

GODALMING TOWN COUNCIL

Tel: 01483 523575
E-Mail: office@godalming-tc.gov.uk
Website: www.godalming-tc.gov.uk

107-109 High Street
Godalming
Surrey
GU7 1AQ

I HEREBY SUMMON YOU to attend the **PLANNING COMMITTEE** Meeting to be held in the Oglethorpe Room, Wilfrid Noyce Centre, Godalming on THURSDAY, 22 October 2026 at 6.30pm.

Dated the 16th Day of October 2026

Andy Jeffery

Andy Jeffery
Chief Executive Officer

If you wish to speak at this meeting please contact Godalming Town Council on 01483 523575 or email office@godalming-tc.gov.uk

Where possible proceedings will be live streamed via the Town Council's Facebook page. If you wish to watch the council meeting's proceedings, please go to Godalming Town Council's [YouTube](#) page.

Committee Members:	Councillor Crowe - Chair
	Councillor Martin
	Councillor Marshall – Vice Chair
	Councillor Weightman
	Councillor Williams

A G E N D A

1. **MINUTES**

To approve as a correct record the minutes of the meeting of the Planning Committee held on the 1 October 2026, a copy of which has been circulated previously.

2. **APOLOGIES FOR ABSENCE**

3. **DISCLOSABLE PECUNIARY INTERESTS AND OTHER REGISTERABLE INTERESTS**

To receive from Members any declarations of interests in relation to any items included on the agenda for this meeting required to be disclosed by the Localism Act 2011 and the Godalming Members' Code of Conduct.

The Comments and observations from the following Waverley Borough Councillors are preliminary ones prior to consideration at Borough Council level and are based on the evidence and representations to the Town Council.

Councillor Crowe	Councillor Martin
Councillor Williams	

4. **PETITIONS/STATEMENTS/QUESTIONS FROM MEMBERS OF THE PUBLIC**

The Chair to invite members of the public to make representations, ask or answer questions and give evidence in respect of the business on the agenda or other matters not on the agenda. This forum to be conducted in accordance with Standing Order 5:

- The period of time designated for public participation at a meeting for a maximum of three minutes per person or 15 minutes overall, unless otherwise directed by the Chair of the meeting;
- A question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given. If a matter raised is one for principal councils or other authorities, the person making representations will be informed of the appropriate contact details.

5. QUESTIONS BY MEMBERS

To consider any questions from Councillors in accordance with Standing Order 6.

6. PLANNING APPLICATIONS – CONSULTATION

The full schedule of planning applications received from the Local Planning Authority since the last meeting is attached for the information of Members.

7. PLANNING APPLICATIONS – SUBJECTED TO AMENDMENT

Members to consider planning applications previously considered by this committee for which subsequent amendments have been submitted.

8. APPEAL DECISION: WA/2025/01842 - LAND CENTRED ON COORDINATES 496600 145414 AT THE ACCESS TO CLOCKHOUSE MEWS FROM HUXLEY CLOSE, GODALMING

Members to note the attached appeal decision. For context, Godalming Town Council originally objected to this application on the following grounds:

a. **Overdevelopment and Incongruous Design**

The proposal constitutes overdevelopment, attempting to cram a dwelling into an overly constrained and unsuitable site. Despite a reduction to one dwelling compared to the earlier refused scheme (WA/2023/00518), the current proposal still fails to reflect the prevailing character, rhythm, and spaciousness of the surrounding area.

The proposed development does not respect the form and layout of neighbouring plots and is considered out of keeping with the established street scene, contrary to policies GOD6 and GOD13 of the Godalming & Farncombe Neighbourhood Plan and TD1 of the Waverley Local Plan.

b. **Harm to Neighbour Amenity and Inadequate Amenity for Future Occupants**

The development would result in an unacceptable loss of privacy and amenity to neighbouring residents.

The site's constrained nature results in poor-quality private amenity space, lacking in usable garden area, and offers a substandard living environment for future occupants.

c. **Parking and Access Concerns**

While an off-street parking space is proposed, Members remain concerned that site access is constrained and insufficiently safe. The proposal risks increasing pressure on the already limited local parking provision and could exacerbate congestion within the cul-de-sac, contrary to Policy GOD9.

d. **Impact on Protected Woodland and Trees**

The site lies within a wooded area subject to Tree Preservation Orders (TPOs). Members are strongly opposed to any felling or works that could compromise protected trees. Despite the application's reference to the arboricultural survey, it remains unclear how

root protection areas will be safeguarded during construction. The risk of future pressure to remove trees to provide light or access is also a material concern.

As such, the application fails to comply with the requirements of the NPPF (2024), para. 180(c), which seeks to prevent harm to irreplaceable habitats, including ancient woodland.

e. Biodiversity Loss

The Council is not satisfied that the development would result in a measurable Biodiversity Net Gain, as required under the Environment Act 2021. The proposals offer no credible enhancements and would likely result in a net loss of habitat within a protected woodland, contrary to NPPF para. 180(d) and Policy NE1 of the Local Plan.

f. Discrepancies in Site Boundaries

Members expressed concern about apparent inconsistencies between the site boundaries shown in the application drawings and the Title Plan obtained via Land Registry.

9. LICENSING APPLICATION

Members to consider the attached application, received by Waverley Borough Council, for a new premises licence. The application is for Off sales of alcohol and Opening hours 06:00-23:00 Monday to Saturday and 07:00-22:00 Sunday. The last date for representations is 6th November 2026.

10. IMPLEMENTATION OF THE NATIONAL SCHEME OF DELEGATION FOR PLANNING FUNCTIONS

The implementation of the National Scheme of Delegation for Planning Functions in England involves a significant shift in how planning decisions are made. These regulations come into effect on 31 October 2026, replacing local council-specific delegation schemes with a single set of rules for the whole of England. Changes include the following:

- Focus on Significant Applications: Planning committees will focus on genuinely significant or contentious planning applications, while routine and technical cases will be decided by planning officers.
- Limitations on Committee Referrals: Routine and policy-compliant applications are expected to stay out of committee, and councillor call-ins are curtailed.
- Presumption for Officer Determination: Applications that broadly comply with an adopted local plan and technical concerns have been resolved are unlikely to justify committee referral.
- Application Types: The new scheme categorises applications into two broad categories: those that must be decided by officers and those that can be referred to committees under certain conditions.

Members are requested to consider the implications of the national scheme of delegation for planning functions, including the growing importance of ensuring residents have a clear route to raise their concerns with the Town Council, in the absence of applications being considered by Committee at Waverley Borough Council, and to determine any action required to support councillors in responding to these changes.

11. COMMUNITY RESILIENCE ACTION PLAN

Members are requested to note that following the successful submission of a Community Resilience Action Plan as part of Stage 1 of the Surrey County Council Community Resilience Grant, Godalming Town Council has been awarded £1,000.

Officers have also applied for Stage 2 funding to fund a parish-wide resident information campaign and improved signage on council-managed land. This application is still pending decision and will be reported at a later meeting once the outcome is known.

12. COMMUNICATIONS ARISING FROM THIS MEETING

Members to identify which matters (if any), discussed at this meeting, are to be publicised.

13. DATE OF NEXT MEETING

The next meeting of the Planning Committee is scheduled to take place in the Oglethorpe Room on Thursday, 12 November 2026 at 6.30pm.

14. ANNOUNCEMENTS

Brought forward by permission of the Chair. Requests to be submitted prior to commencement of the meeting.

Appeal Decision

Site visit made on 4 August 2026

by J Heppell BA (Hons) MA MRTPI

an Inspector appointed by the Secretary of State

Decision date: 28 September 2026

Appeal Ref: 6006117

Land centred on coordinates 496600 145414 at the access to Clockhouse Mews from Huxley Close, Godalming, Surrey GU7 2AP

- The appeal is made under section 78 of the Town and Country Planning Act 1990 (as amended) against a refusal to grant planning permission.
 - The appeal is made by Sewell against the decision of Waverley Borough Council.
 - The application Ref is WA/2025/01842.
 - The development proposed is full planning permission for the erection of a dwelling.
-

Decision

1. The appeal is dismissed.

Preliminary Matters

2. Following the submission of the appeal, the revised National Planning Policy Framework (Framework) was published on 17 August 2026. The main parties were afforded the opportunity to comment on the implications of the new Framework for the proposal.

Main Issues

3. The main issues in this appeal are:
 - the effect of the proposal on the character and appearance of the area with particular reference to an Area of Great Landscape Value (AGLV);
 - the effect of the proposal on arboricultural interests;
 - the effect of the proposal on the living conditions of Clockhouse Mews with particular reference to the outlook and daylighting of its shared outdoor space; and
 - whether the proposal would provide suitable living conditions for future occupiers with particular reference to outdoor space and outlook.

Reasons

Character and appearance

4. Clockhouse Mews is a terrace of four houses which, together with an adjacent terrace of five dwellings known as Guildway Houses, benefits from a woodland setting despite its location in the built-up area. The proposal is for a two storey

detached dwelling abutting its front boundary wall, following a refusal of a three storey dwelling¹.

5. The landscape quality of the site is recognised in its inclusion in an AGLV. The open countryside adjacent to this part of the built-up area is wooded, with remnants of the woodland extending into the built-up area immediately adjacent to the appeal site. Policy RE3 of the Waverley Borough Local Plan Part 1: Strategic Policies and Sites February 2018 (LPP1) advises that, whilst the AGLV designation is a local landscape designation, it acts as a buffer to the Surrey Hills National Landscape (NL) and the same principles apply to its protection as apply to the NL.
6. The proposed dwelling would be sited in front of Clockhouse Mews and would partially obscure it. Although the site contains only low level vegetation, it sits within a belt of trees which is integral to the AGLV. Despite only extending moderately into the tree belt, the proposal would be an incongruous, urbanising addition to the area which would harm the AGLV's character and appearance. Notwithstanding the reduction in height and improved detailing compared with the previous proposal, the dwelling would harmfully impinge on the area's open, woodland setting, and erode the physical link that the woodland provides to the countryside.
7. The appellant has highlighted that the site is accessed via a private road and is concealed from public roads and important views. Whilst the proposal would not affect a wide area or public vantage points, and would be seen against a backdrop of trees, it would cause an unacceptable degree of localised harm to the area's woodland setting. Although the immediate area has a more varied character than the adjoining residential estate, the proposal would disrupt the area's appearance for the reasons I have identified, despite being well screened and visually contained. The adequate separation distance between the proposed dwelling and nearby properties is not in itself a sufficient justification for the proposal.
8. I conclude that the proposal would harm the character and appearance of an AGLV, contrary to policies TD1 and RE3 of the LPP1 and policies DM1 and DM4 of the Waverley Borough Local Plan Part 2: Site Allocations and Development Management Policies March 2023 (LPP2). Together these policies require new development to be of a high quality design that responds to the distinctive local character of the area and avoids harm to areas of landscape value.

Arboricultural interests

9. The trees around the site are covered by a Woodland Tree Protection Order (TPO)². The appellant's arboricultural survey indicated that the proposal would encroach into the root protection area (RPA) of two category A wellingtonias, which are high quality trees with an estimated remaining life expectancy of at least 40 years, and just outside the RPA of a third category A wellingtonia. The proposal would also encroach into the RPA of a horse chestnut, an English oak and a yew, which are all category B trees of moderate quality with an estimated remaining life expectancy of at least 20 years.

¹ LPA reference WA/2023/00518

² Group TPO WA125

10. The proposal was supported by an arboricultural site investigation report³ which concluded that, based on site excavations and a structural engineer's report and subject to further arboricultural site investigations and advice to determine and confirm the final foundation design, piled foundations supporting a raised slab could be utilised without damaging significant roots. The Council nonetheless feared that the dwelling and its service trenches and soakaways would harm root systems, given the shallow rooting habits of the species concerned.
11. Owing to the quality of the trees and their location with an AGLV, it is appropriate to take a precautionary approach in respect of the conclusions of the arboricultural site investigation report. Given the need identified in the report for further site investigations, there is insufficient information before me to demonstrate that the roots of the trees would be adequately protected from damage during construction, raising the prospect of a potential risk to their long term survival as a result. Furthermore, a dwelling in close proximity to tree canopies could give rise to pressure from future occupiers to lop or fell trees, in order to reduce shadowing and potential damage to property, notwithstanding the proposed installation of gutter guards. Whilst the TPO would give the Council a measure of control over such matters, it does not guarantee the long term health of the trees in such circumstances.
12. I have noted that the proposal was assessed by two different tree officers over a period of time, and that their views did not necessarily align. I have had regard to the numerous amendments the appellant made in response to the arboricultural objection to the first application. However, neither of these matters alters my findings.
13. I conclude that the proposal would have an unacceptable effect on arboricultural interest, contrary to Policy NE1 of the LPP1 and Policy DM 11 of the LPP2, which together seek to retain areas of woodland and important groups of trees.

Living conditions of Clockhouse Mews

14. The area in front of Clockhouse Mews is used for the parking and turning of vehicles and has limited amenity value. Its outlook is principally that of the woodland in front of the site, albeit this is obscured to some extent by the boundary wall of the car park and the two garages within it. Although lower than the previously proposed three storey dwelling, the proposal would introduce a two storey dwelling which, whilst partially screened by one of the existing garages and set against a backdrop of trees, would extend above and adjacent to the garage.
15. Although the proposal would not be overbearing in the terms set out in the Council's Residential Extensions Supplementary Planning Document Adopted October 2010 (SPD), it would significantly alter the outlook from the part of the car park nearest to it, which would be dominated by the proposed dwelling to a greater extent than it is by the existing garage. Notwithstanding that there is no right to a view, the proposal would result in an overbearing sense of enclosure which would be harmful to the living conditions of existing residents.
16. The Council's concerns encompassed loss of daylight to the shared car park. The SPD explains that daylight is the amount of natural light that enters a building. Whilst not directly relevant, the appellant's sunlight diagrams indicated that the

³ By Arbtech Consulting Limited dated 29 November 2024

proposal would have only a limited effect on sunlight within the car park, being principally determined by the trees surrounding the site. As the evidence indicates that the nearby trees are the main factor affecting levels of light within the car park, the introduction of a two storey house would be unlikely to have an appreciable effect on levels of daylight within the car park. There is no evidence therefore that there would be a harmful reduction in daylight.

17. I nevertheless conclude that the proposal would harm the outlook from the shared car park to the detriment of the living conditions of existing occupiers. The proposal would conflict with Policy TD1 of the LPP1 and Policy DM5 of the LPP2, which together require development to be well designed and to avoid harm to the amenity of existing occupants by way of an overbearing appearance.

Living conditions of future occupiers

18. Policy DM5 of the LPP2 requires dwellings to have an area of external amenity space which is private, useable, secure and defensible and appropriately located. Where balconies are proposed, they should be 15sqm in area with minimum dimensions of 2m by 1.5m; and where gardens are proposed, they should be at least 10m deep and the width of the dwelling.
19. The proposed dwelling would be provided with a garden and balcony which the appellant's plans show would together exceed the minimum required area for a balcony. As the policy does not express a preference for either balconies or gardens, and the scheme includes both, I am satisfied that together they would meet the needs of the occupiers of a one bed dwelling. Whilst the outdoor space would be at the front, the only passing traffic would be to the four dwellings in Clockhouse Mews, which would limit the extent of any overlooking.
20. The Council raised a concern that the outlook from the dwelling would be limited to hardstanding and boundary planting, resulting in a substandard living environment. The main outlook from the dwelling would be at the front, across the access road towards a belt of trees, whilst the windows at the side and rear would have a more limited outlook owing to the close proximity of adjoining trees. Taking account of the open plan design of the unit and the combined outlook from all the windows, there is no reason why the future occupiers of the dwelling should not enjoy satisfactory living conditions.
21. I conclude that the proposal provides sufficient outdoor space and a satisfactory outlook, such that future occupiers would enjoy suitable living conditions. The proposal would accord with Policy TD1 of the LPP1 and Policy DM5 of the LPP2, which together require development to be well designed and to provide adequate external space to ensure an appropriate living environment for future occupiers.

Planning Balance

22. The site is within a settlement where Policy S4 of the Framework applies. Therefore, development should be approved unless the benefits of doing so would be substantially outweighed by any adverse effects, when assessed against the national decision-making policies in this Framework.
23. The Framework sets out the circumstances in which the benefits of approving development are likely to be substantially outweighed by adverse effects, which include but are not restricted to the situations listed in Policy S4(2). Although none

of the situations listed in the policy apply to the proposal, I am nonetheless required to consider whether the benefits of the proposal would be substantially outweighed by the harm I have identified in respect of character and appearance, arboricultural interests and the living conditions of Clockhouse Mews.

24. Policy HO7 of the Framework requires substantial weight to be given to the benefits of providing homes which will contribute towards meeting the evidenced accommodation needs of the community, as identified through needs assessments prepared for the area of the local planning authority and other relevant evidence. The Council confirmed that it cannot demonstrate a five year supply of housing land, with its current supply amounting to 1.28 years. As the proposal would provide a home which would contribute towards meeting the evidenced accommodation needs of the community, albeit in a modest manner for a single dwelling, substantial weight is given to this benefit.
25. Policy L2 encourages the effective use of land and requires substantial weight to be given to making better use of vacant and underutilised land. The proposal would make efficient use of a well contained site. Notwithstanding that the main demand locally is for larger dwellings, the delivery of a small home would be a social benefit, whilst economic benefits would accrue from the construction phase and from expenditure on goods and services by future occupiers. The proposal is capable of being constructed quickly. Compliance with the standards of the Council in respect of internal space and relationship with neighbours, amongst other matters, is a neutral factor.
26. Policy DP3 sets out key principles for well-designed places, by requiring proposals to respond to their context including their setting, in order to integrate with their surroundings and thereby maintain a strong sense of place. My conclusions regarding the proposal's adverse impact on an AGLV and potential long term damage to nearby trees show that these requirements would not be satisfied. In these circumstances, Policy DP3(3) states that proposals should be refused if, without clear justification, they conflict with these requirements. Furthermore, Policy P3 seeks to avoid adverse impacts on neighbouring residents, and I have identified that the proposal would impair the outlook from Clockhouse Mews.
27. The benefit resulting from the proposal's modest contribution to meeting evidenced housing need, along with the other benefits outlined above, attracts substantial weight. Set against this, the harms I have identified would have a significant adverse effect. National decision-making Policy DP3 directs refusal in instances where proposals conflict with the Framework's key principles for well-designed places. I conclude that the benefits of approving development would be substantially outweighed by the adverse effects.

Conclusion

28. The proposal would conflict with the development plan as a whole, and the material considerations, including the Framework, do not indicate that the appeal should be decided other than in accordance with it. Accordingly, the appeal should be dismissed.

J Heppell

INSPECTOR



**Application for a premises licence to be granted
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 Thineshkumar Kumarakurunathan

(Insert name(s) of applicant)

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 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

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description 138 High Street			
Post town	Godalming, Surrey	Postcode	GU7 1AB

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£ 14 250.00

Part 2 - Applicant details

Please state whether you are applying for a premises licence as appropriate

Please tick as appropriate

- | | | |
|--|-------------------------------------|-----------------------------|
| a) an individual or individuals * | ☒ | please complete section (A) |
| b) a person other than an individual * | | |
| i as a limited company/limited liability partnership | ☐ | please complete section (B) |
| ii as a partnership (other than limited liability) | ☐ | please complete section (B) |
| iii as an unincorporated association or | ☐ | please complete section (B) |

- iv other (for example a statutory corporation) ☐ please complete section (B)
- c) a recognised club ☐ please complete section (B)
- d) a charity ☐ please complete section (B)
- e) the proprietor of an educational establishment ☐ please complete section (B)
- f) a health service body ☐ please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales ☐ please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England ☐ please complete section (B)
- h) the chief officer of police of a police force in England and Wales ☐ please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

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 Her Majesty's prerogative ☐

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr ☒	Mrs ☐	Miss ☐	Ms ☐	Other Title (for example, Rev)	
Surname Kumarakurunathan			First names Thineshkumar		
Date of birth over			I am 18 years old or		☒ Please tick yes
Nationality		British			
Current residential address if different from premises address					
Post town	Epsom			Postcode	
Daytime contact telephone number					
E-mail address (optional)					

Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY

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

DD	MM	YYYY

Please give a general description of the premises (please read guidance note 1)
 This premise is a ground-floor commercial unit that will operate as a general convenience store selling groceries, soft drinks, confectionery, household goods, tobacco, and alcohol for consumption off the premises only. The customer area will be entirely on the ground floor, with the sales counter situated to give staff a clear view of the entrance and alcohol displays. High-strength alcohol and tobacco will be kept securely behind the counter, and alcohol displays will be positioned to allow constant staff supervision. A digital CCTV system will cover all main customer areas, access points, and the till. No area will be provided or permitted for alcohol consumption on or immediately outside the premises, and stock storage areas will be strictly staff-only.

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

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

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all that apply

- | | |
|---|--------------------------|
| a) plays (if ticking yes, fill in box A) | ☐ |
| b) films (if ticking yes, fill in box B) | ☐ |
| c) indoor sporting events (if ticking yes, fill in box C) | ☐ |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | ☐ |
| e) live music (if ticking yes, fill in box E) | ☐ |
| f) recorded music (if ticking yes, fill in box F) | ☐ |
| g) performances of dance (if ticking yes, fill in box G) | ☐ |
| h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H) | ☐ |

Provision of late night refreshment (if ticking yes, fill in box I)

☐

Supply of alcohol (if ticking yes, fill in box J)

☒

In all cases complete boxes K, L and M

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	☐
				Off the premises	☒
				Both	☐
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Mon	6:00	23:00			
Tue	6:00	23:00			
Wed	6:00	23:00			
Thur	6:00	23:00	Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6)		
Fri	6:00	23:00			
Sat	6:00	23:00			
Sun	7:00	22:00			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name Thineshkumar Kumarakurunathan	
Date of birth [REDACTED]	
Address [REDACTED]	
Postcode	[REDACTED]
Personal licence number (if known) 5870/10/00067/LAPERS	
Issuing licensing authority (if known) London Borough of Sutton	

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 9).

N/A

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			<u>State any seasonal variations</u> (please read guidance note 5)
Day	Start	Finish	<u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 6)
Mon	6:00	23:00	
Tue	6:00	23:00	
Wed	6:00	23:00	
Thur	6:00	23:00	
Fri	6:00	23:00	
Sat	6:00	23:00	
Sun	7:00	22:00	

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

As the store owner, I will maintain high standards of management at 138 High Street through daily personal supervision, strict document control, and weekly audits of all licensing logs. All staff will complete full training on licensing law, Challenge 25, and crime prevention before selling alcohol. Written training records will be kept on site, updated every six months, and provided immediately to Waverley Borough Council or Surrey Police officers upon request.

b) The prevention of crime and disorder

I will install, operate, and maintain a digital CCTV system covering all public areas, entry/exit points, and the till counter. Continuous recordings will be retained for at least 31 days with precise date and time stamps. Either myself or a trained staff member capable of exporting footage will be present on duty to provide recordings to Police or Council officers upon request. High-value spirits and tobacco will be stored securely behind the counter, and I will maintain an Incident Register to log any crimes or anti-social behaviour.

c) Public safety

I will keep customer floor areas, aisles, and emergency exits well-lit, clean, and completely free of obstructions. Fire extinguishers, emergency lighting, and clear exit signs will be maintained and serviced in line with British Standards. A fully stocked first-aid kit will be kept behind the sales counter, and any floor hazards or liquid spillages will be dealt with immediately to ensure staff and customer safety.

d) The prevention of public nuisance

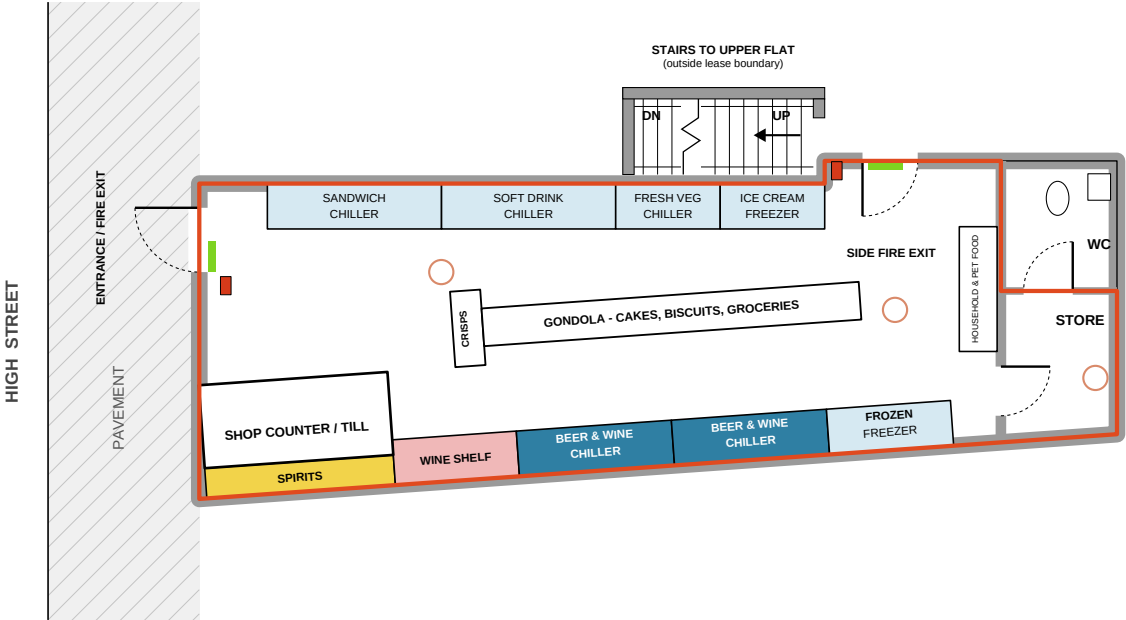
I will display prominent, legible notices at the shop exit asking customers to respect neighbouring residents and leave the area quietly. All sales of alcohol are strictly for off-licence consumption; no open containers will be permitted to leave the premises, and no outdoor seating will be provided. Commercial waste and recycling will be stored securely at the rear and collected strictly during regular daytime business hours to avoid noise disturbance.

e) The protection of children from harm

A Challenge 25 policy will be enforced, requiring valid photographic ID (UK photocard driving licence, passport, or PASS card) for anyone appearing under 25. Official Challenge 25 signage will be displayed at entrances and tills. A Refusals Register will record all declined sales, inspected and signed weekly by the Designated Premises Supervisor, and made available to Police or Waverley Borough Council officers upon request. All staff will complete induction training prior to selling alcohol and documented refresher training at least every 6 months, with records retained on-site.

PREMISES LICENCE LAYOUT PLAN

Licensing Act 2003 - application for a premises licence (sale of alcohol for consumption off the premises)
138 High Street, Godalming, Surrey GU7 1AB | Ground floor | Licensing authority: Waverley Borough Council



LEGEND

-  Smoke Detector
-  Fire Exit
-  Fire Ext. Dry powder
-  Licensable Area

Drawing Purpose	PREMISES LICENCE APPLICATION	Name of Premises	Premises Address No.138 High Street, Godalming, Surrey, GU7 1AB	SCALE 1-100
Drawing Details	The purpose of this drawing is for the submission of a Premises Licence Application.			