



Haverling

LONDON BOROUGH

LICENSING SUB-COMMITTEE OJ'S 64-68 HIGH STREET

AGENDA

10.30 am	Thursday 26 September 2013	Council Chamber - Town Hall
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Members 3: Quorum 2

COUNCILLORS:

Peter Gardner (Chairman)
Frederick Thompson
Melvin Wallace

For information about the meeting please contact:

**James Goodwin - 01708 432432
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 - 26)

Application for the transfer of a premises licence for OJs, 64-68 High Street, Hornchurch, RM12 4UW.

The representations submitted by the Metropolitan Police will be considered after the press and public have been excluded from the meeting.

6 **EXCLUSION OF THE PUBLIC**

To consider whether the public should now be excluded from the remainder of the meeting on the grounds that it is likely that, in view of the nature of the business to be transacted or the nature of the proceedings, if members of the public were present during those items there would be disclosure to them of exempt information within the meaning of paragraph 1 of Schedule 12A to the Local Government Act 1972; and, if it is decided to exclude the public on those grounds, the Committee to resolve accordingly on the motion of the Chairman.

7 **REPRESENTATION SUBMITTED BY THE METROPOLITAN POLICE IN ACCORDANCE WITH SECTION 42(6) OF THE LICENSING ACT 2003.**

Andrew Beesley
Committee Administration Manager

LICENSING SUB-COMMITTEE

REPORT

26 September 2013

Subject Heading:

Procedure for the Hearing: Licensing Act 2003 - Application to transfer a licence.

Report Author and contact details:

James Goodwin (01708) 432432
e-mail: james.goodwin@havering.gov.uk

Members are advised that, when considering an application to transfer a premises licence, the following options are available to them by virtue of the Licensing Act 2003, Part 3, section 44, 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 reject the application

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:
- 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

REPORT

26 September 2013

Subject heading:

OJ's
 64-68 High St Hornchurch RM12 4UW
 Premises licence transfer application
 Paul Jones, Licensing Officer
 5th floor Mercury House
 x 2692

Report author and contact details:

This application to transfer a premises licence is made by Aura Create Ltd under section 42 of the Licensing Act 2003 (*the Act*). The application was received by Havering's Licensing Authority on 23rd August 2013.

Geographical description of the area and description of the building

OJ's is located in Hornchurch town centre at the junction of High Street and Billet Lane in the St Andrews ward. This ward is a designated special policy area in relation to licensed premises.

Details of the application

The application was submitted in accordance with the provisions of s.42 of the Act which governs such applications. The application sought to transfer the premises licence from its then holder, Galecrest Ltd, to its current holder, Aura Create Ltd. A director of Galecrest Ltd gave written consent for the transfer to take effect. In accordance with s.43(1)(a) an application made correctly under the provisions of s.42 is given interim effect; the licence is thus currently held by Aura Create Ltd pending the outcome of this hearing.

Details of the Police objection notice

S.42(6) provides that where a chief officer of Police is satisfied that the exceptional circumstances of the case are such that granting the application would undermine the crime prevention objective he must give the relevant licensing authority a notice stating the reasons why he is so satisfied.

On behalf of the Metropolitan Police PC Jason Rose submitted an objection notice opposing this transfer application within the period specified in s.42(7) of the Act.

Determination of the transfer application

Given that this application was made in accordance with s.42 its determination at a hearing is governed by s.44(5)(b) which requires that the Licensing Authority must have regard to the Police objection notice and reject the application if it considers it necessary for the promotion of the crime prevention objective to do so. If the application is rejected the holder will revert to Galecrest Ltd.

Paul Jones
Licensing Officer
London Borough of Havering

**Application to transfer 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 Aura Create Limited

(Insert name of applicant)

apply to transfer the premises licence described below under section 42 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number

001728

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description

OJ'S
64-68 High Street.

Post town Hornchurch. Essex

Post code RM12 4UW

Telephone number at premises (if any)

01708 621366

Please give a brief description of the premises

Public House

Name of current premises licence holder

Galecrest Limited

Part 2 - Applicant details

In what capacity are you applying for the premises licence to be transferred to you?

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

Please tick yes

- please complete section (A)
- X please complete section (B)
- please complete section (B)
- please complete section (B)
- please complete section (B)
- please complete section (B)

- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) an individual 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:

- 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

Please tick yes

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr Mrs Miss Ms Other title
(for example, Rev)

Surname **First names**

I am 18 years old or over

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 (fill in as applicable)

Mr Mrs Miss Ms Other title
(for example, Rev)

Surname

First names

I am 18 years old or over

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.

Name Aura Create Limited
Address 1 Royal Terrace Southend on Sea Essex SS1 1EA
Registered number (where applicable) 03816911

Description of applicant (for example partnership, company, unincorporated association etc) Limited Company
Telephone number (if any)
E-mail address (optional) auracreatelimited@hotmail.co.uk

Part 3

Please tick yes

Are you the holder of the premises licence under an interim authority notice?

Do you wish the transfer to have immediate effect?

If not when would you like the transfer to take effect?

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please tick yes

I have enclosed the consent form signed by the existing premises licence holder

If you have not enclosed the consent form referred to above please give the reasons why not. What steps have you taken to try and obtain the consent?

Please tick yes

If this application is granted I would be in a position to use the premises during the application period for the licensable activity or activities authorised by the licence (see section 43 of the Licensing Act 2003)

Please tick yes

I have enclosed the premises licence

If you have not enclosed premises licence referred to above please give the reasons why not.



- I have made or enclosed payment of the fee X
- I have enclosed the consent form signed by the existing premises licence holder or my statement as to why it is not enclosed X
- I have enclosed the premises licence or relevant part of it or explanation X
- I have sent a copy of this application to the chief officer of police today X
- I understand that if I do not comply with the above requirements my application will be rejected X

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE , UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 4 – Signatures (please read guidance note 2)

Signature of applicant or applicant’s solicitor or other duly authorised agent (See guidance note 3). **If signing on behalf of the applicant please state in what capacity.**

Signature  Kingsley Hoddinott

Date 22nd August 2013

Capacity Authorised Agents for the Applicants

For joint applicants signature of 2nd applicant, 2nd applicant's solicitor or other authorised agent (please read guidance note 4). **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 5) Kingsley Hoddinott of James-Motion Suite 1. Essex House. Station Road.	
Post town Upminster. Essex	Post Code RM14 2SJ
Telephone number (if any) 01708 229955	
If you would prefer us to correspond with you by e-mail your e-mail address (optional) khoddinott@james-motion.co.uk	

Consent of premises licence holder to transfer

I/we Galecrest Limited

[full name of premises licence holder(s)]

the premises licence holder of premises licence number 001728

[insert premises licence number]

relating to

OJ'S PH. 64-68 High Street. Hornchurch. Essex RM12 4UW.

[name and address of premises to which the application relates]

hereby give my consent for the transfer of premises licence number

001728

[insert premises licence number]

to

Aura Create Limited

[full name of transferee].

signed



name
(please print)

COLIN SIDOLE

Colin Siddle. Company Director of Galecrest Limited

dated

21st August 2013





Premises licence number

001728

Part 1 – Premises details

Postal address of premises

OJ's
64-68 High Street Hornchurch RM12 4UW

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence

Plays, films, indoor sporting events, 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 dancing, provision of facilities for making music, 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

OJ's
Plays, films, indoor sporting events, 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

Monday to Wednesday – 10:00 to 23:00

Thursday to Saturday – 10:00 to 01:00

Sunday – 12:00 to 01:00

Late night refreshment

Thursday to Sunday – 23:00 to 01:30

All licensable activities listed above may be provided from the end of permitted hours on New Year's Eve to the start of permitted hours on the following day.

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The times the licence authorises the carrying out of licensable activities – contd.

Oliver's

Plays, films, indoor sporting events, 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

Monday to Wednesday – 10:00 to 23:00

Thursday – 10:00 to 01:00

Friday & Saturday – 10:00 to 02:00

Sunday – 12:00 to 01:00

Late night refreshment

Thursday & Sunday – 23:00 to 01:30

Friday & Saturday – 23:00 to 02:00

The opening hours of the premises

OJ's

Monday to Wednesday – 10:00 to 23:30

Thursday to Saturday – 10:00 to 01:30

Sunday – 12:00 to 01:30

Oliver's

Monday to Wednesday – 10:00 to 23:30

Thursday & Sunday – 10:00 to 02:00

Friday & Saturday – 10:00 to 02:30

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

On and off supplies

Part 2

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

Aura Create Ltd
1 Royal Terrace Southend on Sea SS1 1EA

Registered number of holder

03816911

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

Mrs Holli Keogh
[REDACTED]

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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 –**
 - (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 on–**
 - (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.**

Mandatory conditions – contd.

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.
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.
9. If at specified times one or more individuals must be at the premises to carry out a security activity each such individual must be licensed by the Security Industry Authority.

Annex 2 – Conditions consistent with the operating schedule

1. Door supervisors shall remain on duty during the extended evening hours including Sundays until the premises is closed. Additional door supervisors shall be employed at the wine bar.
2. Regulated entertainment shall stop an hour before closing time.
3. Fire safety and health and safety risk assessments shall be in place at the premises and reviewed regularly or when an incident occurs that is not covered by the policies.

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

- 4. The premises licence holder shall ensure noise levels are monitored by regular patrols both internally and on the exterior of the premises so not to annoy residents.**
- 5. Signs shall be displayed in the premises and on its frontage instructing patrons to recognise the residential nature of the area and to conduct their behaviour in a courteous manner with a notice clearly visible from outside the premises showing the telephone number where to make complaints.**
- 6. All doors and windows shall be kept closed during the provision of regulated entertainment except to allow entry to and exit from the premises.**
- 7. A CCTV system shall be installed and operated at all times throughout the premises whilst it is open for trading. The images should be of an identification standard, the cameras located in the premises as agreed with the Police. Images retained shall be kept and stored for a minimum of one month and will be made available to Police or other such authorised officers upon formal request in a downloadable format such as CD, DVD or other such removable storage device.**
- 8. Polycarbonate drinkware in the premises named OJ's shall be used from 20:00 to the close of the premises on all Thursdays to Sundays inclusive. Within Oliver's venue polycarbonates will be used at all times during times of permitted licensable activities.**

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

- 1. All staff shall be suitably trained for their job functions for the premises. Training shall be written into a programme ongoing and under constant review and must be made available to a relevant responsible authority when called upon.**
- 2. The premises licence holder shall implement a written children's policy.**
- 3. No person under 18 shall be on the premises during hours of permitted licensable activity unless by residential qualification or attending a pre-booked event and accompanied by a responsible person.**
- 4. All door supervisors shall enter their full details in the premises daily register at the commencement of work. This shall record their full name, home address, contact telephone number, SIA registration number and the time they commenced and concluded working. If the door supervisor was supplied by an agency details of that agency shall also be recorded including name of agency, registered business address and contact telephone number.**
- 5. The premises shall be cleared of customers and closed 30 minutes after the conclusion of the last licensable activity.**
- 6. The premises licence holder shall implement a written crime prevention policy aimed to reduce crime within the premises. The policy shall be approved in writing by Havering Police.**
- 7. The premises licence holder shall implement a written responsible drinking policy to be agreed in writing by Havering Police.**

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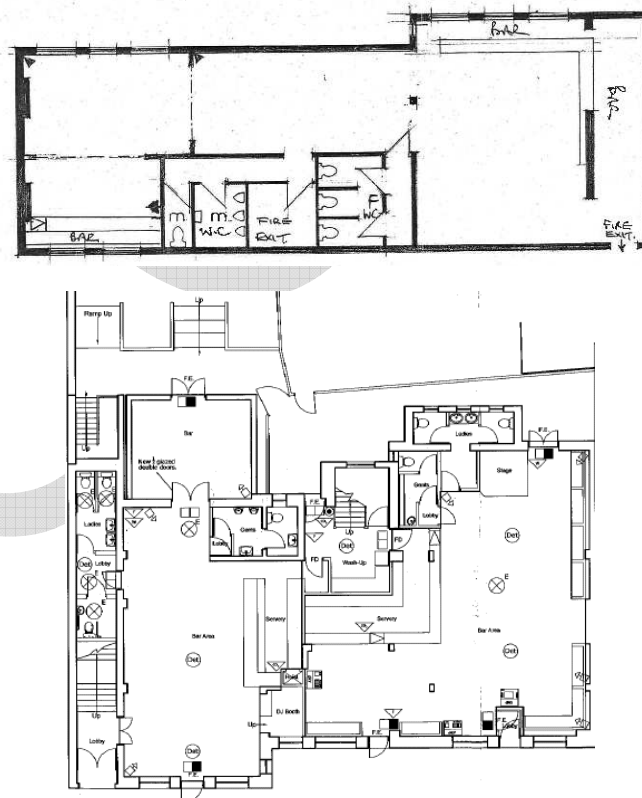
8. All members of staff at the premises shall seek ‘credible photographic proof of age evidence’ from any person who appears to be under the age of 18 years and who is seeking access to the premises or is seeking to purchase or consume alcohol on the premises. Such credible evidence which shall include a photograph of the customer shall include a passport, photographic driving licence or proof of age card carrying a “PASS” logo.
9. 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.
10. Prominent clear notices shall be displayed at every public entrance stating the actual operating hours of the premises.
11. Prominent clear notices shall be displayed at every public entrance stating any restrictions relating to the admission of children to the premises or other admission restrictions.
12. When operating drinks promotions on any day of the week a written policy shall be produced. The policy shall detail the extra measures in place to deal with departing patrons both throughout and at the end of the promotion. It shall include the policy for refusing to serve persons who are drunk. The policy shall be agreed in writing by Havering Police.
13. The premises licence holder shall implement a written drugs policy. This shall detail the strategies to minimise the use and supply of illegal drugs within the premises. The drugs policy shall include a structured training programme covering the issues relevant to the misuse of drugs in relation to licensed premises which shall be delivered to all staff. This policy shall be approved in writing by Havering Police.
14. All staff shall be trained in dealing with persons who are incapacitated through the use of drugs and alcohol.
15. In addition to the use of temporary event notices allowed under the Licensing Act 2003 the premises may open on 12 non-standard occasions in line with the Association of Chief Police Officers’ guidelines subject to a minimum of 10 working days’ notice being given to the Licensing Authority and the Police for each occasion. The prior written consent of the Police shall be obtained and the Police shall have absolute right to refuse any occasion. A register shall be kept at the premises in the manner required by the Police and the Licensing Authority and made available for inspection by the Police or an authorised officer of the Licensing Authority and details of each occasion shall be recorded in it including the written consent of the Police.
16. The designated premises supervisor or premises licence holder shall supply an appropriate number of SIA registered door supervisors for the maximum occupancy figure state. There shall be a minimum of one female supervisor included in this figure.
17. A drugs log book shall be at the premises and monitored by the designated premises supervisor. All drugs seized during searches shall be recorded in a book by the appropriate SIA door supervisor. Police shall be notified when a collection is required.
18. Use of the area to the rear and to the front of the premises shall be restricted to 02:00 on Friday and Saturday.

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

19. No alcoholic drinks shall be taken outside the premises either to the front or to the rear after 23:00 on any day.
20. Immediately following the cessation of the sale of alcohol the playing of music is to be wound down with lower tempo music at a decreased volume.
21. In the period between the cessation of the sale of alcohol and the closing of the premises the lighting inside the premises shall be gradually increased.
22. Once all music ceases an announcement shall be made asking all patrons to leave in an orderly manner and to have consideration for local residents.
23. Door staff shall observe leaving patrons and remove all drinking vessels from them.
24. Door staff and management shall ensure that patrons do not cause any disturbance or nuisance within the vicinity of the premises. Any patrons causing a nuisance shall be moved on.
25. Door staff shall remain outside the premises until all patrons have left the vicinity of the premises.
26. The overall capacity for Oliver's shall be 322 persons.

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:





Part B

Premises licence summary

Premises licence number

001728

Premises details

Postal address of premises

OJ's
64-68 High Street Hornchurch RM12 4UW

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence

Plays, films, indoor sporting events, 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 dancing, provision of facilities for making music, 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

OJ's

Plays, films, indoor sporting events, 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

Monday to Wednesday – 10:00 to 23:00

Thursday to Saturday – 10:00 to 01:00

Sunday – 12:00 to 01:00

Late night refreshment

Thursday to Sunday – 23:00 to 01:30

All licensable activities listed above may be provided from the end of permitted hours on New Year's Eve to the start of permitted hours on the following day.

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The times the licence authorises the carrying out of licensable activities

Oliver's

Plays, films, indoor sporting events, 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

Monday to Wednesday – 10:00 to 23:00

Thursday – 10:00 to 01:00

Friday & Saturday – 10:00 to 02:00

Sunday – 12:00 to 01:00

Late night refreshment

Thursday & Sunday – 23:00 to 01:30

Friday & Saturday – 23:00 to 02:00

The opening hours of the premises

OJ's

Monday to Wednesday – 10:00 to 23:30

Thursday to Saturday – 10:00 to 01:30

Sunday – 12:00 to 01:30

Oliver's

Monday to Wednesday – 10:00 to 23:30

Thursday & Sunday – 10:00 to 02:00

Friday & Saturday – 10:00 to 02:30

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

On and off supplies

Name, (registered) address of holder of premises licence

Aura Create Ltd
1 Royal Terrace Southend on Sea SS1 1EA

Registered number of holder

03816911

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

Mrs Holli Keogh

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

Restricted

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