



# Haverling

LONDON BOROUGH

## LICENSING SUB-COMMITTEE KINGSHEART

### AGENDA

<b>11.00 am</b>	<b>Monday 30 September 2019</b>	<b>Council Chamber - Town Hall</b>
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Members 3: Quorum 2

**COUNCILLORS:**

Philippa Crowder (Chairman)  
Christine Smith  
John Tyler

**For information about the meeting please contact:  
Richard Cursons - 01708 432430  
richard.cursons@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:-

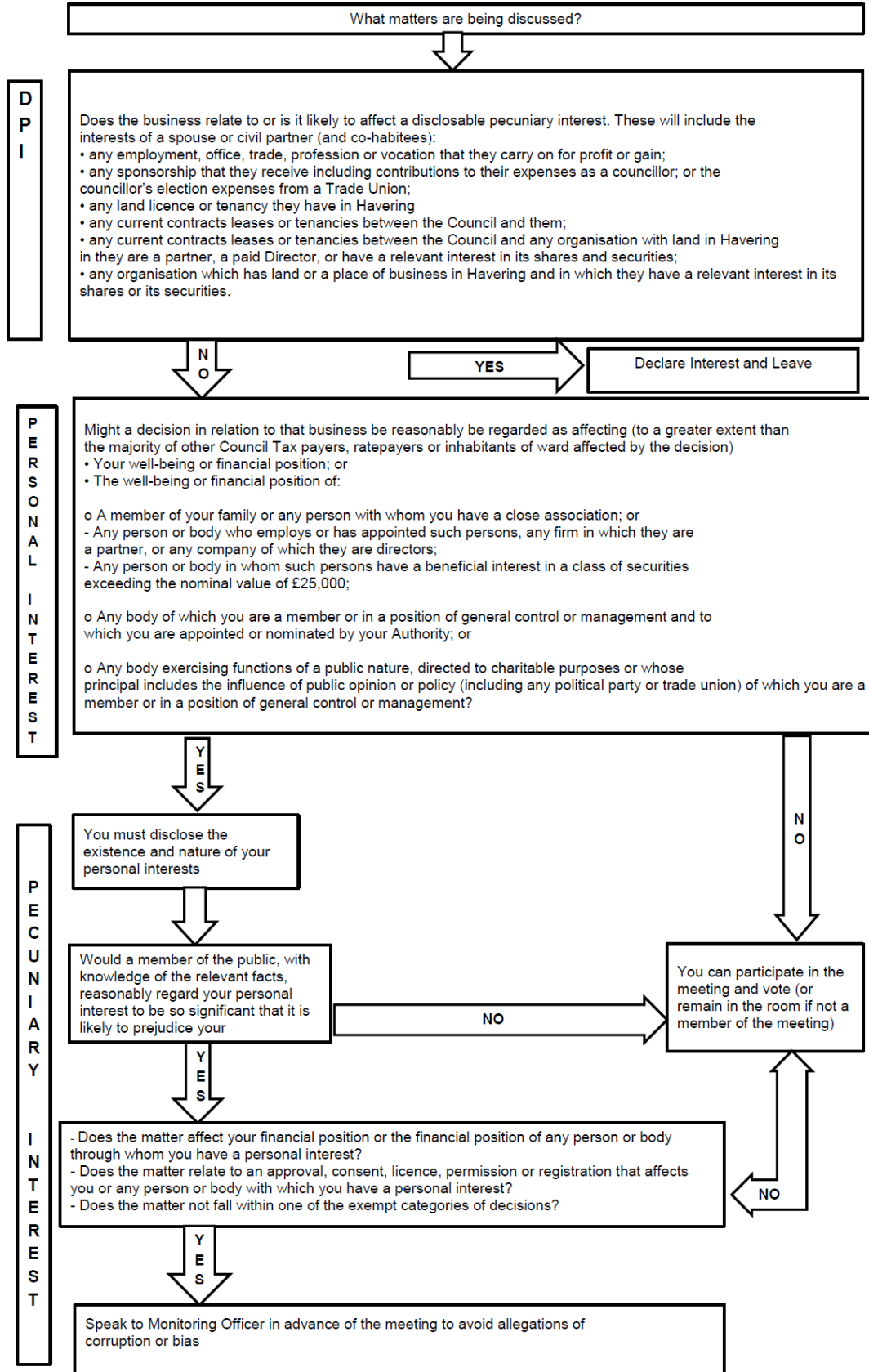
- filming, photographing or making an audio recording of the proceedings of the meeting;
- using any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; or
- reporting or providing commentary on proceedings at a meeting, orally or in writing,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

Licensing Hearing Procedure attached

**5 APPLICATION FOR A PREMISES LICENCE - KINGSHEART CHURCH , 80-84 MARKET PLACE, ROMFORD, RM1 3ER (Pages 7 - 74)**

This application for a premises licence is made by Kingsheart Church, Romford under section 17 of the Licensing Act 2003.

**Andrew Beesley**  
**Head of Democratic Services**

# LICENSING SUB-COMMITTEE

# REPORT

30 September 2019

**Subject Heading:**

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

**Report Author and contact details:**

**Richard Cursons (01708) 432430  
e-mail: richard.cursons@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.

## **110. 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

Date: 30 September 2019

Subject heading:

LBH

80-84 Market Place, Romford, RM1 3ER  
New Application

Report author and contact details:

Mr Kasey Conway, Licensing Officer  
5<sup>th</sup> floor Mercury House

licensing@havering.gov.uk

01708 432555

This application for a premises licence is made by Kingsheart Church, Romford under section 17 of the Licensing Act 2003. The application was received by Havering's Licensing Authority on 15<sup>th</sup> August 2019.

### Geographical description of the area and description of the building

Kingsheart Church is situated within a short walk from Romford Station. The commercial property is located within Romford Market where there is a mixture of commercial and domestic properties.

A map of the area is attached.

### Details of the application

Proposed premises licence hours:

<b>Supply of Alcohol, Provision of films, provision of Live Music, Recorded Music, Performance of Dance or anything similar</b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>
Monday	12:00	23:00
Tuesday	12:00	23:00
Wednesday	12:00	23:00
Thursday	12:00	23:00
Friday	12:00	23:00
Saturday	12:00	23:00
Sunday	12:00	22:00

<b>Opening Hours</b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>
Monday	12:00	23:00
Tuesday	12:00	23:00
Wednesday	12:00	23:00
Thursday	12:00	23:00
Friday	12:00	23:00
Saturday	12:00	23:00
Sunday	12:00	22:00

### **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 23<sup>rd</sup> August 2019 edition of the Recorder.

### **Summary**

There were 0 representations against this application from interested persons.

There were 2 representations against this application from responsible authorities. These were made by the Licensing Authority and the Police.



**Havering**  
LONDON BOROUGH

Copy of Application

\* required information

**Form errors**

Some data entered into this form is invalid. Please resolve before continuing.

**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

EM/129059.002

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

Esther

\* Family name

Marshall

\* E-mail

esthermarshall@mplaw.co.uk

Main telephone number

01708 784022

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.

Is the applicant's business registered outside the UK?

Yes  No

Business name

Kingsheart Church, Romford

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

Continued from previous page...

VAT number

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

Legal status

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

**Applicant Business Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

If the applicant has one, this should be the applicant's official address - that is an address required of the applicant by law for receiving communications.

**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.

**Agent Business**

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

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

Registration number

Business name

If your business is registered, use its registered name.

VAT number

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



Continued from previous page...

Legal status	<input type="text" value="Limited Liability Partnership"/>	
Your position in the business	<input type="text" value="Solicitor"/>	
Home country	<input type="text" value="United Kingdom"/>	The country where the headquarters of your business is located.
<b>Agent Registered Address</b>		Address registered with Companies House.
Building number or name	<input type="text" value="8-10"/>	
Street	<input type="text" value="Eastern Road"/>	
District	<input type="text" value="Romford"/>	
City or town	<input type="text"/>	
County or administrative area	<input type="text" value="Essex"/>	
Postcode	<input type="text" value="RM1 3PJ"/>	
Country	<input type="text" value="United Kingdom"/>	

**Section 2 of 21**

**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

**Premises Address**

Are you able to provide a postal address, OS map reference or description of the premises?

Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name	<input type="text" value="82-84"/>
Street	<input type="text" value="Market Place"/>
District	<input type="text"/>
City or town	<input type="text" value="Romford"/>
County or administrative area	<input type="text" value="Essex"/>
Postcode	<input type="text" value="RM1 3ER"/>
Country	<input type="text" value="United Kingdom"/>

**Further Details**

Telephone number	<input type="text"/>
------------------	----------------------

Non-domestic rateable value of premises (£)

61,500

**Section 3 of 21**

**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

**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 Kingsheart Church, Romford

**Details**

Registered number (where applicable) 296943

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

Registered charity

Continued from previous page...

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Contact Details**

E-mail

Telephone number

Other telephone number

**You must enter a date of birth**

\* Date of birth  /  /   
dd mm yyyy

**You must enter a nationality**

\* Nationality  Documents that demonstrate entitlement to work in the UK

**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 is situate on the Market Place in Romford and comprises a bar, seating area, kitchen and toilets, and small outside seating area. A variety of hot meals and snacks will be available during opening hours. It is intended that the premises will be open to the general public, as well as being available to hire for seminars, training, charity and business events. The capacity of the premises is 120.

Continued from previous page...

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

**Section 6 of 21**

**PROVISION OF PLAYS**

See guidance on regulated entertainment

Will you be providing plays?

- Yes                       No

**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 performance of a play 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.

Continued from previous page...

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.

The performance of a play may take place as part of a charity or church event, or during training / a seminar. Music may be amplified or unamplified. The audience for any play will not exceed 500.

State any seasonal variations for performing plays

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

Non standard timings. Where the premises will be used for the performance of a play 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.

## Section 7 of 21

### PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

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

Continued from previous page...

THURSDAY

Start  End

Start  End

FRIDAY

Start  End

Start  End

SATURDAY

Start  End

Start  End

SUNDAY

Start  End

Start  End

Will the exhibition of films 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.

Films may be shown as part of a church or charity event, or during training / a seminar.

State any seasonal variations for the exhibition of film

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

Non standard timings. Where the premises will be used for the exhibition of film 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.

**Section 8 of 21**

**PROVISION OF INDOOR SPORTING EVENTS**

See guidance on regulated entertainment

Continued from previous page...

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

**Standard Days And Timings**

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the performance of live 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.

Live music may be amplified or unamplified. The audience for live music will not exceed 500.

State any seasonal variations for the performance of live music

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

Non-standard timings. Where the premises will be used for the performance of live 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.

### 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

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



Continued from previous page...

WEDNESDAY

Start 12:00

End 23:00

Start

End

THURSDAY

Start 12:00

End 23:00

Start

End

FRIDAY

Start 12:00

End 23:00

Start

End

SATURDAY

Start 12:00

End 23:00

Start

End

SUNDAY

Start 12:00

End 22:00

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 will be played ancillary to the supply of alcohol. The audience for recorded music will not exceed 500 people.

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.

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.

Continued from previous page...

**Section 12 of 21**

**PROVISION OF PERFORMANCES OF DANCE**

See guidance on regulated entertainment

Will you be providing performances of dance?

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

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of dance 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.

Performances of dance accompanied by amplified or unamplified music may take place during a charity event or similar. The audience for performances of dance will not exceed 500. No performance of an adult nature will take place.

Continued from previous page...

State any seasonal variations for the performance of dance

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

Non-standard timings. Where the premises will be used for the performance of dance 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.

**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

**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 12:00

End 23:00

Start

End

SATURDAY

Start 12:00

End 23:00

Start

End

SUNDAY

Start 12:00

End 22:00

Start

End

Give a description of the type of entertainment that will be provided

Karaoke

Will this entertainment 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.

The provision of karaoke using amplified music. The audience for this activity will not exceed 500.

State any seasonal variations for entertainment

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

Non-standard timings. Where the premises will be used for entertainment 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.

Section 14 of 21

LATE NIGHT REFRESHMENT

Continued from previous page...

Will you be providing late night refreshment?

- Yes  No

**Section 15 of 21**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

- 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

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

Continued from previous page...

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

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.

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  /  /   
dd mm yyyy

**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

Continued from previous page...

As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

**Section 16 of 21**

**ADULT ENTERTAINMENT**

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.

No adult entertainment will be provided. There are no gaming machines within the premises.

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**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

Continued from previous page...

SUNDAY

Start

End

Start

End

State any seasonal variations

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

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.

### 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 licence holder shall implement strong management controls and effective training of all staff so that they are aware of the premises licence and the requirement to meet the four licensing objectives with particular attention to:

- no sales of alcohol to underage people
- no drunk and disorderly behaviour on the premises
- vigilance in preventing the use and sale of illegal drugs on the premises
- no violent or antisocial behaviour
- no harm to children

Alcohol shall only be permitted to be sold and consumed on the ground floor of the building.

A clear and legible notice shall be displayed outside the premises indicating the permitted hours during which licensable activity is permitted.

b) The prevention of crime and disorder

A roller metal exterior window shutter shall be fixed to ensure that the frontage of the premises is safe and secure at all times.

The premises licence holder shall be a member of the Town Link Radio Security group.

The premises licence holder shall take all reasonable steps to prevent the sale of drugs and the use of illegal drugs at the premises.

c) Public safety

All parts of the premises, all fittings and apparatus therein including door fastenings, notices, lighting, heating, electrical, sanitary accommodation and other installations shall be maintained at all times in good working order and in a safe



**Continued from previous page...**

condition.

A log book or recording system shall be kept upon the premises into which shall be entered particulars of inspections made; those required to be made by statute and also information compiled to comply with any public safety conditions attached to the premises licence that requires the recording of such information. The log book shall be kept at the premises and made available for inspection which required by persons authorised by the Licensing Act 2003 or associated legislation. Toughened glassware shall be used to serve drinks on the premises.

**d) The prevention of public nuisance**

Custom may not be sought by means of personal solicitation outside or in the vicinity of the premises.

Prominent, clear and legible notices will be displayed at the exit requesting customers to respect of the needs of nearby residents and to leave the premises and the area quietly.

Deliveries of goods necessary for the operation of th premises shall be carried out at such times and in such manner as to prevent nuisance and disturbance to nearby residents.

Staff arriving early in the morning or depart late at night shall be required to conduct themselves in such a manner as to avoid causing nuisance and disturbance to nearby residents.

Customers shall be requested not to congregate outside the premises.

The movement of bins outside the premises will be kept to a minimum after 2300.

Any lighting on or outside the premises will be positioned and screened in such a way as to not cause a disturbance to nearby residents.

Adequate waste receptacles for use by customers will be provided in the vicinity of the premises.

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

The premises licence holder shall operate a "Challenge 25" policy in relation to alcohol sales.

Signage clearly advising that a "Challenge 25" policy is in operation will be displayed prominently within the premises.

The designated premises supervisor shall provide suitable training for staff further to making or authorising each sale of alcohol and the requirements of the "Challenge 25" policy.

Clear "Challenge 25" information shall be given to all staff to prevent the supply of alcohol to under 18s.

**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 in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

**Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

*Continued from previous page...*

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

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

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

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

**Continued from previous page...**

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

**Section 20 of 21**

**NOTES ON REGULATED ENTERTAINMENT**

*Continued from previous page...*

In terms of specific **regulated entertainments** please note that:

- **Plays:** no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- **Films:** no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- **Indoor sporting events:** no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- **Boxing or Wrestling Entertainment:** no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- **Live music:** no licence permission is required for:
  - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - 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.
  - 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.
  - 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.
  - 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:
  - 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.
  - 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.
  - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

**Continued from previous page...**

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

**Section 21 of 21**

**PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

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

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

Band A - No RV to £4300 - £100

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

**ATTACHMENTS**

**AUTHORITY POSTAL ADDRESS**

Continued from previous page...

**Address**

Building number or name	TOWN HALL
Street	MAIN ROAD
District	ROMFORD
City or town	
County or administrative area	ESSEX
Postcode	RM1 3BS
Country	United Kingdom

**DECLARATION**

\* 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	ESTHER MARSHALL
* Capacity	AGENT / SOLICITOR
Date (dd/mm/yyyy)	15.08.19

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/having/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**

\* required information

**Form errors**

Some data entered into this form is invalid. Please resolve before continuing.

**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  This is the unique reference for this application generated by the system.

Your reference  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

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

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

Is the applicant:

- Applying as a business or organisation, including as a sole trader  
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

**Applicant Business**

Is the applicant's business registered in the UK with Companies House?  Yes  No

Is the applicant's business registered outside the UK?  Yes  No

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

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



Continued from previous page...

VAT number -  None

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

Legal status  Charity or Association

Applicant's position in the business  Agent to Applicant

Home country  United Kingdom

The country where the applicant's headquarters are.

**Applicant Business Address**

If the applicant has one, this should be the applicant's official address - that is an address required of the applicant by law for receiving communications.

Building number or name  262

Street  Pettits Lane

District  Romford

City or town

County or administrative area  Essex

Postcode  RM1 4PJ

Country  United Kingdom

**Agent Details**

\* First name  Esther

\* Family name  Marshall

\* E-mail  esthermarshall@mplaw.co.uk

Main telephone number  01708 784022

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.

**Agent Business**

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

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

Registration number  OC339711

Business name  Mullis & Peake LLP

If your business is registered, use its registered name.

VAT number  GB  246 5073 62

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

Continued from previous page...

Legal status

Your position in the business

Home country

The country where the headquarters of your business is located.

**Agent Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**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

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable  
value of premises (£)

61,500

**Section 3 of 21**

**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

**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)

Registered charity

Continued from previous page...

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Contact Details**

E-mail

Telephone number

Other telephone number

**You must enter a date of birth**

\* Date of birth  /  /   
dd mm yyyy

**You must enter a nationality**

\* Nationality  Documents that demonstrate entitlement to work in the UK

**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 is situate on the Market Place in Romford and comprises a bar, seating area, kitchen and toilets, and small outside seating area. A variety of hot meals and snacks will be available during opening hours. It is intended that the premises will be open to the general public, as well as being available to hire for seminars, training, charity and business events. The capacity of the premises is 120.

Continued from previous page...

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

**Section 6 of 21**

**PROVISION OF PLAYS**

See guidance on regulated entertainment

Will you be providing plays?

- Yes                       No

**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 performance of a play 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.

Continued from previous page...

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.

The performance of a play may take place as part of a charity or church event, or during training / a seminar. Music may be amplified or unamplified. The audience for any play will not exceed 500.

State any seasonal variations for performing plays

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

Non standard timings. Where the premises will be used for the performance of a play 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.

### Section 7 of 21

#### PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

Yes  No

#### Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

Continued from previous page...

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the exhibition of films 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.

Films may be shown as part of a church or charity event, or during training / a seminar.

State any seasonal variations for the exhibition of film

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

Non standard timings. Where the premises will be used for the exhibition of film 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.

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Continued from previous page...

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

**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



Continued from previous page...

SUNDAY

Start 12:00

End 22:00

Start

End

Will the performance of live 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.

Live music may be amplified or unamplified. The audience for live music will not exceed 500.

State any seasonal variations for the performance of live music

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

Non-standard timings. Where the premises will be used for the performance of live 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.

### 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

MONDAY

Start 12:00

End 23:00

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start 12:00

End 23:00

Start

End

Continued from previous page...

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 will be played ancillary to the supply of alcohol. The audience for recorded music will not exceed 500 people.

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.

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.

Continued from previous page...

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

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

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of dance 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.

Performances of dance accompanied by amplified or unamplified music may take place during a charity event or similar.  
The audience for performances of dance will not exceed 500. No performance of an adult nature will take place.

Continued from previous page...

State any seasonal variations for the performance of dance

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

Non-standard timings. Where the premises will be used for the performance of dance 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.

**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

**Standard Days And Timings**

MONDAY

Start 12:00

End 23:00

Start

End

TUESDAY

Start 12:00

End 23:00

Start

End

WEDNESDAY

Start 12:00

End 23:00

Start

End

THURSDAY

Start 12:00

End 23:00

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.

Continued from previous page...

FRIDAY

Start 12:00

End 23:00

Start

End

SATURDAY

Start 12:00

End 23:00

Start

End

SUNDAY

Start 12:00

End 22:00

Start

End

Give a description of the type of entertainment that will be provided

Karaoke

Will this entertainment 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.

The provision of karaoke using amplified music. The audience for this activity will not exceed 500.

State any seasonal variations for entertainment

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

Non-standard timings. Where the premises will be used for entertainment 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.

Section 14 of 21

LATE NIGHT REFRESHMENT

Continued from previous page...

Will you be providing late night refreshment?

Yes

No

**Section 15 of 21**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

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

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

*Continued from previous page...*

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

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.

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  /  /   
dd mm yyyy

**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

Continued from previous page...

As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

**Section 16 of 21**

**ADULT ENTERTAINMENT**

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.

No adult entertainment will be provided. There are no gaming machines within the premises.

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**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



Continued from previous page...

SUNDAY

Start 10:00

End 23:00

Start

End

State any seasonal variations

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

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.

**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 licence holder shall implement strong management controls and effective training of all staff so that they are aware of the premises licence and the requirement to meet the four licensing objectives with particular attention to:

- no sales of alcohol to underage people
- no drunk and disorderly behaviour on the premises
- vigilance in preventing the use and sale of illegal drugs on the premises
- no violent or antisocial behaviour
- no harm to children

Alcohol shall only be permitted to be sold and consumed on the ground floor of the building.

A clear and legible notice shall be displayed outside the premises indicating the permitted hours during which licensable activity is permitted.

b) The prevention of crime and disorder

A roller metal exterior window shutter shall be fixed to ensure that the frontage of the premises is safe and secure at all times.

The premises licence holder shall be a member of the Town Link Radio Security group.

The premises licence holder shall take all reasonable steps to prevent the sale of drugs and the use of illegal drugs at the premises.

ALCOHOLIC BEVERAGES SHALL ONLY BE SERVED ANCILLARY TO FOOD.

c) Public safety

All parts of the premises, all fittings and apparatus therein including door fastenings, notices, lighting, heating, electrical, sanitary accommodation and other installations shall be maintained at all times in good working order and in a safe

**Continued from previous page...**

condition.

A log book or recording system shall be kept upon the premises into which shall be entered particulars of inspections made; those required to be made by statute and also information compiled to comply with any public safety conditions attached to the premises licence that requires the recording of such information. The log book shall be kept at the premises and made available for inspection which required by persons authorised by the Licensing Act 2003 or associated legislation. Toughened glassware shall be used to serve drinks on the premises.

**d) The prevention of public nuisance**

Custom may not be sought by means of personal solicitation outside or in the vicinity of the premises.

Prominent, clear and legible notices will be displayed at the exit requesting customers to respect of the needs of nearby residents and to leave the premises and the area quietly.

Deliveries of goods necessary for the operation of th premises shall be carried out at such times and in such manner as to prevent nuisance and disturbance to nearby residents.

Staff arriving early in the morning or depart late at night shall be required to conduct themselves in such a manner as to avoid causing nuisance and disturbance to nearby residents.

Customers shall be requested not to congregate outside the premises.

The movement of bins outside the premises will be kept to a minimum after 2300.

Any lighting on or outside the premises will be positioned and screened in such a way as to not cause a disturbance to nearby residents.

Adequate waste receptacles for use by customers will be provided in the vicinity of the premises.

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

The premises licence holder shall operate a "Challenge 25" policy in relation to alcohol sales.

Signage clearly advising that a "Challenge 25" policy is in operation will be displayed prominently within the premises.

The designated premises supervisor shall provide suitable training for staff further to making or authorising each sale of alcohol and the requirements of the "Challenge 25" policy.

Clear "Challenge 25" information shall be given to all staff to prevent the supply of alcohol to under 18s.

**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 in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

**Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

*Continued from previous page...*

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

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

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

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

**Continued from previous page...**

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

#### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

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

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

*Continued from previous page...*

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

**Continued from previous page...**

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

**Section 21 of 21**

**PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card. Premises Licence Fees are determined by the non domestic rateable value of the premises. To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 - £100

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

**ATTACHMENTS**

**AUTHORITY POSTAL ADDRESS**

Continued from previous page...

**Address**

Building number or name	TOWN HALL
Street	MAIN ROAD
District	ROXFORD
City or town	
County or administrative area	ESSEX
Postcode	RM1 3BS
Country	United Kingdom

**DECLARATION**

\* 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	ESTHER MARSHALL
* Capacity	AGENT / SOLICITOR
Date (dd/mm/yyyy)	15.08.19

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**



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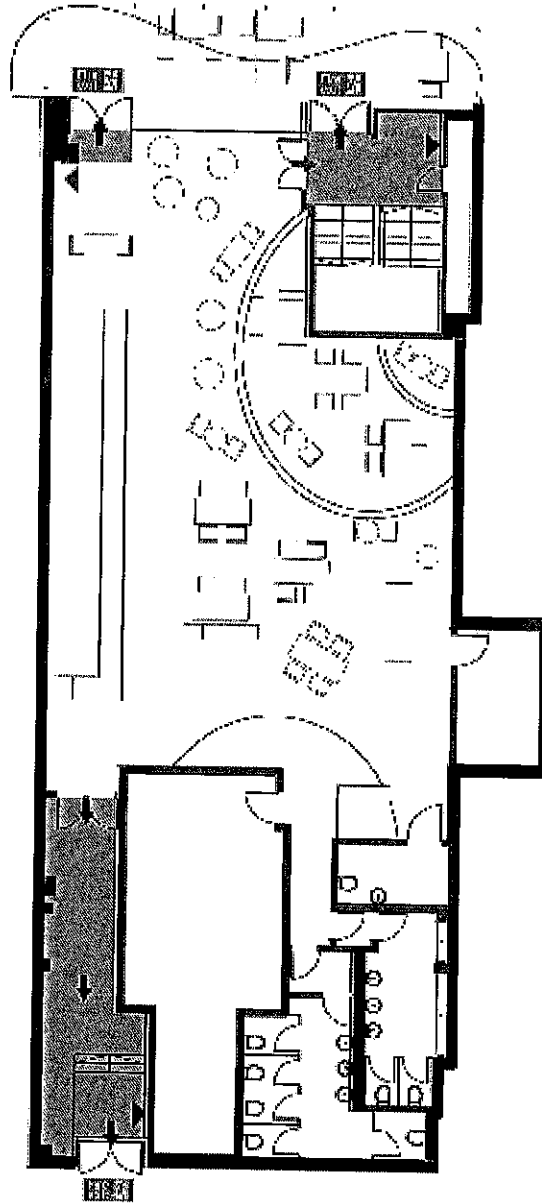
Annex 3 – conditions attached after a hearing by the Licensing Authority

Not applicable

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Annex 4 – premises plans

Original premises plans are held by the Licensing Authority of the London Borough of Havering.



■ FIRE EXTINGUISHER  
▲ FIRE CALL POINT

## 82 – 84 MARKET PLACE, ROMFORD

### STATEMENT IN RELATION TO THE CUMULATIVE IMPACT ZONE POLICY

This statement is submitted in support of the application for a premises licence at 82-84 Market Place, Romford, and in particular to demonstrate why the presumption against granting a premises licence within the Cumulative Impact Zone should not apply to this application.

The applicant has been working with the London Borough of Havering in an effort to return the premises to use as a valuable community amenity, having sat heavily under-utilised for some time. The applicant has been commissioned to operate the premises by the London Borough of Havering as a space where the local community can take part in recreational and business activities.

The applicant is actively partnering with the London Borough of Havering as part of the community regeneration of Romford Marketplace including the recent craft beer festival and future market events such as the Christmas Lights switch on.

Board games will be freely available for use by customers, as will a piano, encouraging family groups to get together at the premises. A wide range of soft and hot drinks will be available alongside alcoholic beverages. The applicants do not wish the premises to become a vertical drinking establishment, and the pricing of alcoholic beverages will reflect this. There is an abundance of seating within the premises and the music played / entertainment provided will be aimed at families and other groups who wish to enjoy a meal, snack or a drink in a relaxed and safe environment.

The premises has a capacity of less than 45 for seated meals with some additional seating for those not eating a table meal.

The applicants view the premises as a “hybrid” – not exclusively a restaurant (although snacks and hot meals will be available) and not a public house. The hours sought are modest and demonstrate that the premises will not operate as a late night vertical drinking establishment.

The applicant is prepared to limit the permitted hours for the supply of alcohol to end at 22.30 Monday to Saturday and 22.00 on Sundays.

The applicant notes the Licensing Authority’s concern that, once granted, the licence could be transferred to a third party who would then seek to operate as a vertical drinking establishment. To address this, the applicant will volunteer a condition that consent will not be given to a transfer of the premises licence to any third party.

To address the issues raised by the Licensing Authority and the Metropolitan Police, the applicant would state as follows:

#### Understanding of the Licensing Objectives

It is not the case that the Applicant fails to appreciate the implications of the Licensing Objectives. They fully understand the need to comply with and promote those Objectives and are willing to work with all Responsible Authorities to achieve this. Staff employed by the applicant to work at the premises have previous experience in the licensed trade.

The Applicant's status as a registered charity whose objective is to promote the Christian faith is not incompatible with their ability to properly run a licensed premises. Rather, it aligns entirely with the Licensing Objectives.

Further, the fact that the premises will be run by a not-for-profit organisation allows the applicant to prioritise the Licensing Objectives as opposed to being revenue-driven.

#### Dispersal / Noise Nuisance

As per the conditions volunteered within the application, prominent signage will be displayed at the premises requesting patrons to leave quietly and to be considerate of local residents.

#### Littering from food cartons / publicity flyers

It is not proposed to use flyers to promote the premises. At the conclusion of permitted hours, staff from the premises will inspect the area outside and will collect and dispose of any rubbish left in the vicinity by patrons.

#### Crime and disorder

The applicant notes the concerns of the Police in this regard and is fully aware of the requirement to prevent crime and disorder. Given the applicant's intention to operate the premises as a family and community gathering place, the applicant does not believe that it will negatively impact upon crime and disorder.

A number of those who will be involved in running the premises have been and / or remain active Street Pastors and therefore have experience of working with patrons of premises within the CIZ.

The closest licensed premises, The Bull Public House, has a terminal hour of 00.30, some 90 minutes after the proposed terminal hour for the premises. The applicants therefore believe that their patrons will have dispersed long before those of The Bull Public House are leaving, thus avoiding a cumulative effect.

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To conclude, the applicant believes that granting this licence will not add to the cumulative effect of premises already operating within the CIZ. The premises will not be operated as a vertical drinking establishment but will instead offer a relaxed, family friendly environment for a snack, a meal and / or a quiet drink. The applicant is fully aware of the licensing objectives and the obligations to promote the same.



PUBLIC NOTICES

## Legal and Public Notices

**Public Notice Licensing Act 2003**  
TAKE NOTICE that Kingsheart Church, Romford has applied to the London Borough of Havering under the Licensing Act 2003 for a premises licence in respect of 82-84 Market Place Romford Essex RM1 3ER. The application seeks the following licensable activities and times: Sale of Alcohol for consumption on the premises and licensable entertainment, Monday to Saturday 1200 - 2300, Sunday 1200 - 2200. The full application may be inspected at the Offices of the Licensing Authority, London Borough of Havering, Town Hall Main Road Romford Essex RM1 3BD or at [https://www.havering.gov.uk/directory\\_record/161/alcohol\\_and\\_entertainment\\_licence\\_premises\\_licence](https://www.havering.gov.uk/directory_record/161/alcohol_and_entertainment_licence_premises_licence). Any persons wishing to make representations in relation to this application may do so in writing to the Licensing Authority at the address shown above or by email to [licensing@havering.gov.uk](mailto:licensing@havering.gov.uk) not later than 13 September 2019. It is an offence to knowingly or recklessly make a false statement in connection with an application, for which a person is liable on summary conviction to a fine not exceeding level 5 on the standard scale. T564816

**PLEASE MENTION THIS NEWSPAPER WHEN REPLYING TO THESE ADVERTS**

**DAVID FREDERICK THOMAS DASH Deceased**

Pursuant to the Trustee Act 1925 anyone having a claim against or an interest in the Estate of the deceased, late of 14 Tenby Close, Chadwell Heath, Romford, Essex, RM6 6NP, who died on 24/01/2019, must send written particulars to the address below by 24/10/2019, after which date the Estate will be distributed having regard only to claims and interests notified.

**Symons, Gay & Leland LLP Solicitors**

91a South Street, Romford, Essex, RM1 1PA  
Ref: BW/DAS0022

**NOTICE OF APPLICATION FOR A PREMISES LICENCE UNDER SECTION 17 OF THE LICENSING ACT 2003**

Notice is hereby given that Philip Andrew Cooke has applied for a premises licence in relation to 122/122A North Street, Hornchurch RM11 1RS to permit the provision of the following licensable activities: Sale of alcohol. Full details of the application can be inspected at the address noted below during normal business hours.

A representation by any person or a responsible authority regarding this application can be made to: The Licensing Authority, London Borough of Havering, Town Hall, Main Road, Romford RM1 3BD or online at: [www.havering.gov.uk](http://www.havering.gov.uk). Such representations must be received in writing by: **12th September 2019**, clearly stating the grounds upon which the representation is made in relation to the four objectives of the Licensing Act 2003.

It is an offence to knowingly or recklessly make a false statement in connection with an application. The maximum fine for which a person is liable on summary conviction for the offence is £5,000.00.

Dated: **14th August 2019**

**Goods Vehicle Operator's Licence**

Mr Calvin Lindsay trading as Comprehensive Removals of 21a New Road, Seven Kings, Ilford, Essex IG3 8AU is applying for a licence to use Big Yellow Self Storage, Romford RM3 8NF as an operating centre for 2 goods vehicles and 2 trailers. Owners or occupiers of land (including buildings) near the operating centre(s) who believe that their use or enjoyment of that land would be affected, should make written representations to the Traffic Commissioner at Hillcrest House, 386 Harehills Lane, Leeds, LS9 6NF, stating their reasons, within 21 days of this notice. Representatives must at the same time send a copy of their representations to the applicant at the address given at the top of this notice. A Guide to Making Representations is available from the Traffic Commissioner's office.

**RECYCLING WORKS!**



NEWSPAPERS SUPPORT RECYCLING

## LONDON BOROUGH OF HAVERING

ROAD TRAFFIC REGULATION ACT 1984 SECTION 14(1) AND 16, PROPOSED AND MADE ORDER NOTICES  
WE THE LONDON BOROUGH OF HAVERING GIVE NOTICE THAT WE PROPOSE TO MAKE THOSE RESTRICTIONS REFERRED TO IN PART 1 TO THIS NOTICE AND HAVE MADE THE RESTRICTIONS REFERRED TO IN PART 2 TO THIS NOTICE, IN EACH CASE FOR THE REASONS AND DURATION STATED (OR UNTIL THE COMPLETION OF THE WORKS - WHICHEVER IS THE SOONER) AND WITH DIVERSION ROUTES AVAILABLE.

DIPTI PATEL, ASSISTANT DIRECTOR OF ENVIRONMENT (PUBLISHED IN THE ROMFORD RECORDER 23RD AUGUST 2019)

## PART 1 - PROPOSED NOTICE (PROPOSED RESTRICTIONS)

TT No	Road Name and Restriction(s)	Reason	Diversion Route	Duration of Works - Between:
1247	Road Closure Hamilton Drive, Harold Wood Closed at its junction with Douglas Avenue. Suspension of parking restrictions in Hamilton Drive and Douglas Avenue. Contact: <a href="mailto:Bryn.jellis@havering.gov.uk">Bryn.jellis@havering.gov.uk</a>	Carriageway resurfacing	No diversion	Between 08:00 to 17:00 daily on the 4th September 2019 to the 6th September 2019 or upon completion of the works whichever is the sooner.
1275	Langham Court No waiting No loading Outside Nos 1 to 6, from the junction of Langham Court to around the grassed verge area, from the junction of Langham Court extending around Nos 19 to 21. Contact: <a href="mailto:Trina.phillips@havering.gov.uk">Trina.phillips@havering.gov.uk</a>	Street lighting works	N/A	Between 09:00 to 17:00 on the 2nd September 2019 or upon completion of the works whichever is the sooner.
1282	Road Closure Berwick Pond Road Closed between its junctions of Hacton Lane / Park Farm Road and Warwick Lane / Upminster Road North. Contact: <a href="mailto:Bryn.jellis@havering.gov.uk">Bryn.jellis@havering.gov.uk</a>	Carriageway works	Park Farm Road, Aveyley Road, Warwick Lane in both directions	Between 08:00 to 17:00 daily on the 3rd September 2019 to the 5th September 2019 or upon completion of the works whichever is the sooner.
1287	Road Closure and No waiting no loading The Glen, Rainham Closed from outside Nos. 6 to 17 Contact: <a href="mailto:Malcolm.hubbard@havering.gov.uk">Malcolm.hubbard@havering.gov.uk</a>	Carriageway subsidence	Vincent Road, Orchard Avenue, Lambs Lane South, Arterial Road.	Between 08:00 on the 30th August 2019 to 17:00 on the 6th September 2019 or upon completion of the works whichever is the sooner.
1288	Road Closure Platford Green Closed from outside No 15 Contact: <a href="mailto:Joanna.blair@havering.gov.uk">Joanna.blair@havering.gov.uk</a>	Filming event	No diversion	From 08:00 to 22:00 hours on the 5th September 2019 and 6th September 2019 or upon completion of the event whichever is the sooner.
1289	Road Closure Wakerfield Close Closed from its junction with Tyle Green Contact: <a href="mailto:Joanna.blair@havering.gov.uk">Joanna.blair@havering.gov.uk</a>	Filming event	No diversion	From 08:00 to 22:00 hours on the 5th September 2019 and 6th September 2019 or upon completion of the event whichever is the sooner.

## PART 2 - MADE NOTICE (CONFIRMED RESTRICTIONS)

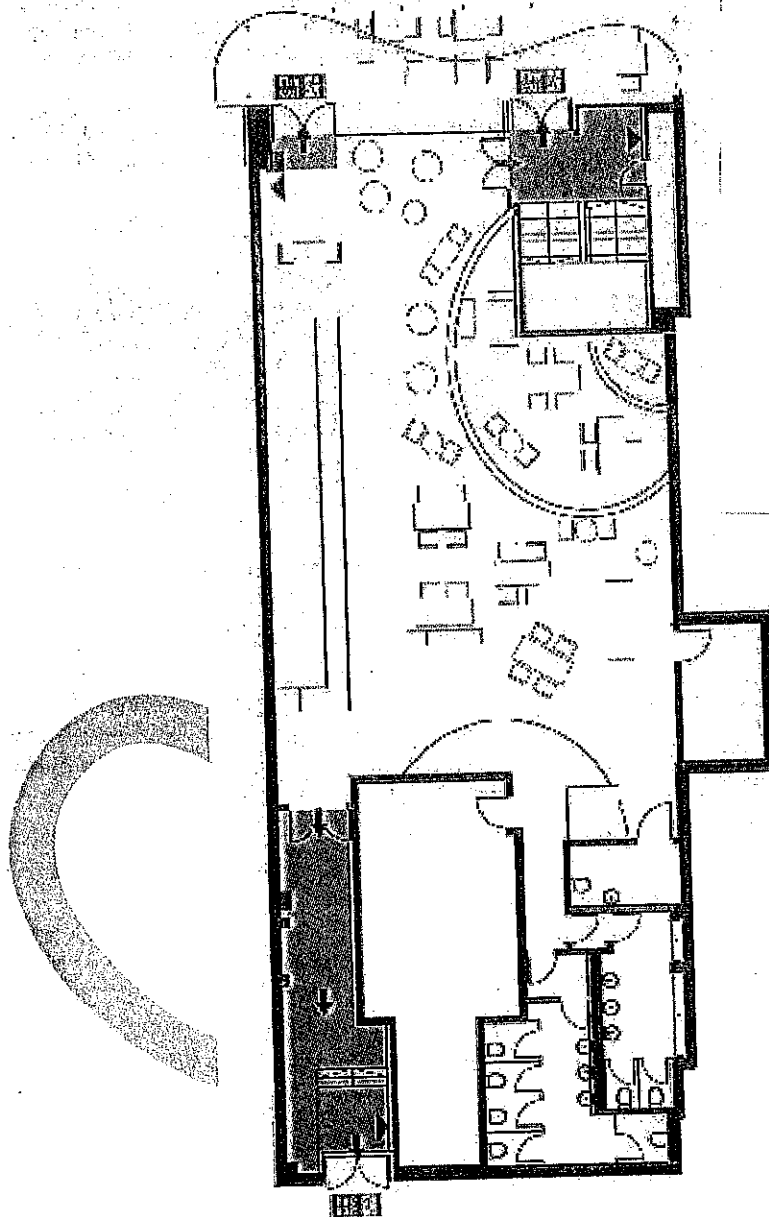
1217	Havering Show Temporary one way system between Station Lane and Abbs Cross Lane The Avenue Vehicles will be allowed to travel from east to west (traffic will be prohibited from travelling west to east). Stanley Road Vehicles will be allowed to travel from west to east (traffic will be prohibited from travelling east to west). Abbs Cross Lane Temporary waiting restrictions on the western and north-western sides of Abbs Cross Lane, from its junction with Hornchurch Road to a point opposite the southern kerb line Abbs Cross Gardens. Temporary waiting restrictions on the western and north-western sides of Abbs Cross Lane, from a point opposite the common boundary of nos. 79 and 79a and its junction with Warren Drive. Temporary waiting restrictions on the eastern and south-eastern sides of Abbs Cross Lane, from the southern kerb line Abbs Cross Gardens to the northern kerb line of Bruce Avenue. Warren Drive Temporary waiting restrictions outside no 81-91 Warren Drive and temporary closure of Warren Drive car park. Contact: <a href="mailto:lain.hardy@havering.gov.uk">lain.hardy@havering.gov.uk</a>	Havering Show	For The Avenue via Abbs Cross Lane, Stanley Road and Station Lane For Stanley Road via Station Lane, The Avenue and Abbs Cross Lane	From 09:00 on Sunday 25th August 2019 to 20:00 on Monday 26th August 2019.
1273	Road Closure Lodge Court Closed at its junctions with High Street Hornchurch. No waiting no loading in the whole road with the exception of outside Nos. 2 and 4. Contact: <a href="mailto:Trina.phillips@havering.gov.uk">Trina.phillips@havering.gov.uk</a>	Street Lighting Replacement	N/A	On the 27th August 2019 between 09:00 and 16:00 or upon completion of the works whichever is the sooner.
1280	Park Drive, Upminster No waiting no loading Opposite No. 2A, outside No 8,13, Opposite Melstock Avenue, outside No 16,21,30/32,40, opposite Leasway, outside 39/41,47/49, opposite Brackendale Gardens, outside 56/58,64/66, opposite Rushmere Avenue, outside 71/73, 80/82, 88/90 opposite Roxburgh Avenue, opposite 93/95,101/103,112/114, opposite Argyle Gardens Contact: <a href="mailto:Trina.phillips@havering.gov.uk">Trina.phillips@havering.gov.uk</a>	Street Lighting Replacement	N/A	On the 28th August 2019 and 29th August 2019 between 09:00 to 16:00 or upon completion of the works whichever is the sooner.
1248	Road Closure The Elkins, Romford Closed at its junction with Pettits Lane Contact: <a href="mailto:Bryn.jellis@havering.gov.uk">Bryn.jellis@havering.gov.uk</a>	Carriageway resurfacing	N/A	On the 30th August 2019, 2nd to the 4th September 2019 between 08:00 to 17:00 daily or upon completion of the works whichever is the sooner.
1249	Road Closure Cedar Avenue, Upminster Closed between its junctions of South View Drive and Gaynes Park Road. Suspension of parking restrictions on Cedar Avenue Contact: <a href="mailto:Bryn.jellis@havering.gov.uk">Bryn.jellis@havering.gov.uk</a>	Carriageway resurfacing	South View Drive, Acadia Drive, Gaynes Park Road (in both directions)	On the 27th August 2019 to the 30th August 2019 between 08:00 to 17:00 daily or upon completion of the works whichever is the sooner.

YOU CAN GET MORE INFORMATION AND MAKE COMMENTS ABOUT THE PROPOSED RESTRICTIONS BY CONTACTING THE APPROPRIATE EMAIL ADDRESS



**Haverling**  
LONDON BOROUGH

Plan



FIRE EXTINGUISHER



FIRE CALL POINT



**Havering**  
LONDON BOROUGH

Map of the area







## Representations 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](mailto:adam.williams2@met.police.uk)

[www.met.police.uk](http://www.met.police.uk)

Your ref: Kingsheart Church,  
Romford - premises licence  
application

Wednesday 29th August 2019

**Subject: Kingsheart Church, Romford - premises licence application**

Dear Licensing Authority

In relation to the application received by Police on 29/08/2019 for the Kingsheart Church, Romford - premises licence application, 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 Romford Market with a number of other licensed venues very close. A busy transport hub is only a short distance from the venue as well as numerous other larger licensed venues. The fact that the applicant appears to have simply copy and pasted the previous License, shows that the applicant does not appear to have much knowledge or experience around the licensed trade, the licensing objectives or the area they are proposing to trade in. They have not demonstrated that by granting of the proposed license the venue will not negatively affect 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 application has not addressed the following possible issues, measures to minimise the noise caused by patrons outside the premises, details of dispersal policies, will there be an area for patrons to use whilst waiting for taxis? If the operation of the venue will attract additional litter such as food cartons or publicity flyers, what measures will be put in place to deal with this?

I also have concerns with regards to noise nuisance as the premises is located in an area where there are some residential properties and dispersal of patrons at the terminal hours of the application could lead to noise disturbances.

Also as we are all fully aware the Police are already overstretched and under resourced within Romford Town center, adding another licensed venue purely for vertical drinking will not only put the officers at risk but also members of the public. As of the writing of this letter in the last the three weeks we have had four officers assaulted in Romford town centre. We have seen a noticeable decline in Police numbers that are provided to the town centre. Some weekends there are only TWO officers for an entire night duty. This is a massive issue regarding officer safety and is not only a risk to the officers but also to the members of Public that frequent the town centre. When Romford Town centre has a footfall of over 25000 people from a Thursday to a Sunday these numbers are just not safe and having another vertical drinking establishment will bring Policing in the town centre to breaking point. It will only be a matter of time before one of the officers is seriously hurt or worse.

Nothing in the application so far gives me confidence that the above concerns have been addressed or even taken into consideration.

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

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Adam Williams', is positioned below the text '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:** Kingsheart Church, Romford  
**Premises:** 82-84 Market Place Romford RM1 3ER

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**Name:** Paul Jones  
**Organisation:** London Borough of Havering Licensing Authority  
**Address:** c/o Town Hall Main Road Romford RM1 3BD  
**Email:** licensing@havering.gov.uk  
**Telephone no.:** 01708 432777

-----  
**Objection summary:** The premises are located in a cumulative impact zone while the application seeks to be able to sell alcohol for vertical consumption. The application has provided no cumulative impact policy rebuttal statement to indicate why it is felt that the application will not have an adverse effect upon the promotion of the licensing objectives and will thus not contribute to cumulative impact.

### 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 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 applicants will need to establish evidence of improvement in management standards and procedures.

### **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.

### **Representation**

This application was submitted by a registered charity, Kingsheart Church, Romford. The application seeks to permit the vertical consumption of alcohol. The premises are located in a cumulative impact zone (CIZ). The application does not address Havering's CI policy, neither has it provided a rebuttal statement further to CI indicating why the applicant feels that the CI policy should not apply to this application. The application itself is a 'cut-and-paste' version of a previous premises licence relating to the site which was held by a licence holder not connected to the applicant.

The matters listed above give rise to concerns further to the promotion of the licensing objectives and hence the effect of CI upon the area.

The licensing authority made contact with the applicant. It was suggested that the addition of a suitably worded condition restricting alcohol supplies to be ancillary to a table meal would remove the licensing authority's concerns. This suggestion has not been acted upon and it has been subsequently confirmed that the premises seeks to be able to supply alcohol for vertical consumption in the manner of a public house. This fact brings into consideration licensing policy 2 further to CI, from which restaurants are explicitly exempted. The absence of a rebuttal statement or any form of operating schedule amendment further to CI has led to the licensing authority's opposition to the current version of this application. We would have no concerns if the premises were to operate as a restaurant where alcohol supplies are ancillary to a table meal.

If a premises is to operate in the manner of what will amount, in licensing terms, to a public house in a CIZ an operating schedule appropriate to such a business venture is required in addition to an argument rebutting the CI policy. A suitably robust operating schedule would broadly include such matters as CCTV provision (there are no CCTV proposals currently), the use of toughened glassware (there are no such proposals currently), the implementation of a dispersal policy (there is no dispersal policy proposed currently), the potential use of door supervisors (no mention is made currently), control measures further to potential public nuisance, e.g. noise, of external customers who may smoke outside the premises (no mention is made of this), proposals further to noise breakout with regard to live and recorded music (no reference is made to potential noise generated by the provision of regulated entertainment) etc. etc.

The licensing authority also has concerns further to the applicant's experience and understanding further to supplying alcohol in a pub environment; the fact that the applicant has copied a previous applicant's proposals to promote the licensing objectives rather than undertake its own risk assessments to determine what steps are suitable gives rise to concern in this regard.

These are the matters of concern which present themselves to the licensing authority with regard to this application.

We would be happy to support an application for a 'restaurant' licence, i.e. one in which alcohol supplies are made ancillary to a table meal. Alternatively we would be happy to consider an operating schedule robust enough to address the supply of alcohol for vertical consumption in this CIZ. Unfortunately, we are unable to support the application in its current form.

**Complaint and inspection history (if applicable)**

Not applicable

**Other documents attached**

None

**Signed** *Paul Jones*

**Dated** 11<sup>th</sup> September 2019