED	
4.07	1	WALL COATED WITH WYLL SHELF, ONE TIER, -VERY HIGH LEVEL, BELOW CEILING AS REQUESTED	
4.10	1	WALL COATED WITH WYLL SHELF, ONE TIER, -VERY HIGH LEVEL, BELOW CEILING AS REQUESTED	
4.11	1	WALL COATED WITH WYLL SHELF, ONE TIER, -VERY HIGH LEVEL, BELOW CEILING AS REQUESTED	
4.12	1	WALL, BROWN, COMPLETE WITH PART SHELVES UNDER PART DOOR UNDER	
4.13	1	PART HEIGHT STAINLESS STEEL WALL, ONE DOORING	
4.14	1	WALL COATED WITH WYLL SHELF, ONE TIER, -VERY HIGH LEVEL, BELOW CEILING AS REQUESTED	
4.15	1	WALL COATED WITH WYLL SHELF, ONE TIER, -VERY HIGH LEVEL, BELOW CEILING AS REQUESTED	
4.16	1	WALL COATED WITH WYLL SHELF, ONE TIER, -VERY HIGH LEVEL, BELOW CEILING AS REQUESTED	
5.01	1	SINGLE COMPARTMENT WALK-IN REFRIGER., COOL-ET, WITH REMOTE REFRIGERATION SYSTEM	
5.02	1	SINGLE COMPARTMENT WALK-IN REFRIGER., COOL-ET, WITH REMOTE REFRIGERATION SYSTEM	
5.03	1	FOUR TIER WYLL COATED RACK, STATIC	
5.04	1	FOUR TIER WYLL COATED RACKING, STATIC	
5.05	1	FOUR TIER WYLL COATED RACKING, STATIC	
5.06	1	FOUR TIER WYLL COATED RACKING, STATIC	
5.07	1	FOUR TIER WYLL COATED RACK, STATIC	
5.08	1	FOUR TIER WYLL COATED RACK, STATIC	
5.09	1	WALL COATED WITH WYLL SHELF, ONE TIER, -VERY HIGH LEVEL, BELOW CEILING AS REQUESTED	
5.10	1	SINGLE COMPARTMENT WALK-IN CHILLER, COOL-ET, WITH REMOTE REFRIGERATION SYSTEM	
5.11	1	FOUR TIER WYLL COATED RACKING, STATIC	
5.12	1	FOUR TIER WYLL COATED RACKING, STATIC	
5.13	1	FOUR TIER WYLL COATED RACKING, STATIC	
5.14	1	20 TIER GASTROCHEM TROLLEY, IN GASTROCHEM MOBILE	
6.01	1	FOUR TIER WYLL COATED RACKING, STATIC	
6.02	1	FOUR TIER WYLL COATED RACKING, STATIC	
6.03	1	FOUR TIER WYLL COATED RACKING, STATIC	
6.04	1	WALL COATED WITH WYLL SHELF, ONE TIER, -VERY HIGH LEVEL, BELOW CEILING AS REQUESTED	
6.05	1	FOUR TIER WYLL COATED RACKING, STATIC	
6.06	1	FOUR TIER WYLL COATED RACKING, STATIC	
6.07	1	FOUR TIER WYLL COATED RACKING, STATIC	
6.08	1	FOUR TIER WYLL COATED RACKING, STATIC	
7.01	1	FREE STANDING WALK-IN FREEZER	
7.02	1	WYLL SHELF	
7.03	1	WYLL COATED WITH WYLL SHELF, ONE TIER, -VERY HIGH LEVEL, BELOW CEILING AS REQUESTED	
7.04	1	WYLL COATED WITH WYLL SHELF, ONE TIER, -VERY HIGH LEVEL, BELOW CEILING AS REQUESTED	
7.05	1	WYLL COATED WITH WYLL SHELF, ONE TIER, -VERY HIGH LEVEL, BELOW CEILING AS REQUESTED	
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7.07	1	WYLL COATED WITH WYLL SHELF, ONE TIER, -VERY HIGH LEVEL, BELOW CEILING AS REQUESTED	
7.08	1	WYLL COATED WITH WYLL SHELF, ONE TIER, -VERY HIGH LEVEL, BELOW CEILING AS REQUESTED	
7.09	1	FREEZING DISTRIBUTION BOARD, BY DESIGN, AND REMOTE DOOR	
8.01	1	WALL LOCKED WITH WYLL SHELF, ONE TIER, -VERY HIGH LEVEL, BELOW CEILING AS REQUESTED	
8.02	1	WALL LOCKED WITH WYLL SHELF, ONE TIER, -VERY HIGH LEVEL, BELOW CEILING AS REQUESTED	
8.03	1	WALL LOCKED WITH WYLL SHELF, ONE TIER, -VERY HIGH LEVEL, BELOW CEILING AS REQUESTED	
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10.00	1	SIX COMPARTMENT WITH MESH LOCKERS	
10.01	1	SIX COMPARTMENT WITH MESH LOCKERS	
10.02	1	SIX COMPARTMENT WITH MESH LOCKERS	
10.03	1	SIX COMPARTMENT WITH MESH LOCKERS	
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10.77	1	SIX COMPARTMENT WITH MESH LOCKERS	
10.78	1	SIX COMPARTMENT WITH MESH LOCKERS	
10.79	1	SIX COMPARTMENT WITH MESH LOCKERS	

**Reviews**

A. 2011/2121 Lupton Revised, NSS  
E. 2011/2121 Lupton Revised following client comments,  
Suttons Added, NSS

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**Northern**

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23rd September 2002