

**APPLICATION FOR A PREMISES LICENCE TO BE GRANTED**  
**UNDER THE LICENSING ACT 2003**

If you wish to make representations in relation to this application, please do so in writing no later than 22.07.2026 to the following address:

London Borough of Croydon  
Place, Licensing Team,  
3<sup>rd</sup> Floor, Zone B  
Bernard Weatherill House  
8 Mint Walk  
Croydon, CR0 1EA

Or by email to: [licensing@croydon.gov.uk](mailto:licensing@croydon.gov.uk)

It is an offence to knowingly or recklessly make a false statement in connection with an application. The maximum fine on summary conviction for such an offence is unlimited.



## New Premises Licence

### Premises Details

Business/Premises Name \*

Metro's

Premises Address \*

METRO'S 35 PORTLAND ROAD SOUTH NORWOOD  
LONDON SE25 4UF

Telephone number at premises (if any)

Non-domestic value of premises. \*

£ 11000

### Applicant Details

I/We 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.

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

a person other than an individual - as a limited company/  
limited liability partnership

### Applicant Details

If you are applying as a person described in one of the above please confirm: \*

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

### Other Applicant (Non Individual)

Name \*

Norwood Fast Food Ltd

Registered Address \*

35 Portland road

Address line 2

Address line 3

## Other Applicant (Non Individual)

Town/City \*

London

County

Postcode \*

SE254UF

Registered Number (where applicable)

15532778

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

Limited company

Telephone Number \*

Email \*

## Operating Schedule

When do you want the premises licence to start? \*

01/08/2026

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

Please give a general description of the premises. \*

Ground floor fast food takeaway premises trading as Metro's. The premises consists of a customer waiting and seating area, service counter, food preparation and cooking area, wash-up area, storage rooms and staff facilities. Hot food and hot drinks are supplied for takeaway, customer collection and delivery. The premises is equipped with CCTV covering customer, service and operational areas.

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

## Operating Schedule

What licensable activities do you intend to carry on from the premises? \* (Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment, late night refreshment or supply of alcohol (please read guidance note 2) \*

a) Plays

b) Films

## Operating Schedule

c) Indoor Sporting Events

d) Boxing or Wrestling

e) Live Music

f) Recorded Music

g) Performances of Dance

h) Anything of a similar description falling under Music or Dance

i) Provision of Late Night Refreshment

j) Supply of Alcohol

## i) Provision of Late Night Refreshment Standard Times

Standard days and timings, where you intend to use the premises for late night refreshment.(please read guidance note 7) \*  
Please enter times in 24hr format (HH:MM)

Day \*

Every Day

23:00

02:00

## i) Provision of Late Night Refreshment

Will the provision of late night refreshment take place indoors or outdoors or both? (please read guidance note 3) \*

Indoors

Please provide further details.(please read guidance note 4)

The provision of late night refreshment will take place indoors. Hot food and hot drinks will be prepared and supplied from the premises for takeaway, customer collection and delivery. Orders may be placed in person, by telephone or through online ordering platforms. The premises operates

## i) Provision of Late Night Refreshment

State any seasonal variations for the provision of late night refreshment.(please read guidance note 5)

with CCTV covering customer areas, service areas, food preparation areas, storage areas and entrances/exits.

N/a

Please state any non-standard timings, where you intend to use the premises for late night refreshment at different times from the Standard days and times listed?(please read guidance note 6)

N/a

## Adult Entertainment

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). \*

No adult entertainment, adult services or age-restricted entertainment activities are provided at the premises. The premises operate as a takeaway food business. Children are permitted on the premises only for the purchase of food and non-alcoholic beverages and are not exposed to any adult entertainment.

## Opening Hours Standard Times

Standard days and timings, where the premises are open to the public. (please read guidance note 7) \* Please enter times in 24hr format (HH:MM)

Day \*

Every Day

11:00

02:00

## Opening Hours Standard Times

Standard days and timings, where the premises are open to the public. (please read guidance note 7) \* Please enter times in 24hr format (HH:MM)

Day \*

## Opening Hours

## Opening Hours

State any seasonal variations. (please read guidance note 5)

N/a

Please state any Non-standard timings, where you intend the premises to be open to the public at different times from the Standard days and times listed? (please read guidance note 6)

N/a

## Licensing Objectives

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)

The premises will operate as a takeaway food business. A digital CCTV system will be installed and maintained covering all customer areas, food preparation areas, storage areas and entrances/exits. Recordings will be retained for a minimum of 31 days and made available to Police or authorised officers upon request. Staff will receive appropriate training and the premises will be operated in a manner that promotes the prevention of crime and disorder, public safety, the prevention of public nuisance and the protection of children from harm.

b) The prevention of crime and disorder \*

A comprehensive CCTV system shall be installed and maintained in good working order. Cameras shall cover customer areas, service counters, food preparation areas, storage areas and all entrances/exits. CCTV recordings shall be retained for a minimum of 31 days and be made available to Police and authorised officers upon request. An incident log shall be maintained and staff shall report any incidents of crime, disorder or anti-social behaviour. Adequate lighting will be maintained inside and outside the premises.

c) Public safety \*

The premises shall comply with all fire safety, health and safety and food hygiene requirements. Emergency exits shall be kept clear and unobstructed at all times. Staff will be trained in emergency procedures and the safe operation of equipment. The premises will be maintained in a clean and safe condition for customers and staff.

d) The prevention of public nuisance \*

The premises shall be operated in a manner that minimises disturbance to nearby residents and businesses. Customers will be encouraged to leave the area quietly and respect neighbouring properties. Staff will monitor customer behaviour and take appropriate action where necessary. Waste will be managed responsibly and the premises will be kept clean and free from litter. Deliveries and collections will be conducted in a manner that minimises noise nuisance.

e) The protection of children from harm \*

Children are permitted on the premises only for the purchase of food and non-alcoholic beverages. No adult entertainment or age-restricted activities will take place at the premises. A CCTV system covering all customer areas and entrances/exits will assist in maintaining a safe environment. Staff

## Licensing Objectives

will remain vigilant and take reasonable steps to safeguard children while on the premises.

## Declarations

Declaration Type \*

Sole Applicant - Individual or Other

## Declarations

I have uploaded a copy of the plan of the premises. I have uploaded a copy of the consent form completed by the individual I wish to be designated premises supervisor, if applicable. I understand I must now advertise my application. I understand that if I do not comply with the above requirements my application will be rejected. Applicable to all individual applicants, including those in partnership which is not a limited liability partnership, but not companies or limited liability partnerships I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15)

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT 'IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Signature/Declaration of applicant or applicant's solicitor or other duly authorised agent (see Guidance Note 11 & 12). If signing/applying on behalf of the applicant, please state your name and in what capacity you are authorised to sign/apply. When submitting an on-line application form the 'Declaration made' checkbox must be selected.



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 (please read guidance note 15).



The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15).

Full Name \*

Date \*

Capacity \*



Declaration made

Do you wish to provide alternative correspondence details? \*

No



## Declarations

## Email confirmation

On submission an email confirmation will be sent using the details below

Forename

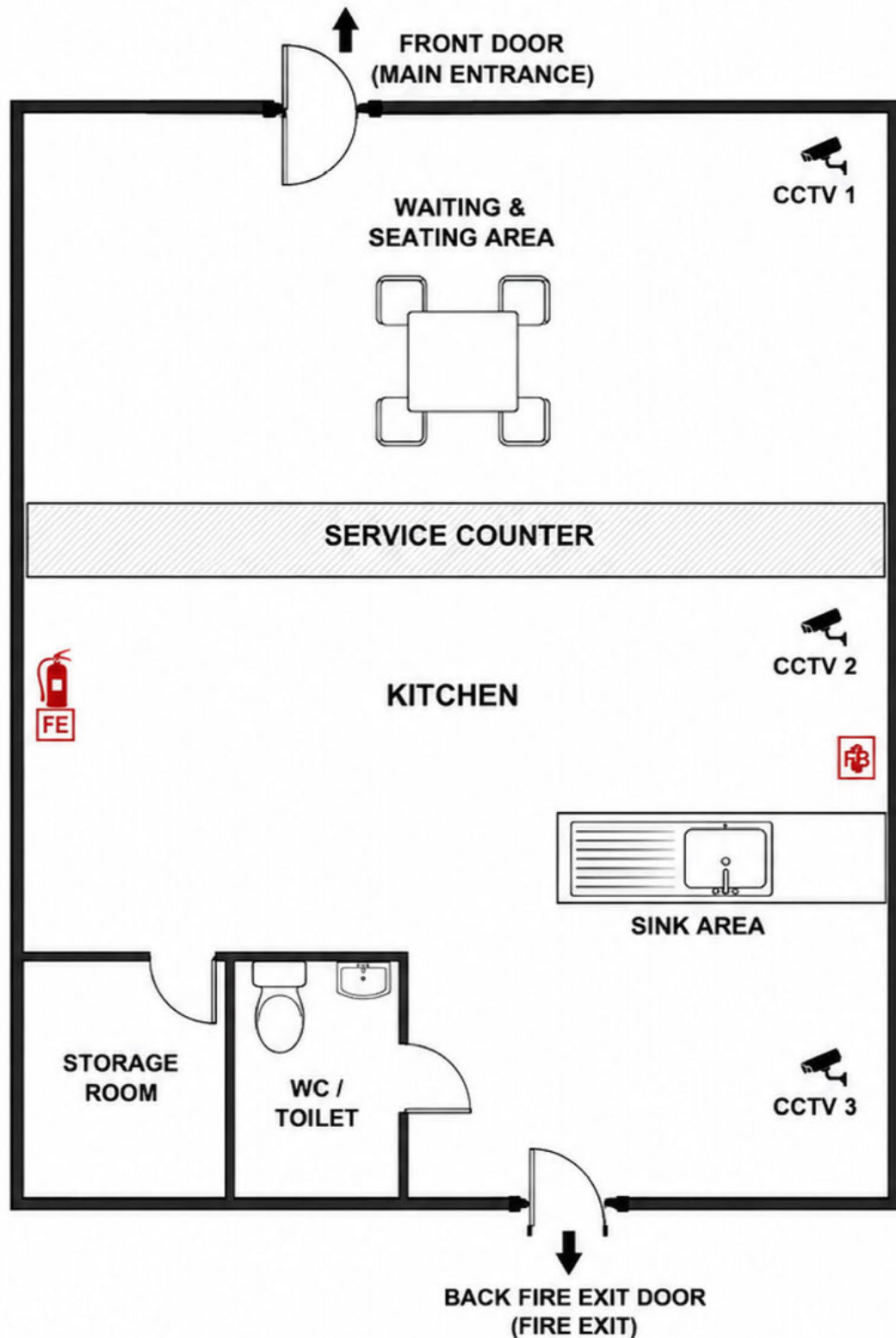
Surname /Company Name

Norwood Fast Food Ltd

Email \*

Telephone

(Not to Scale)



**LEGEND / KEY**

- Licensed Premises Boundary
- Door
- CCTV Camera
- Fire Extinguisher
- Fire Blanket
- Sink

**PLAN INFORMATION**

- This plan shows the layout of the licensed premises.
- Customers are permitted to wait and consume food on the premises.
- CCTV system in operation at all times.

**PREPARED FOR**

**Norwood Fast Food Ltd  
Trading as Metro's**  
35 Portland Road  
South Norwood  
SE25 4UF

**DATE**

22 June 2026

**NOTE**

All measurements are