



Havering

L O N D O N B O R O U G H

LICENSING SUB-COMMITTEE QQ LOUNGE

AGENDA

10.30 am	Wednesday 20 March 2019	Council Chamber - Town Hall
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Members 3: Quorum 2

COUNCILLORS:

Philippa Crowder (Chairman)
Reg Whitney
Bob Perry

**For information about the meeting please contact:
Victoria Freeman - 01708 433862
victoria.freeman@onesource.co.uk**

Protocol for members of the public wishing to report on meetings of the London Borough of Havering

Members of the public are entitled to report on meetings of Council, Committees and Cabinet, except in circumstances where the public have been excluded as permitted by law.

Reporting means:-

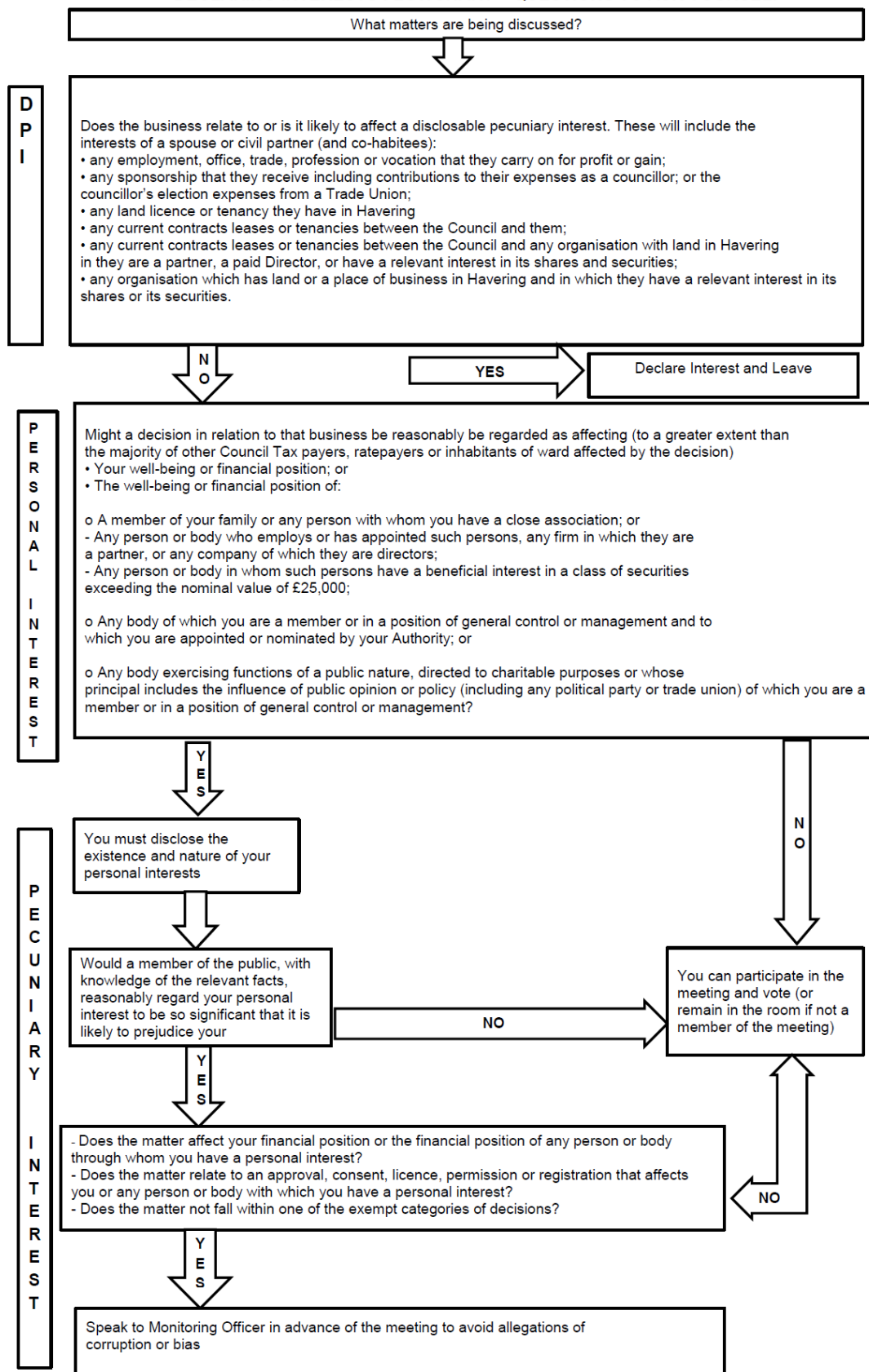
- filming, photographing or making an audio recording of the proceedings of the meeting;
- using any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; or
- reporting or providing commentary on proceedings at a meeting, orally or in writing, so that the report or commentary is available as the meeting takes place or later if the person is not present.

Anyone present at a meeting as it takes place is not permitted to carry out an oral commentary or report. This is to prevent the business of the meeting being disrupted.

Anyone attending a meeting is asked to advise Democratic Services staff on 01708 433076 that they wish to report on the meeting and how they wish to do so. This is to enable employees to guide anyone choosing to report on proceedings to an appropriate place from which to be able to report effectively.

Members of the public are asked to remain seated throughout the meeting as standing up and walking around could distract from the business in hand.

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



AGENDA ITEMS

1 APOLOGIES FOR ABSENCE AND ANNOUNCEMENT OF SUBSTITUTE MEMBERS

(if any) - receive

2 DISCLOSURE OF INTERESTS

Members are invited to disclose any interest in any of the items on the agenda at this point of the meeting.

Members may still disclose any interest in an item at any time prior to the consideration of the matter.

3 CHAIRMAN'S ANNOUNCEMENT

The Chairman will announce details of the arrangements in case of fire or other events that might require the meeting room or building's evacuation.

4 REPORT OF THE CLERK (Pages 1 - 6)

Procedure for hearing – Licencing Act 2003

5 APPLICATION FOR A PREMISES LICENCE - QQ LOUNGE, 137-141 SOUTH STREET, ROMFORD, RM1 1PL (Pages 7 - 52)

Andrew Beesley
Head of Democratic Services

LICENSING SUB-COMMITTEE

20 March 2019

REPORT

Subject Heading:

**Procedure for the Hearing: Licensing
Act 2003**

Report Author and contact details:

**Taiwo Adeoye (01708) 433079
e-mail:
Taiwo.adeoye@onesource.co.uk**

Members are advised that, when considering application for a premises licence, the following options are available to them by virtue of the Licensing Act 2003, Part 3, section 35, paragraphs 3 and 4:

"Where relevant representations are made, the authority must

- (a) hold a hearing to consider them, unless the authority, the applicant and each person who has made such representations agree that a hearing is unnecessary, and
- (b) having regard to the representations, take such steps as it considers necessary for the promotion of the licensing objectives.

The steps are:

- a) modify the conditions of the licence
- b) reject the whole or part of the application

and for this purpose, the conditions of the licence are modified if any of them is altered or omitted or any new condition is added."

The Sub-Committee will also wish to note that, if none of these steps is required, the application must be granted.

Assuming that the Sub-Committee is satisfied that a hearing is required, then the following procedural steps are recommended. The Licensing Act 2003 (Hearings) Regulations 2005 will govern the arrangements for the hearing of the application now under consideration. This report accords with the requirements of that Act and the Regulations, and in particular Regulations 21-25 (procedure at the hearing).

1. Membership of the Sub-Committee:

- 1.1 The Sub-Committee comprises three members of the Licensing Committee, with a quorum of two members. **Unless there are objections, in the absence of three members, the hearing shall proceed with the quorum of two.**
- 1.1.1 A member of the Licensing Committee will be excluded from hearing an application where he or she has considered an application in respect of the premises in the previous 12 months as a Member of the Regulatory Services Committee; or
- 1.1.2 is a Ward Councillor for the Ward in which the premises, subject to the application, are located; or
- 1.1.3 is a Ward Councillor for a Ward which is likely to be affected by the application or;
- 1.1.4 has a personal interest in the application.

2. Roles of other participants:

- 2.1 The Legal Advisor is not a party to the hearing. The role of the Legal Advisor is to provide legal advice relating to the application and submissions.
- 2.2 The Clerk is not a party to the hearing. The role of the Clerk is to record the hearing and the decisions of the Sub-Committee, and ensure efficient administration

3. Location and facilities:

- 3.1 All hearings will be heard at the Havering Town Hall unless otherwise directed.
- 3.2 Interpreters will be provided by the Council on request, provided notice is given at least five working days before the hearing.

4. Notification of attendance:

- 4.1 The Chairman will enquire of the parties who is in attendance and the parties will indicate their names (and, where relevant, whom they represent). A register will be circulated before the commencement of the hearing on which the applicant, his/her advisers and companions and all interested parties (and/or their representatives) will be asked to record their attendance.

5. Procedural matters:

- 5.1 Prior to the commencement of the hearing, the Chairman of the Sub-Committee will orally inform the parties whether their applications to have certain people attend the hearing (e.g. witnesses) have been granted or

refused. Note this relates to people other than those attending on behalf of a party in the capacity as a representative of the party.

- 5.2 Prior to the commencement of the hearing the Chairman of the Sub-Committee will outline the procedure to be followed at the hearing. This will normally be as follows:

Introduction of the application:

The Licensing officer will outline:

- details of the application and relevant representations received from the parties;
- relevant legislation ;
- relevant Licensing Policy; and
- the time limit in which the Council must reach a determination.

Documentary evidence:

- Documentary or other information in support of applications, representations or notices should be provided to the Clerk of the Sub-Committee at least 7 clear working days before the hearing. If this information is produced at the hearing it will only be taken into account by the Sub-Committee if the Sub-Committee and all the parties consent to its submission. Permission to have this information included in the hearing should be requested at the beginning of the hearing before any oral submissions have been made.
- Statements made by people in support of a party's representation who are not present at the hearing, must be signed by the maker, dated and witnessed by another person. The statement must also contain the witness's full name and occupation.

Representations:

- The chairman will invite each of the parties at the hearing or their representative sequentially to address the Sub-Committee and call any person/s to whom permission has been granted to appear. Each party will be allowed a maximum period of 10 minutes in which to address the Sub-Committee and call persons on his/her behalf.
- This 10 minute period is where each party has the opportunity to orally address the Sub-Committee and clarify any points in which the Sub-Committee has sought clarification prior to the hearing. This 10 minute period should be uninterrupted unless a member of the Sub-Committee or Legal Advisor considers that the speaker is making submissions that are irrelevant, frivolous or vexatious.
- Members of the Sub-Committee may ask questions of any party, at any time during the proceedings. Time taken in dealing with a Member's

question will not be taken into account in determining the length of time available to the party in question to make their representation.

The sequence in which each of the parties will be invited to address the Sub-Committee will normally be in the order of:

- the Chief Officer of Police;
- the Fire Authority;
- the Health and Safety at Work Enforcing Authority;
- the Local Planning Authority;
- the Local environmental Health Authority;
- the Local Weights and Measures Authority;
- the Authority Responsible for the Protection of Children from Harm;
- a navigation or other authority responsible for waterways; and
- any other party that has submitted representations in respect of the application, certificate, notice or other matter appearing before the Sub-Committee;
- the party that has submitted the application, certificate, notice or other matter appearing before the Sub-Committee.

At the discretion of the Sub-Committee the above order may be varied.

Cross-Examination:

Where witnesses have been permitted by the Sub-Committee to speak at the hearing on behalf of a party, permission must be sought from the Sub-Committee before another party can ask the witness questions. This process of questioning is normally referred to as cross-examination. The Sub-Committee will allow cross-examination only where it is necessary to assist it in considering the representations or application.

Relevance:

Information submitted at the hearing must be relevant to the applications, representations, or notice and the promotion of the licensing objectives. The Chairman of the Sub-Committee is entitled to exclude any information it considers to be irrelevant whether presented in written or oral form. The licensing objectives are:

The prevention of crime and disorder;

Public safety;

The prevention of public nuisance; and

The protection of children from harm.

6. Failure of parties to attend the hearing:

- 6.1 If a party, who has not given prior notice of his/her intention not to attend the hearing, is absent from the hearing the Sub-Committee may either adjourn

the hearing or hold the hearing in the party's absence. Where the hearing is held in the absence of a party, the Sub-Committee will still consider the application, representation or notice submitted by that party.

7. Adjournments and extension of time:

7.1 The Sub-Committee may adjourn a hearing to a specified date or extend a notice period except where it must make a determination within certain time limits in the following specific applications:

- Review of premises licences following closure orders where the Sub-committee must make a determination within 28 days of receiving notice of the closure order.

8. Sub-Committee's determination of the hearing:

8.1 At the conclusion of the hearing the Sub-Committee will deliberate in private accompanied by the Clerk and the Legal Advisor who will be available to assist the Sub-Committee with any legal problems but will not participate in any decision making of the Sub-Committee.

8.2 The Sub-Committee will normally make its determination and announce its decision at the end of the hearing.

8.3 Where all parties have notified the Sub-Committee that a hearing is not required the Sub-Committee must make its determination within 10 working days of being given notice that the hearing is not required.

9. Power to exclude people from hearing:

9.1 The public are entitled to attend the hearing as spectators. However, the Sub-Committee may exclude any person from the hearing including any person assisting or representing a party where:

- it considers that the public interest would be best served by excluding the public or the individual person from the hearing; or
- that person is behaving in a disruptive manner. This may include a party who is seeking to be heard at the hearing. In the case where a party is to be excluded, the party may submit to the Sub-Committee in writing any information which they would have been entitled to give orally had they not been required to leave the hearing.

10. Recording of proceedings:

10.1 A written record of the hearing will be produced and kept for 6 years from the date of the determination of the hearing.

11. Power to vary procedure:

11.1 The Sub-committee may depart from following any of the procedures set out in this document if it considers the departure to be necessary in order to consider an application, notice or representation

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Havering
LONDON BOROUGH

Licensing Officer's Report

LICENSING SUB-COMMITTEE

REPORT

20 March 2019

Subject heading:

QQ Lounge
137-141 South Street Romford RM1
1PL
Premises Licence Application
Kasey Conway, Licensing Officer
5th floor Mercury House
licensing@havering.gov.uk
01708 432555

Report author and contact details:

This application for a premises licence is made by QQ Corporation Ltd under section 17 of the Licensing Act 2003. The application was received by Havering's Licensing Authority on 4th February 2019.

Geographical description of the area and description of the building

QQ Lounge is situated on South Street in Romford Town Centre, opposite Romford Train Station. The premises is located in a parade of commercial premises but there are residential properties above the shops on the junction where Victoria Road meets South Street. There is also a licensed premises directly next door to QQ Lounge which provide alcohol, music and late night refreshment.

A map of the area is attached.

Details of the application

Recorded Music, Late Night Refreshment

Day	Start	Finish
Monday		
Tuesday		
Wednesday		
Thursday	23:00	02:30
Friday	23:00	03:30
Saturday	23:00	03:30
Sunday	23:00	01:30
Supply of Alcohol		
Day	Start	Finish
Monday	12:00	23:00

Tuesday	12:00	23:00
Wednesday	12:00	23:00
Thursday	12:00	02:30
Friday	12:00	03:30
Saturday	12:00	03:30
Sunday	12:00	01:30

Comments and observations on the application

The applicant acted in accordance with regulations 25 and 26 of *The Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005* relating to the advertising of the application. The required public notice was installed in the Friday 15th February 2019 edition of the Yellow Advertiser.

Summary

There were 0 representations against this application from interested persons.

There were 3 representations against this application from responsible authorities. These were Licensing, the Police and Environmental Health (Noise).

There was 1 representation of support for this application from a responsible authority. That authority was Planning.



Havering
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Copy of Application

* 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

sgl/129

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

Olanrewaju

* Family name

Kuku

* E-mail

s.gibson@sglicensing.co.uk

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

10281082

Business name

QQ Incorporation Ltd

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

VAT number

-

None

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

Legal status

Private Limited Company

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 private individual acting as an agent

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

Your Address

Address official correspondence should be sent to.

* Building number or name

* Street

District

* City or town

* Postcode

Continued from previous page...

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	QQ Lounge
Street	137-141 South Street
District	
City or town	Romford
County or administrative area	
Postcode	RM1 1PL
Country	United Kingdom

Further Details

Telephone number	
Non-domestic rateable value of premises (£)	64,800

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 Her 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...

Private Limited company

Address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

Contact Details

E-mail	<input type="text" value="s.gibson@sglicensing.co.uk"/>
Telephone number	<input type="text"/>
Other telephone number	<input type="text"/>
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
	dd mm yyyy

* 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? / /
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.

The premises are to trade as a bar, with late night opening, (varied times). the requirement is also for late night refreshment and regulated entertainment by way of recorded music. The premises trades on a commercial street near to the train station. The premises trades off 2 floors.

This application falls within an area of concern for the cumulative impact of additional licensed premises on the four licensing objectives. The hours requested also fall outside the recommended licensed hours for the area. We believe the

Continued from previous page...

conditions offered in this application will ensure that no adverse cumulative impact will be experienced by the grant of this application.

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

Standard Days And Timings

Continued from previous page...

MONDAY

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.

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

Will the playing of recorded music 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.

Recorded music played from within the premises

State any seasonal variations for playing recorded music

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

n/a

Continued from previous page...

Non-standard timings. Where the premises will be used for the playing of recorded music 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.

n/a

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☐ Yes ☒ No

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

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

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Continued from previous page...

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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.

To provide hot food and hot drinks to customers on request on the days and hours requested.

State any seasonal variations

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

n/a

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.

n/a

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

Continued from previous page...

Standard Days And Timings

MONDAY

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.

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

Will the sale of alcohol be for consumption:

☒ On the premises ☐ Off the premises ☐ Both

If the sale of alcohol is for consumption on
the premises select on, if the sale of alcohol
is for consumption away from the premises
select off. If the sale of alcohol is for
consumption on the premises and away
from the premises select both.

State any seasonal variations

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

n/a

Continued from previous page...

Non-standard timings. Where the premises will be used for the supply of alcohol 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.

n/a

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name

First name

Family name

Date of birth / /

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

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'.

Continued from previous page...

Section 16 of 21

ADULT ENTERTAINMENT

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.

n/a

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

12:00

End

23:30

Start

End

TUESDAY

Start

12:00

End

23:30

Start

End

WEDNESDAY

Start

12:00

End

23:30

Start

End

THURSDAY

Start

12:00

End

03:00

Start

End

FRIDAY

Start

12:00

End

04:00

Start

End

SATURDAY

Start

12:00

End

04:00

Start

End

SUNDAY

Start

12:00

End

02:00

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.

State any seasonal variations

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Continued from previous page...

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

n/a

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.

n/a

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.

The premises will operate to a high standard, and will do so should this licence be granted in terms of the sale of alcohol. All staff will be fully trained in their responsibilities with regard to the sale of alcohol, and will be retrained every six months, with recorded training records kept for inspection.

The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

All staff shall be trained in dealing with persons who are incapacitated through the use of drugs or the combined effect of drugs and alcohol.

All staff shall be suitably trained for their job function for the premises. The training shall be written into a programme on-going and under constant review and must be available to a Responsible Authority when called upon.

b) The prevention of crime and disorder

CCTV will be in use at the premises.

The CCTV system at the premises will be upgraded to comply with the reasonable requirements of the current and relevant Havering Police Guidelines as standard minimum closed circuit television.

The system shall be maintained in working order and be operated throughout the hours that the premises are open for licensable activities. It shall incorporate a camera covering each of the entrance doors and be capable of providing an image which is an identification standard and shall be capable of obtaining a clear head and shoulders image of persons entering the premises.

Continued from previous page...

The CCTV system shall incorporate a recording facility and any recording shall be retained and stored in a suitable and secure manner for a minimum of one calendar month.

Recordings shall be made available to an authorised person of the Licensing Authority or Havering Police as soon as reasonably practicable, together with facilities for viewing.

The premises Licence holder shall ensure that there are trained members of staff available during licensable hours to be able to reproduce and download CCTV images into a removable format at the request of an authorised officer of the Licensing Authority or a Police Licensing Officer.

There shall be clear signage indicating that CCTV equipment is in use and recording at the premises during all trading hours.

The DPS will keep an up to date DPS Authorisation sheet which will show the list of staff members who have been given the authority to sell alcohol on the premises.

A refusals file is kept at the point of sale, and an incident file is kept at the entrance to the premises. Both of these are kept up to date as required, with records of all incidents recorded.

All supervisors working outside the premises shall wear high visibility clothing. Door supervisors working inside the premises will wear a form of clothing agreed in consultation with the Police which renders them easily identifiable on the CCTV in the premises.

These files will be made available to Licensing officers of the council and police on request.

SIA door staff will be employed at the premises from 2100 hours until closing time on each night the premises are open beyond 23:30pm. A minimum of three door staff on Thursday and Sunday and five Friday and Saturday. A risk assessment will be carried out to ascertain how many further staff are required if needed, full consultation will be carried out with Police. SIA door staff will also be employed at the Fire Exits, to ensure those who are outside smoking do not cause a nuisance of any kind.

A written search policy shall be in place at the premises and the requirement for searching will be risk assessed by the DPS. Where the risk assessment results in the requirement for searching it will be done in accordance with the written search policy and the DPS will use his or her reasonable endeavours to ensure door supervisors of both sexes are on duty when such a policy is in force.

The premises shall implement a written drugs policy. This shall detail the strategies to minimise the use and supply of illegal drugs within the premises. The drugs policy shall include a structured training programme covering the issues relevant to the misuse of drugs in relation to licensed premises which shall be delivered to all staff. This policy shall be approved in writing by Havering Police.

The premises licence holder or representative shall attend Safe and Sound meetings and act on recommendations from local police or licensing authority.

A staff member from the premises who can operate the CCTV system shall be on the premises at all times when the premises are open for business. This staff shall be able to show the Police recent data or footage with the absolute minimum of delay when requested.

Recordings shall be made available to an authorised person of the Licensing Authority or Havering.

The premises licence holder shall operate an Id Scan, Club Net or similar ID scanning machine at times when SIA registered door supervisors are on duty at the premises. Which customers must provide ID for scanning as a condition of entry which will be at the discretion of the premises licence holder subject to risk assessment.

Continued from previous page...

c) Public safety

Staff will be trained to be alert to any potential danger to customers and react accordingly. If they are unable to quickly defuse the situation without risk to customer or staff, then they are instructed to call the police. A full Fire Risk Assessment will be carried out before the premises opens for trade.

The licensee shall use a monitoring system/device to maintain a current head count of all persons present within the premises at times when door staff are employed. This count will include the staff. The total count is not to exceed the capacity limit given by the LFEPA. This count shall be given to Police or local authority upon request.

d) The prevention of public nuisance

SIA door staff will monitor all potential customers at street level to ensure noise nuisance is not caused by those seeking entry to the club.

Anyone leaving the premises in the evenings will be requested to leave in a quiet and orderly manner, by way of instore signage.

A dispersal policy will be in place, and is included with this application, with the aim of clearing the area at the end of the night quickly efficiently and without noise nuisance.

Prominent and clear notices shall be displayed at all exit points to advise customers that the premises fall within an alcohol free zone.

All door supervisors working outside the premises or whilst engaged in the dispersal of patrons at the close of business shall wear 'high visibility clothing'.

e) The protection of children from harm

ID checks will be carried out by the door staff on entry, and by the bar staff when customers are requesting alcohol.

A proof of age scheme, namely "Challenge 25" shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification card such as a driving licence or passport.

All occasions when persons have been refused service shall be recorded and kept at the premises for 6 months.

Prominent and clear notices shall be displayed at the premises about the supply of alcohol to minors and the relevant offences involved.

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

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 by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

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 **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **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.
- 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.

Continued from previous page...

- 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 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, 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.

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.

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

Band A - No RV to £4300 - £100

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 £125000 - £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 of attendance at any one time.

Capacity 5000 to 9999 - £1,000.00

Capacity 10000 to 14999 - £2,000.00

Capacity 15000 to 19999 - £4,000.00

Capacity 20000 to 29999 - £8,000.00

Capacity 30000 to 39999 - £16,000.00

Capacity 40000 to 49999 - £24,000.00

Capacity 50000 to 59999 - £32,000.00

Capacity 60000 to 69999 - £40,000.00

Capacity 70000 to 79999 - £48,000.00

Capacity 80000 to 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

Stewart Gibson

* Capacity

Licence Agent

* Date

04

/

02

/

2019

dd

mm

yyyy

Add another signatory

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/havering/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="sgl/129"/>
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"/>

DISPERSAL POLICY

1. Purpose of the policy

1.1 The management of QQ Lounge recognises the need for a comprehensive and considered dispersal policy in order to avoid potential disorder and disturbance at the end of the evening. The following policy outlines the steps that the management of QQ Lounge put together to minimise the potential risk and ensure a safe, orderly and quiet egress by the customers.

1.2 The management of QQ Lounge recognises the importance of clearing the immediate vicinity of the licensed premises at the end of the event making sure that all our customers leave without causing disturbance or any other disorder.

2. Responsibilities

2.1 The Duty Manager will ensure that this policy is adhered inside the premises and in the vicinity of the premises.

2.2 The Duty Manager will be on duty to supervise the dispersal at the end of the night along with the Door Supervisors. The Door Supervisors will be wearing high visibility jackets so their presence will be visible and more effective.

2.3 The management will constantly monitor the implementation of this dispersal policy, a log will be kept to identify any weaknesses and recommendations in regards to future training or implementation requirements.

2.4 Any person identified as not conforming to the dispersal policy's or not following instructions will not be allowed entry to the venue in future and this will be entered in the incident log.

3. Policy

3.1 Customers are forbidden from taking alcohol or glassware off the premises. This will be indicated by both clear signage near relevant exits and staff announcements. SIA Door supervisors are on duty and will have particular responsibility for ensuring that no alcohol or glassware leaves the premises.

3.2 Customers will be asked to leave the venue in a quiet and responsible fashion. This will be indicated by both clear signage near relevant exits and announcements done by the DJ at regular intervals 12 am onwards.

3.3 Customer will be encouraged to wait inside for taxi and offered water while waiting.

3.4 Customers will be encouraged to leave gradually over the course of the permitted drinking up period and not herded out when licensable activity ceases. Any customers found loitering outside the premises will be asked politely to leave quietly.

3.5 During the whole time of dispersal of customers from the vicinity wardens in high visibility jackets, supported by SIA registered door supervisors will patrol the immediate areas of the premises. This will be done to ensure that a swift and efficient dispersal of the area to ensure that local residents are not disturbed.

3.6 Customers will not be allowed to re-enter the Venue after 02:00 or after the venue is closed.

3.7 Signs will be displayed at the exit to remind patrons to use the bathroom facilities before they leave the venue.

3.8 Details of public transport and taxi services will be available to customers, either with signage or by the availability of leaflets, business cards, maps etc.

3.9 The Venue has a relationship with a local taxi provider who is offering the

customers leaving the venue a very competitive and convenient service.

3.10 Notices will be displayed within the immediate area asking customers to respect the neighbours and to disperse from the area.

3.11 Local residents are aware of the Duty Manager contact number and email address to contact with any issues this will be displayed at the front of the premises.

3.12 If staff are required to contact the authorities, all incidents will be logged in accordance with the venue's policies and the terms of its license.

3.13 Any customer not adhering to the instructions of the warden will be refused entry to the venue in future.

3.14 Duty Manager will have contact with the Door Supervisors of the Venue via Radio.

3.15 All Staff will receive training with regards to this policy which will be fully documented.

The Management of QQ Lounge

Signed

DESIGNATED PREMISES SUPERVISOR

Print name.....

PREMISES LICENCE HOLDER

Print name

Dated



Havering
LONDON BOROUGH

Map of the area



(Valid Representations of support)

Licensing Act 2003 Responsible Authority representation

This representation is made by a responsible Authority for the London Borough of Havering concerning a licence application for the premises as detailed below.

Premises Name and address:	QQ Lounge 137- 141 South Street, Romford RM11 1PL
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Your Name:	Planning Enforcement Team
Organisation name / name of body you represent:	Havering Council's Planning department
Your Address:	5 th Floor Mercury House, Mercury Gardens, Romford, RM1 3SL
Email:	Planning_enforcement@havering.gov.uk

Summary of representation:	To SUPPORT to the application to review the licence on the specific licencing objective "The prevention of public nuisance".
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<p>Policy Considerations:</p> <p>The representation takes into account the following licencing policies as set out in the document titled "Statement of Licencing Policy" with effect from 7th January 2016:</p> <p><u>Licencing Policy 1</u></p> <p>In considering applications for new licences, variations to existing licences and licence reviews the Licensing Authority will take the matters listed below into account:</p> <ul style="list-style-type: none"> • whether the premises is located in an area of cumulative impact; • the type of premises and their cumulative impact on the area and the mix of premises in the area; • the location of the premises and the character of the area; • the views of the responsible authorities; • the views of other persons; • past compliance history of current management; • the proposed hours of operation; • the type and number of customers likely to attend the premises; • whether the applicant is able to demonstrate commitment to a high standard of
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management, for example through active participation in the Safe and Sound meetings and pub watch.

Licensing Policy 6

The Licensing Authority considers that, in the interests of clarity and transparency, applicants should normally have in place the relevant planning consent for the intended use and hours of operation, or otherwise have lawful planning status, before making an application for a premises licence. However every application will be considered on its merits on a case by case basis

Licensing Policy 8

When assessing the applicant's or licensee's ability to demonstrate a commitment to high standards of management the Licensing Authority will take into account whether the applicant or licensee:

- Can demonstrate comprehensive knowledge of best practice
- Has sought advice from the responsible authorities
- Has implemented any advice that has been given by the responsible authorities
- Is able to understand verbal and written advice and legal requirements
- Can demonstrate knowledge of the licensing objectives, relevant parts of the Licensing Policy and their responsibilities under the Licensing Act 2003
- Is able to run their business lawfully and in accordance with good business practices
- Is able to demonstrate a track record of compliance with legal requirements.

Where there is a history of non-compliance associated with the premises the Licensing Authority is unlikely to grant a new or variation application unless there is evidence of significant improvement in management standards.

Licensing Policy 14

The Licensing Authority is committed to protecting the amenity of residents and businesses in the vicinity of licenced premises, particularly when late hours have been sought. Where relevant representations are received, the Licensing Authority will impose appropriate restrictions or controls on the licence to support the prevention of undue noise disturbance from licensed premises.

Representation:

An assessment by the planning services has been previously undertaken under a planning application with reference P1093.95. Planning permission was granted with two conditions.

1. *The development to which this permission relates must be commenced not later than five years from the date of this permission. Reason:- To comply with the requirements of Section 91 of the Town and Country Planning Act 1990.*
2. *The development hereby permitted shall not be carried out otherwise than in complete accordance with the approved plans, particulars and specifications. Reason:- The Local Planning Authority consider it essential that the whole of the development is carried out and that no departure whatsoever is made from the details approved, since the development would not necessarily be acceptable if*

partly carried out or carried out differently in any degree from the details submitted.

As there were no conditions imposed that restricted opening hours, we therefore raise no objections.

Complaint and Inspection History (if applicable):

No visits to the property were undertaken.

Application Number:	P1093.95
Description of proposal:	Change of use of NO.139 to bar use plus replacement of shopfront.
Outcome:	Permission granted on 03.11.1995 with conditions.

Other documents attached:

NONE

Dated: 13.02.2019

Officer: Onkar Bhogal
Principal Planning Enforcement
and Appeals Officer



Havering
L O N D O N B O R O U G H

Representation from
Responsible Authorities



Licensing Authority
London Borough of Havering

PC Adam Williams
East Area Licensing Team
Romford Police Station
19 Main Road
Romford
Essex
RM1 3BJ

Telephone: 01708 779162

Email: adam.williams2@met.police.uk

www.met.police.uk

Your ref: QQ Lounge 137-141 South
Street Romford RM1 1PL

Wednesday 06th December 2018

Subject: QQ Lounge 137-141 South Street Romford RM1 1PL

Dear Licensing Authority

In relation to the application received by Police on 05/02/2019 for the QQ Lounge 137-141 South Street Romford RM1 1PL, Police would like to object to this application, the licensing objectives that Police are objecting under are Prevention of Crime and Disorder and the Prevention of Public Nuisance.

As you are fully aware where a Cumulative Impact Zone is in place, there is usually a presumption that applications for new premises licenses to variations to existing premises licenses (increase in hours, capacity or change of conditions) will be refused.

This is unless it can be demonstrated that the grant will not negatively impact on the licensing objectives namely Prevention of Crime and Disorder and the Prevention of Public Nuisance. Due to the location of the venue, which is an area well known for large scale disorder and violent crime. It is situated in the middle of a busy transport hub only a short distance from numerous other larger licensed venues. The closing hours requested and the fact that the applicant gave a very basic initial license application with very limited conditions, shows that the applicant does not appear to have a full understanding of the area they are proposing to trade in. They have not demonstrated that by granting of the proposed license the venue will not negatively impact on the licensing objectives namely Prevention of Crime and Disorder and the Prevention of Public Nuisance. I would be objecting to the application under these objectives.

The Police at this time do not have confidence that the venue will run efficiently in accordance with the requested licence conditions.

Yours sincerely,

PC Adam Williams – East Area Licensing Team

Licensing Act 2003 – responsible authority representation

This representation is made by a responsible authority for the London Borough of Havering concerning a premises licence application for the premises as detailed below.

Applicant: QQ Incorporation Ltd
Premises: QQ Lounge 137-141 South Street Romford RM1 1PL

Name: Paul Jones
Organisation: London Borough of Havering Licensing Authority
Address: c/o Town Hall Main Road Romford RM1 3BD
Email: paul.jones@haverling.gov.uk
Telephone no.: 01708 432692

Objection summary: This premises licence application is for a venue located at Havering's worst crime 'hot-spot' in a cumulative impact zone which seeks to remain open to the public until 04:00 at the weekend, 03:00 Thursdays and 02:00 Sundays. These hours are outside Havering's licensing policy guideline hours. The Licensing Authority is of the view that the application does not successfully rebut the cumulative impact policy and hence will have the potential to add to cumulative impact and to adversely impact upon the promotion of the licensing objectives.

Policy considerations

Licensing Policy 1

In considering applications for new licences, variations to existing licences and licence reviews the Licensing Authority will take the matters listed below into account:

- whether the premises is located in an area of cumulative impact;
- the type of premises and their cumulative impact on the area and the mix of premises in the area;
- the location of the premises and the character of the area;
- the views of the responsible authorities;
- the views of other persons;
- past compliance history of current management;
- the proposed hours of operation;
- the type and number of customers likely to attend the premises;
- whether the applicant is able to demonstrate commitment to a high standard of management, for example through active participation in the Safe and Sound meetings and pub watch.

Licensing Policy 2

The Licensing Authority has adopted a special policy relating to cumulative impact in relation to:

- Romford town centre within the ring road
- St Andrews Ward

This policy creates a rebuttable presumption that applications for new premises licences, club premises certificates, or variation applications that will add to the existing cumulative impact, will normally be refused, unless the applicant can demonstrate why the operation of the premises involved will not add to the cumulative impact and not impact adversely on the promotion of the licensing objectives. The exception to this policy will be for applications for restaurants where alcohol is sold ancillary to a table meal and the terminal licensing hour is in line with the policy.

Licensing Policy 7

When dealing with new and variation applications the Licensing Authority will give more favourable consideration to applications with the following closing times:

Public Houses and Bars	23:00 Sunday to Thursday 00:00 Friday and Saturday
Nightclubs	01:00 Sunday to Thursday 02:00 Friday and Saturday
Restaurants and Cafes	23:00 Sunday to Thursday 00:00 Friday and Saturday
Off licences	23:00 Monday to Sunday
Hot food and drink supplied by takeaways, fast food premises	00:00 Sunday to Thursday 01:00 Friday and Saturday
Hotel residents only	24 hours sale of alcohol for on sales only

Consideration will also be given to the type of area that the premises is located in with regulated activities normally being permitted until 23:30 in residential areas and 00:30 in mixed use areas.

These hours are not pre-determined and each application will be considered on its merits.

Licensing Policy 12

The Licensing Authority seeks to encourage the use of toughened glassware and polycarbonate on a risk based approach in licensed premises.

The Licensing Authority will consider imposing a condition prohibiting the sale of alcohol in annealed glass containers (glasses and bottles) and require the use of polycarbonate or other safer alternatives where:

- Local needs dictate
- A relevant representation is received
- The premises is operating beyond midnight
- The licence permits drinking outside.

Licensing Policy 13

The Licensing Authority is committed to ensuring that, where appropriate, the design and management of dance and other venues maximises the safety of customers, performers and staff. The Licensing Authority will normally expect the submission of a drugs policy as part of the operating schedule for applications for new premises licences and for variations to existing licenses for night clubs and similar premises.

Licensing Policy 14

The Licensing Authority is committed to protecting the amenity of residents and businesses in the vicinity of licenced premises, particularly when late hours have been sought. Where relevant representations are received the Licensing Authority will impose appropriate restrictions or controls on the licence to support the prevention of undue noise disturbance from licensed premises.

Licensing Policy 16

The Licensing Authority recognises that where gardens and tables and chairs are provided for smoking, eating and drinking outside users can cause nuisance. Where smoking, eating and drinking take place outside the Licensing Authority expects applicants to provide comprehensive details in their operating schedule on:

- The location of outside areas to be available for use
- How the outside areas will be managed to prevent noise, smell and pavement obstructions.

Where the Licensing Authority receives representations or a review application regarding the use of an outside area it will impose restrictions or conditions that are appropriate for preventing a public nuisance.

Licensing Policy 17

The Licensing Authority will normally require all licensed premises to be cleared of patrons within a reasonable period, usually 30 minutes, after the end of the time permitted for licensable activities. An application for a new late night premises licence or variation application will not normally be granted unless a proposed dispersal policy is included in the operating schedule.

Representation

The Licensing Authority can confirm that it is not opposed to a licensed premises existing at this particular location. Historically the premises have been licensed since the Licensing Act 2003 came into force in 2005. The site has been vacant since May 2016 when the previous premises licence was revoked. Police concerns further to a long series of failures by the then-management resulted in the Police reviewing the licence which led to its revocation. The Licensing Authority does not, of course, hold the current applicant in any way responsible for these issues which occurred three years ago. The link between the previous concerns and this application is the premises itself, or rather its location.

The area in which QQ Lounge is located is a transport hub and Havering's worst crime hot-spot. At the end of the night a significant number of the borough's visitors who have attended licensed premises in the town centre arrive at this location to begin their journey home by bus, train or taxi. There are a number of premises providing late night refreshment in this vicinity which delay the dispersal of visitors who are often under the

influence of alcohol. The accumulation of large numbers of people at this location who are under the influence of alcohol has the potential to result in crime, disorder and anti-social behaviour issues. Historically we have seen this result. It is this crime hot-spot at which this premises seeks to operate until as late as 04:00. We might reasonably conclude that such a venture would have a significant potential to add to cumulative impact given the late hours sought. The premises' patrons will be leaving the site at any point up to 04:00 while under the influence of alcohol at which point they will immediately join many other individuals who have arrived at this particular location.

This location is within one of Havering's cumulative impact (CI) zones. The applicant acknowledges in section 5 the existence of CI at this location:

"This application falls within an area of concern for the cumulative impact of additional licensed premises on the four licensing objectives. The hours requested also fall outside the recommended licensed hours for the area. **We believe the conditions offered in this application will ensure that no adverse cumulative impact will be experienced by the grant of this application.**"

The highlighted clause above appears to constitute a rebuttal of the CI policy. The rebuttal appears to be based upon the proposed conditions offered in the application's section 18. Such a suggestion might not fully address the implications of CI. An applicant is required to propose conditions designed to address the promotion of the licensing objectives in all cases, not just in applications for premises located in CI zones. We would reasonably expect to see section 18 fully populated regardless of the premises' location. Indeed, paragraph 5.6 of Havering's licensing policy indicates that the Licensing Authority will not consider it *exceptional* that premises are well run. It is a given that a premises licence holder should effectively promote the licensing objectives at all times when providing licensable activity. The CI policy requires that an application for a premises licence within a CI zone needs to demonstrate how the application, if granted, would *not* add to cumulative impact and would *not* adversely impact upon the promotion of the licensing objectives. Additionally, paragraph 4.3 of Havering's licensing policy requires an applicant to demonstrate, among other things, knowledge of the local area including crime hot-spots, risks posed to the local area by the proposed licensable activities and any local initiatives which may help to mitigate the risks identified. The application appears to have omitted to address these requirements.

This approach is not limited to Havering, but instead forms a part of the government's overall approach to the regulation of licensable activity. The s.182 Guidance to the Act provides at paragraph 8.43:

"Applicants are expected to include positive proposals in their application on how they will manage any potential risks. **Where specific policies apply in the area (for example, a cumulative impact policy), applicants are also expected to demonstrate an understanding of how the policy impacts on their application; any measures they will take to mitigate the impact; and why they consider the application should be an exception to the policy.**"

As we can see Havering's approach is in accordance with national guidance.

Policy considerations

Licensing policy 1

The premises are located in a CI zone and it is a late night venue providing alcohol and musical entertainment. As such it has the potential to add to cumulative impact and to impact adversely upon the promotion of the licensing objectives.

Licensing Policy 2

This policy creates a rebuttable presumption that applications for new premises licences

that will to add to the existing cumulative impact will normally be refused unless the applicant can demonstrate why the operation of the premises involved will not add to the cumulative impact and will not impact adversely on the promotion of the licensing objectives. We might reasonably query to what extent the application has been able to rebut this presumption of refusal.

Licensing Policy 7

Section 5 of the application defines the premises as “a bar with late night opening.” Licensing policy 7 provides a guideline midnight terminal hour at the weekend for bars. Even if we were to consider that the premises might operate as a nightclub the guideline weekend terminal hour for such an enterprise is 02:00, considerably earlier than those hours sought by the applicant. As this policy clarifies, these hours are not pre-determined. An applicant seeking to operate beyond these guideline hours would need to be able to make a case to support the desired hours. We might query whether the applicant has been successful in arguing the case to support those hours sought.

Licensing Policy 12

This policy relates to the promotion of public safety and address the use of toughened glassware, particularly in premises seeking to operate beyond midnight. The application does not address the use of toughened glassware, either to adopt, or to argue against, its use.

Licensing Policy 13

This policy expects an applicant to provide a drugs policy as a part of the operating schedule. Section 18 of the application indicates that a written drugs policy will be implemented but the policy has not been provided for consideration.

Licensing Policy 14

While the immediate vicinity of the premises is mainly commercial there are residential properties to the rear of the premises in Victoria Road. This policy is designed to protect the amenity of residents and businesses in the vicinity of licensed premises. As such the policy is there to support the prevention of undue noise disturbance from licensed premises.

Paragraph 7.10 of Havering’s Licensing Policy provides that “The Licensing Authority expects that premises intended for the provision of noise-generating licensable activities are acoustically controlled and engineered to a degree where the noise from the premises when compared to the ambient noise level will not cause undue disturbance.” Section 18(d) of the application makes no reference to any sound-proofing measures the premises may adopt to ensure noise breakout until the early hours does not impinge upon neighbours’ amenity.

Licensing Policy 16

Smokers exiting licensed premises to smoke have the potential to cause nuisance outside a premises. The application offers the following proposal further to external smokers:

“SIA door staff will also be employed at the Fire Exits, to ensure those who are outside smoking do not cause a nuisance of any kind.”

The fire exits are not explicitly marked on the premises plans so it may be that each exit has a designated SIA staff member located there to monitor smokers. The application, however, suggests that there may be a minimum of three door supervisors on duty on certain nights. The premises have more than three exits so one might reasonably query how this proposal will be successfully managed.

Licensing Policy 17

This policy indicates that an application will “not normally be granted unless a proposed dispersal policy is included in the operating schedule.” Section 18(d) of the application provides that “A dispersal policy will be in place, and is included with this application.” Contrary to this assertion the dispersal policy was not provided with the application. This policy was requested to be provided and was subsequently supplied to the Licensing Authority on day 17 of the consultation period. The dispersal policy makes reference at paragraph 3.5 to the use of ‘wardens’ patrolling the immediate area of the premises during customers’ dispersal. It is not clear, however, whether the wardens will be directly employed by the applicant and hence under the control of the premises.

Complaint and inspection history (if applicable)

Not applicable.

Conclusion

As indicated previously we are not opposed in principle to a licensed premises operating at this venue. As with many complex matters the devil is in the detail; as such we are unable to support the application in its submitted form.

Signed *Paul Jones*

Dated 4th March 2019

Licensing Act 2003 – responsible authority representation

This representation is made by a responsible authority for the London Borough of Havering concerning a premises licence application for the premises as detailed below.

Applicant: Olanrewaju Kuku

Premises: QQ Lounge, 137-141 South Street, Romford, Essex, RM1 1PL.

Name: Marc Gasson

Organisation: London Borough of Havering

Address: Public Protection, Mercury House, Mercury Gardens, Romford RM1 3SL

Email: marc.gasson@haverling.gov.uk

Telephone no.: 01708 432749

Objection summary: To object to the application for a premises licence in the interests of The Prevention of Public Nuisance

Policy considerations

London Borough of Havering Statement of Licensing Policy 2015

Licensing Policy 14

The Licensing Authority is committed to protecting the amenity of residents and businesses in the vicinity of licenced premises, particularly when late hours have been sought. Where relevant representations are received, the Licensing Authority will impose appropriate restrictions or controls on the licence to support the prevention of undue noise disturbance from licensed premises.

7.10 The Licensing Authority expects that premises intended for the provision of noise-generating licensable activities are acoustically controlled and engineered to a degree where the noise from the premises when compared to the ambient noise level will not cause undue disturbance. The Licensing Authority recognises specific difficulties associated with other premises structurally linked to would-be licensed premises and the limit of sound insulation performance that can be achieved. *In some circumstances licensed premises adjoining residential properties may not be appropriate* (emphasis added).

Licensing Policy 16

The Licensing Authority recognises that where gardens and tables and chairs are provided for smoking, eating and drinking outside, users can cause nuisance.

7.12 The provision of tables and chairs outside the premises, either on the highway or private land, and the provision of beer gardens, can enhance the attractiveness of the venue. It can have the benefit of encouraging a continental style café culture and family friendly venues. However, late at night, tables and chairs and beer gardens can cause significant public nuisance to residents whose homes overlook these areas. In some premises these facilities can encourage patrons and passers-by to loiter rather than disperse and in many cases, noise control measures are not feasible.

Representation

The premises in question is a two storey building with residential premises (principally 1st floor flats) located nearby to the rear in Victoria Road

The World Health Organisation's Night Noise Guidelines for Europe 2009 and the most relevant British Standards relating to internal noise levels (BS8233-2014 and BS4142-2014) define 'night time' as 23:00 – 07:00. Within these hours different noise levels are expected compared to daytime or evening periods up to 23:00. These apply for the purposes of sleep in bedrooms or resting and dining in other habitable rooms.

The provision of recorded music beyond 23:00 to 02:30 on a Thursday night/Friday morning, until 03:30 hours for both Friday night/Saturday morning and Saturday night/Sunday morning, and Sunday night/Monday morning until 01:30 hours is likely to give rise to an increase in the ambient noise levels within the residential premises after 23:00 and cause undue disturbance. It is my opinion that such use would be unreasonable given the proximity to residential premises.

In addition to the noise caused by recorded music, noise generated by customers using the external 1st floor external area to the front of the premises and those leaving the premises and loitering in the area after closing give additional cause for concern in respect of public nuisance. This is particularly relevant in the spring and summer months where its use is more likely.

The proposed variation is in my opinion likely to adversely affect a number of residents and increase the likelihood of public nuisance.

My recommendation is that the application be refused. However, should the Committee be minded to grant the application, I would ask that the terminal hour for opening hours for the venue are consistent with Havering's Licensing Policy for Romford Town Centre, with the terminal hour for the music being half an hour earlier.

The committee might like to consider a condition to restrict the use of the 1st floor external area with no use permitted after 23:00 hours.

Complaint and inspection history (if applicable)

The Public Protection Department has received no complaints regarding noise emanating from the premises in question.

Other documents attached: N/A

Signed



Dated 01/03/2019