

**LICENSING SUB-COMMITTEE
SUPPLEMENTARY AGENDA**

2 September 2024

The following report is attached for consideration and is submitted with the agreement of the Chairman as an urgent matter pursuant to Section 100B (4) of the Local Government Act 1972

- 5 APPLICATION FOR A PREMISES LICENCE - STATION PARADE LOUNGE, 1 STATION PARADE, HORNCHURCH, RM12 5AB (Pages 3 - 40)**

Additional documents supplied by applicant and Licensing Authority.

**Zena Smith
Head of Committee & Election
Services**

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LICENSING SUB-COMMITTEE

REPORT

Subject heading:

Station Parade Lounge, 1 Station Parade, Hornchurch, RM12 5AB

Report author and contact details:

**Premises licence application
Oisin Daly Public Protection Officer
Town Hall Main Road
licensing@havering.gov.uk
01708 432777**

This application for a premises licence is made by Station Parade Lounge Ltd under section 17 of the Licensing Act 2003. The application was received by Havering’s Licensing Authority on 10th July 2024

Premises’ location

The premises is situated in Station Parade, Elm Park. The premises was a barber shop and the applicant is seeking to change the use to a restaurant/café serving alcohol. The surrounding area is a mixture of residential and mixed-use commercial premises.





Details of the application

The applicant describes the premises as follows:

The premises are a coffee shop/lounge. It will be a welcoming atmosphere designed for families, young professionals. The premises features an open-plan design. The layout encourages visibility across all areas to enhance safety and monitor patron behaviour. There is an outdoor terrace that accommodates additional seating. This space is designed to provide a pleasant atmosphere while minimizing noise impact on neighbouring properties.

To ensure compliance with licensing objectives, alcohol will be sold to customers by waiter/waitress service only. Serving alcohol through waitstaff allows for better enforcement of age restrictions and other licensing requirements.

The application is to permit the following licensable activity:

Sale of alcohol		
Day	Start	Finish
Sunday to Saturday	12:00	23:00

Opening hours		
Day	Start	Finish
Sunday to Saturday	07:00	23:00

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 applicant amended their original operating schedule, the amended schedule can be found in the application V3 in the appendix.

In addition, the following conditions were agreed with the Met Police Licensing Unit during the consultation period:

- Alcohol shall only be sold to a person sitting down eating a meal and for consumption with that meal.
- Alcohol shall be sold to customers by waiter/waitress service only.

And the following conditions were also agreed with the Licensing Authority:

1. CCTV:

a) The CCTV system at the premises shall be maintained in working condition and shall record 24 hours every day.

Recordings shall be retained for a minimum of 31 days and shall be made available to Police or Local Authority officers on request and shall be capable of identification and of evidential quality in any light conditions.

b) Staff working at the premises shall be trained in the use of the equipment and a log will be kept to verify this. At least one member of staff, so trained, shall be present at the premises at all times when it is open for licensable activities.

c) There shall be signs displayed in the customer area to advise that CCTV is in operation.

d) CCTV cameras shall monitor all areas of the premises that are accessible to members of the public including the area

immediately outside the premises to monitor numbers and prevent crime and disorder.

e) Should the CCTV become non-functional this shall be reported immediately to the Licensing Authority and the problem rectified as soon as practicable.

2. The Challenge 25 proof of age policy will be operated and only a photographic driving licence, a valid passport, a valid UK Armed Forces / MOD photographic identity card with the bearer's photograph on it or a Home Office approved proof of age card with the bearer's photograph and the PASS logo / hologram on it will be accepted as proof of age.

3. Staff Competence and Training:

a) The Licensee shall keep a written record of all staff authorised to sell alcohol. The staff record shall be kept on the licensed

premises and made available for inspection by the Licensing Officer, Trading Standards or the Police, on request.

b) The Licensee shall ensure that each member of staff authorised to sell alcohol has received appropriate training on the law with regard to age-restricted products, proxy sales, and the licensable hours and conditions attached to the licence, including refresher training every six months, and that this is properly documented and training records kept. The training

record (either written or electronic) shall be kept on the licensed premises and made available for inspection by the Licensing Officer, Trading Standards or the Police, on request.

4. A written refusals record will be kept as part of the Incident Book and made available to Police or Authorised Officers on request. The refusals record shall contain details of date & time, description of the person attempting to buy the age restricted products & the products that they were attempting to purchase, reasons why the sale was refused and the name and signature of the person refusing the sale. All staff are to be examined in the use of the refusal books. The refusals book is to be examined on a weekly basis by the premises licence holder / DPS and the date and time of each examination is to be endorsed in the book. Analysis of staff refusals and data such as the time / day is to be carried out by the premises licence holder / DPS on a weekly basis in order to predict trends and identify staff training and compliance issues. The premises licence holder or DPS shall sign and date their record of inspection.

5. An Incident Book shall be kept at the premises and made available to the Police or Authorised Officers, which will record the following:

- All crimes reported;
- Lost property;
- All ejections of customers;
- Any complaints received and the outcome;
- Any incidents of disorder;
- Any faults in the CCTV;
- Any refusal or challenges of the sale of alcohol;
- Any visit by a relevant authority or emergency service. Whenever Police are called a CAD shall be obtained and recorded in the Incident Book

6. Prominent, clear and legible notices are displayed at all exits requesting patrons to respect the needs of local residents and to leave the premises and the area quietly.

7. All reasonable steps shall be taken by a dedicated member of staff to stop patrons congregating outside the premises.

To Note:

In respect of the Licensing Act, planning and licensing are considered as two separate regimes even if there is some overlap. This is highlighted in the case of *Gold Kebab Ltd v Secretary of State for Communities and Local Government* [2015] All ER (D) 48 (Sep).

However, a planning application was submitted for a change of use from a barbers to a café and erection of a new glazed conservatory to front with retractable awning.

Planning ref: P0797.24 [Planning - Station Parade](#)

This planning application was refused and the applicant's solicitors have indicated they have no intention of appealing.

The licensable area plans have been clarified as of the 28/08/24 and the licensable area is the internal area. A pavement licence has been granted for tables and chairs externally which has a terminal hour of 21:00hrs.

Alcohol could be consumed within this area as an off-sale, but the conditions agreed would still apply.

Summary

There were two representations made against the application by interested parties.

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Agreed Schedule of conditions

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2. Alcohol shall be sold to customers by waiter/waitress service only.
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 - c) There shall be signs displayed in the customer area to advise that CCTV is in operation.
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 - e) Should the CCTV become non-functional this shall be reported immediately to the Licensing Authority and the problem rectified as soon as practicable.

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8. Any incidents of disorder;
9. Any faults in the CCTV;
10. Any refusal or challenges of the sale of alcohol;
11. Any visit by a relevant authority or emergency service. Whenever Police are called a CAD shall be obtained and recorded in the Incident Book

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NOTES

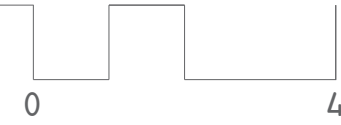
THE CONTRACTOR IS TO CHECK AND VERIFY ALL BUILDING AND SITE DIMENSIONS BEFORE ANY WORKS START AND SHOULD ANY DISCREPANCIES BE DISCOVERED PLEASE INFORM THE ARCHITECT IMMEDIATELY.

THIS DRAWING IS TO READ IN CONJUNCTION WITH RELEVANT STRUCTURAL ENGINEERS, M&E ENGINEERS AND SPECIALIST CONSULTANTS DRAWINGS.

ALL WORKS ARE TO BE CARRIED OUT IN ACCORDANCE WITH CURRENT BUILDING REGULATIONS, BRITISH STANDARDS, CODE OF PRACTICE AND LOCAL AUTHORITY REQUIREMENTS. DO NOT SCALE OF FROM THIS DRAWING WITHOUT FIRST OBTAINING WRITTEN AUTHORIZATION.

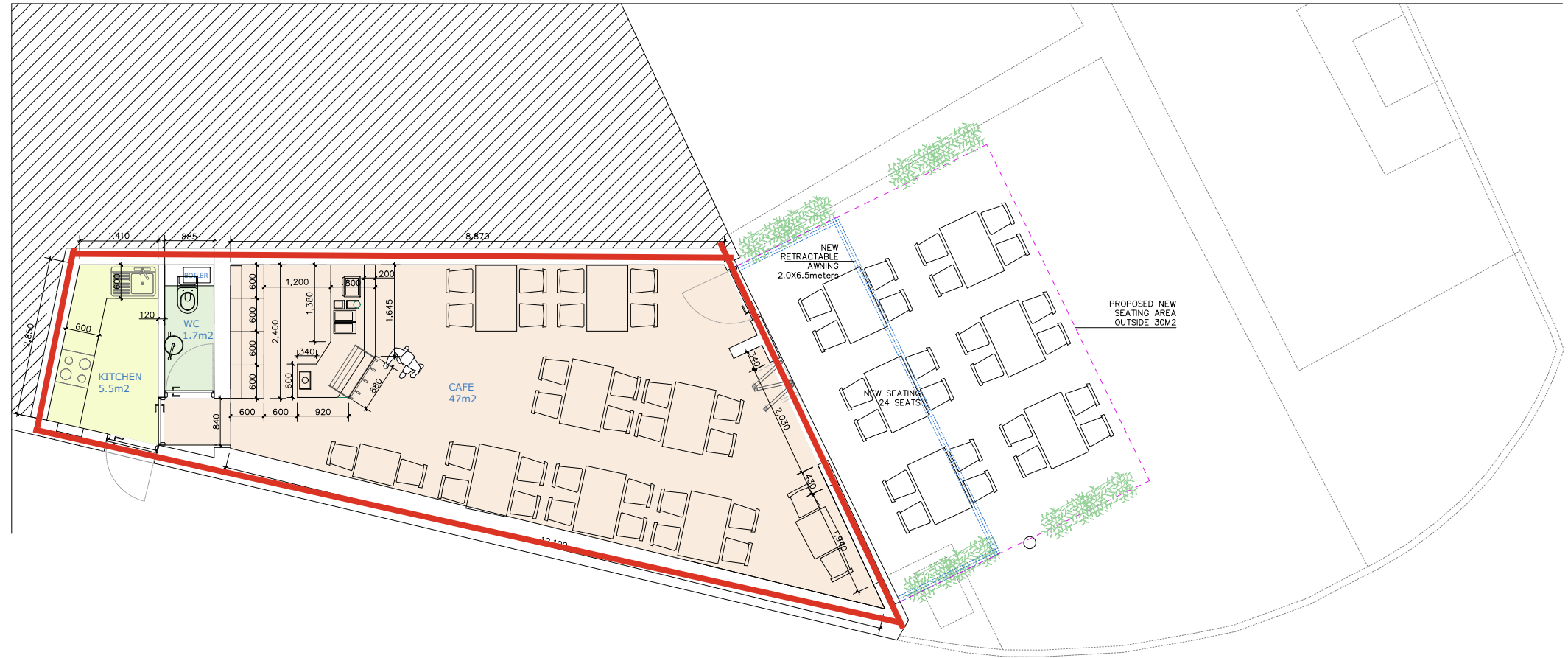
WHILST EVERY ATTEMPT HAS BEEN MADE TO ENSURE THE ACCURACY OF THE SITE PLAN CONTAINED HERE, MEASUREMENTS OF DOORS, WINDOWS AND ANY OTHER ITEMS ARE APPROXIMATE AND NO RESPONSIBILITY IS TAKEN FOR ANY ERROR, OMISSION, OR MIS-STATEMENT.

CARE SHOULD BE TAKEN WHEN DRAWINGS ARE PRINTED TO AVOID IMAGE DISTORTION.



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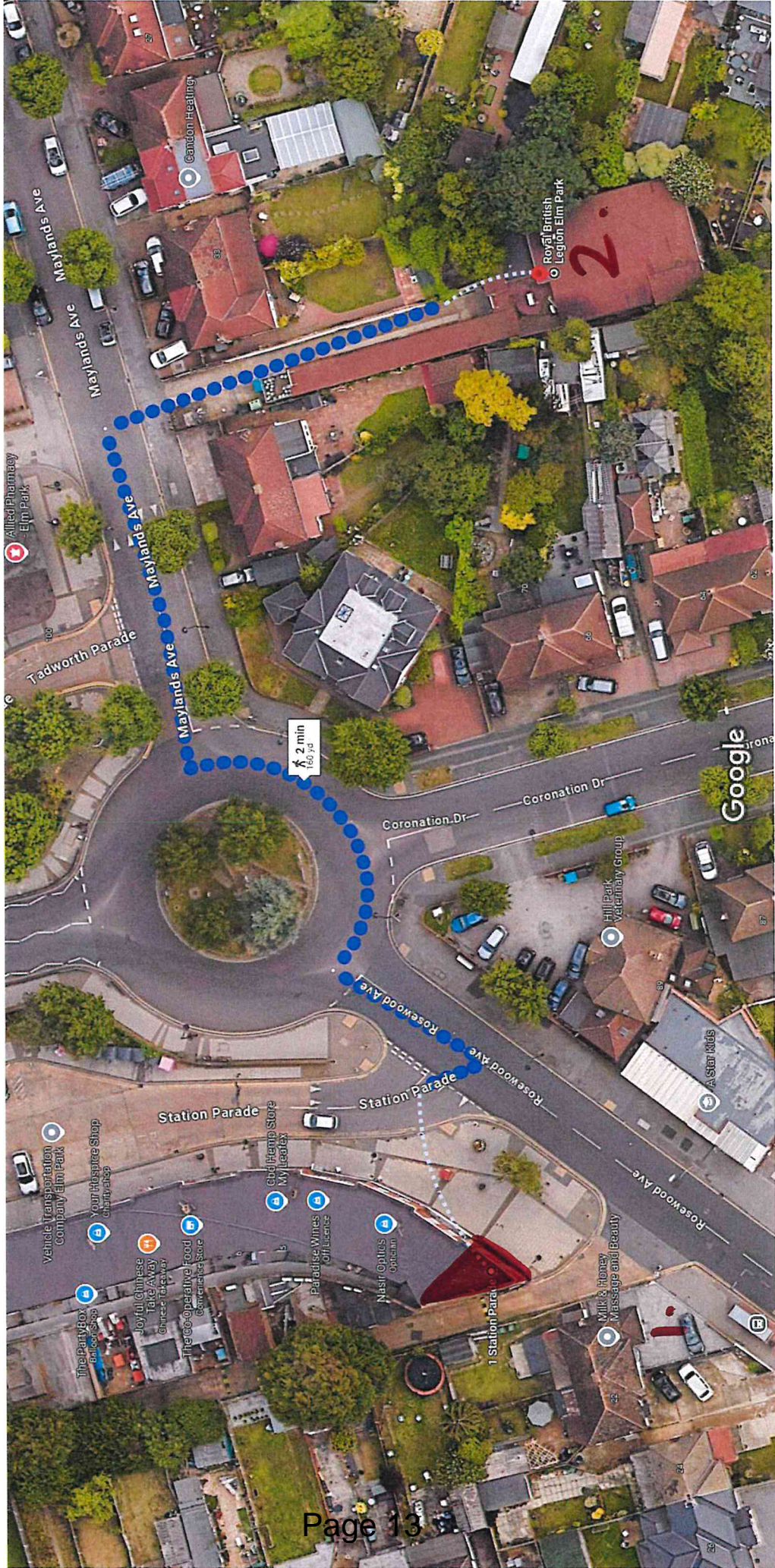
Page 11

The red line delineates the area within which licensable activities take place.

ARCHITEKTAS info@architektas.co.uk www.architektas.co.uk www.bent.design	PURPOSE OF ISSUE Information Comment Consents Building Control Tender Contract Construction	REV DATE NOTES DR	CLIENT			DRAWING STATUS		PROJECT		DRAWING NO	REVISION
			PRIVATE			CONSENTS		1 Station Parade RM12 5AB		1SP -01.100P	2
			DRAWN	START DATE	CHECKED	SCALE	SHEET SIZE	DRAWING TITLE			
AR	22/05/24	AR	1:100 @ A3	A3	GROUND FLOOR - PROPOSED SITUATION						

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Location of objectors



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Mr S Aiken
20 Rosewood Avenue
Hornchurch
RM12 5LH

22nd August 2024

Our Ref: MAL005-1

Conciliation statement – Re Premises licence application

STATION PARADE LOUNGE, 1 STATION PARADE, HORNCHURCH, RM12 5AB

Dear Mr Aiken,

As way of introduction, we write to you as we are solicitors acting on behalf of the applicant who has applied for a premises licence at the above address. We understand you have made an objection to the application and would like to contact you regarding this matter.

We had representations from two responsible authorities: The Police and Environmental Health. These bodies are the main source of advice on crime and disorder, public nuisance and safety relating to licensed premises, and they asked for certain conditions to be added to the licence application before they would agree to approve the licence.

We have agreed these conditions, and the Responsible Authorities are now content with the premises and its operating schedule and hours as applied for and as such, they have both withdrawn their representations. However, your representation is still outstanding and, unless a position is agreed, we will all have to attend a hearing at Havering Council.

The licensing authority suggest that, to avoid this, we advise you of the agreement made with Police and Environmental Health and the conditions which, if granted, will be placed on the licence. These conditions assist the premises licence holder to ensure they fully promote the licensing objectives and that the premises is run within the legislation. A copy is attached to this letter.

In addition, we note that your objection mentions the possibility of a 'glazed conservatory to the front with a rectangle awning'. You may be aware that this planning application was refused, and our client does not intend to appeal this decision. Instead, all licensable activity will be within the existing footprint of the building.

We hope that we can come to an agreement with you regarding this matter and you may be willing to withdraw your representation to the application.

Dadds Solicitors

Crescent House, 51 High Street, Billericay, Essex, CM12 9AX
T: 01277 631811 F: 01277 631055 E: office@dadds.co.uk
W: www.dadds.co.uk DX: 32202 BILLERICAY

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All concerns are taken seriously by our client, and should you have further questions we would be happy to address them with you. Please contact our office by telephone on 01277 631811 or email office@dadds.co.uk to arrange a meeting or if you just wish to have a conversation with us and/or the new operator and we will gladly organise this with you.

We thank you for your time considering this and we look forward to hearing from you.

Yours sincerely
David Dadds

The following conditions were agreed with the Met Police Licensing Unit during the consultation period:

- Alcohol shall only be sold to a person sitting down eating a meal and for consumption with that meal.
- Alcohol shall be sold to customers by waiter/waitress service only.

And the following conditions were also agreed with the Licensing Authority:

CCTV:

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Fire Safety:

- c) Install and maintain smoke detectors, fire alarms, and fire extinguishers throughout the premises. Ensure that these devices are regularly tested and serviced.
- d) Develop and implement a comprehensive fire safety plan, which includes detailed evacuation procedures.

Emergency Procedures:

Ensure all emergency exit routes are clearly marked, unobstructed, and easily accessible. Train all staff in emergency response procedures, including fire evacuation protocols.

4. A written refusals record will be kept as part of the Incident Book and made available to Police or Authorised Officers on request. The refusals record shall contain details of date & time, description of the person attempting to buy the age restricted products & the products that they were attempting to purchase, reasons why the sale was refused and the name and signature of the person refusing the sale. All staff are to be examined in the use of the refusal books. The refusals book is to be examined on a weekly basis by the premises licence holder / DPS and the date and time of each examination is to be endorsed in the book. Analysis of staff refusals and data such as the time / day is to be carried out by the premises licence holder / DPS on a weekly basis in order to predict trends and identify staff training and compliance issues. The premises licence holder or DPS shall sign and date their record of inspection.

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7. All reasonable steps shall be taken by a dedicated member of staff to stop patrons congregating outside the premises.

8. Ensure that the noise of music does not disturb neighbours. Ensure that music and other potentially disruptive activities are conducted within designated hours, adhering to local noise ordinances and licensing conditions. For outdoor areas, such as the proposed glass conservatory, music will be kept at a low volume to ensure it does not disturb neighbours. Speakers will be positioned to direct sound inward. Staff will be instructed on how to operate volume limiters and handle any noise-related issues promptly.

Maintain open lines of communication with neighbours, informing them of any planned events that might generate noise and providing a contact number for any concerns.

9. Display clear and visible signs at all entrances and relevant areas indicating age restrictions for specific events or areas where appropriate and ID Verification. Ensure that children on the premises are always supervised by a responsible adult.

Unaccompanied minors will not be allowed entry.

Provide comprehensive training for all staff on child protection policies, including how to identify and respond to signs of abuse or neglect.

Hazard Identification:

Regularly conduct risk assessments to identify and mitigate any potential hazards that could harm children. Ensure that all equipment and facilities are child safe. Maintain an incident book to record any issues or incidents involving children, including accidents, injuries

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Mr J B White
Club Chairman
The Royal British Legion
Elm Park Club Limited
Elm Park
Hornchurch
Essex
RM12 5BB

22nd August 2024

Our Ref: MAL005-1

Conciliation statement – Re Premises licence application

STATION PARADE LOUNGE,1 STATION PARADE, HORNCHURCH, RM12 5AB

Dear Mr White,

As way of introduction, we write to you as we are solicitors acting on behalf of the applicant who has applied for a premises licence at the above address. We understand you have made an objection to the application and would like to contact you regarding this matter.

We had representations from two responsible authorities: The Police and Environmental Health. These bodies are the main source of advice on crime and disorder, public nuisance and safety relating to licensed premises, and they asked for certain conditions to be added to the licence application before they would agree to approve the licence.

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We hope that we can come to an agreement with you regarding this matter and you may be willing to withdraw your representation to the application.

All concerns are taken seriously by our client, and should you have further questions we would be happy to address them with you. Please contact our office by telephone on 01277 631811 or email

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office@dadds.co.uk to arrange a meeting or if you just wish to have a conversation with us and/or the new operator and we will gladly organise this with you.

We thank you for your time considering this and we look forward to hearing from you.

Yours sincerely
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- d) Develop and implement a comprehensive fire safety plan, which includes detailed evacuation procedures.

Emergency Procedures:

Ensure all emergency exit routes are clearly marked, unobstructed, and easily accessible. Train all staff in emergency response procedures, including fire evacuation protocols.

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Unaccompanied minors will not be allowed entry.

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Hazard Identification:

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Part A

Premises licence number

008185

Part 1 – Premises details

Postal address of premises

Royal British Legion Elm Park Club Ltd
35a Maylands Avenue Hornchurch RM12 5BB

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence

Films, live music, recorded music, performances of dance, anything of a similar description to live music, recorded music or performances of dance, provision of facilities for making music, provision of facilities for dancing, provision of facilities for entertainment of a similar description to making music or dancing, late night refreshment, supply of alcohol

The times the licence authorises the carrying out of licensable activities

Films, live music, recorded music, performances of dance, anything of a similar description to live music, recorded music or performances of dance, provision of facilities for making music, provision of facilities for dancing, provision of facilities for entertainment of a similar description to making music or dancing, supply of alcohol

Sunday to Thursday – 11:00 to 23:00

Friday & Saturday – 11:00 to 00:00

Christmas Eve if Sunday to Thursday – 11:00 to 01:00

Christmas Eve if Friday or Saturday – 11:00 to 02:00

New Year's Eve – from the start of permitted hours to the end of permitted hours on New Year's Day

Late night refreshment

Friday & Saturday – 23:00 to 00:00

Christmas Eve – 23:00 to 02:00

New Year's Eve – 23:00 to 05:00

1 of 5

The opening hours of the premises

**Sunday to Thursday – 11:00 to 23:30
Friday & Saturday – 11:00 to 00:30**

Where the licence authorises supplies of alcohol whether these are on and/ or off supplies

On supplies only

Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

**Royal British Legion Elm Park Club Ltd
35a Maylands Avenue Hornchurch RM12 5BB
01708 450490**

Registered number of holder

16209R

Name and address of designated premises supervisor where the premises licence authorises for the supply of alcohol

Mrs Joanne Stevens

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

Mandatory conditions

1. **No supply of alcohol may be made under the premises licence:**
 - (a) **at a time when there is no designated premises supervisor in respect of the premises licence, or**
 - (b) **at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.**
2. **Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.**
3. (1) **The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.**
(2) **In this paragraph, an irresponsible promotion means any one or more of the following: activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children –**

2 of 5

Mandatory conditions – contd.

- (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to –**
 - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or**
 - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);**
 - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);**
 - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;**
 - (d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent upon –**
 - (i) the outcome of a race, competition or other event or process, or**
 - (ii) the likelihood of anything occurring or not occurring;**
 - (e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.**
- 4. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).**
- 5. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.**
- 6. The responsible person shall ensure that –**
- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures–**
 - (i) beer or cider: ½ pint;**
 - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and**
 - (iii) still wine in a glass: 125 ml; and**
 - (b) customers are made aware of the availability of these measures.**

Mandatory conditions – contd.

7. (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.
(2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.
8. Where a programme includes a film in the 12A, 15 or 18 category no person appearing to be under the age of 12 (and unaccompanied in that case), 15 or 18 as appropriate shall be admitted to any part of the programme; and the licence holder shall display in a conspicuous position a notice in the following terms –
PERSONS UNDER THE AGE OF [INSERT APPROPRIATE AGE] CANNOT BE ADMITTED TO ANY PART OF THE PROGRAMME.
Where films of different categories form part of the same programme, the notice shall refer to the oldest age restriction.
This condition does not apply to members of staff under the relevant age while on duty provided that the prior written consent of the person's parents or legal guardian has first been obtained.

Annex 2 – Conditions consistent with the operating schedule

1. Entry to the club shall be restricted to members and their bona fide guests.
2. The front door shall be secured by an electronic fob system and covered by a CCTV camera. Fobs shall only be issued to current members.
3. All staff shall be given appropriate training for their role. Training shall also cover the area of underage sales and acceptable proof of age.
4. Training logs shall be kept and the records shall be made available to the Police or Licensing Authority on request.
5. A valid fire risk assessment and emergency plan shall be in place and regularly reviewed.
6. All fire fighting equipment shall be regularly maintained.
7. Windows shall be closed during all regulated entertainment.
8. All amplified music shall be played through the noise limiter.
9. Recorded music shall cease at the end of the alcohol consumption period.
10. The rear door of the premises shall be used in an emergency only.
11. Notices shall be placed at the front door with a contact telephone number for residents to call during opening hours.
12. A record shall be kept of any complaints received and the action taken.
13. No children shall be allowed in the grounds of the premises after 20:00.
14. No ball games shall be permitted in the grounds or alleyway at any time.
15. The club shall have an arrangement with a local cab firm to call cabs on request for members and guests.
16. Guests and members shall be asked to remain inside the premises until their cab arrives.
17. Drivers shall be encouraged to turn off their engines and not to blow their horns.
18. The club shall operate a 'Challenge 21' policy in relation to alcohol supplies and shall only accept a valid passport or photographic driving licence as proof of age.

Annex 2 – Conditions consistent with the operating schedule – contd.

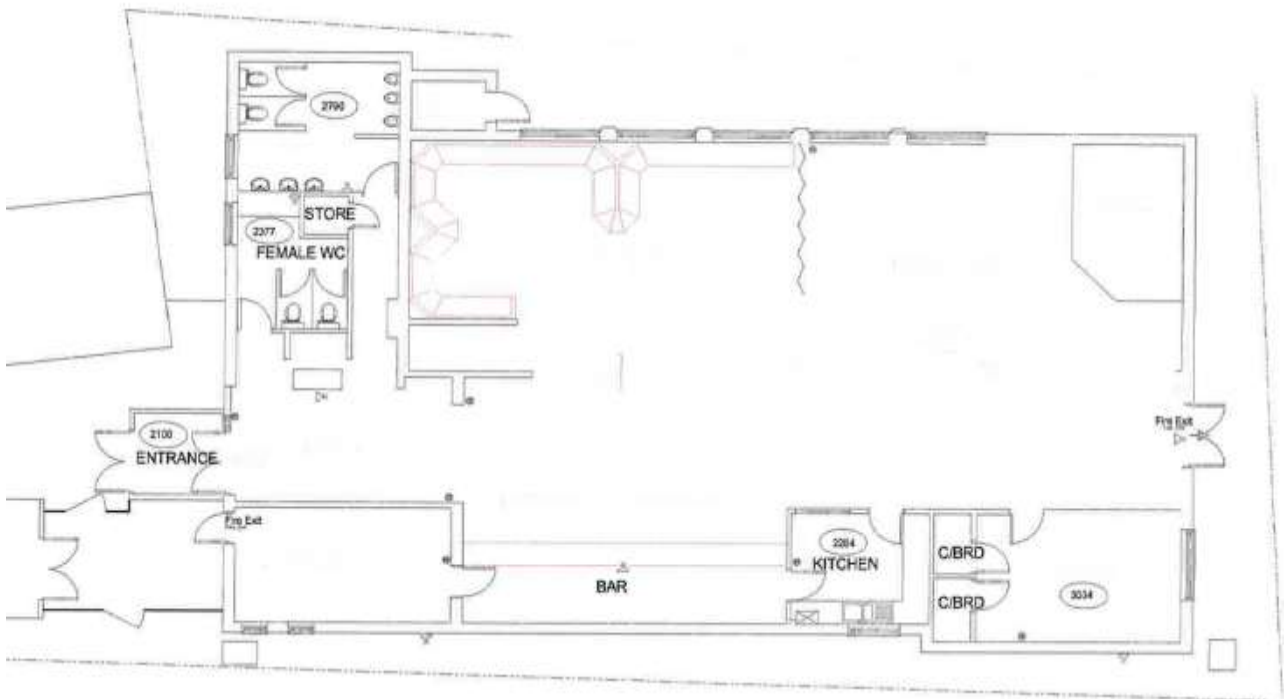
- 19. A refusals record shall be kept and shall be produced to the Police or Licensing Authority officers on request.
- 20. Capacity shall be limited to 120 persons and shall only be increased to 150 persons when the linked smoke alarm system requested by the Fire Safety Officer is installed to the satisfaction of LFEPA.

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

Not applicable

Annex 4 – Premises plans

Full premises plans are held by the Licensing Authority of the London Borough of Havering. The plans reproduced below are not to scale:



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Copy

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Part B

Premises licence summary

Premises licence number

008185

Premises details

Postal address of premises

Royal British Legion Elm Park Club Ltd
35a Maylands Avenue Hornchurch RM12 5BB

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence

Films, live music, recorded music, performances of dance, anything of a similar description to live music, recorded music or performances of dance, provision of facilities for making music, provision of facilities for dancing, provision of facilities for entertainment of a similar description to making music or dancing, late night refreshment, supply of alcohol

The times the licence authorises the carrying out of licensable activities

Films, live music, recorded music, performances of dance, anything of a similar description to live music, recorded music or performances of dance, provision of facilities for making music, provision of facilities for dancing, provision of facilities for entertainment of a similar description to making music or dancing, supply of alcohol

Sunday to Thursday – 11:00 to 23:00

Friday & Saturday – 11:00 to 00:00

Christmas Eve if Sunday to Thursday – 11:00 to 01:00

Christmas Eve if Friday or Saturday – 11:00 to 02:00

New Year's Eve – from the start of permitted hours to the end of permitted hours on New Year's Day

Late night refreshment

Friday & Saturday – 23:00 to 00:00

Christmas Eve – 23:00 to 02:00

New Year's Eve – 23:00 to 05:00

1 of 2

The opening hours of the premises

**Sunday to Thursday – 11:00 to 23:30
Friday & Saturday – 11:00 to 00:30**

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

On supplies only

Name, (registered) address of holder of premises licence

**Royal British Legion Elm Park Club Ltd
35a Maylands Avenue Hornchurch RM12 5BB**

Registered number of holder

16209R

Name of designated premises supervisor where the premises licence authorises for the supply of alcohol

Mrs Joanne Stevens

State whether access to the premises by children is restricted or prohibited

Restricted

2 of 2



Havering
LONDON BOROUGH

Public Protection

Environment

London Borough of Havering
Town Hall, Main Road
Romford, RM1 3BD

Mr P Malaj
Station Parade Lounge
1 Station Parade
Hornchurch
RM12 5AB

☎ 01708 432777
e licensing@havering.gov.uk
text relay 18001 01708 432777
29TH August 2024

www.havering.gov.uk

My reference: OPD/27513

Dear Sir/Madam

Business and Planning Act 2020
Pavement Licence Number 27513
Station Parade Lounge, 1 Station Parade, Hornchurch, RM12 5AB

Please find enclosed your pavement licence which has been issued in compliance with the requirements of this Act.

You are requested to display your licence in a prominent position at all times so that it may be easily read and inspected by either an officer of the Council or the Police.

Thank you in anticipation of your co-operation.

Yours faithfully

Oisin Daly

Oisin Daly
Public Protection Officer



Business & Planning Act 2020

Table & chairs licence

The Council of the London Borough of Havering hereby licence

Part 1

Postal address of premises

**Station Parade Lounge,
1 Station Parade, Hornchurch, RM12 5AB**

Location of authorised area

The area to the front of the premises

Furniture authorised under the licence

6 tables plus 24 chairs

The times the licence authorises the use of highway

Monday to Sunday – 06:30 to 21:00

Expiry date of licence

28th August 2024

Part 2

Plan of adjoining premises



Part 2 – local conditions

- 1. Pitch size**
The licensed area must be within the dimensions specified on the licence, or any relevant pitch limits marked out on the ground by the council. At least 1.5 metres distance must be left clear on the highway from the boundary of the pitch to the highway or any street furniture. The 1.5 metres must be free of hazards and not present a trip hazard or hinder access to wheelchairs, buggies or the like.
 - 2. Advertisements**
No advertisement shall be displayed on the licensed trading area for goods, commodities or services other than those licensed for sale or provided on that licensed trading area.
 - 3. Days and times of trading or business**
Trading may only take place on the days and during the times specified on the licence. The council shall advise traders of any extension of trading times for specified trading periods when and as relevant.
 - 4. Refuse or waste**
It is the trader's responsibility to ensure that all litter and waste generated by their licensed activity is collected for recycling or disposal, in ways that are compliant with legislation. This can mean storage in suitable bins or containers within the licensed area until collection can take place by a registered carrier of waste. To prevent blockages, odours or nuisance to others, road gullies or surface water drains may not be used for the disposal of food based liquid wastes or other noxious substances.
 - 5. Street cleanliness**
The trader must keep the immediate licensed area and the area within 5 metres in any direction from the licensed area, free of any wastes or spillages resulting from the trading activity, throughout the trading day. When trading is finished or upon leaving the site the trader/market operator must leave it in a clean condition.
 - 6. Display of licence**
The licence must be shown at all times, in a prominent position, so that it can be easily read.
 - 7. Safety of equipment**
Electrical equipment should be tested by a competent person at intervals recommended by the competent person. Records should be kept of all inspections and tests together with any defects and/or remedial works, so as to demonstrate compliance.
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8. **Using a mains voltage electrical supply**
Traders using a mains electrical supply must have consent from the council before seeking installation from an electricity supplier. Where relevant, the trader and the electricity supplier will be required to provide the council with certification for the safety of the electricity supply.
 9. **Interference with electrical supplies**
A trader will be subject to suspension of a licence if they tamper with, or use an electricity supply belonging to the council without a prior arrangement to do so. A trader causing damage to any council installation or equipment will be required to pay the full cost of any repair or replacement.
 10. **Pitch equipment, or trading stalls**
Pitch equipment or stalls should be easily and quickly assembled and removed. The council reserves the right to inspect for stability and safety and to ensure that they are fit for purpose. Any obviously dangerous item must be made safe or immediately removed on request by the council. It is the trader's responsibility to ensure that items and structures are put up and taken down safely, are properly designed, well sited and in a good, clean condition. Furniture must be removed from the licensed area when the licence is not in force, for example at night.
 11. **General conduct**
Any trader and/or any assistants employed by them shall conduct themselves in a decent manner and ensure that all members of the community are fairly treated and shown courtesy and respect. Trading activities should not give rise to noise inappropriate to the area, or cause other nuisance.
 12. **Portable generators**
Generators shall be positioned so that they do not present problems for other street users or traders. Generators shall be checked and certified for safety and shall be erected in a secure location and barriered to prevent interference by members of the public.
 13. **Assistance to council officers**
A trader shall give immediate assistance to council officers when requested to do so. In dealing with an emergency, this might mean moving a stall or equipment away from the area, quickly.
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Signed: *Oisín Daly*

Oisín Daly, Public Protection Officer

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14. **Gas cylinders**
The use of gas cylinders is permitted only where:
traders have checked the valves and hoses of gas cylinders for defects before bringing them into the licensed market place, and; the cylinders are in safe working order.
 15. A copy of the tables and chairs licence must to be displayed in the window of the licensed premises. The copy licence is to be displayed so as to be clearly visible and legible from the street.
 16. Temporary barriers of an approved type must be in place around the trading area during licensed hours and the same must be removed outside of the hours permitted by the licence.

Additional conditions

None
