

Application for a Premises Licence under the Licensing Act 2003

Please read the following instructions first –

- Use the extra page at the end of the form to provide further details if necessary
- When it is complete you can submit the form directly to us – use the submit button. You may wish to print and keep a copy of the completed form for your records. For information about filling in this type of electronic form, use the help button
- For any applications which include the sale of alcohol, you will need to ensure the Designated Premises Supervisor has completed the consent form and upload it to validate your application
- Before you complete this form -
 - [Please read the available information on the Licensing Act 2003 \(opens in a new tab\)](#)
 - [Please read the application specific guidance notes \(opens in a new tab\)](#)
 - [Please read the Home Office guidance and refer to it while completing your application \(opens in a new tab\)](#)

What district/local area are you applying to?

I / We

Timothy William Edwards

(premises licence holder name)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described 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 Details

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

(Ground Floor) 2 Bell Road
Norwich

Postcode

NR3 4RA

Telephone number of premises

What is the non-domestic rateable value of the premises?

Trading name of the business

Emilio's

Applicant Details

Please state whether you are applying for a premises licence as

As a Limited Company

Please confirm:

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities or

☒

I am making the application pursuant to a:

Statutory function or

☐

A function discharged by virtue of His Majesty's prerogative

☐

INDIVIDUAL APPLICANTS (fill in as applicable)

Note, names provided in this section must match the premises licence holder names given earlier.

Title	
Forename(s)	
Surname	
Are you 18 years or older?	Yes ☐ No ☐
Date of birth	
Current postal address if different from premises address	
Postcode	
Telephone number	
Email address	
Confirm email address	

Right to Work - where applicable (if demonstrating a right to work via the [Home Office online right to work checking service \(opens in a new tab\)](#)), the 'share code' provided to the applicant by that service.

Input share code if applicable	
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SECOND INDIVIDUAL APPLICANT (IF APPLICABLE)

Title	
Forename(s)	
Surname	
Date of birth (you must be 18 years old or over)	
Current postal address if different from premises address	
Postcode	
Telephone number	
Email address	
Confirm email address	

Right to Work - where applicable (if demonstrating a right to work via the [Home Office online right to work checking service \(opens in a new tab\)](#)), the 'share code' provided to the applicant by that service.

Input share code if applicable	
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OTHER APPLICANTS

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

Name

Timothy William Edwards

Address

[REDACTED]

Registered number (where applicable)

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

Director

Telephone number (if any)

[REDACTED]

Email address (optional)

[REDACTED]

Confirm email address (optional)

[REDACTED]

Agent details

Title

Forename(s)

Surname

Address

Postcode

Telephone number

Email address

Confirm email address

Operating Schedule

When do you want the premises licence to start?

01/10/2026

Please note, your application for a premises licence may take up to two months to determine.

If you wish the licence to be valid only for a limited period, when do you want it to end?

Are more than 5,000 people to attend the premises at any one time?

Yes

☐

No

☐

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

40

General description of premises [\(please read guidance note 1 \(opens in a new tab\)\)](#)

Cafe

Bar

Wine Merchants

Outdoor Terrace Seating Capacity Max 12. Entrance Service Area Shop And Dining Space Max 10 Persons Seating Capacity. Second Room With Space For 5 To 6 Tables Max 16 Persons Seating Capacity. Onsite Kitchen Dedicated To Serving Patrons And Takeaway Options.

There Will Be Two Dedicated Service Times. One Dedicated To Lunch Service Where Alcohol Will Be Served Alongside Soft Drinks And A Lunch Menu Of Salads Sandwiches And Pizzas. The Second Will Be For Evening Service Dedicated To A Different Menu Of Antipasti Small Hot Dishes And Pizza Options Continuing From Lunch Service.

We Will Be Hosting Different Events And Renting Out The Location For Private Parties. Other Offerings Include:

Wine Tastings (Day/evening)

Italian Language Classes

Books Clubs

Private Parties

Work Functions

Quiz Nights

Cocktail Making Classes

Pizza Making Classes

Alcohol Served From The Dedicated 'Service Area'. Alcohol Stored In Dedicated Fridges And On The Shop Shelves. A Working Minimum Of Alcohol Stock Will Be Onsite At Anyone Time.

Operating Schedule Continued

What licensable activities do you intend to carry on from the premises?

(Please see [section 1 of the Licensing Act 2003 \(opens in a new tab\)](#) and [Schedule 1 and 2 to the Licensing Act \(opens in a new tab\)](#)).

Provision of regulated entertainment

- | | |
|---|-------------------------------------|
| a) plays | ☐ |
| b) films | ☐ |
| c) indoor sporting events | ☐ |
| d) boxing or wrestling entertainment | ☐ |
| e) live music | ☒ |
| f) recorded music | ☒ |
| g) performance of dance | ☐ |
| h) anything of a similar description to that falling within e, f or g | ☐ |

i) Provision of late night refreshment (hot food and, or drink 11pm-5am) ☐

j) Supply of alcohol ☒

Is the premises exclusively or primarily selling alcohol for consumption on the premises? ☐

Do you want to remove the requirement to name a Designated Premises Supervisor (DPS)? Yes ☐ No ☒

A

Plays Standard days and timings (please read guidance note 6 (opens in a new tab))			Will the performance of a play take place indoors or outdoors or both? (Please read guidance note 2 (opens in a new tab))		Indoors	☐
					Outdoors	☐
					Both	☐
Do you intend to apply for ONLY seasonal or non-standard timings for your activities or opening hours?					Yes	☐
					No	☐
Day	Start time	Finish time	Please give further details here (please read guidance note 3 (opens in a new tab))			
Mon						
Tues						
Wed			State any seasonal variations for performing plays (please read guidance note 4 (opens in a new tab))			
Thur						
Fri			Non standard timings. Where you intend to use the premises for the performance of a play at different times than those listed, please list (please read guidance note 5 (opens in a new tab))			
Sat						
Sun						

B

Films Standard days and timings (please read guidance note 6 (opens in a new tab))			Will the exhibition of films take place indoors or outdoors or both? (Please read guidance note 2 (opens in a new tab))		Indoors	☐
					Outdoors	☐
					Both	☐
Do you intend to apply for ONLY seasonal or non-standard timings for your activities or opening hours?					Yes	☐
					No	☐
Day	Start time	Finish time	Please give further details here (please read guidance note 3 (opens in a new tab))			
Mon						
Tues						
Wed			State any seasonal variations for the exhibition of films (please read guidance note 4 (opens in a new tab))			
Thur						
Fri			Non standard timings. Where you intend to use the premises for the exhibition of films at different times than those listed, please list (please read guidance note 5 (opens in a new tab))			
Sat						
Sun						

C

Indoor Sporting Events Standard days and timings (please read guidance note 6 (opens in a new tab))						
Do you intend to apply for ONLY seasonal or non-standard timings for your activities or opening hours?			Yes	☐	No	☐
Day	Start time	Finish time	Please give further details here (please read guidance note 3 (opens in a new tab))			
Mon						
Tues						
Wed			State any seasonal variations for indoor sporting events (please read guidance note 4 (opens in a new tab))			
Thur						
Fri			Non standard timings. Where you intend to use the premises for indoor sporting events at different times than those listed, please list (please read guidance note 5 (opens in a new tab))			
Sat						
Sun						

D

Boxing or wrestling entertainment Standard days and timings (please read guidance note 6 (opens in a new tab))			Will the boxing or wrestling entertainment take place indoors or outdoors or both? (Please read guidance note 2 (opens in a new tab))		Indoors	☐
					Outdoors	☐
					Both	☐
Do you intend to apply for ONLY seasonal or non-standard timings for your activities or opening hours?					Yes	☐
					No	☐
Day	Start time	Finish time	Please give further details here (please read guidance note 3 (opens in a new tab))			
Mon						
Tues						
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4 (opens in a new tab))			
Thur						
Fri			Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times than those listed, please list (please read guidance note 5 (opens in a new tab))			
Sat						
Sun						

E

Live music Standard days and timings (please read guidance note 6 (opens in a new tab))			Will the performance of live music take place indoors or outdoors or both? (Please read guidance note 2 (opens in a new tab))		Indoors	☒				
					Outdoors	☐				
					Both	☐				
Do you intend to apply for ONLY seasonal or non-standard timings for your activities or opening hours?					Yes	☐				
					No	☒				
Day	Start time	Finish time	Please give further details here (please read guidance note 3 (opens in a new tab))							
Mon	12:00	22:00	Single performer with backup music or instrument (ie guitar)							
Tues	12:00	22:00								
Wed	12:00	22:00	State any seasonal variations for performance of live music (please read guidance note 4 (opens in a new tab))							
Thur	12:00	22:00								
Fri	12:00	22:00	Non standard timings. Where you intend to use the premises for the performance of live music at different times than those listed, please list (please read guidance note 5 (opens in a new tab))							
Sat	12:00	22:00								
Sun	12:00	21:00								

F

Recorded music Standard days and timings (please read guidance note 6 (opens in a new tab))			Will the playing of recorded music take place indoors or outdoors or both? (Please read guidance note 2 (opens in a new tab))		Indoors	☒
					Outdoors	☐
					Both	☐
Do you intend to apply for ONLY seasonal or non-standard timings for your activities or opening hours?					Yes	☐
					No	☒
Day	Start time	Finish time	Please give further details here (please read guidance note 3 (opens in a new tab))			
Mon			Light background music provided by music streaming sites (ie Spotify)			
Tues						
Wed			State any seasonal variations for playing recorded music (please read guidance note 4 (opens in a new tab))			
Thur						
Fri			Non standard timings. Where you intend to use the premises for the playing of recorded music at different times than those listed, please list (please read guidance note 5 (opens in a new tab))			
Sat		22:00				
Sun						

G

Performance of dance Standard days and timings (please read guidance note 6 (opens in a new tab))			Will the performance of dance take place indoors or outdoors or both? (Please read guidance note 2 (opens in a new tab))		Indoors	☐
					Outdoors	☐
					Both	☐
Do you intend to apply for ONLY seasonal or non-standard timings for your activities or opening hours?					Yes	☐
					No	☐
Day	Start time	Finish time	Please give further details here (please read guidance note 3 (opens in a new tab))			
Mon						
Tues						
Wed			State any seasonal variations for the performance of dance (please read guidance note 4 (opens in a new tab))			
Thur						
Fri			Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times than those listed, please list (please read guidance note 5 (opens in a new tab))			
Sat						
Sun						

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6 (opens in a new tab))			Please give a description of the type of entertainment you will be providing 				
			Will the entertainment take place indoors or outdoors or both? (Please read guidance note 2 (opens in a new tab))	Indoors	☐		
				Outdoors	☐		
				Both	☐		
Do you intend to apply for ONLY seasonal or non-standard timings for your activities or opening hours?							
Yes	☐		No	☐			
Day	Start time	Finish time	Please give further details here (please read guidance note 3 (opens in a new tab))				
Mon							
Tues							
Wed			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) and (g) (please read guidance note 4 (opens in a new tab))				
Thur							
Fri							Non standard timings. Where you intend to use the premises for entertainment of a similar description to that falling within (e), (f) or (g) at different times than those listed, please list (please read guidance note 5 (opens in a new tab))
Sat							
Sun							

Late night refreshment Standard days and timings (please read guidance note 6 (opens in a new tab))			Will the provision of late night refreshment take place indoors or outdoors or both? (Please read guidance note 2 (opens in a new tab))		Indoors	☐		
					Outdoors	☐		
					Both	☐		
Do you intend to apply for ONLY seasonal or non-standard timings for your activities or opening hours?					Yes	☐	No	☐
Day	Start time	Finish time	Please give further details here (please read guidance note 3 (opens in a new tab))					
Mon								
Tues								
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 4 (opens in a new tab))					
Thur								
Fri			Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times than those listed, please list (please read guidance note 5 (opens in a new tab))					
Sat								
Sun								

J

Supply of alcohol Standard days and timings (please read guidance note 6 (opens in a new tab))		Will the supply of alcohol be for consumption: (please read guidance note 2 (opens in a new tab))		On the premises		☐			
				Off the premises		☐			
				Both		☒			
Do you intend to apply for ONLY seasonal or non-standard timings for your activities or opening hours?				Yes	☐	No	☒		
Day	Start time	Finish time	State any seasonal variations for the supply of alcohol (please read guidance note 4 (opens in a new tab))						
Mon									
Tues									
Wed									
Thur								Non standard timings. Where you intend to use the premises for the supply of alcohol at different times than those listed, please list (please read guidance note 5 (opens in a new tab))	
Fri									
Sat									
Sun									

State the name and details of the individual whom you wish to specify on the licence as Designated Premises Supervisor (DPS).

Title	Mr
Forename(s)	Timothy
Surname	Edwards
Date of birth	
Home address	
Postcode	
Personal licence number	
Issuing licensing authority	

Please complete the 'Consent of individual to being specified as designated premises supervisor' form and have the person specified above confirm the details given.

Consent to being specified as Designated Premises Supervisor

I,

Timothy Edwards

[Full name of designated premises supervisor]

of

[Redacted address]

[Home address of designated premises supervisor]

Hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for:

Type of application

Premises Licence

by

Timothy William Edwards

[Name of premises licence holder/s]

Relating to a premises licence

PL0796

[Number of existing licence, if any]

For

Name of premises

Emilio's

Address of premises

(Ground Floor) 2 Bell Road
Norwich

Postcode

NR3 4RA

And any premises licence to be granted or varied in respect of this application made by

Name of premises licence holder/s

Timothy William Edwards

Concerning the supply of alcohol at

Name of premises

Emilio's

Address of the premises

(Ground Floor) 2 Bell Road
Norwich

Postcode

NR3 4RA

Consent of individual to being specified as premises supervisor (cont.)

I 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 have set out on this form.

Personal licence number

[insert personal licence number, if any]

Personal licence issuing authority (if any)

Name of authority

Address of authority

Postcode

Telephone number of authority

Confirmation

☒

Name

Timothy William Edwards

Date

20/08/2026

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children [\(please read guidance note 8 \(opens in a new tab\)\)](#)

Wine tasting events

Cocktail making classes

L

Do you intend to apply for ONLY seasonal or non-standard timings for your activities or opening hours?			Yes	☐	No	☒
Hours premises are open to the public Standard days and timings (please read guidance note 6 (opens in a new tab))			State any seasonal variations (please read guidance note 4 (opens in a new tab))			
Day	Start time	Finish time				
Mon	10:00	23:00				
Tues	10:00	23:00				
Wed	10:00	23:00				
Thur	10:00	23:00				
Fri	10:00	23:00				
Sat	10:00	23:00				
Sun	10:00	22:00				
			Non standard timings. Where you intend to use the premises to be open to the public at different times than those listed, please list (please read guidance note 5 (opens in a new tab))			

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

a) General – all four licensing objectives (b,c,d,e) [\(please read guidance note 9 \(opens in a new tab\)\)](#)

All staff will receive comprehensive training regarding the four licensing objectives prior to selling alcohol.

Refresher training will be conducted every six months and documented in a training log maintained on the premises.

The premises will operate a well-managed environment with clear managerial accountability at all times.

b) The prevention of crime and disorder

A digital CCTV system shall be installed, maintained, and operated at the premises to the satisfaction of Norfolk Constabulary.

Camera coverage will include all public entry and exit points, as well as the immediate point-of-sale area where alcohol is served.

Recorded footage will be of evidential quality, stored securely for a minimum of 31 days, and made available to an officer of the Police or Licensing Authority within 24 hours of a lawful request.

An incident logbook shall be kept at the premises to record all instances of crime, disorder, ejections, and any emergency services call-outs.

c) Public safety

All escape routes, exit doors, and fire fighting equipment will be kept completely unobstructed and checked daily prior to the premises opening to the public.

A fully stocked first-aid kit will be maintained on-site at all times.

Adequate emergency lighting will be installed and maintained in full working order.

The premises will adhere to safe capacity limits to prevent overcrowding.

d) The prevention of public nuisance

Prominent, clear notices will be displayed at all public exits requesting customers to respect the needs of local residents and leave the premises and the area quietly.

All doors and windows will be kept closed after 22:00 hours except for immediate customer access and egress.

Waste management activities, including the disposal of glass bottles into external bins, will only take place between the hours of 08:00 and 20:00 to eliminate night time noise disruption.

Staff will conduct regular sweeps of the immediate pavement outside the frontage to clear any litter associated with the business.

e) The protection of children from harm

The premises will operate a strict 'Challenge 25' proof-of-age scheme.

Any customer attempting to purchase alcohol who appears to be under the age of 25 will be required to produce an approved form of photographic identification, limited to a valid passport, a UK photocard driving licence, or a PASS-accredited card.

Challenge 25 signage will be prominently displayed at all points of sale.

A refusals register will be maintained on-site to record the date, time, and details of any service refused for failure to provide identification, which will be checked and signed off by the management weekly.

Custom Process Configuration

XML Specific

Application type

Licence Case Type

Licence Status

XML Template

CAPS Reference26/01464/PREM

Payments request

CallingAppID

CallingAppRef

PaymentSourceCode

Response response

PaymentAuthorisationCode

IncomeManagementReceiptNumberNOEL00009784

Originators Reference

CardScheme

CardType

PaymentAmount

ResponseCode

ResponseDescription

Number of payment lines

Payment 1

Receipt Number

DueDate

PaymentType

Pay Description

XML DescriptionPremises Licence

PaymentDue

Paid

Payment Date21/08/2026

Fund

ReferenceYF2NDB10N98

Form Calculations

Title Casing

Sentence Casing

UPRN for address lookup

Boolean to hide this page

Field for email (Bath or Brom)

Field for fee array

WRS custodian initials

Enable Personal Licence La list

Enable Priv Pol

Section M Mand

DPSCon Form

DPS PLN

DPS DOB

Agent Email

Agent D Tel

Capacity

Personal Licence issuer code

Other Custom Calculations

Calculation for licensable activities

Subject Line for Email Out

Body for Internal Email

Body for External Email

Start Date in XML format

End Date in XML Format

Hours the TEN covers

DOB

Customer Email Acknowledgment

Premise Activities Complete

Premise Activities Part 1

Premise Activities Part 2

Premise Address

TP Address

TP DOB

App Day Tel

App Email

App Address

App DOB

App 2 D Tel

App 2 Email

App 2 Add

App 2 DOB

Corr D Tel

Corr Add

Corr Email

Open Hours

App 3 D Tel

App 3 Email

Ext Pty Email

I am providing / attaching a the plan of the premises [\(See section 2.9 \(opens in a new tab\) of this guidance\)](#)

X

Please upload your plan of the premises

[Emilio's Floor Plan - \(Ground Floor\) 2...](#)

The nominated Designated Premises Supervisor has completed the consent form contained within this application

X

If suitable, you can upload the completed designated supervisor consent form

I am applying as an individual rather than a business / limited company and have provided proof of my entitlement to work in the UK (for information on what you can provide as evidence, [please reference our evidence guidance notes \(opens in a new tab\)](#))

Please upload proof of your entitlement to work in the UK (if you have not provided a share code)

I understand that if I do not comply with the above requirements my application will be rejected

X

I understand that once my application has been formally accepted, I must advertise my application. Please note you should not arrange the advertising of your application until you have specifically received confirmation from the Licensing Authority that your application has been formally accepted and is being processed



Use this page if there is any other information that you think we should know about.

Off-sales will be dedicated to external tasting evening hosted at private residences, markets, fairs and other events.

Declaration [\(please read guidance note 10 \(opens in a new tab\)\)](#)

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK.

The Designated Premises Supervisor named in this application form is entitled to work in the UK (and is not subject to conditions preventing them from doing work relating to a licensable activity) and I have seen a copy of their proof of entitlement to work, if appropriate.

A person commits an offence if they knowingly or recklessly makes a false statement in or in connection with an application for a premises licence.

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.

Confirmation of applicant or applicant's solicitor or other duly authorised agent [\(please see guidance note 11 \(opens in a new tab\)\)](#). If confirming on behalf of the applicant please state in what capacity.

Confirmation

☒

Name

Timothy William Edwards

Date

Capacity (owner, director etc.)

Director

For joint applications, confirmation of 2nd applicant or 2nd applicant's solicitor or other authorised agent [\(please see guidance note 12 \(opens in a new tab\)\)](#). If confirming on behalf of the applicant please state in what capacity.

Confirmation

☐

Name

Date

Capacity (owner, director etc.)

Contact name (where not previously given) and postal address for correspondence associated with this application [\(please see guidance note 11 \(opens in a new tab\)\)](#)

Name

Address

Postcode

Telephone number (if any)

Email address

Confirm email address

Emilio's – Floor Plan

1:100

KEY:

- Chairs
- Dining Tables
- Counter Tops
- Display Stands/Bar
- Fire Safety Equipment

(Ground Floor) 2 Bell Road, Norwich NR3 4RA

