



LICENSING SUB-COMMITTEE

22 August 2017

REPORT

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.

10. Recording of proceedings:

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

11. Power to vary procedure:

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



LICENSING SUB-COMMITTEE

REPORT

22 August 2017

Subject heading:

Tropoja Cafe & Bar
99 Victoria Road, Romford, RM1 2LX
Application for a Premises Licence
Mr Conway, Licensing Officer
5th floor Mercury House
licensing@havering.gov.uk
01708 432555

Report author and contact details:

This application for a new premises licence is made by Adil Haziri under section 17 of the Licensing Act 2003. The application was received by Havering's Licensing Authority on 5th July 2017.

Geographical description of the area and description of the building

The premise is a semi-detached ground floor single unit situated next to one other shop in Victoria Road, Romford. It is situated on the east footway approximately 136 metres south of the junction with Mercury Gardens. There are residential flats directly above 99 and 101 Victoria Road. There are also residential properties directly opposite.

Similar premises in the vicinity are a Café at 107 Victoria Road which has a Premises Licence authorised with the sale of alcohol, Monday to Saturday, between the hours of 11:00 – 22:00 and Sunday between 11:00 – 14:30.

A map of the area is attached.

Details of the application

The applicant seeks to provide:

Supply of Alcohol, Opening Hours		
Day	Start	Finish
Monday	10:00	23:00
Tuesday	10:00	23:00
Wednesday	10:00	23:00
Thursday	10:00	23:00
Friday	10:00	23:00
Saturday	10:00	23:00
Sunday	10:00	21:00

There is no request for any non-standard timings or seasonal variations

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 14th July 2017 edition of the Romford Recorder.

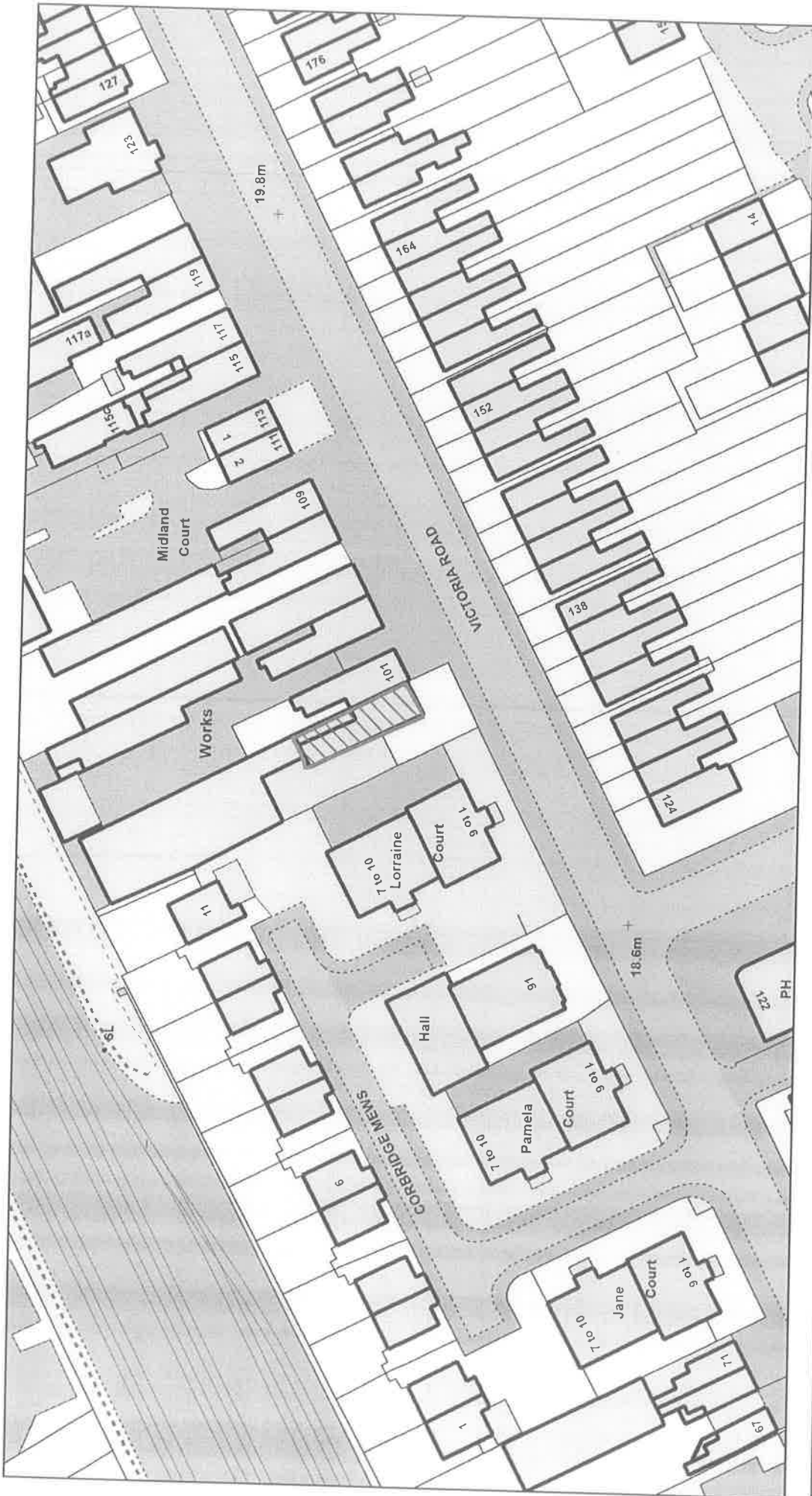
Since the original application was submitted on the 5th July 2017, the licensing office has received an amended operating schedule removing Late Night Refreshment and Recorded Music from the application. This amendment was submitted on the 31st July 2017 which is 2 days before the consultation period end date.




The Premise is situated just outside of the Ring Road which circles Romford Town Centre so it falls just outside of the Cumulative Impact Zone.

Summary

There were 1 representations against this application from interested persons.

There were 3 representations against this application from responsible authorities. The Licensing Authority and Planning Department.



<p>Tropoja 99 Victoria Road Romford RM1 9LX</p>	
 	<p>N ↑</p> 
<p>Scale: 1:800 Date: 06 July 2017 Size: A4</p>	
<p>London Borough of Havering Town Hall, Main Road, Romford, RM1 3BD Tel: 01708 434343</p>	
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Legal and Public Notices

LONDON BOROUGH OF HAVERING
ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14(1)
THE HAVERING (BERWICK ROAD) TEMPORARY PROHIBITION OF
TRAFFIC ORDER 2017

- The Council of the London Borough of Havering HEREBY GIVES NOTICE that it proposes to make an Order under section 14(1) of the Road Traffic Regulation Act 1984 the effect of which would be to temporarily prohibit vehicular traffic from entering or proceeding in the length of the road specified in column 1 of the table to the Schedule in this Notice to enable National Grid contractors to install a new gas connection thereon ("the Works").
- The prohibitions specified in Article 1 above are necessary because the Works proposed are to be executed on or near the said road and the likelihood of danger to the public.
- If the Order is made, the Order shall come into operation on 31st July 2017 and would be valid for a maximum period of 18 months or until the Works are completed, whichever is the sooner. The Works are scheduled to commence on the dates specified in column 2 of the table in the Schedule.
- The prohibitions specified would only be operational at such times as described in column 2 of the table to the Schedule in this Notice and as shall from time to time be indicated by the display of traffic signs on the street pursuant to Section 68 of the Road Traffic Regulation Act 1984.
- An exemption would be provided in the proposed Order to permit pedestrian access at any time to any premises situated on or adjacent to the said road or to any other premises accessible for pedestrians from, and only from the said road.
- Section 16(1) RTTRA states "A person who contravenes, or who uses or permits the use of a vehicle in contravention of, a restriction of prohibition imposed by an order under section 14 of this Act shall be guilty of an offence". The maximum penalty on summary conviction is £1000.
- Alternative routes will be available for use and are identified in column 3 of the table to the Schedule in this Notice.
- Persons having a query concerning these Works or the proposed Order should email schemes@havering.gov.uk

DATED this 14th July 2017
 Published in Romford Recorder on Friday 14 July 2017

Daniel Fenwick, Director of Legal & Governance
 London Borough of Havering, Town Hall, Main Road, Romford RM1 3BD

SCHEDULE

1 Road/Length of Road	2 Duration of Works	3 Alternative Route/s
Temporary Closure of Berwick Road Closed between junction of Thorn Lane heading north for approximately 25m to outside No. 10 Berwick Road	Between: 08:00 hours on 31st July 2017 to 17:00 hours on 4th August 2017 or upon completion of the works, whichever is the sooner	Thorn Lane, Briscoe Road Mygrove Road

LONDON BOROUGH OF HAVERING
THE HAVERING (WAITING, LOADING AND STOPPING
RESTRICTIONS) (MAP BASED) (AMENDMENT No. *)
ORDER 2017*

THE HAVERING (PARKING PLACES) (MAP BASED)
(AMENDMENT No. *) ORDER 2017*
 PTO1034

- NOTICE IS HEREBY GIVEN that the Council of the London Borough of Havering proposes to make the above-mentioned Orders under the Road Traffic Regulation Act 1984 as mentioned.
- The general effect of the Orders will be to:-
 - Introduce resident parking controls in
 - Barnsley Road
 - Wednesbury Green
 - Harlesden Walk
 - Wednesbury Road
 - St Neots Road
 - Wednesbury Road
 - St Ives Close
 - Wednesbury Gardens
- Full details are available for inspection together with the deposit documents for the orders referred to above and can be inspected for a period of 21 days either through www.haveringtraffweb.co.uk or in the Public Advice and Service Centre, London Borough of Havering, Liberty Shopping Centre, Romford between 9am and 4pm on Mondays to Friday. Further information may also be obtained via www.haveringtraffweb.co.uk or schemes@havering.gov.uk.
- Any objections or other representations about either of the proposed Orders should be sent in writing to the Highways Traffic and Parking Group Manager Havering Town Hall, Main Road, Romford RM1 3BB until the expiration of a period of 21 days from the date on which this Notice is published. All objections must specify the grounds on which they are made.

Dated this 14th day of July 2017
 Published in Romford Recorder on Friday 14 July 2017

Daniel Fenwick, Director of Legal & Governance
 London Borough of Havering, Town Hall, Main Road, Romford RM1 3BD

Application for a
Premises Licence
Licensing Act 2003

Form 10 (Form 10) is to be used for the application for a Premises Licence for the purpose of providing the following: (1) for the sale and supply of alcohol for consumption on the premises during the hours 22:30 to 23:00 Monday to Sunday. Full details of the application can be inspected at the address noted below during normal business hours. Any representations must be received in writing by 2nd August 2017, 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 make a false statement in connection with an application for a licence for which a person is liable on summary conviction for the offence of £3,000.00.

Goods Vehicle Operator's Licence
 Form 10 (Form 10) is to be used for the application for a Goods Vehicle Operator's Licence for the purpose of providing the following: (1) for the use of a motor vehicle for the carriage of goods on a public highway. Full details of the application can be inspected at the address noted below during normal business hours. Any representations must be received in writing by 2nd August 2017, 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 make a false statement in connection with an application for a licence for which a person is liable on summary conviction for the offence of £3,000.00.

Goods Vehicle Operator's Licence
 Form 10 (Form 10) is to be used for the application for a Goods Vehicle Operator's Licence for the purpose of providing the following: (1) for the use of a motor vehicle for the carriage of goods on a public highway. Full details of the application can be inspected at the address noted below during normal business hours. Any representations must be received in writing by 2nd August 2017, 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 make a false statement in connection with an application for a licence for which a person is liable on summary conviction for the offence of £3,000.00.

NOTICE OF APPLICATION FOR A
PREMISES LICENSE UNDER SECTION
17 OF THE LICENSING ACT 2003
 APPLICANT: MR ADIL HAZIR trading as Troproja
 PREMISES: 99 VICTORIA ROAD, ROMFORD RM1 2LX
 The proposed licensable activity is: To sell alcohol Monday to Saturday: 10am - 11pm, Sunday 10am - 9pm
 Full details of the application can be inspected at the address noted below during normal business hours. Any representations by an interested party or responsible authority regarding this application can be made to:
 Licensing Team, Housing & Public Protection
 London Borough of Havering
 C/O Town Hall, Main Road RM1
 Website: www.havering.gov.uk
 Such representations must be received in writing by 2nd August 2017, 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 £3,000.00.

Goods Vehicle
Operator's Licence

EXCEL HAULAGE SOLUTIONS LTD of 80 River Road, Barking IG11 0DS is applying to change an existing licence as follows:
 To add an operating centre to keep 4 goods vehicles and 0 trailers at Unit 5, Albright Industrial Estate, Ferry Lane, Rainham RM13 9BU

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. Representors 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.

LONDON BOROUGH OF HAVERING

ROAD TRAFFIC REGULATION ACT 1984 - SECTION 14(1)
THE HAVERING (CORNELL WAY, BURLAND ROAD, PARKSIDE AVENUE,
CLAY TYE ROAD, AVON ROAD AND MUNGO PARK ROAD) (TEMPORARY
PROHIBITION OF TRAFFIC) ORDER 2017

- The Council of the London Borough of Havering HEREBY GIVES NOTICE that on 13th July 2017 it made 'The Havering (Cornell Way, Burland Road, Parkside Avenue, Clay Tye Road, Avon Road and Mungo Park Road) Temporary Prohibition of Traffic Order 2017' ("the Order") the effect of which would be to temporarily prohibit vehicular traffic from entering or proceeding in the lengths of the roads specified in column 1 of the table to the Schedule in this Notice to enable carriageway repair works thereon ("the Works").
- The prohibitions specified in Article 1 above are necessary because the Works are being executed on or near the said roads and the likelihood of danger to the public.
- The Order shall come into operation on 14th July 2017 and would be valid for a maximum period of 18 months or until the Works are completed, whichever is the sooner. The Works are scheduled to commence on the dates specified in column 2 of the table in the Schedule.
- The prohibitions specified will only be operational at such times as described in column 2 of the table to the Schedule in this Notice and as shall from time to time be indicated by the display of traffic signs on the street pursuant to Section 68 of the Road Traffic Regulation Act 1984.
- An exemption is provided in the Order to permit pedestrian access at any time to any premises situated on or adjacent to the said roads or to any other premises accessible for pedestrians from, and only from the said roads.
- Alternative routes will be available for use and are identified in column 3 of the table to the schedule in this notice.
- Persons having a query concerning these Works or the proposed Order should email Bryn.jellis@havering.gov.uk

DATED this 14th July 2017

Published in Romford Recorder on Friday 14 July 2017

Daniel Fenwick, Director of Legal & Governance
 London Borough of Havering, Town Hall, Main Road, Romford RM1 3BD

SCHEDULE

1 Road/Length of Road	2 Duration of Works	3 Alternative Route(s)
Temporary Closure of Cornell Way Closed between its junction of Lodge Lane and Carter Drive	BETWEEN: 09:30 hours to 15:30 hours on 14th July 2017 or upon completion of the works, whichever is the sooner	Lodge Lane Turpin Avenue Bacon Link Carter Drive
Temporary Closure of Burland Road Closed between its junctions of Clockhouse Lane and Highfield Road	BETWEEN: 08:00 hours to 17:00 hours on 17th July 2017 or upon completion of the works, whichever is the sooner	Clockhouse Lane Highfield Road
Temporary Closure of Parkside Avenue Closed between its junction of Pettits Lane and North Street	BETWEEN: 18th July 2017 to 21st July 2017 08:00 hours to 17:00 hours daily or upon completion of the works, whichever is the sooner	Diversion 1 North Street A12 Pettits Lane Diversion 2 Pettits Lane Main Road St Edwards Way North Street
Temporary Closure of Clay Tye Road Closed between its junctions of St Marys Lane and Ockendon Road	BETWEEN: 24th July 2017 to 28th July 2017 9:30 hours to 15:30 hours daily or upon completion of the works, whichever is the sooner	Diversion 1 St Marys Lane Corbets Toy Road Ockendon Road Diversion 2 St Marys Lane Pike Lane Ockendon Road (Southbound)
Temporary Closure of Avon Road Closed between its junction of Helford Way and Front Lane	BETWEEN: 31st July 2017 to 1st August 2017 09:30 hours to 15:30 hours daily or upon completion of the works, whichever is the sooner	Hall Lane Ingrebourne Gardens Front Lane
Temporary Closure of Mungo Park Road Closed between its junctions of Wood Lane and South End Road	BETWEEN: 2nd August 2017 to 4th August 2017 09:30 hours to 15:30 hours daily or upon completion of the works, whichever is the sooner	Diversion 1 Wood Lane South End Road Diversion 2 Wood Lane Upper Rainham Road South End Road



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* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference 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 you would prefer not to be contacted by telephone

Are you:

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 you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

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

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

Is your business registered outside the UK? Yes No

Business name If your business is registered, use its registered name.

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

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Business Address

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

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 (£)

Section 3 of 21

APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

Confirm The Following

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

Section 4 of 21

INDIVIDUAL APPLICANT DETAILS

Applicant Name

Is the name the same as (or similar to) the details given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

Family name

Is the applicant 18 years of age or older?

- Yes No

Continued from previous page...

Current Residential Address

Is the address the same as (or similar to) the address given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes No

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes No

E-mail

Telephone number

Other telephone number

* Date of birth

* Nationality

Documents that demonstrate entitlement to work in the UK

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start?

/ /
dd mm yyyy

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

/ /
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.

PREMISES IS APPROXIMATELY 12 METERS IN LENGTH AND 6 METER WIDE, INCLUDING KITCHEN/UTILITY AND TOILET

Continued from previous page...

AREAS. 3/4 SQUARE METERS GOING TO BE SERVING/TRADING AREA AND THE REST IS FOR CUSTOMERS SEATING AREA. A DIAGRAM IS ATTACHED

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

Section 6 of 21

PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

Yes

No

Section 7 of 21

PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

Yes

No

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

Yes

No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

Yes

No

Section 10 of 21

PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

Yes

No

Section 11 of 21

PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

Yes

No

Standard Days And Timings

Continued from previous page...

MONDAY

Start 08:00

End 23:00

Start 08:00

End 23:00

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 08:00

End 23:00

Start 08:00

End 23:00

WEDNESDAY

Start 08:00

End 23:00

Start 08:00

End 23:00

THURSDAY

Start 08:00

End 23:00

Start 08:00

End 23:00

FRIDAY

Start 08:00

End 23:00

Start 08:00

End 23:00

SATURDAY

Start 08:00

End 23:00

Start 08:00

End 23:00

SUNDAY

Start 09:00

End 21:00

Start 09:00

End 21:00

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 INDOORS ONLY AND WILL BE SLIGHTLY AMPLIFIED

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.

NONE

Continued from previous page...

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

N.A.

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

Yes

No

Section 13 of 21

PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing anything similar to live music, recorded music or performances of dance?

Yes

No

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Yes

No

Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

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...

FRIDAY

Start 08:00

End 23:00

Start 08:00

End 23:00

SATURDAY

Start 08:00

End 23:00

Start 08:00

End 23:00

SUNDAY

Start 09:00

End 21:00

Start 09:00

End 21:00

Will the provision of late night refreshment take place indoors or outdoors or both?

Indoors Outdoors Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

REFERESMENTS WILL BE SERVED INDOORS ONLY AND MUSIC WILL BE SLIGHTLY AMPLIFIED

State any seasonal variations

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

N.A

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

N.A

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

Yes No

Continued from previous page...

Standard Days And Timings

MONDAY

Start 10:00

End 23:00

Start 10:00

End 23:00

TUESDAY

Start 10:00

End 23:00

Start 10:00

End 23:00

WEDNESDAY

Start 10:00

End 23:00

Start 10:00

End 23:00

THURSDAY

Start 10:00

End 23:00

Start 10:00

End 23:00

FRIDAY

Start 10:00

End 23:00

Start 10:00

End 23:00

SATURDAY

Start 10:00

End 23:00

Start 10:00

End 23:00

SUNDAY

Start 10:00

End 21:00

Start 10:00

End 21:00

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.

Will the sale of alcohol be for consumption:

- On the premises Off the premises Both

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

State any seasonal variations

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

N.A

Continued from previous page...

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

N.A

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

Name

First name

MR MOEEN

Family name

ANWAR

Date of birth

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number
(if known)

Issuing licensing authority
(if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

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

Continued from previous page...

Section 16 of 21

ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

NONE

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

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

SUNDAY

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.

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.

N.A

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

NO

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.

PREMISES WILL BE INSTALLED BY CCTV AND RECORDINGS WILL BE AVAILABLE ON DEMAND BY THE AUTHORITIES UPTO 31 DAYS. CONSUMPTION OF ALCOHOL WILL BE ONLY AT PREMISES. FLOOR, CEILINGS AND WALLS WILL BE PROPERLY CONCEALED TO REDUCE THE NOISE LEVELS. IDENTIFICATIONS WILL BE CHECKED TO AVOID UNDERAGE SALE. LICENSING OBJECTIVE POSTERS AND WARNING WILL BE DISPLAYED AND BOOKS FOR INCIDENTS/REFUSAL WILL BE IN PLACED

b) The prevention of crime and disorder

CCTV WILL BE INSTALLED AND RECORDINGS WILL BE KEPT FOR 31 DAYS TO PREVENT CRIME AND DIS-ORDER. ALCOHOL WILL BE SERVED AT CERTAIN LIMITS AND OVER LIMIT SALE WILL BE REFUSED. INCIDENT RECORD BOOK WILL BE MAINTAINED AND ANY SUSPICIOUS ACTIVITY WILL BE REPORTED TO THE POLICE IMMEDIATELY

c) Public safety

NO GLASS BOTTLES WILL BE ALLOWED TO TAKE OFF THE PREMISES, THEY WILL BE REMOVED INSTANTLY AFTER CONSUMPTION. INCIDENT RECORD BOOK WILL BE AVAILABLE ON DEMAND. PREMISES WILL BE PROTECTED BY CCTV AND ONLY RESPONSIBLE CUSTOMERS WILL BE ENTERTAINED

d) The prevention of public nuisance

MUSIC WILL BE PLAYED JUST INDOORS AND UPTO THE CERTAIN FREQUENCY LEVEL SO NEIGHBOURHOOD SHOULD NOT BE DISTURBED. FLOOR, WALLS AND CEILINGS WILL BE CONCEALED WITH PROPER CONCEALING MATERIAL

e) The protection of children from harm

NO UNDERAGE SALE WILL BE AUTHORISED BY ANY MEMBER OF STAFF. PROPER IDENTIFICATION CHECKS WILL BE MAINTAINED. A REFUSAL BOOK WILL BE IN PLACE AND MADE AVAILABLE FOR THE AUTHORITIES.

Continued from previous page...

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is A British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.

Continued from previous page...

- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

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

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

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

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

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

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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.

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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 domestice rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300 - £100

Band B - £4301 to £33000 - £190.00

Band C - £33001 to £87000 - £315.00

Band D - £87001 to £125000 - £450.00*

Band E - £125001 and over - £635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee.

Band D - £87001 to £125000 - £900.00

Band E - £125001 and over - £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls, or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by Central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number of attendance at any one time.

Capacity 5000 to 9999 - £1,000.00

Capacity 10000 to 14999 - £2,000.00

Capacity 15000 to 19999 - £4,000.00

Capacity 20000 to 29999 - £8,000.00

Capacity 30000 to 39999 - £16,000.00

Capacity 40000 to 49999 - £24,000.00

Capacity 50000 to 59999 - £32,000.00

Capacity 60000 to 69999 - £40,000.00

Capacity 70000 to 79999 - £48,000.00

Capacity 80000 to 89999 - £56,000.00

Capacity 90000 and over £64,000.00

* Fee amount (£)

190.00

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Continued from previous page...

Address

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

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	<input type="text"/>
* Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

* Full name	<input type="text"/>
* Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

Once you're finished you need to do the following:

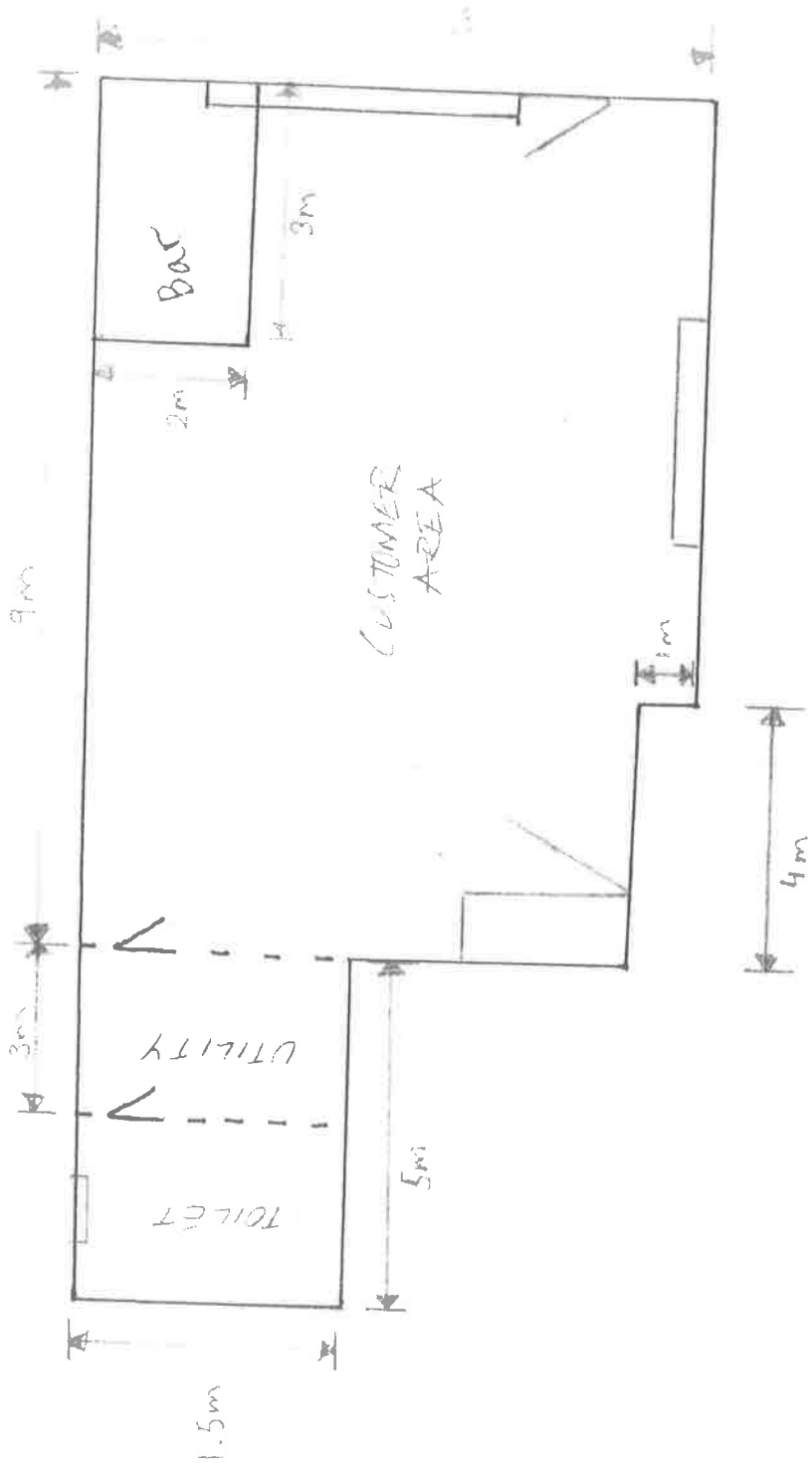
1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/havering/apply-1> to upload this file and continue with your application.

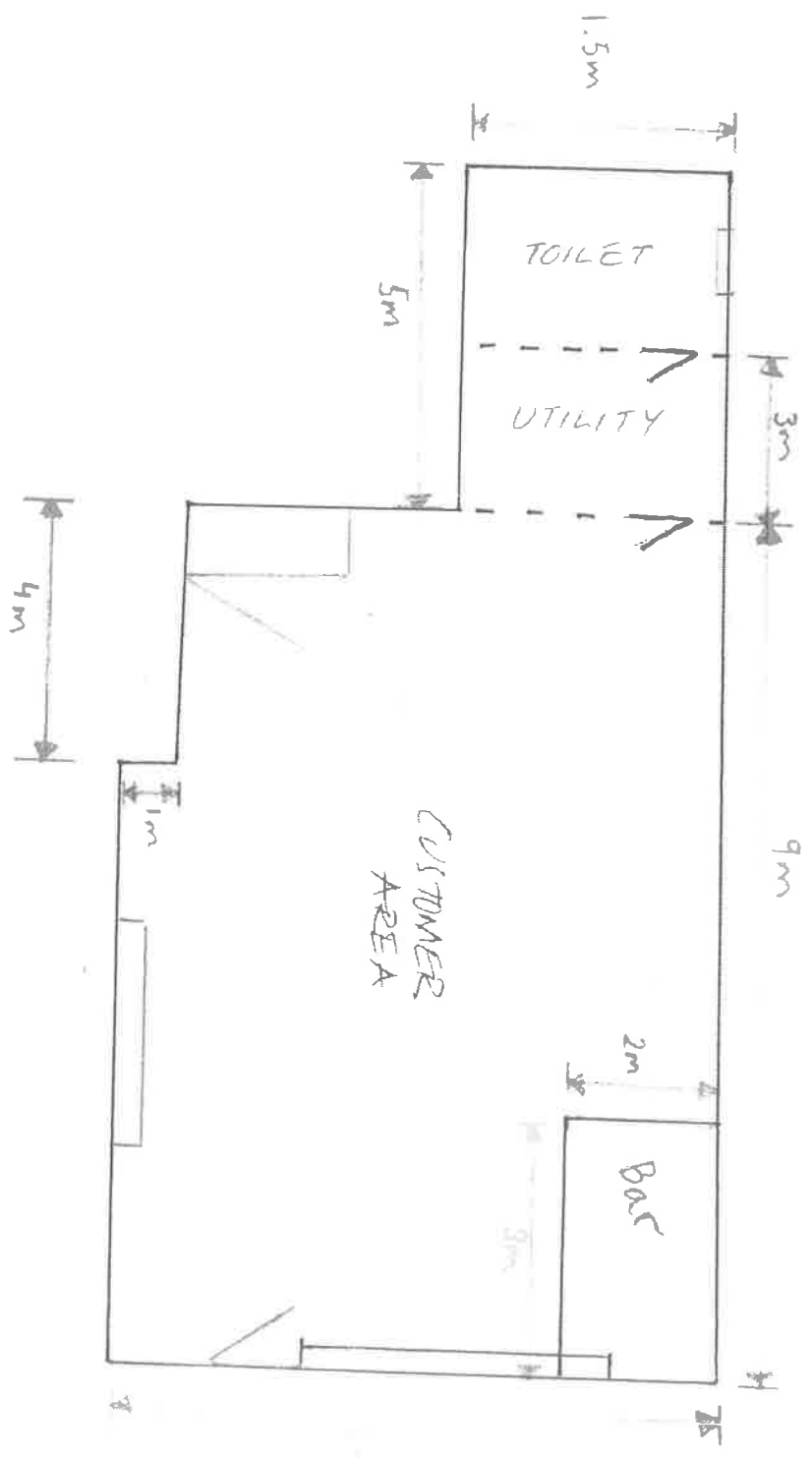
Don't forget to make sure you have all your supporting documentation to hand.

Continued from previous page...

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





Taiwo Adeoye

From: GRAHAM HOPKINS <gtlicensingconsultants@googlemail.com>
Sent: 29 July 2017 12:36
To: Kasey Conway
Cc: Chima Umunnakwe; Sasha Taylor; Paul Jones; belinda.goodwin@met.pnn.police.uk; Oisin.Daly@met.pnn.police.uk; Police licensing
Subject: Tropoja / Amended Application & Operating Schedule

Hi Kasey,

Document we sent to Licensing re Tropoja is pasted below and also reattached.
Also cc'd to the other parties it was sent to in case they could not open it either.

Kind regards,

Graham Hopkins
GT Licensing Consultants 07810 826778

Tropoja, 99 Victoria Road, Romford, Essex, RM1 2LX // Amended Application.

1) THE REQUESTS FOR RECORDED MUSIC & LATE NIGHT REFRESHMENT ARE WITHDRAWN FROM THE APPLICATION. MUSIC WILL ONLY BE PLAYED AT A BACKGROUND LEVEL.

2) THE OPERATING SCHEDULE IS AMENDED AS BELOW:

A) General

WE WILL OPERATE OUR BUSINESS IN A RESPONSIBLE MANNER AND ACTIVELY PROMOTE THE LICENSING OBJECTIVES AT ALL TIMES. THE PREMISES WILL OPERATE WITH "CAFÉ BAR" TYPE CONDITIONS ALLOWING CUSTOMERS TO BUY ALCOHOL WITHOUT A REQUIREMENT TO HAVE A MEAL.

Romford Town Centre CIZ

TROPOJA IS LOCATED OUTSIDE ROMFORD RING ROAD AND IS THEREFORE NOT LOCATED WITHIN THE TOWN CENTRE CIZ.

B) Prevention of Crime & Disorder

1) CCTV COVERING THE INTERIOR & EXTERIOR OF THE SHOP WILL BE INSTALLED AND SHALL BE KEPT OPERATIONAL AT ALL TIMES THE PREMISES ARE OPEN TO THE PUBLIC. IT SHALL BE CAPABLE OF TAKING A HEAD & SHOULDERS SHOT OF PERSONS ENTERING THE PREMISES, BE CAPABLE OF STORING IMAGES FOR A MINIMUM OF 31 DAYS AND A MEMBER OF STAFF CAPABLE OF DOWNLOADING IMAGES FOR THE POLICE OR AUTHORISED COUNCIL OFFICERS SHALL BE ON DUTY AT ALL TIMES THE PREMISES ARE OPEN.

2) ALL CUSTOMERS CONSUMING ALCOHOL ON THE PREMISES SHALL BE SEATED AT A TABLE INSIDE THE RESTAURANT, WITH ALL SERVICE OF ALCOHOL BY STAFF ONLY AND NO VERTICAL DRINKING PERMITTED.

3) NOTICES WILL BE PROMINENTLY DISPLAYED BY THE ENTRY/ EXIT DOOR AND POINT OF SALE (AS APPROPRIATE) ADVISING CUSTOMERS:

A) THAT CCTV & CHALLENGE 25 ARE IN OPERATION;

B) ADVISING CUSTOMERS OF THE PROVISIONS OF THE LICENSING ACT REGARDING UNDERAGE & PROXY SALES;

C) OF THE PERMITTED HOURS FOR THE SALE OF ALCOHOL & THE OPENING TIMES OF THE PREMISES;

D) TO RESPECT RESIDENTS & LEAVE QUIETLY AND NOT TO LOITER OUTSIDE THE SHOP;

E) TO DISPOSE OF LITTER LEGALLY;

F) NOT TO REMOVE GLASSES OR OPEN CONTAINERS OF ALCOHOL FROM THE PREMISES;

G) NOT TO DRINK ALCOHOL IN THE STREET AT ANY TIME.

4) AN INCIDENT BOOK SHALL BE KEPT AT THE PREMISES AND MADE AVAILABLE TO THE POLICE OR AUTHORISED OFFICERS WHICH WILL RECORD THE FOLLOWING.

A) ALL CRIMES REPORTED AT THE SHOP;

B) ALL EJECTIONS OF CUSTOMERS;

C) ANY COMPLAINTS RECEIVED;

D) ANY INCIDENTS OF DISORDER AND VIOLENCE;

E) ANY FAULTS IN OR WORK UNDERTAKEN ON THE CCTV SYSTEM;

F) ANY REFUSAL IN THE SALE OF ALCOHOL PRODUCTS TO INCLUDE DATE, TIME, PRODUCT INVOLVED, BRIEF DESCRIPTION OF CUSTOMER AND INITIALS OF STAFF MEMBER REFUSING THE SALE;

G) ANY VISIT BY A RELEVANT AUTHORITY OR EMERGENCY SERVICE;

H) CAD NUMBERS WHERE POLICE ARE CALLED.

5) ALL STAFF WILL BE TRAINED FOR THEIR ROLE AND THE LICENSING ACT ON INDUCTION AND BE GIVEN REFRESHER TRAINING AT REGULAR INTERVALS OF SIX MONTHS THEREAFTER. TRAINING WILL INCLUDE IDENTIFYING PERSONS UNDER 25, MAKING A CHALLENGE, ACCEPTABLE PROOF OF AGE, MAKING AND RECORDING A REFUSAL, PROXY SALES, PREVENTING SALES TO DRUNKEN PERSONS, AVOIDING CONFLICT, RESPONSIBLE ALCOHOL RETAILING & SAFEGUARDING CHILDREN.

6) WRITTEN TRAINING RECORDS WILL BE KEPT FOR ALL STAFF MEMBERS AND MADE AVAILABLE TO POLICE OR AUTHORISED OFFICERS ON REQUEST.

7) A MINIMUM OF 2 MEMBERS OF STAFF SHALL BE ON DUTY IN THE PREMISES AFTER 19.00.

8) NO OPEN BOTTLES OR CANS OR GLASSES OF ALCOHOL SHALL BE REMOVED FROM THE RESTAURANT OR OUTSIDE TABLES & CHAIRS AT ANY TIME.

9) NO ALCOHOL SOLD FOR CONSUMPTION OFF THE PREMISES SHALL BE SUPPLIED IN OPEN CONTAINERS.

10) NO BEERS, LAGERS OR CIDERS ABOVE 6.0% ABV SHALL BE SOLD FOR CONSUMPTION OFF THE PREMISES.

11) ALL ALCOHOL MUST BE DISPLAYED BEHIND THE COUNTER AND COVERED BY CCTV AT ALL TIMES. ALL ALCOHOL NOT ON DISPLAY WILL BE STORED IN A LOCKABLE STORE ROOM.

C) Public Safety

A FIRE RISK ASSESSMENT & EMERGENCY PLAN WILL BE PREPARED AND REGULARLY REVIEWED. ALL STAFF WILL BE GIVEN APPROPRIATE FIRE SAFETY TRAINING.

D) Prevention of Public Nuisance

1) RELEVANT NOTICES WILL BE PROMINENTLY DISPLAYED BY THE ENTRY / EXIT DOOR & POINT OF SALE (AS APPROPRIATE). SEE BOX B CONDITION 3 FOR FULL INFORMATION.

2) THE SHOP FRONT WILL BE KEPT TIDY AT ALL TIMES AND SHALL BE SWEEPED AT CLOSE.

3) NO DELIVERIES WILL BE RECEIVED OR RUBBISH REMOVED BETWEEN 20.00 AND 08.00.

4) A PHONE NUMBER FOR THE SHOP SHALL BE DISPLAYED IN THE PREMISES WINDOW FOR RESIDENTS TO CALL WITH ANY CONCERNS. FULL DETAILS OF ANY COMPLAINTS & THE ACTION TAKEN WILL BE RECORDED IN THE INCIDENT BOOK.

E) Protection of Children From Harm

1) RELEVANT NOTICES WILL BE PROMINENTLY DISPLAYED BY THE ENTRY / EXIT DOOR & POINT OF SALE (AS APPROPRIATE). SEE BOX B CONDITION 3 FOR FULL INFORMATION.

2) NO UNACCOMPANIED CHILDREN OR YOUNG PERSONS UNDER 18 SHALL BE PERMITTED ON THE PREMISES AFTER 18.00.

3) ALL STAFF WILL BE TRAINED FOR THEIR ROLE AND IN THE RELEVANT PROVISIONS OF THE LICENSING ACT ON INDUCTION AND BE GIVEN REFRESHER TRAINING AT REGULAR INTERVALS OF SIX MONTHS THEREAFTER. SEE BOX B CONDITION 5 FOR FULL INFORMATION.

From: Moeen Anwar [mailto: [REDACTED]]
Sent: 04 July 2017 19:10
To: Paul Jones
Subject: Re: Premises licence application - 99 Victoria Road Romford

Dear Sir

Thank you very much for your mail and your concern about the premises. I would like to clarify that:

1. I am acting on behalf of Mr Haziri as being a business partner in the past as well as he is known to me since 2007. Mr Haziri has a substantial experience of running Alcohol businesses like pubs in Redbridge and Barking Boroughs since 2002.
2. The premises that I have made an application for belongs to Mr Haziri and his business partner, they both are the Lease Holders and they own the Car Wash at the rear
3. I will be the premises supervisor once the business will be opened for the public until Mr Haziri or his partner go through the Licensing exams and get their own Licences
4. I also confirm here that the premises is not open for the public yet because there are few issues with the renovation as well as no signage has been finalised. As long as your contact has been concerned, Mr Haziri stated that there is no sale has been made to any member of public. The place is solely in use of Car Wash staff and Mr Haziri's family members, i.e., his brothers, cousins and nephews. Sometimes they have a drink there and have a game of pool behind the close doors. He has also stated that he has celebrated his son's birthday recently at the premises and the leftover drinks are in the fridge and at the premises.
5. I also want to state here that my duty starts once the Premises Licence will be issued and the place will be open for the public, if anything is happening there before the Licence is been issued I should not be held responsible for. I want to assure you that once the business start trading and the Licence will be issued all the Licensing objectives will be implemented and all necessary actions will be taken to run this premises under the conditions of the Licence.
6. Further more, I have advised Mr Haziri to remove all the Alcohol from the premises and stop using the premises for any kind of Alcoholic activities even for the personal consumption.

I hope this will resolve the issues and concern stated in your email. If all is good and satisfying I will call in the morning and pay the fee,

Kind regards

Mr Moeen Anwar



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: Adil Haziri
Premises: Tropoja Café & Bar 99 Victoria Road Romford RM1 2LX

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

Objection summary: The licensing authority has concerns that there is a likelihood that these premises will be inclined to operate in a fashion contrary to the promotion of the licensing objectives. This concern is based upon an allegation received from a member of the public, a follow-up site inspection made by a member of the licensing authority and an assessment of the application as submitted.

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 Pubwatch.

Licensing Policy 5

The Licensing Authority is concerned regarding the adverse impact on the licensing objectives arising from the increasing numbers of shops selling alcohol for consumption off the premises. The Licensing Authority will consider restricting the number of premises and the licensing hours to 23:00 in locations where longer hours undermine the licensing objectives.

Licensing Policy 6

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

Licensing Policy 8

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

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

Where there is a history of non-compliance associated with the premises applicants will need to establish evidence of improvement in management standards and procedures.

Licensing Policy 10

The Licensing Authority expects licensees to operate to the highest standards of management and to cooperate with responsible authorities to prevent:

- The sale of alcohol to underage children
- Drunkenness on premises
- Irresponsible drinks promotions

Where the Licensing Authority receives representations from responsible authorities that the management of a premises is supporting such activities, or that there is strong evidence linking patrons with alcohol related crime, disorder or anti-social behaviour the Licensing Authority will consider reviewing the licences to impose additional restrictions and controls to prevent or minimise the impact.

Licensing Policy 14

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

Licensing Policy 16

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

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

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

Licensing Policy 20

The Licensing Authority is committed to tackling the illegal sale of alcohol to children, including proxy sales when adults buy alcohol for children. Premises within 400 metres of schools or colleges should consider licence conditions to control the products offered for sale and on display in windows. It expects licensees to implement measures to Challenge 25 standard to reduce the likelihood of underage sales from their premises and will take appropriate action, including review of licences, where sales persist.

Representation

This application was submitted to Havering's Licensing Authority by e-mail on 3rd July 2017. The e-mail made no reference to the application fee. The application was therefore immediately distinctive as an application is not complete until such time that the application fee has been paid. This submission appeared to overlook the fee requirement.

On 4th July 2017 I received a contact from a concerned member of the public to the effect that this premises was already operating as a functioning bar. I attended the premises later the same day. While there were at that time no occupants in the bar, the premises appeared to all intents and purposes to be able to operate as a fully functioning bar, i.e. the premises door was open permitting public access, the premises was fully decorated and furnished to permit public access, tables and chairs were located within the premises, a pool table was positioned in the premises, the applicant was on site and there was a bar which contained a varied selection of alcohol.

While the application identifies these premises as a 'café & bar' there appeared little evidence of the availability of food. The premises plans indicate that there is no kitchen on site where food appropriate to a café operation might be prepared. The premises appeared to comprise what one might consider to be a bar in which the main activity is the consumption of alcohol.

The attached witness statement details the site inspection undertaken on 4th July 2017.

The application fee was paid on 5th July 2017 at which point the application commenced.

The applicant nominally identified on the application form is Mr Adil Haziri; however, what might appear less than clear is who actually operates the business. The application was sent as an e-mail attachment from an e-mail address belonging to Mr Moeen Anwar. The telephone/e-mail contact details provided on the application form, ostensibly as those of Mr Haziri, are actually those of Mr Anwar. Mr Anwar paid the application fee. Mr Anwar provided an explanation for the premises' apparent use further to the licensing authority's site visit. Mr Anwar made contact with the licensing authority further to the application's advertising requirements. The application form indicates that Mr Anwar is to be the site's designated premises supervisor (DPS). A DPS is effectively a subordinate role to the premises licence holder who it is intended will be Mr Haziri, yet it appears that every aspect of this application is initiated by Mr Anwar.

Contd.

Subsequent to the 4th July 2017 site inspection contact was made with the applicant via the contact details provided on the application form. Clarification was sought further to the premises' apparent state of operation as a functioning bar. Mr Anwar provided a response which is attached to this representation. Mr Anwar's response indicates that the premises has been used for Mr Haziri's car wash staff as well as Mr Haziri's brothers, cousins and nephews to sometimes have a drink there and have a game of pool behind closed doors. The fridge full of beer was explained by Mr Anwar as the drinks left-over from Mr Haziri's son's birthday celebrations.

Whether this explanation is credible remains unclear. As Mr Anwar's e-mail makes clear, Mr Haziri has "substantial experience of running alcohol businesses like pubs in Redbridge and Barking since 2002". This being the case, Mr Haziri should be well aware of the requirements of the Licensing Act 2003 further to alcohol possession, display and supply given his extensive 15 years' experience of running alcohol businesses which appears to have commenced three years before the Licensing Act 2003 came into force. We might reasonably query this assertion as, by Mr Anwar's admission, Mr Haziri has yet to obtain a personal licence in the twelve years the Act has been in force while Mr Haziri's biometric residence permit, a copy of which was supplied with the premises licence application, suggests he has had the right to remain and work in the UK since May 2016.

What might seem clear, however, is that even before the premises licence application had been made the licensing authority had received a complaint against the premises alleging illegal activity was taking place. The site visit made by the licensing authority found the unprompted allegation made by a member of the public to be credible.

With regard to licensing policy 6 the licensing authority recognises that licensing and planning are discrete areas of law. Havering's licensing policy makes reference, however, to an applicant's legal obligations under planning law. It indicates that "in the interests of clarity and transparency, applicants should normally have in place the relevant planning consent for the intended use and hours of operation or otherwise have lawful planning status before making an application for a premises licence." The licensing authority understands that 99 Victoria Road Romford is currently permitted A2 planning usage which would permit the site to be used further to financial and professional services, e.g. banks, building societies, estate agencies, employment agencies, betting offices and the like, as governed by planning permission P1653.05. This business defines itself as a café/bar so we might reasonably expect that the site should have A4 usage, i.e. public houses, wine bars or other drinking establishments (but not night clubs).

Section 18 of the application form proposes the steps the applicant intends to take to promote the licensing objectives. The proposals contained in section 18 will be required to translate into licence conditions if the application is granted. The steps identified appear less than robust given the premises' intended operation as a bar, i.e. alcohol on-consumption may be permitted without the requirement that alcohol accompanies a table meal.

There is an undertaking that the consumption of alcohol will be "only at the premises" and that "no glass bottles will be allowed to be taken off the premises" yet section 15 further to alcohol supplies makes clear that alcohol sales are to be permitted for both on and off consumption. It is not clear how off sales may be permitted given these two proposed restrictions.

There is an undertaking that "floors, ceilings and walls will be properly concealed to reduce noise levels". It is not clear what is meant by this.

There is an undertaking that "music will be played up to a certain frequency level". The 'frequency level' is not clarified and it is not clear what is meant by this.

There is an undertaking that "alcohol will be served at certain limits and over limit sales will be refused". It is not clear what is meant by this.

Contd.

There is an undertaking that "proper identification checks will be maintained" although there is no clarification of what the applicant interprets a proper identification check to be, e.g. what will prompt identification checks occurring, which identification documents will be deemed valid, what will be the result when challenged individuals are unable to provide acceptable identification etc.

Other than the aforementioned 'proper identification checks' there is no mention of any age verification policy the applicant may have in place as required by the Act's mandatory conditions.

Finally, the premises plans submitted with the application contain no evidence of any firefighting equipment being present on site. Naturally concerns further to public safety are raised when premises which permit members of the public to consume alcohol on site have no firefighting equipment.

Conclusion

This application causes the licensing authority concern for the reasons detailed above. An allegation made by a member of the public claimed the premises had already begun operating as a bar before a licence was in force at the site to permit such activity. A site visit found that the premises was, to all intents and purposes, capable of operating in the manner alleged by the complainant (although it should be made clear that unauthorised alcohol sales have not been witnessed by the licensing authority). The explanation for this set of circumstances provided by the applicant's representative, i.e. that the alcohol located in a fridge behind the bar was for the owner's personal consumption, might appear less than convincing.

It is not entirely clear who is running the business which is of great concern given the premises' intended use as a *de facto* pub. The applicant and eventual premises licence holder is only able to be contacted via a letter to his home address or a visit in person while telephone and e-mail contact may be made with the DPS only.

The operating schedule as submitted appears inadequate to support the premises' intended usage as a bar/pub.

Given these concerns we have little confidence that the business operators have a sufficiently diligent approach to promoting the licensing objectives. Consequently we are unable to support this application at this time.

Other documents attached

Witness statement

Photograph of refrigerator containing alcohol

E-mail from applicant's representative

Signed *Paul Jones*

26th July 2017



Havering

LONDON BOROUGH

STATEMENT OF WITNESS

(Criminal Procedure Rules r27.1(1);
Criminal Justice Act 1967, s.9, Magistrates' Court Act 1980, s.5B)

Statement of (name of witness)...Paul Jones.....

Age if under 18 (if over 18 insert "over 18") ...Over 18.....

Occupation of witness ...Licensing Officer.....

This statement, consisting of two pages each signed by me, is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it anything I know to be false or do not believe to be true.

Dated.....5th July 2017.....

Signed.....

I am a Licensing Officer for the London Borough of Havering. I have been employed in this role since September 2005. My duties include processing various licence applications and monitoring premises for compliance with the Licensing Act 2003 (*the Act*). On 3rd July 2017 the Licensing Authority received a s.17 premises licence application via e-mail, submitted by a Mr Moeen Anwar, apparently on behalf of the applicant, a Mr Adil Haziri. The application identified the premises in question as *Tropoja* 99 Victoria Road Romford RM1 2LX. This application was somewhat unusual insofar as it arrived via e-mail, rather than having been submitted via the GOV.UK online service, and for the fact that no mention of the application fee or the applicant's intention to pay the fee was made in the e-mail: without the application fee having been paid the application is invalid. On 4th July 2017 I received an e-mail from an individual who alleged that the premises in question was already operating as a functioning bar supplying alcohol to the public. At approximately 15:45 on 4th July 2017 I made my way to *Tropoja*. Seated outside at a table were two gentlemen, one of whom I knew from a previous premises licence application elsewhere in this borough to be the premises licence applicant Mr Adil Haziri. The door to the premises was open,

Signed.....

permitting general access. I identified myself to Mr Haziri. He rose and stood in front of the premises' doorway. I suggested we enter the premises and we both stepped inside. The second gentleman also stepped inside with us. I immediately noted that the premises appeared fully decorated, carpeted and able to accommodate patrons. A number of tables and chairs were located on the premises' carpeted floor while a pool table was also present. A bar was located immediately adjacent to the premises' front door. Behind the bar was a glass-fronted refrigerator. On display within this fridge were a selection of beers and soft drinks. The beers included Becks, Budweiser, Corona, Peroni and Desperado. The soft drinks included Coke and J2O. I took a photograph of the fridge. I produce this as exhibit PJJ01. The presence of alcohol at Tropoja caused me some concern as it is a criminal offence contrary to s.138 of the Act to keep alcohol on a premises for unauthorised sale and it is also a criminal offence contrary to s.137 of the Act to expose alcohol for unauthorised sale. I asked Mr Haziri to explain the presence of the alcohol displayed behind the bar. Mr Haziri stated, "It's for personal consumption." I asked if I might speak to Mr Moeen Anwar, the individual who submitted the application on Mr Haziri's behalf and also the individual proposed to be the designated premises supervisor (DPS) at the site once the premises licence is in force. (A DPS is the individual who authorises all alcohol sales under the authority of a premises licence.) Mr Haziri advised me that Mr Anwar was not present at the premises. I asked Mr Haziri who was in charge at the premises. Mr Haziri said that Mr Anwar was in charge. I thanked Mr Haziri for his time and I left the premises.



Signed



Dates to be avoided. Delete dates of non availability of witness

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29	30	31				

Contact point if different from above:

Address: London Borough of Havering, Public Protection, Environmental Health, Mercury House, Mercury Gardens, Romford, Essex. RM1 3SL

Telephone Number: 01708 432777

Statement taken by (print name):

Signed: Date:

NOTE: Wherever possible statements should be on foolscap paper. If statements are typed double spacing should be used. One side only of the paper should be used; a space should be left at the top of the first page for headings to be entered by the clerk of the court [justices' chief executive for the court and each page should have a wide margin on the left.

Formerly form 13, Magistrates' Courts' (Forms) Rules 1981 (SI 1981/553), relating to rule 70 of the Magistrates' Courts Rules 1981, Section 9 of the Criminal Justice Act 1967 and section 5B of the Magistrates' Courts Act 1980].

Signed



Licensing Act 2003 Responsible Authority representation

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

Premises Name and address:	Tropoja Café and Bar, 99 Victoria Road, Romford, Essex RM1 2LX
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Your Name:	Onkar Bhogal
Organisation name / name of body you represent:	Havering Council's Planning department
Your Address:	5 th Floor Mercury House, Mercury Gardens, Romford, RM1 3SL
Email:	Onkar.Bhogal@havering.gov.uk
Contact telephone number:	01708 431587

Summary of representation:	To OBJECT to the proposed premises licence application on the specific licensing objective "The prevention of public nuisance".
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Policy Considerations:	
The representation takes into account the following licensing policies as set out in the document titled "Statement of Licensing Policy" with effect from 7 th January 2016:	
<u>Licensing Policy 1</u>	
In considering applications for new licences, variations to existing licences and licence reviews the Licensing Authority will take the matters listed below into account:	
<ul style="list-style-type: none"> • whether the premises is located in an area of cumulative impact; • the type of premises and their cumulative impact on the area and the mix of premises in the area; • the location of the premises and the character of the area; • the views of the responsible authorities; • the views of other persons; • past compliance history of current management; • the proposed hours of operation; • the type and number of customers likely to attend the premises; • whether the applicant is able to demonstrate commitment to a high standard of management, for example through active participation in the Safe and Sound meetings and pub watch. 	
<u>Licensing Policy 6</u>	
The Licensing Authority considers that, in the interests of clarity and transparency, applicants should normally have in place the relevant planning consent for the intended use and hours of operation, or otherwise have lawful planning status, before making an application for a premises licence. However every application will be considered on its merits on a case by case basis.	
<u>Licensing Policy 7</u>	
When dealing with new and variation applications the Licensing Authority will give more favourable consideration to applications with the following closing times:	
Public Houses and Bars	23:00 hours-Sunday to Thursday Midnight –Friday and Saturday

Nightclubs 01:00 hours Sunday to Thursday
02:00 hours Friday and Saturday

Restaurants and Cafes 23:00 hours Sunday to Thursday
Midnight- Friday and Saturday

Off licences 23:00 Monday to Sundays

Hot food and drink supplied by takeaways, fast food premises:
Midnight- Sunday to Thursdays
01:00 Friday and Saturday

Hotel residents only 24 hours sale of alcohol for on sales only.
Consideration will also be given to the type of area that the premises is located in with regulated activities normally being permitted until 23.30 in residential areas and 00.30 in mixed use areas. These hours are not pre-determined and each application will be considered on its merits.

Licensing Policy 8

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

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

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

Licensing Policy 14

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

Representation:

The use of the property as a café and bar has not been subject to an assessment by the planning department, It must be noted that due to the location of the premises any planning applications for a café and bar at these premises would not be supported by the planning department, and so it is unlikely that the expectations set out in licensing policy 6 will be met. However, as the planning and licensing regimes are separate I have considered the merits of the licence application below.

It is noted from the application form that the premises will have customers present on the premises during its opening hours. This confirms the Council's concerns in respect of issues of public nuisance with comings-and-goings of customers to the property. This confirms that as the applicants have not sought advice from responsible authorities and do not have planning permission for the change of use to Café and bar. They have therefore not complied with Licensing Policy 8.

However, the licence application does not refer to the impact the activities proposed in the licence will have on the surrounding area. The main concerns which have not been addressed include:

- The effect on parking in the local area.
- The potential of additional litter and rubbish being produced during times which the premises is open to customers / members of the public.
- The impact of introducing a café and bar which operates from 8am every day on the local residents and the affect this will have in the vicinity.
- This property is situated on a busy road with mixture of commercial uses, resident's blocks and residential properties. There have not been any steps outlined on having additional persons coming and going to the property including the additional vehicle movements in the late evenings will affect the local residents and the local road network.

Without further information, I am unable to determine if the correct measures are in place to completely satisfy the concerns set out above. Consequently the application for the licence does not meet the expectations set out in Licensing Policy 14.

Given the arguments as set out above, the licence application fails to meet the requirements and expectations set out in Licensing Policies 1, 6, 7, 8 and 14, and the planning department's concerns on the prevention of public nuisance have not been alleviated though the licence application. As this is the case, I ask that the licensing committee defer their decision on granting a licence application until more information with regards to the operating schedule is provided and planning permission for the change of use is obtained. If the committee is not minded to do this, then the planning services would completely object to the licence application.

It must also be noted that as the site does not benefit from planning permission for use as a Café and bar; should the unauthorised uses commence the planning enforcement team will not hesitate to instigate enforcement proceedings against interested parties.

Complaint and Inspection History (if applicable):

No visits to the property were undertaken.

There are no recent planning applications relating to the premises.

Signed:



Dated: 1st August 2017



**METROPOLITAN
POLICE**

TOTAL POLICING

Territorial Policing

Mr Kasey Conway
Havering Licensing Authority
Mercury House
Mercury Gardens
Romford
Essex
RM1 3SL

**KD - Havering Borough
KD - Romford Police Station**

Romford Police Station
19 Main Road
Romford
RM1 3BJ
Telephone: 01708-779171
Facsimile:
Email:
Oisin.Daly@met.pnn.police.uk
www.met.police.uk
Your ref:
Our ref:
02ND August 2017

Dear Mr Conway,

**Police Representation to the Application for a new Premises Licence at
TROPOJA, 99 VICTORIA RD, ROMFORD, RM1 2LX**

I certify that I have considered the application shown above and **I wish to make representations** that the likely effect of the grant of the application in its current format is detrimental to the Licensing Objectives for the reasons indicated below.

1. The prevention of crime and disorder
2. Prevention of public nuisance

The Prevention of Crime and Disorder

The initial application received had little detail on how the business intended to operate, police licensing officers attended the premises to speak with the owners. The premises itself appears to be set up in the format of a social bar, there is a small bar to the right as you enter the door and a pool table to the rear. The premises licence holder stated that he intended to operate as a restaurant, however, there are no kitchen facilities within the building.

A revised schedule of conditions was offered by the applicant via their agent Mr Hopkins. The conditions offered are more robust than those first put forward, however, there is a concern that the premises licence holder does not fully

understand his obligations under the licensing act, this in spite of having been involved in the industry for a number of years.

The venue does not have planning permission and in operating as a bar may be in breach of planning legislation.

Prevention of Public Nuisance

The venue is situated within a highly residential area, the property itself has a flat above it and it is not known whether the property has adequate soundproofing to prevent ambient noise escaping through the roof.

The police have not been fully reassured that the premises licence holder has a full understanding of the conditions that have been added on their behalf. We would ask that if the sub-committee are minded to grant the application then the following conditions be added to the current operating schedule offered:

1. All windows and doors to be closed past 8pm save for persons entering and exiting via the front door.
2. The capacity of the venue shall be limited to 40 persons including staff.

If I can be of any further assistance please feel free to contact me

Yours sincerely,
Oisín Daly
PC 2364EA
Licensing officer
Havering



Mr Robert Jones
138 Victoria Road
Romford
Essex RM1 2NX

24th July 2017

Mr Paul Jones, Licensing Officer
London Borough of Havering
Public Protection, Environment
Town Hall, Main Road
Romford, Essex
RM1 3BD

Your Reference PJJ/019283

Dear Mr Jones

**Re: Licensing Act 2003-Premises Licence Application
Tropoja 99 Victoria Road, Romford, RM1 2LX**

We wish to make you aware of the strong objection that we have regarding the proposed licencing application mentioned above.

As an immediate neighbour to the site we are of the view that the proposed licence will have a serious impact on our standard of living. Our specific objections are: -

The Prevention of Public Nuisance and Public Safety

The proposed use of this site will increase noise levels both during the day and late into the evening. The site has a seating area outside the front of the building for its customers/visitors. When it is being used it already creates a disturbance from large groups of people gathering outside and this can go on until late into the evening. As the clientele appears to be mostly male this can also appear intimidating to some residents making them feel unsafe. Doors and windows are also open during the summer months contributing to noise levels.

There is a very busy carwash next door of which both premises share vehicle access and with the consumption of alcohol will become a health and safety issue.

The Prevention of Crime and Disorder

With the consumption of alcohol on this site, the Police and Emergency Services will come under increased pressure to cope with drunken disturbances and crime that this will bring to the area.

We already have a licenced public house which is situated only a few metres away from many residential properties and this on occasion creates unwelcome disturbances which have a detrimental impact on residents and to grant another licence directly in this area will only compound the problem.

I think it's worth mentioning also that the previous residents of 99 Victoria Road were raided by the police and subsequently closed for dealing in illegal substances. These recent events of course make residents very apprehensive that this could happen again.

Continued: -

Highway safety inadequate parking and access

Parking is already an issue in Victoria Road and the proposed nature of use for this dwelling will increase vehicles coming into the area requiring a parking space. The property has limited parking and we have already witnessed double parking along Victoria Road which prohibits access for emergency vehicles and buses.

We believe the proposed application would demonstrably harm the environment and the right to enjoy a quiet safe residential environment.

Yours sincerely

A handwritten signature in black ink, appearing to be 'R Jones', with a long, wavy horizontal line extending to the right.

Mr Robert Jones