



Havering

LONDON BOROUGH

LICENSING SUB-COMMITTEE (Harold Park Service Station) AGENDA

10.30 am

**Monday
28 March 2011**

**Havering Town Hall
Main Road, Romford**

Members 3: Quorum 2

COUNCILLORS:

Conservative Group (3)

Peter Gardner (Chairman)
Lynden Thorpe
Frederick Thompson

**For information about the meeting please contact:
Taiwo Adeoye (01708) 433079
e-mail: taiwo.adeoye@havering.gov.uk**

NOTES ABOUT THE MEETING

1. HEALTH AND SAFETY

The Council is committed to protecting the health and safety of everyone who attends meetings of its Committees.

At the beginning of the meeting, there will be an announcement about what you should do if there is an emergency during its course. **For your own safety and that of others at the meeting, please comply with any instructions given to you about evacuation of the building, or any other safety related matters.**

2. MOBILE COMMUNICATIONS DEVICES

Although mobile phones, pagers and other such devices are an essential part of many people's lives, their use during a meeting can be disruptive and a nuisance. Everyone attending is asked therefore to ensure that any device is switched to silent operation or switched off completely.

AGENDA ITEMS

- 1 **APOLOGIES FOR ABSENCE AND ANNOUNCEMENT OF SUBSTITUTE MEMBERS**
(if any) - receive.

- 2 **DECLARATION OF INTERESTS**

Members are invited to declare any interests in any of the items on the agenda at this point of the meeting. Members may still declare an interest in an item at any time prior to the consideration of the matter.

- 3 **CHAIRMAN'S ANNOUNCEMENTS**

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

**APPLICATION FOR A PREMISES LICENCE – Harold Park Service Station,
Colchester Road, Romford, RM3 0AG** - documentation attached

- 4 **REPORT OF CLERK**

- 5 **REPORT OF LICENSING OFFICER**

**Phillip Heady
Democratic Services Manager**



LICENSING SUB-COMMITTEE

REPORT

28 March 2011

Subject Heading:

Procedure for the Hearing: Licensing Act 2003

Report Author and contact details:

Taiwo Adeoye (01708) 433079
e-mail: taiwo.adeoye@havering.gov.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.**
- 1.2 A members of the Licensing Committee will be excluded from hearing an application where he or she:
- 1.2.1 has considered an application in respect of the premises in the previous 12 months as a Member of the Regulatory Services Committee; or
 - 1.2.2 is a Ward Councillor for the Ward in which the premises, subject to the application, are located; or
 - 1.2.3 is a Ward Councillor for a Ward which is likely to be affected by the application or;
 - 1.2.4 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. Representation validation meeting:

- 3.1 Prior to this hearing, the Sub-Committee Chairman will have met the Legal Advisor and/or Clerk to determine whether further clarification is required of any issues contained in the application or any representation.
- 3.2 During this preliminary meeting no decision will have been made or discussion held regarding the substantive merits of the application or representations.

4. Location and facilities:

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

5. Notification of attendance:

- 5.1 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.

6. Procedural matters:

- 6.1 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.
- 6.2 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.**

7. Failure of parties to attend the hearing:

- 7.1 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.

8. Adjournments and extension of time:

- 8.1 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:
- Applications for conversion of existing licences where the Sub-Committee must make a determination within 2 months of the application first being received. In default of a decision being made the application will be treated as being granted;
 - Applications for variation of existing licences where the Sub-Committee must make a determination within 2 months of the application first being received. In default of a decision being made the application will be treated as being rejected;
 - Applications for conversion of existing club certificates where the Sub-Committee must make a determination within 2 months of the application being first received. In default of a decision being made the application will be treated as being granted;
 - Applications for variation of existing club certificates where the Sub-Committee must make a determination within 2 months of the application being first received. In default of a decision being made the application will be treated as being rejected;
 - Applications made by holders of justices' licences for personal licences must be determined within 3 months of the application first being

received. In default of a decision not being made within this period the application will be treated as being granted;

- 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.

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

- 9.1 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.
- 9.2 The Sub-Committee will normally make its determination and announce its decision at the end of the hearing.
- 9.3 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.

10. Power to exclude people from hearing:

- 10.1 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.

11. Recording of proceedings:

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

12. Power to vary procedure:

- 12.1 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

- 1 - Licensing Officer's report**
- 2 - Copy of the application**
- 3 - Map of the local area**
- 4 - Representations from responsible authorities**
- 5 - Representations from interested parties**
- 6 - Premises plans**



Section 1 - Licensing Officer's Report



**LICENSING
SUB-COMMITTEE**

REPORT

28th March 2011

Subject heading:

**Harold Park Service Station
Colchester Road Romford RM3 0AG
Premises licence application
Paul Jones, Licensing Officer
5th floor Mercury House
x 2692**

Report author and contact details:

This application for a premises licence is made by ROC UK Ltd under section 17 of the Licensing Act 2003. The application was received by Havering's Licensing Authority on 8th February 2011.

Geographical description of the area and description of the building

This premises is located on a dual carriageway close to Havering's border with Brentwood. The premises is a petrol service station with attendant convenience store. The service station abuts a golf course, however the immediate vicinity is predominantly residential. A map of the area is attached.

Details of the application

The applicant has applied to be able to provide the following licensable activities:

Late night refreshment		
Day	Start	Finish
Monday	23:00	05:00
Tuesday	23:00	05:00
Wednesday	23:00	05:00
Thursday	23:00	05:00
Friday	23:00	05:00
Saturday	23:00	05:00
Sunday	23:00	05:00

Licensing Sub-Committee, 28 March 2011

Supply of alcohol (off premises); hours premises open to the public		
Day	Start	Finish
Monday	00:00	24:00
Tuesday	00:00	24:00
Wednesday	00:00	24:00
Thursday	00:00	24:00
Friday	00:00	24:00
Saturday	00:00	24:00
Sunday	00:00	24:00

Comments and observations on the application

The applicant acted in accordance with regulations 25 and 26 of *The Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005* relating to the advertising of the application. The required public notice was installed in the 16th February 2011 edition of the Havering Yellow Advertiser.

Section 176(2)(b) of the Licensing Act 2003 prohibits the sale of alcohol at *premises used primarily as a garage or which form part of premises which are primarily so used*. The applicant has provided documentation to support the application which presumably is intended to suggest that the service station is not primarily a premises prohibited by s.176(2)(b).

The documentation provided is a graphic 'analysis of customer flow – shop v. forecourt'. The statistical information provided is limited to the month of December 2010 and suggests that 57% of the service station's sales during that month were non-fuel only, 24.1% of the service station's sales were fuel only and 18.9% of sales were mixed fuel and non-fuel. The information appears to relate to the number of individual sales made and not the cash value for each category. No further evidence was provided to support this graphical analysis.

Summary

There was one representation against this application from an interested party.

There was one representation against this application from a responsible authority.

Details of representations

Valid representations may only address the following licensing objectives:

- The prevention of crime and disorder
- The prevention of public nuisance
- The protection of children from harm
- Public safety

Interested parties' representations

The interested party makes representation against this application based upon the licensing objective relating to the prevention of public nuisance.

Responsible authorities' representations

PC Leonard makes representation against this application on behalf of the Metropolitan Police. PC Leonard contends that the applicant *has not satisfactorily addressed the steps [it] intends to take to promote the four licensing objectives.*

There were no representations from the following responsible authorities:

- Public Health
- The London Fire and Emergency Planning Authority
- The Health & Safety Enforcing Authority
- The Trading Standards Service
- Planning Control & Enforcement
- Children & Families Service

Paul Jones
Licensing Officer
London Borough of Havering



Section 2 - Copy of the application

9970

Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We ROC UK LTD
(Insert name(s) of applicant)

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

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
HAROLD PARK SERVICE STATION COLCHESTER ROAD			
Post town	ROMFORD	Post code	RM3 0AG
Telephone number at premises (if any)	01708 377084		
Non-domestic rateable value of premises	£79000		

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as
Please tick yes

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
 - i. as a limited company please complete section (B)
 - ii. as a partnership please complete section (B)
 - iii. as an unincorporated association or please complete section (B)
 - iv. other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)

SCANNED

- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address					
Post Town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Miss	<input type="checkbox"/> Ms	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	

Current postal address if different from premises address			
Post Town		Postcode	
Daytime contact telephone number			
E-mail address (optional)			

(B) OTHER APPLICANTS

Please provide name and registered address of applicant in full. Where appropriate please give any registered number. In the case of a partnership or other joint venture (other than a body corporate), please give the name and address of each party concerned.

Name	ROC UK LTD
Address	EXXONMOBIL HOUSE ERMYN WAY LEATHERHEAD SURREY KT22 8UX
Registered number (where applicable)	4558828
Description of applicant (for example, partnership, company, unincorporated association etc.)	LIMITED COMPANY
Telephone number (if any)	01372 222000
E-mail address (optional)	

Part 3 Operating Schedule

When do you want the premises licence to start?

Day	Month	Year
1	1	032011

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

Day	Month	Year

Please give a general description of the premises (please read guidance note1)

THIS 675 SQ FT (APPROX) CONVENIENCE STORE IS SITED ON AN ESSO FORECOURT TRADING UNDER THE COMPANIES OWN RETAIL FORMAT WITH A RANGE OF FRESH FOODS, GROCERIES, DAIRY PRODUCTS, CONFECTIONERY, SOFT DRINKS AND TOBACCO PRODUCTS ON OFFER. IT SERVES BOTH THE LOCAL COMMUNITY AND THOSE FROM FURTHER AFIELD. PARKING SPACES ARE AVAILABLE ON THE FORECOURT.

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

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

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

Provision of regulated entertainment

Please tick yes

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

Provision of entertainment facilities:

- | | |
|---|--------------------------|
| i) making music (if ticking yes, fill in box I) | <input type="checkbox"/> |
| j) dancing (if ticking yes, fill in box J) | <input type="checkbox"/> |
| k) entertainment of a similar description to that falling within (i) or (j) (if ticking yes, fill in box K) | <input type="checkbox"/> |

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

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

In all cases complete boxes N, O and P

L

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	23.00	05.00	<u>Please give further details here</u> (please read guidance note 3) THE PROVISION OF HOT PIES, SAVOURIES, SOUP, HOT DRINKS ETC CONSISTENT WITH A TAKEOUT SERVICE FOR CONSUMPTION ON OR OFF THE PREMISES	Both	<input type="checkbox"/>
Tue	23.00	05.00			
Wed	23.00	05.00	<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)		
Thur	23.00	05.00			
Fri	23.00	05.00	<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat	23.00	05.00			
Sun	23.00	05.00			

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption (Please tick box) (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 4)		
Mon	00.00	24.00			
Tue	00.00	24.00			
Wed	00.00	24.00			
Thur	00.00	24.00			
Fri	00.00	24.00			
Sat	00.00	24.00			
Sun	00.00	24.00			
			Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)		

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

Name JUDE PRESANTHA MUDANNAYAKE	
Address [REDACTED]	
Postcode	[REDACTED]
Personal Licence number (if known) [REDACTED]	
Issuing licensing authority (if known) [REDACTED]	

N

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

NONE

O

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	00.00	24.00	<p><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 5)</p>
Tue	00.00	24.00	
Wed	00.00	24.00	
Thur	00.00	24.00	
Fri	00.00	24.00	
Sat	00.00	24.00	
Sun	00.00	24.00	

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

a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)

-CCTV SYSTEM WITH RECORDING FACILITIES IN PLACE AT SITE, IMAGES CAN BE MADE AVAILBALE UPON REASONABLE REQUEST BY A RELEVANT OFFICER OF A RESPONSIBLE AUTHORITY.
-APPROPRIATE STAFF TRAINING TO BE SATISFACTORILY COMPLETED AND RECORDED. TRAINING RECORDS CAN BE MADE AVAILABLE FOR INSPECTION UPON REASONABLE REQUEST BY A RELEVANT OFFICER OF A RESPONSIBLE AUTHORITY.
-REFUSALS BOOK WILL BE OPERATED AND MAINTAINED.
-CHALLENGE 25 POLICY WILL BE OPERATED AT THE PREMISES, ACCEPTABLE FORMS OF PROOF OF AGE WILL BE A PASSPORT, A PHOTO CARD DRIVING LICENCE OR PASS ACCREDITED IDENTIFICATION CARD.

b) The prevention of crime and disorder

-CCTV SYSTEM WITH RECORDING FACILITIES IN PLACE AT SITE, IMAGES CAN BE MADE AVAILABLE UPON REASONABLE REQUEST BY A RELEVANT OFFICER OF A RESPONSIBLE AUTHORITY.
-SPIRITS LOCATED BEHIND THE COUNTER.
-APPROPRIATE STAFF TRAINING TO BE SATISFACTORILY COMPLETED AND RECORDED. TRAINING RECORDS CAN BE MADE AVAILABLE FOR INSPECTION UPON REASONABLE REQUEST BY A RELEVANT OFFICER OF A RESPONSIBLE AUTHORITY.

c) Public safety

-CCTV SYSTEM WITH RECORDING FACILITIES IN PLACE AT SITE, IMAGES CAN BE MADE AVAILABLE UPON REASONABLE REQUEST BY A RELEVANT OFFICER OF A RESPONSIBLE AUTHORITY.

d) The prevention of public nuisance

-APPROPRIATE STAFF TRAINING TO BE SATISFACTORILY COMPLETED AND RECORDED. TRAINING RECORDS CAN BE MADE AVAILABLE FOR INSPECTION UPON REASONABLE REQUEST BY A RELEVANT OFFICER OF RESPONSIBLE AUTHORITY.

e) The protection of children from harm

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)			
LOCKETT & CO LOCKETT HOUSE 13 CHURCH STREET			
Post town	KIDDERMINSTER	Post code	DY10 2AH
Telephone number (if any)	01562 864488		
If you would prefer us to correspond with you by e-mail your e-mail address (optional)			
info@lockett.uk.com			

Notes for Guidance

1. Describe 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.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example the 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.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please 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.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. Please 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, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

Consent of individual to being specified as premises supervisor

I, JUDE PRESANTHA MUDANNAYAKE
[full name of prospective premises supervisor]

of [REDACTED]
[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

PREMISES LICENSE - SALE OF ALCOHOL FOR CONSUMPTION OFF THE
[type of application] PREMISE & LNR

by ROC UK LTD
[name of applicant]

relating to a premises licence: [number of existing licence, if any]

or HAROLD PARK SERVICE STATION, COLCHESTER ROAD, ROMFORD, ESSEX,
[name and address of premises to which the application relates] RM3 0AG

and any premises licence to be granted or varied in respect of this application made by ROC UK LTD
[name of applicant]

concerning the supply of alcohol at:
HAROLD PARK ^{SERVICE STATION} COLCHESTER ROAD, ROMFORD, ESSEX, RM3 0AG
[name and address of premises to which application relates]

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number: [REDACTED] [insert personal licence number, if any]

Personal licence issuing authority: [REDACTED]
THE LICENSING OFFICER, PUBLIC PROTECTION,

[Insert name and address and telephone number of personal licence issuing authority, if any]

Signed [Signature]

Name (please print) JUDE P. MUDANNAYAKE

Dated 25th JANUARY 2011

NOTICE IS HEREBY GIVEN that Ms [Name] has applied to the London Borough of Havering for the variation of the Premises Licence for Park Lane Food Centre, 77 Park Lane, Hornchurch, Essex RM11 1BH as follows: To permit the sale of alcohol for consumption off the premises between 08.00 to 23.00 Sunday to Thursday and 08.00 to 00.00 Midnight Friday & Saturday.

The postal address of the Licensing Authority where the register is kept and the application may be inspected during normal business hours is: Licensing Team, Environmental Health, London Borough of Havering, Mercury House, Mercury Gardens, Romford, Essex RM1 3SL or on the Councils website www.havering.gov.uk

Any representations by an interested party or responsible authority must be received in writing by the Licensing Authority by 10th March 2011 stating the nature and grounds for making such representation.

It is an offence under section 158 of the Licensing Act 2003 to knowingly or recklessly make a false statement in connection with an application. The maximum fine on summary conviction for this offence is £5,000.

G & T LICENSING CONSULTANTS

Tel: 07810 826 778
Email: gtlicensingconsultants@googlemail.com

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

Notice is hereby given that an application was made to the London Borough of Havering for a premises licence under the above Act on the 8th February 2011. Applicant: ROC UK Ltd. Address of premises: Harold Park Service Station, Colchester Road, Romford, Essex, RM3 0AG. Proposed licensable activities: Sale of Alcohol For Consumption off The Premises Provision of Late Night Refreshment. Proposed days and hours of licensable activity: Every Day Alcohol Sales 00.00 to 24.00 Provision of Late 23.00 to 05.00 Night Refreshment. The postal address of the Licensing Authority where the register is kept and the application may be inspected is: *London Borough Of Havering, Mercury House, Mercury Gardens, Romford, RM1 3SL. Any person wishing to make representations on this matter shall give notice, in writing, stating the nature and grounds for making such representations to The Licensing Officer at the above address* within 28 days of the date of this notice - by the 8th March 2011. Further information is available on the web site www.havering.gov.uk following the links.

It is an offence, under section 158 of the Licensing Act 2003, to knowingly or recklessly make a false statement in or in connection with an application and the maximum fine on summary conviction of such an offence is £5000.
Lockett & Co - duly authorised agents

Wanted

WANTED FOOTBALL PROGRAMMES AND TICKETS.

Collector seeks Tottenham, W Ham, Liverpool, Man U, Chelsea, Arsenal and finals esp pre 1970. Tel: 01245 358660

WANTED FOOTBALL PROGRAMMES & TICKETS.

Collector seeks Tottenham, W ham, Liverpool, Man U, Chelsea, Arsenal & finals especially Premier 1970. Tel: 01245 358660

WANTED, OUTBOARD MOTOR,

repair project, runner or non-runner, Mercury, Yamaha, Johnson, etc, 5HP to 100HP, anything considered, may take complete boat if still attached. Tel: 01268 765086.

WANTED, outboard motor,

repair project, runner or non-runner, Mercury, Yamaha, Johnson, etc, 5HP to 100HP, anything considered, may take complete boat if still attached. Tel: 01268 765086.

**FOR FAST RESULTS
YELLOW ADVERTISER**

facebook, skype, tree delivery, £80. Tel: 01268 766649.

JANE POWER TWIN DOUBLE BUGGY.

3 wheeler. Rain hood included. Excellent condition. £420 new will accept £99. Tel: 07950 908363

HOSTESS TROLLEY,

Phillips, four serving dishes, excellent condition, 72cm wide x 68cm high x 37cm deep, £50. Tel: 01268 477846.

NEW CLARKS BLACK GIRLS SHOES

13F £12. CLARKS DAISY BOOTS 12G £12. 2 BAGS 3-12M BOYS CLOTHES very good condition, Next, M+S etc £30 each. Tel: 07941 920447

SET 24 HARDBACK BOOKS,

Disney presents the Wonderful World of Knowledge, Dinosaurs to human body, beautiful illustrations, £20. LITTLE PET SHOP, BEAUTY SHOP, 14 pets, various accessories, digital pocket pet game, soft toy, all good clean condition, £15. Tel: 01268 770695.

MAMAS AND PAPAS, COTBED,

suitable boy or girl, good condition, £40. PINE DOUBLE WARDROBE, good condition, £20. PANASONIC 32IN CRT TV, 100hz, top of the range, fantastic picture, excellent condition, £60. Tel: 01702 521666.

CARPET, DARK BEIGE,

unused, still wrapped, size 13ft x 13ft 6in, can deliver, £39. BED, 4FT 6IN, DOUBLE DIVAN, plus mattress, unused, still wrapped, can deliver, £83. UNDERLAY, FULL 18sq.yd ROLL, unused, still wrapped, can deliver, £39. Tel: 01245 420743.

JUNIOR SNOOKER TABLE,

length 5ft x width 2ft 6in, snooker cues, balls, triangle and scoreboard, very good condition, £40. JUNIOR BAR FOOTBALL TABLE, length 4ft x width 2ft, 22 molded players on rods, score beads each side, very good condition, £30. Tel: 01375 892251.

THERAPY/MASSAGE BED,

white, deluxe model, very good condition, cost over £200, £60ovno. Tel: 01702 535621.

COMPUTER, VERY FAST HP TOWER,

loaded windows XP, office XP, 17in flatscreen, keyboard, mouse, free delivery, bargain £85. Tel: 07795 363391.

SMALL DOG OR CAT SHELTER

for sale. £25. NEW RABBIT HUTCH for sale. £45 will deliver free. Tel: 01268 473365

YM3300 KEYBOARD,

54 multi-functional digital electronic keyboard, 100 pick-up timbres, 100 pop rhythms, including music stand, teach yourself book, £40. Tel: 01268 757372.

LAMP TABLES TEAK,

21x21x16ins Ex condition £28 pair will separate. DISPLAY CABINET / SIDEBBOARD. Glass doors/shelves. Teak wood. Excellent condition. 6x4 ft. £65. Tel: 01375 679734.

COOKER,

electric free-standing double oven, ceramic hob, Belling, height 90cm x depth 60cm x width 50cm, buyer collects, £60. LARDER STYLE FRIDGE, Beko, £30, buyer collects. Tel: 01708 507951.

MOSES BASKET,

rocking stand, immaculate condition, including pink cover, pink floor length drapes, nets & sequence, very pretty, £45ono. Tel: 07516 814694.

MENS ¾ LENGTH LEATHER COAT,

never worn, £40. MENS WHITE DRESS JACKET, double breasted, as new, £25. Tel: 01375 676017.

SINGLE WARDROBE WITH THREE DRAWERS,

beech wood colour, good condition, £25. Tel: 020 8556 2552.

TV and DVD COMBI,

plu stand, 26in, £50. Tel: 0127 622004.

AMCOR, DEHUMIDIFIER

model 250, £50. Tel: 0127 652309.

BIKE, wheels, gears, excellent con 767959.

SOLID 5ft, ex SOLID excelle OAK 1 07702

MEN' THON RACE Sized persc dition

ALL WEI PAIF CAT LOC VAT 695

SII OY £8 BI B h 2

FRIDGE Beko, £30, buyer collects. Tel: 01708 507951.

MOSES BASKET, rocking stand, immaculate condition, including pink cover, pink floor length drapes, nets & sequence, very pretty, £45ono. Tel: 07516 814694.

MENS ¾ LENGTH LEATHER COAT, never worn, £40. MENS WHITE DRESS JACKET, double breasted, as new, £25. Tel: 01375 676017.

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TV and DVD COMBI, plu stand, 26in, £50. Tel: 0127 622004.

AMCOR, DEHUMIDIFIER model 250, £50. Tel: 0127 652309.

info

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Analysis of Customer Flow, Shop v Forecourt

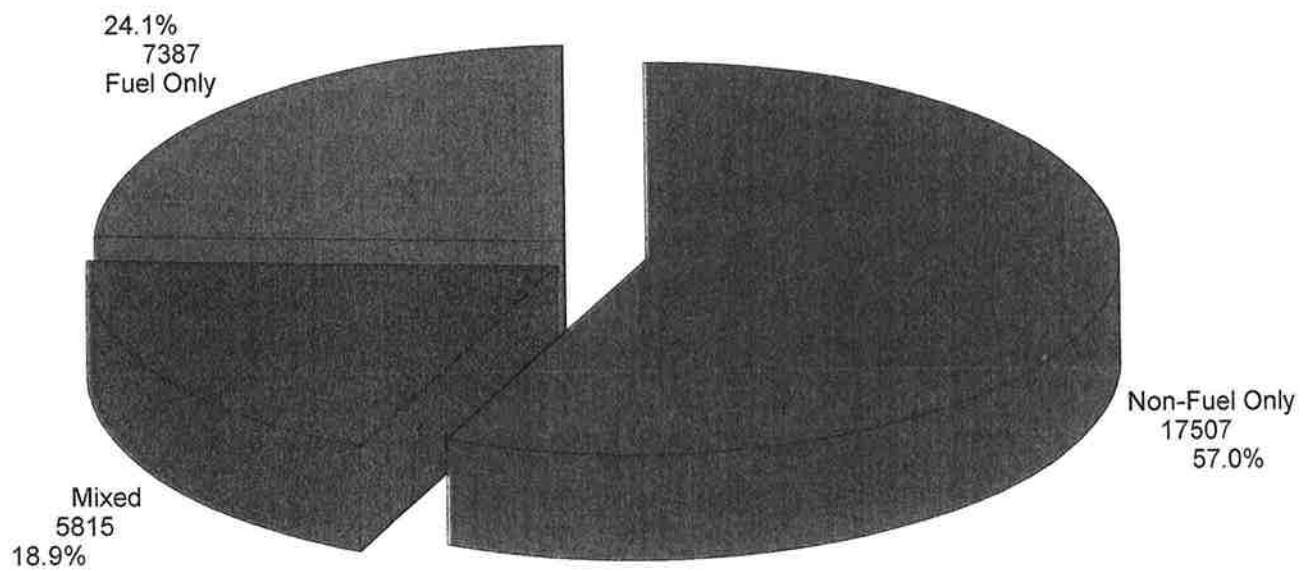
Harold Park Service Station

Source: Epos - 1st to 31st December 2010 incl.

	Non-Fuel Only	Mixed	Fuel Only	Total
1st to 31st December 2010.	17507	5815	7387	30709
Total	17507	5815	7387	30709

Analysis of Customer Flow - Shop v Forecourt

Harold Park Service Station, Colchester Road, Romford, Essex. 1st to 31st December 2010 incl





Section 3 - Map of the local area



Harold Park Service Station

Map Reference: TQ5591NE
Date: 08/02/2011



Scale @ A4
1:1250



London Borough of Havering
Town Hall, Main Road
Romford, RM1 3BD
Tel: 01708 434343



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Section 4 - Representations from Responsible authority



Working together for a safer London

The Licensing Authority
London Borough of Havering
Mercury House, Mercury Gardens,
Romford, Essex
RM1 3SL

Your Reference:

Our Reference:

Dave Leonard PC231KD
Romford Police Station
19 Main Road
Romford,
Essex
RM1 3BJ

Telephone: 01708 432781

Fax: 01708 432554

Email:

haveringpolice@met.police.uk

Dave.Leonard@met.police.uk

Date: 3rd March 2011

Dear Sir,

Re- Application For A New Premises Licence

Esso Snack & Shop,

Harold Park Service Station, Colchester Road, Harold Wood RM30AG

With reference to the above, Police **wish to make representation** against the application received on 8th February 2011 to vary a premises licence registered by ROC UK Ltd.

Figures released by the Home Office following a 'Know Your Limits' National Awareness Campaign showed that 7/10 A&E peak time admissions, 8/10 pedestrian road deaths on Friday and Saturday nights and 1/2 of all violent crime is alcohol related. In the recent Home Office Alcohol Misuse Enforcement Campaign, the Trading Standards Office conducted a number of test purchase exercises on off-licensed premises resulting in a 21% failure rate.

The applicant has not satisfactorily addressed the steps they intend to take to promote the four licensing objectives. In fact, for a premises seeking to effectively trade 24 hours a day, it is naively dismissive of the applicants to believe that a CCTV system and 'appropriate staff training' is all that is required to address the licensing objectives. And, where proposals are made by the applicant to promote these objectives, there is a need for further clarification. For example, undertakings given relating to CCTV systems can be meaningless if not applied to guidelines that are capable of withstanding scrutiny.

Havering Borough's Safer Neighbourhood Teams are frequently tasked to deal with anti-social behaviour and disorder issues caused by youths who have obtained access to alcohol on their Ward. It must be pointed out that the current trends don't necessarily always point to irresponsible sales. There is just as much concern that the youths are obtaining alcohol by ulterior means, be it by theft or by proxy sales made by irresponsible adults or older looking group members.

The Police accept that no current alcohol related disorder is attributable to this premises.

However, it is by raising these concerns and encouraging applicants to adopt as good practice the guidelines as set out in the **Havering 'Pool of Conditions'** (below) that will go some way to ensuring they do not materialize in the future.

SCANNED

Prevention of Crime and Disorder & Public Safety. - CCTV

The presence of a properly specified and fully operational CCTV system can make an important contribution towards public safety and the prevention of crime. It will also assist in the investigation and identification of those involved should an incident occur immediately outside or inside licensed premises. Conditions may not just require CCTV on the premises, but also specify the precise location of each camera, ***the requirement to maintain all equipment in working order, retain a System File and to secure recordings for an appropriate period of time.***

An 'Operational Requirement' (OR) should be drawn up for each ***CCTV system to ensure that it is fit for purpose.*** Advice on how to complete an 'OR' can be found in the Home Office Scientific Development Branch (HOSDB) publication 55/06 'CCTV Operational Requirements Manual'. The Havering Police Crime Prevention Office will provide individuals conducting risk assessments when preparing operating schedules with advice relevant to current standards. At the time of publication these are provided for in the HOSDB publication 09/05 'UK Police Requirements for Digital CCTV Systems.

- CD16** *A properly specified and fully operational CCTV system shall be installed or the existing system maintained to a satisfactory standard. The system will incorporate a camera covering each of the entrance doors and be capable of providing an image which is regarded as 'identification standard' of all persons entering and/or leaving the premises. All other areas of risk identified in the Operational Requirement shall have coverage appropriate to the risk.*
- CD17** *The installation or upgrading of any CCTV system shall comply with current best practice. In addition the documentation listed below shall be included in a 'System File' which is readily available for inspection by the relevant authority; Site plan showing position of cameras and their field of view.
Code of Practice.
Performance specification e.g. storage capacity, image file size, IPS for each camera and purpose of each camera position
Operational requirement.
Incident log.
Maintenance records including weekly visual checks.*
- CD18** *To obtain a clear head and shoulders image of every person entering the premises on the CCTV system, persons entering the premises should be asked to remove headwear, unless worn as part of religious observance.*
- CD19** *The CCTV system shall incorporate a recording facility and all recordings shall be securely stored for a minimum of one calendar month. A system shall be in place to maintain the quality of the recorded image and a complete audit trail maintained. The system will comply with other essential legislation, and all signs as required will be clearly displayed. The system will be maintained & fully operational throughout the hours that the premises are open for any licensable activity.*
- CD20** *The positions of all CCTV cameras shall be clearly shown on a set of plans which should form part of the 'System File'. Any alteration to the system should only be carried out after consultation with and written approval of Havering Police and the Licensing Authority.*
- CD21** *A staff member from the premises who can operate the CCTV system shall be on the premises at all times when the premises is open to the public. This staff member shall be able to show Police recent data or footage with the absolute minimum of delay when requested.*

Prevention of Public Nuisance

The potential for public nuisance arises with the concerns that those debarred from legitimately acquiring alcohol e.g young persons under the age of 18 years will approach adults to purchase alcohol on their behalf.

The police have no issue with the responsible sale of alcohol in line with the premises operating hours. However, the quality of the staff training and security at this premise needs to be of a capable standard that positively addresses the promotion of the four licensing objectives.

CD1 ALL STAFF SHALL BE SUITABLY TRAINED FOR THEIR JOB FUNCTION FOR THE PREMISE. THE TRAINING SHALL BE WRITTEN INTO A PROGRAMME, ONGOING AND UNDER CONSTANT REVIEW, AND MUST BE AVAILABLE TO A RELEVANT RESPONSIBLE AUTHORITY WHEN CALLED UPON.

Protection of Children from Harm.

Proof of Age

All operators and staff have both a duty and responsibility to ensure that only those who are of age are provided with intoxicants.

CDGPG3 Prominent clear notices shall be displayed at the point of entry to the premises and in a suitable location at any points of sale, advising customers that they may be asked to produce evidence of their age.

CDGPG11 All members of staff at the premises shall seek "credible photographic proof of age evidence" from any person who appears to be under the age of 25* years and who is seeking to purchase alcohol. Such credible evidence, which shall include a photograph of the customer, will include a passport, photographic driving licence, or Proof of Age card carrying a "PASS" logo.

CDGPG12 All occasions when persons have been refused service shall be recorded in writing and kept at the premises for six months.

CDGPG13 Prominent, clear notices shall be displayed at the premises about the supply of alcohol to minors and the relevant offences involved.

THE POLICE ARE ENCOURAGED TO SEE THE APPLICANT IS ADOPTING A CHALLENGE 25 POLICY & ACCEPTING PHOTOGRAPHIC IDENTIFICATION. A REFUSALS REGISTER SHOULD BE KEPT AND DETAILS OF PERSONS REFUSED THE SALE OF INTOXICATING LIQUOR ENTERED IN AN INCIDENT LOG. DETAILS TO INCLUDE DATE & TIME, DESCRIPTION & APPARENT AGE OF PERSON REFUSED AND SALE REFUSED.

Observations and Recommendations

As the Borough Licensing Officer with over a decade of experience in the role, I have on many occasions dealt with applications submitted by the agent representing the applicant. I would consider this association to be good and professional in all of these instances. They have a good and well-earned reputation and always submit their presentations with a fine attention to detail. However, a professional template application package being produced does not always reflect the actual reality of the application in question nor does it guarantee the capabilities of their client.

Whilst the application states that there will be '*appropriate staff training to be satisfactorily completed*' there is **no** reference to **any** level of staff training or responsibility attached. There is no mention of minimum staff numbers present throughout the 24hr period. Experience has shown that the smaller service stations tend to operate with minimal staffing, ie. one person, through the night. Allowing the provision to supply alcohol during a nightshift period does cause the police concern. Located close to the M25, any additional responsibilities heaped on a lone member of staff may lead to an increase in crime in the form of thefts or drive-outs. Many local off-licences suffer at the hands of anti-social and unruly youths and it is **imperative** that all staff members are able to operate in a confident and robust manner. If the Committee are minded to grant a premises licence in this instance, the police recommend that there is at least one personal licence holder present on the premises at all times it is open to supply alcohol.

The police have absolutely no issue with the applicant providing refreshment throughout the night and would actually endorse the facility to provide hot drinks and refreshment where the venue is situated so close to the junction with the M25.

The Police cannot consider supporting this application before any satisfactory assurances concerning the quality & standard of security and staffing at the premises - especially throughout the night - are forthcoming. Having spoken with the applicant's representative and expressed police concerns, I am confident that the compromise of withdrawing alcohol sales throughout the nightshift will allay some of our concerns and *may* lead to police withdrawing their representation.

If I can be of any further assistance in this matter please do not hesitate to contact me in the Licensing Office at Mercury House on **01708 432781**.

Yours sincerely,



Dave Leonard
Licensing Officer
Havering Borough Police



Section 5 - Representations from Interested party

Ref: PJJ | 009970

01708 346648 6, Woodstock Ave,

HAROLD PARK,

4-3-2011 Romford,

OBJECTION RM3.9NF

Dear Sir or Madam,

Re: LICENSING Act 2003

^{RM3}
HAROLD PARK SERVICE STATION. OAG

I am writing in reply to your letter about the Petrol Garage asking for a licence application.

I have lived in Woodstock Avenue for 14 years, we have already been out off from turning right to go to Romford the town I'm suppose to live in, and now for a Petrol Station to want a drinks licence is more than enough. The noise level in summer at 1, 2 and sometimes 3 $\frac{1}{2}$ am.

P.T.O.

is above a joke. The station is opened 24 hours a day. For my age I have exceptional good bearing & the argument singing & noisy talking spoils my sleep.

We already have a shop in Harold Court Road that sells drink and the mess that litters the subway and gardens is dreadful. We are supposed to be driving & certainly not drinking and to think of a Petrol Station selling alcohol doesn't bear thinking about.

Yours sincerely,

Barbara King (Mrs)

God Bless you all.

I OBJECT Strongly
to Harold Park Service Station
RM3 OAG receiving a
LICENSING PERMISSION.



Section 6 - Premises plan

Display of alcohol is to be permitted throughout the store, spirits to be located only behind the counter.

Late Night Refreshment Key:

- Point of sale.
- Preparation area.
- Display area.

Key:

- Fire extinguisher.
- CCTV.
- Fire bucket.

