



# Haverling

LONDON BOROUGH

## LICENSING SUB-COMMITTEE HAREFIELD MANOR HOTEL

### AGENDA

<b>10.30 am</b>	<b>Tuesday 26 February 2013</b>	<b>Council Chamber - Town Hall</b>
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Members 3: Quorum 2

**COUNCILLORS:**

Peter Gardner (Chairman)  
Brian Eagling  
Melvin Wallace

**For information about the meeting please contact:  
James Goodwin (01708 432432)  
[james.goodwin@haverling.gov.uk](mailto:james.goodwin@haverling.gov.uk)**

**AGENDA ITEMS**

**1 APOLOGIES FOR ABSENCE AND ANNOUNCEMENT OF SUBSTITUTE MEMBERS**

(if any) - receive

**2 DISCLOSURE OF PECUNIARY INTERESTS**

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

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

**3 CHAIRMAN'S ANNOUNCEMENT**

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

**4 REPORT OF THE CLERK** (Pages 1 - 6)

**5 REPORT OF THE LICENSING OFFICER** (Pages 7 - 42)

Application for a premises licence under section 17 of the Licensing Act 2003 for Harefield Manor Hotel, Main Road, Romford.

**Ian Buckmaster  
Committee Administration & Member Support  
Manager**

# LICENSING SUB-COMMITTEE

# REPORT

26 February 2013

**Subject Heading:**

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

**Report Author and contact details:**

**James Goodwin (01708) 432432**  
**e-mail: james.goodwin@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. Chairman's Briefing 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

- Section 1 - Licensing Officer's report
- Appendix 1 - Copy of the Application
- Appendix 2 - Map of the Local Area
- Appendix 3 - Representation





## LICENSING SUB-COMMITTEE

## REPORT

26<sup>th</sup> February 2013

Subject heading:

Harefield Manor Hotel  
33 Main Road Romford RM1 3DL  
Premises licence  
Paul Jones, Licensing Officer  
5<sup>th</sup> floor Mercury House  
x 2692

Report author and contact details:

This application for a premises licence is made by Harefield Manor Hotel & Restaurant Ltd under section 17 of the Licensing Act 2003. The application was received by Haverling's Licensing Authority on 9<sup>th</sup> January 2013.

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

The Harefield Manor Hotel lies on Main Road at its junction with Pettits Lane. An annex to the hotel lies on the opposite side of Main Road; however, this annex is not included in this application. The annex will therefore not be licensed. The vicinity surrounding the premises is residential in nature.

### Details of the application

The applicant seeks to provide the following licensable activities:

**Films, live music, recorded music, performance of dance, anything similar to live music, recorded music or performances of dance, supply of alcohol**

Day	Start	Finish
Monday to Thursday	11:00	00:00
Friday & Saturday	11:00	01:00
Sunday	12:00	00:00

#### **Late night refreshment**

Day	Start	Finish
Sunday to Thursday	23:00	00:00
Friday & Saturday	23:00	01:00

#### **Hours premises open to the public**

Day	Start	Finish
Monday to Sunday	00:00	23:59

**Non-standard timings**

**Films**

- (1) Residents and bona fide guests may view films on a 24 hour basis.
- (2) On Wednesdays and Thursdays in December the terminal hour shall be extended until 01:00 the day following.
- (3) On New Year's Eve the terminal hour shall be extended until 01:00 on New Year's Day.

**Live music, recorded music, performances of dance, anything similar to live music, recorded music or performances of dance, late night refreshment**

- (1) On Wednesdays and Thursdays in December the terminal hour shall be extended until 01:00 the day following.
- (2) On New Year's Eve the terminal hour shall be extended until 01:00 on New Year's Day.

**Supply of alcohol**

- (1) Residents and bona fide guests may have alcohol supplied to them 24 hours a day.
- (2) On Wednesdays and Thursdays in December the terminal hour shall be extended until 01:00 the day following.
- (3) On New Year's Eve the terminal hour shall be extended until 01:00 on New Year's Day.

**Comments and observations on the application**

This application has been submitted to replace the lapsed version of the hotel's previously held premises licence.

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 16<sup>th</sup> January 2013 edition of the Yellow Advertiser.

The applicant modified the operating schedule in accordance with the additional details enclosed with the application.

**Summary**

There was one representation against this application from an interested person. There were no representations against this application from responsible authorities.

**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 persons' representations**

The interested person's representation is based upon the prevention of public nuisance licensing objective.

Paul Jones  
Licensing Officer  
London Borough of Havering

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## Public Notices

**NOTICE OF APPLICATION FOR PREMISES LICENCE UNDER SECTION 17 OF THE LICENSING ACT 2003**  
Applicant: Harefield Manor Hotel And Restaurant Limited  
Premises: 33 Main Road, Romford, Essex, RM1 3DL  
The proposed licensable activity is: 1. To permit the sale of alcohol for consumption on and off the premises for hotel patrons and bona fide guests 24 hours a day and for non hotel residents between 11.00 to 00.00 Monday to Thursday and 11.00 to 01.00 the following day Friday and Saturday and 12.00 to 00.00 on Sunday; 2. To provide regulated entertainment in the form of Live Music, Recorded Music, Performance of Dance, Things of a Similar Description between 11.00 to 00.00 Monday to Thursday and 11.00 to 01.00 the following day Friday and Saturday and 12.00 to 00.00 on Sunday; 3. The provision of Late Night Refreshment between 23.00 to 00.00 Sunday to Thursday and 23.00 to 01.00 the following day on Friday and Saturday; 4. To permit licensable activities on New Years Eve from the finish time on New Years Eve to the start of licensable activities on New Years Day; 5. To permit the showing of films to hotel residents and bona fide guests 24 hours a day and for non hotel residents for the times listed at paragraph 2, above. This application is made due to the lapsing of the existing Premises Licence No. 001863 and the Applicant wishes to reinstate the same terms and conditions of the previous Premises Licence No. 001863. 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, Mercury House, Mercury Gardens, Romford RM1 3RX. Website: [www.havering.gov.uk](http://www.havering.gov.uk). Such representation must be received in writing by 6th February 2013 clearly stating the grounds upon which the representation is made in relation to the four objectives of the Licensing Act 2003. It is an offence to knowingly or recklessly make a false statement in connection with an application. The maximum fine for which a person is liable on summary conviction for the offence is £5,000.00.  
Dated 5 January 2013  
DRYSDALES SOLICITORS LLP  
Solicitors and Authorised Agents for the Applicant

## Announcements

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27th  
January  
at 11am

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**LINED CURTAINS** dusky pink, fully lined, plus pelmet & tiebacks, made by Rooms in Upminster, accept £50. Tel: 01708 471 795.  
**DINING CHAIRS** Next, four cream leather seat & back, pine legs. £85. **GREENHOUSE** BASE, B&H, new, still boxed, 8 x 6ft, cost £60, sell £300no. Tel: 01277 659371.

**COMPUTER** very fast Pentium 4 HP tower, loaded windows XP, office XP, flat screen, keyboard, mouse, free set up and delivery. £60. Tel: 07795 363 391.

**MAMAS AND PAPAS** Solo pushchair in grass green complete with rain cover and foot muff. Bargain at only £130. Tel/text: 07921 101 107 (Stifford Clays)

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## Bargain Buys

**MENS BLACK TROUSERS** 44in waist, 27in leg, brand new, never worn, £70no. Mens black trousers, 42in waist, 27in leg, brand new, never worn, £70no. Grey M&S fleece jacket, 47-49in chest, brand new, never worn, £70no. Mens black size 7 shoes, brand new, never worn, £70no. Tel: 01708 521 920.

**MAMAS & PAPAS** all Zeddy & Rhubarb design, cotbed quilt, valance, cot bumper, fleece blanket, lightshade, cot mobile, curtains, black out curtains, tiebacks, changing mat, wall paper border, £70. **MAXICOOSI XP CHILD SEAT**, £25. Tel: 01702 614048.

**MOBILITY TROLLEY** for around the house, adjustable height, two trays, good clean cond, as new, £40. Tel: 0208 5243642

**MAMAS AND PAPAS** Solo pushchair in grass green complete with raincover and footmuff. Bargain at only £130. Tel/text: 0792 110 1107 (Stifford Clays)

**TABLE MATE** brand new, never used, £6 ono. Adjustable footstool, brand new, never used, £20no. Tel: 01708 521 920.

**DISNEY PRINCESS DRESSING TABLE** mirror & stool, vgc. £30. Tel: 01375 892251.

**ICE SKATING BOOTS** mens, size 8, ski boots size 8, ski pools, four ice hockey sticks, ski suits, size medium, £100 the lot. Tel: 01708 703618.

**SOFA** Bazibeau sofa plus footstool, dark brown material, length 174cm x depth 86cm x height 66cm, matching footstool 58 x 58 x 38cm, £95 for both, vgc. **ORIGINAL XBOX 360**, one controller, one game, plus leads, 3yrs old, £75. **POWERBEATS** by Dr Dre earphones with case, never been used, £70. Tel: 01702 582977.

**LEATHER THREE SEATER SOFA** vgc, buyer collects. £600 no. Two seater leather sofa, buyer collects, £200no. Tel: 07751 448 213.

## Articles Wanted

**OUTBOARD MOTOR WANT-ED**. Runner or non-runner. Mercury, Yamaha etc 5hp to 100HP anything considered, may take complete boat if still attached 01268 765066

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**Havering**  
LONDON BOROUGH

## APPENDIX 1

Copy of Application





Insert name and address of relevant licensing authority and its reference number (optional)

London Borough of Havering  
 Mercury House  
 Mercury Gardens  
 Romford  
 Essex RM1 3SL

**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.

**X**We HAREFIELD MANOR HOTEL AND RESTAURANT LIMITED  
 (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 **X**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 33 Main Road Romford Essex RM1 3DL	
Post town Romford	Post code RM1 3DL
Telephone number at premises (if any)	01708-751901
Non-domestic rateable value of premises	£ 102,000.00

**Part 2 - Applicant Details**

Please state whether you are applying for a premises licence as

Please tick as appropriate

- |   |                                     |                             |
|---|-------------------------------------|-----------------------------|
| a) an individual or individuals*                  | <input type="checkbox"/>            | please complete section (A) |
| b) a person other than an individual*             |                                     |                             |
| i as a limited company                            | <input checked="" type="checkbox"/> | please complete section (B) |
| ii as a partnership                               | <input type="checkbox"/>            | please complete section (B) |
| iii as an unincorporated association or           | <input type="checkbox"/>            | please complete section (B) |
| iv other (for example a statutory corporation)    | <input type="checkbox"/>            | please complete section (B) |
| c) a recognised club                              | <input type="checkbox"/>            | please complete section (B) |
| d) a charity                                      | <input type="checkbox"/>            | please complete section (B) |
| e) the proprietor of an educational establishment | <input type="checkbox"/>            | 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 in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  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
  - statutory function or
  - a function discharged by virtue of Her Majesty's prerogative

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	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			Post code	
Daytime contact telephone number				
E-mail address (optional)				

**SECOND INDIVIDUAL APPLICANT (if applicable)**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	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			Post code	
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.**

<b>Name</b> HAREFIELD MANOR HOTEL AND RESTAURANT LIMITED
<b>Address</b> 33 Main Road Romford Essex RM1 3DL
<b>Registered number (where applicable)</b> 07896601
<b>Description of applicant (for example, partnership, company, unincorporated association etc.)</b> Company
<b>Telephone number (if any)</b>
<b>E-mail address (optional)</b>

## Part 3 - Operating Schedule

When do you want the premises licence to start?

DD		MM		YYYY			
0	7	0	2	2	0	1	3

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

DD		MM		YYYY			

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

N/A

Please give a general description of the premises (please read guidance note 1)

Hotel and Restaurant.

The Applicant wishes to re-instate the terms of the previous Premises Licence No.001863 which lapsed due to the dissolving of the Premises Licence holder company.

All terms and conditions pertaining to the said previous Premises Licence are to be re-instated where applicable and relevant. Conditions relating to the Licensing Act 1964 may be removed save that hotel residents/guests are to be able to consume alcohol 24 hours a day.

In addition the Applicant proposes a number of conditions to be added to the licence as set out in an annex to Schedule M attached herewith in order to adequately promote the licensing objectives.

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)

Please tick any that apply

### Provision of regulated entertainment

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

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

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

<input type="checkbox"/>
--------------------------

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

<input type="checkbox"/>
--------------------------

In all cases complete boxes K, L and M

## A

<b>Plays</b> Standard days and timings (please read guidance note 6)			<u>Will the performance of a play take place indoors or outdoors or both - please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 3)	Both	<input type="checkbox"/>
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
			<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		

## B

<b>Films</b> Standard days and timings (please read guidance note 6)			<u>Will the exhibition of films take place indoors or outdoors or both - please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	11.00	00.00	<u>Please give further details here</u> (please read guidance note 3) As per existing Licence 001863	Both	<input type="checkbox"/>
Tue	11.00	00.00			
Wed	11.00	00.00			
Thur	11.00	00.00			
Fri	11.00	01.00 *			
Sat	11.00	01.00*			
Sun	12.00	00.00			
			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 4) * - the following day		
			<u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u> (please read guidance note 5) (1) Residents and bona fide guests can view films on a 24 hour basis. (2) On Wednesdays & Thursdays in December the finish time is extended until 01.00 hours the following day. (3) On New Years Eve the finish time is to be extended to the start time on New Years Day for licensable activities		

### C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			<b>Please give further details</b> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<b>State any seasonal variations for indoor sporting events</b> (please read guidance note 4)
Wed			<b>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</b> (please read guidance note 5)
Thur			
Fri			
Sat			
Sun			

### D

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both - please tick</b> (please read guidance note 2)	
Day	Start	Finish	Indoors	<input type="checkbox"/>
Mon			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Tue			<b>Please give further details here</b> (please read guidance note 3)	
Wed			<b>State any seasonal variations for boxing or wrestling entertainment</b> (please read guidance note 4)	
Thur			<b>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</b> (please read guidance note 5)	
Fri				
Sat				
Sun				

## E

<b>Live music</b> Standard days and timings (please read guidance note 6)			<u>Will the performance of live music take place indoors or outdoors or both - please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	11.00	00.00	<b>Please give further details here</b> (please read guidance note 3) As per existing Premises Licence 001863 attached	Both	<input type="checkbox"/>
Tue	11.00	00.00			
Wed	11.00	00.00		<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4) * - the following day	
Thur	11.00	00.00			
Fri	11.00	01.00 *			
Sat	11.00	01.00 *		<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 5) 1. On Wednesdayss & Thursdays in December the finish time is extended to 01.00 the following day. 2. On New Years Eve the finish time be extended to the start time on New Years Day for licensable activities	
Sun	12.00	00.00			

## F

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<u>Will the playing of recorded music take place indoors or outdoors or both - please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	11.00	00.00	<b>Please give further details here</b> (please read guidance note 3) as per existing Premises Licence 001863	Both	<input type="checkbox"/>
Tue	11.00	00.00			
Wed	11.00	00.00		<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 4) * the following day	
Thur	11.00	00.00			
Fri	11.00	01.00 *			
Sat	11.00	01.00 *		<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</b> (please read guidance note 5) 1. On Wednesdays & Thursdays in December the finish time is extended to 01.00 the following day 2. On New Years Eve the finish time is to be extended to the start time on New Years Day for licensable activities	
Sun	12.00	00.00			

## G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance 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	11.00	00.00	Please give further details here (please read guidance note 3) As per existing Licence 001863	Both	<input type="checkbox"/>
Tue	11.00	00.00			
Wed	11.00	00.00	State any seasonal variations for the performance of dance (please read guidance note 4) * the following day		
Thur	11.00	00.00			
Fri	11.00	01.00 *	Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 5) 1. On Wednesdays & Thursdays in December the finish time is extended until 01.00 hours the following day. 2. On New Years Eve the finish time is to be extended to the start time on New Years Day for licensable activities		
Sat	11.00	01.00 *			
Sun	12.00	00.00			

## H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both - please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Mon	11.00	00.00		Please give further details here (please read guidance note 3)	Outdoors
Tue	11.00	00.00	Both		<input type="checkbox"/>
Wed	11.00	00.00	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4) * the following day		
Thur	11.00	00.00			
Fri	11.00	01.00 *	Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5) Please see Section G. above		
Sat	11.00	01.00 *			
Sun	12.00	00.00			



I

<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			<b>Will the provision of late night refreshment take place indoors or outdoors or both - please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish	Both <input type="checkbox"/>		
Mon	23.00	00.00	<b>Please give further details here</b> (please read guidance note 3)		
Tue	23.00	00.00			
Wed	23.00	00.00	<b>State any seasonal variations for the provision of late night refreshment</b> (please read guidance note 4) * - the following day		
Thur	23.00	00.00			
Fri	23.00	01.00*	<b>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</b> (please read guidance note 5) 1. On Wednesdays & Thursdays in December the finish time is extended until 01.00 hours the following day 2. On New Years Eve the finish time is to be extended to the start time on New Years Day for licensable activities		
Sat	23.00	01.00 *			
Sun	23.00	00.00			

J

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption - please tick</b> (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
Day	Start	Finish	Both <input type="checkbox"/>		
Mon	11.00	00.00	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4) * - the following day		
Tue	11.00	00.00			
Wed	11.00	00.00	<b>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</b> (please read guidance note 5) 1. All Hotel residents and bona fide guests may have alcohol supplied to them 24 hours a day. 2. Each Wednesday & Thursday in December the finish time for licensable activities are extended to 01.00 the following day. 3. On New Years Eve the finish time is extended to the start time on New Years Day		
Thur	11.00	00.00			
Fri	11.00	01.00 *			
Sat	11.00	01.00 *			
Sun	12.00	00.00			

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

Name Mr Paul Harris	
Address [REDACTED] [REDACTED] [REDACTED]	
Post code	[REDACTED]
Personal licence number (if known) [REDACTED]	
Issuing licensing authority (if known) [REDACTED]	

**K**

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).

No adult entertainment will be provided on the premises

**L**

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)			<b>State any seasonal variations</b> (please read guidance note 4)
Day	Start	Finish	
Mon	00.00	23.59	
Tue	00.00	23.59	
Wed	00.00	23.59	
Thur	00.00	23.59	
Fri	00.00	23.59	
Sat	00.00	23.59	
Sun	00.00	23.59	
			<b>Non standard timings. Where you intend the premises to be open to the public at different times to those listed in the column on the left, please list</b> (please read guidance note 5)

**M - Describe the steps you intend to take to promote the four licensing objectives:**

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

This application is made due to the lapsing of the existing Premises Licence 001863 following the dissolution of I Papparazzi Ristorante Italiano Limited. The Applicant wishes to reinstate the same Premises Licence with the same terms and conditions save where they are no longer relevant or where primary and secondary legislation prevent this since the enactment of the Licensing Act 2003. In addition the Applicant proposes a number of conditions to be added to the licence in order to adequately promote the licensing objectives.

**b) The prevention of crime and disorder**

It is believed that with the addition of the conditions as attached in the annex herewith the licensing objectives are adequately promoted.

**c) Public safety**

It is believed that with the addition of the conditions attached in the annex herewith the licensing objectives are adequately promoted.

**d) The prevention of public nuisance**

It is believed that with the addition of the conditions attached in the annex herewith the licensing objectives are adequately promoted

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

It is believed that with the addition of the conditions attached in the annex herewith the licensing objectives are adequately promoted

**Checklist:**

**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.

**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING 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.**

**Part 4 - Signatures** (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 11). If signing on behalf of the applicant, please state in what capacity.

Signature	<i>Dystrydes Solicitors LLP</i>
Date	<i>9 January 2013</i>
Capacity	<i>SOLICITORS</i>

For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent (please read guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	
Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)	
Post town	Post code
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)	

**SECTION M**

**APPLICATION FOR PREMISES LICENCE TO BE GRANTED  
UNDER THE LICENSING ACT 2003**

**HAREFIELD MANOR HOTEL AND RESTAURANT LIMITED  
33 MAIN ROAD, ROMFORD, ESSEX RM1 3DL**

1. A zero tolerance policy on the use/possession of illegal drugs will be enforced at the premises. This will be advertised within the premises.
2. The Licensee will adopt the Challenge 25 scheme whereby any persons who appear to be under the age of 25 years shall be asked to produce means of identification proving that they are over 18 years of age. The only authorised identification will be their full passport/photographic UK driving licence or PASS accredited card.
3. The Licensee shall ensure that an effective closed circuit television (CCTV) surveillance system that records in real time covering licensing areas and the entrance/exit shall be maintained. A suitably qualified person will be available at reasonable notice to download/transfer images from the CCTV recording when requested by the Police.
4. A Refusals Register will be maintained with regard to the refusal of alcohol. The Register must be made available for inspection upon request from any Officer authorised pursuant to the Licensing Act 2003.
5. The DPS shall be responsible for regular and suitable staff training to cover the licensing objectives and training staff on seeking to avoid sales of alcohol to drunk or underage persons.
6. A notice will be displayed at the entrance and exit to the premises to request customers to keep noise to a minimum when leaving the premises requesting them to respect local residents.
7. The premises will seek to minimise the risk of noise nuisance to nearby properties.
8. Except for emergencies and an ingress and egress the doors and windows of licensed areas will be closed when the playing of music/amplified speech occurs so as to prevent noise nuisance to nearby properties.

9. A sound limiting device shall be fitted to the musical amplification system and set at a level so as to ensure that no noise nuisance is caused to local residents.

## Paul Jones

---

**From:** Andrew Murrell [A.Murrell@drysdales.net]  
**Sent:** 21 January 2013 12:22  
**To:** David-Anthony.Fern@met.pnn.police.uk  
**Cc:** Paul Jones  
**Subject:** RE: HAREFIELD MANOR HOTEL

Dear PC Fern

I write further to my recent e-mail and confirm my client is happy to adopt the conditions CD16,CD18, CD19 as set out below into their new premises licence.

Regards

**ANDREW MURRELL**  
**PARTNER**

**Drysdales**  
SOLICITORS LLP

01702 423400

---

**From:** David-Anthony.Fern@met.pnn.police.uk [mailto:David-Anthony.Fern@met.pnn.police.uk]  
**Sent:** 17 January 2013 10:20  
**To:** Andrew Murrell  
**Subject:** HAREFIELD MANOR HOTEL

Police have reviewed the application for a premises licence at the above location and feel that the conditions below are appropriate, if your client agrees to the CCTV conditions please email me and [licensing@havering.gov.uk](mailto:licensing@havering.gov.uk) with your permission to add these conditions to the licence.

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.

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 and fully operational throughout the hours that the premises are open for any licensable activity.



Regards,  
David

**PC 118 KD - DAVID FERN**

Police Licensing Officer| Borough of Havering

Telephone 01708 432781 or 07825 735383

Email David-Anthony.Fern@met.police.UK

Address Romford Police Station, 19 Main Road, Romford, RM1 3BJ

**METLINE** 712804

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## Paul Jones

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**From:** Andrew Murrell [A.Murrell@drysdales.net]  
**Sent:** 06 February 2013 18:33  
**To:** Paul Jones  
**Subject:** Harefield Manor Hotel

Dear Mr Jones

My client's have confirmed they will cease all licensable activities on New Year's Eve at 1am the following day. I will write to all responsible authorities accordingly.

Please confirm if there are any further representations. I wrote to Mr Coyne, but have had no response.

Kind regards

**ANDREW MURRELL**  
**PARTNER**

**Drysdales**  
SOLICITORS LLP

01702 423400

This communication is from Drysdales Solicitors LLP, Cumberland House, 24-28 Baxter Avenue, Southend on Sea, Essex, SS2 6HZ.

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### Consent of individual to being specified as premises supervisor

(full name of prospective premises supervisor)

I, PAUL HARRIS

(home address of prospective premises supervisor)

of [REDACTED]

(type of application)

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

(name of applicant)

by HAREFIELD MANOR HOTEL AND RESTAURANT LTD

(number of existing licence, if any)

relating to a premises licence

(name and address of premises to which the application relates)

for HAREFIELD MANOR HOTEL, 33 MAIN ROAD, ROMFORD, ESSEX RM1 3DL

(name of applicant)

and any premises licence to be granted or varied in respect of this application made by HAREFIELD MANOR HOTEL AND RESTAURANT LTD

(name and address of premises to which application relates)

concerning the supply of alcohol at HAREFIELD MANOR HOTEL 33 MAIN ROAD, ROMFORD, ESSEX RM1 3DL

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.

(insert personal licence number, if any)

Personal licence number [REDACTED]

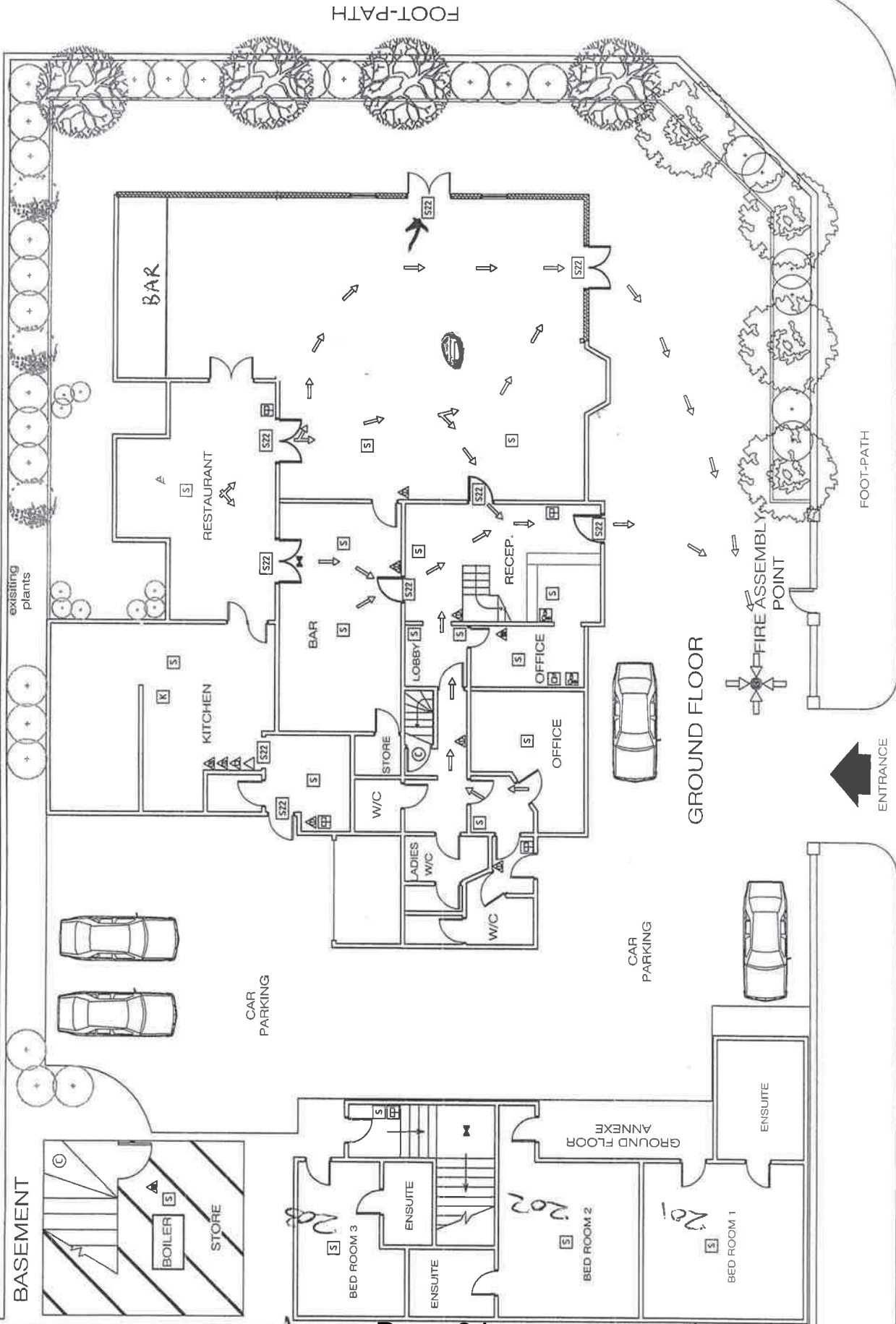
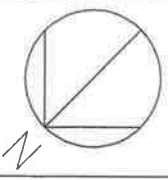
(insert name and address and telephone number of personal licence issuing authority, if any)

Personal licence issuing authority [REDACTED]

Signed [REDACTED]

Name Paul Harris  
(please print)

Dated 8/1/13



*Ground Floor*

*Page 34*  
*500 add on Inverness 33 Main Road*

**EMERGENCY PLANNING  
 FIRE RESISTING**



**Havering**  
LONDON BOROUGH

Map of the area





**Harefield Manor Hotel 33 Main Road Romford  
RM1 3DL**

Map Reference: TQ5189SE  
Date: 14/01/2013

Scale @ A4  
1:1250

Scale  
0 10 20 30 40 50 m

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



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**Havering**  
LONDON BOROUGH

## Valid Representations





Tr. Ref PJJ/012441

JAMES L. COYNE  
3 RAPHAEL COURT  
PETTITS LANE  
ROMFORD RM1 4SE

REC-17-2013

Paul Jones Esq, Licensing Officer,  
Public Protection, London Borough Haringey.

Licensing Act 2003, Harefield Manor  
Hotel, 33 Main Road,

Under the previous owners these premises already had a bar, which I understand is still there.

My flat in Raphael Court has 2 bedrooms which both overlook the Hotel in Pettits Lane. Fairly recently an outside sitting area has been established in Pettits Lane where guests sit and drink at times. Occasionally they become quite noisy. Often in the morning <sup>our</sup> there are pink glasses perched atop ~~the~~ surrounding wall and even tossed over it into our gardens!

I feel any increase in Licensing facilities will cause us problems. I object.  
Yours faithfully J.L. Coyne (J.L. Coyne) P.T.O.

Adendum.

As I see it, more licensing, more drinking, more noise and often more trouble.

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