



# Haverling

LONDON BOROUGH

## LICENSING SUB-COMMITTEE SOIREE

## AGENDA

<b>10.30 am</b>	<b>Monday 1 June 2015</b>	<b>Council Chamber - Town Hall</b>
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Members 3: Quorum 2

**COUNCILLORS:**

Linda Van den Hende (Chairman)  
Philippa Crowder  
Phil Martin

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

## **Protocol for members of the public wishing to report on meetings of the London Borough of Havering**

Members of the public are entitled to report on meetings of Council, Committees and Cabinet, except in circumstances where the public have been excluded as permitted by law.

Reporting means:-

- filming, photographing or making an audio recording of the proceedings of the meeting;
- using any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; or
- reporting or providing commentary on proceedings at a meeting, orally or in writing, so that the report or commentary is available as the meeting takes place or later if the person is not present.

Anyone present at a meeting as it takes place is not permitted to carry out an oral commentary or report. This is to prevent the business of the meeting being disrupted.

Anyone attending a meeting is asked to advise Democratic Services staff on 01708 433076 that they wish to report on the meeting and how they wish to do so. This is to enable employees to guide anyone choosing to report on proceedings to an appropriate place from which to be able to report effectively.

Members of the public are asked to remain seated throughout the meeting as standing up and walking around could distract from the business in hand.

**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 - 50)**

Application for a premises licence for the Soiree Banqueting Suite, 1 Faringdon Grove, Romford, RM3 8TD.

**Andrew Beesley  
Committee Administration Manager**

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# LICENSING SUB-COMMITTEE

# REPORT

1 June 2015

**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:
- 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

1 June 2015

**Subject heading:**

**Soiree Banqueting Suite  
1 Faringdon Grove, RM3 8TD  
Application for a premises licence  
Arthur Hunt, Licensing Officer  
5<sup>th</sup> floor Mercury House  
01708 432777**

**Report author and contact details:**

**This application for a premises licence is made by Soiree Events Ltd under section 17 of the Licensing Act 2003. The application was received by Havering's Licensing Authority on 7 April 2015.**

The application is for a premises licence at a premise which is to be hired for functions. Although not mentioned in the application, the website for the premises indicated that it will hold functions and can cater for up to 700 seated patrons (copy attached)

Originally the application was submitted electronically on the 10 February 2015. However, there were numerous issues with the form and the application was "held" pending the submission of further information. The full application was received on the 7 April 2015.

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

The premise is contained in an industrial unit situated at the junction of Faringdon Avenue and Tonbridge Road. The premises occupy the first floor of the large unit, which has a number of commercial units on the ground floor. There is limited parking spaces available at the premises.

Directly opposite the premises at the junction of Faringdon Avenue and Camborne Avenue are residential properties.

Faringdon Avenue is on a bus route, but there is little other public transport close by. Harold Wood railway station, the closest rail connection, is approximately 1.6 kilometres away.

A map of the area is attached.

**Details of the application**

<b>Supply of Alcohol</b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>
Sunday – Thursday	11:00	00:00
Friday - Saturday	11:00	01:30

<b>Live Music, Recorded Music, Provision of Performances of Dance,</b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>
Sunday – Thursday	11:00	00:00
Friday - Saturday	11:00	02:00

<b>Late Night Refreshment</b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>
Sunday – Thursday	23:00	00:00
Friday - Saturday	23:00	02:00

<b>Opening Hours</b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>
Sunday – Thursday	11:00	00:30
Friday - Saturday	11:00	02:00

**Non-standard timings**

The application seeks to have non-standard timings for the requested licensable activities on the following:-

	<b>Start</b>	<b>Finish</b>
Bank Holidays	11:00	02:00
Christmas Eve	11:00	02:00
New Years Eve	11:00	02:00
New Years Day	11:00	02:00

**Comments and observations on the application**

The applicant acted in accordance with regulations 25 and 26 of *The Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005* relating to the advertising of the application. The required public notice was installed in the 10 April 2015 edition of the Romford Recorder.

**Summary**

There were no representations against this application from interested persons.

There were four 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

**Responsible authorities' representations**

Paul Jones, on behalf of Havering's Licensing Authority, submits a representation based on the prevention of public nuisance and public safety licensing objectives.

PC Jason Rose submits a representation on behalf of the Metropolitan Police which is based on the prevention of crime and disorder and prevention of public nuisance licensing objectives.

Marc Gasson, Havering's noise specialist, submits a representation under the prevention of public nuisance licensing objective.

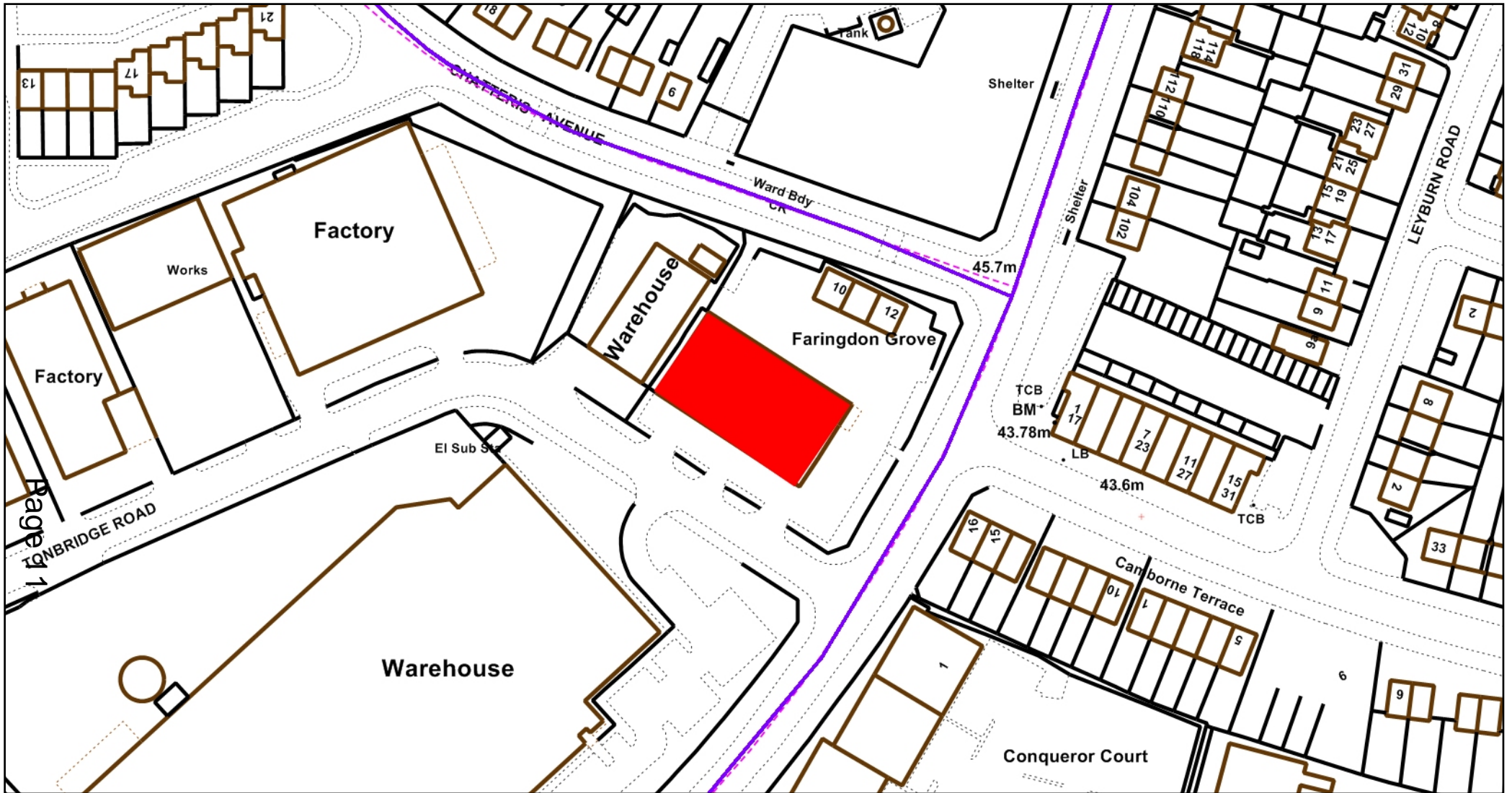
David Hallam, representing the London Fire and Emergency Planning Authority, submits a representation based on the public safety licensing objective.

There were no representations from any other responsible authority.



Arthur Hunt  
Licensing Officer  
London Borough of Havering





Soiree Banqueting Suite, Faringdon Grove



Scale: 1:1250  
 Date: 30 April 2015  
 Size: A4



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

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 Ordnance Survey 100024327





## Legal and Public Notices

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

APPLICANT: Soiree Events Ltd. PREMISES: First Floor Unit 1 Farningdon Grove, Farningdon Avenue, Romford RM3 8TD. The proposed licensable activities are: Retail sale of alcohol on the premises - Sunday to Thursday 1100 - 0000 hours, Friday & Saturday 1100 - 0130 hours. Seasonal variations - Bank Holidays, Christmas Eve, New Years Eve, New Years Day - 1100 - 0200 hours. Provision of regulated entertainment - live music, recorded music, performances of dance - Sunday to Thursday 1100 - 0000 hours, Friday & Saturday 1100 - 0200 hours. Seasonal variations - Bank holidays, Christmas Eve, New Years Eve, New Years Day - 1100 - 0200 hours. Provision of late night refreshments - Sunday to Thursday - 2300 - 0000 hours, Friday & Saturday 2300 - 0200 hours. Seasonal variations Bank Holidays, Christmas Eve, New Years Eve, New Years Day - 2300 - 0200 hours. Full details of the application can be inspected at the address noted below during normal business hours. Any representations by an interested party or responsible authority regarding this application can be made to: Licensing Team, Housing & Public Protection, London Borough of Havering, C/O Town Hall Main Road RM1 3BD. Website: www.havering.gov.uk. Such representation must be received in writing by: 5th May 2015, 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.

Applicants agent contact details  
www.knighttraining.co.uk Tel - 0330 999 3199.

743658

Goods Vehicle  
Operator's Licence

R. J. SKIP HIRE LTD of Grove Farm, Brook Street, Brentwood, Essex, CM14 5NG is applying for licence to use Grove Farm, Brook Street, Brentwood, Essex CM14 5NG as an operating centre 1 goods vehicle and 0 trailers. Owners or occupiers of land (including buildings) near the operating centre(s) who believe that their use or enjoyment of that land would be affected, should make written representations to the Traffic Commissioner at Hillcrest House, 386 Harehills Lane, Leeds, LS9 6NF, stating their reasons, within 21 days of this notice. Representatives must at the same time send a copy of their representations to the applicant at the address given at the top of this notice. A Guide to Making Representations is available from the Traffic Commissioner's office.

ROSSLYN CHIDGEY  
(Deceased)

Pursuant to the Trustee Act 1925 any persons having a claim against or an interest in the Estate of the aforementioned deceased, late of 23 Tyrells Close Upminster Essex RM14 2QA and 58 Aberfan Road Aberfan Merthyr Tydfil CF48 4QJ, who died on 03/03/2015, are required to send particulars thereof in writing to the undersigned Solicitors on or before 19/06/2015, after which date the Estate will be distributed having regard only to claims and interests of which they have had notice.

HUGH JAMES  
Hodge House 114-116 St Mary Street  
Cardiff CF10 1DY

7437622

BARRY ALEC THOMPSON  
(Deceased)

Pursuant to the Trustee Act 1925 any persons having a claim against or an interest in the Estate of the aforementioned deceased, late of 11 Elgin Avenue Harold Park Romford Essex RM3 0YP, who died on 11/07/2014, are required to send particulars thereof in writing to the undersigned Solicitors on or before 19/06/2015, after which date the Estate will be distributed having regard only to claims and interests of which they have had notice.

TAYLOR ROSE LAW LLP  
Northminster House Northminster  
Peterborough PE1 1YN

7437827

LONDON BOROUGH OF HAVERING  
THE HAVERING (WAITING AND LOADING RESTRICTION) (CIVIL  
ENFORCEMENT AREA)

## (NO. 1) (AMENDMENT NO. \*\*) ORDER 201\*

- NOTICE IS HEREBY GIVEN that the Council of the London Borough of Havering, hereinafter called the Council, propose to make the above-mentioned Order under sections 6 and 124 of and Part IV of Schedule 9 to the Road Traffic Regulation Act 1984, as amended.
- The general effect of the Order would be to impose waiting restrictions operative at any time on the lengths of streets specified in this Notice.
- A copy of the proposed Order, of the Order being amended, together with the Council's statement of reasons for proposing to make the Order and plans showing the locations and effects of the Order can be inspected until the end of six weeks from the date on which the Order is made or as the case may be, the Council decides not to make the Order, during normal office hours on Mondays to Fridays inclusive, at the Council's Public Advice and Service Centre (PASC), accessed via the Liberty Shopping Centre, Romford, RM1 3RL.
- Any person desiring to object to the proposals or make other representation should send a statement in writing of either their objection or representations and the grounds thereof to the Group Manager, Traffic & Parking Control, StreetCare, Town Hall, Main Road, Romford, Essex, RM1 3BB, quoting reference LBH/787 to arrive by 1 May 2015.

Date 10 April 2015

Published in the Romford Recorder: 10 April 2015

Graham White, Interim Director of Legal &amp; Governance

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

## SCHEDULE

## Beaulay Way

(a) both sides

- between the north-eastern kerb-line of Pettits Lane North and a point 55 metres north-east of the common boundary of Nos. 3 and 5 Beaulay Way;
- between the south-western kerb-line of Clyde Way and a point 30 metres south-west of that kerb-line;

(b) the south-west side, between the south-western kerb-line of Clyde Road and a point 55 metres north-west of a point opposite the common boundary of Nos. 9 and 11 Beaulay Way;

(c) the north-west side, between a point 30 metres north-east of the north-eastern kerb-line of Dee Way and a point 30 metres south-west of the south-western kerb-line of Dee Way.

**Birch Crescent**, the north-east side, between a point 10 metres north-west of the north-western kerb-line of Primrose Glen and a point 10 metres south-east of the south-eastern kerb-line of Primrose Glen;

**Clyde Way**, the south-west side, between the north-western kerb-line of Beaulay Way and a point opposite the common boundary of Nos. 4 and 6 Clyde Way.

## Dee Way

(a) both sides, between the north-western kerb-line of Beaulay Way and a point 30 metres north-west of that kerb-line;

(b) the south-west side, between a point 15 metres north-west of the north-western kerb-line of Deveron Way and a point 15 metres south-east of the south-eastern kerb-line of Deveron Way.

**Deveron Way**, both sides, between the south-western kerb-line of Dee Way and a point 15 metres south-west of that kerb-line.

**Primrose Glen**, both sides, between the north-eastern kerb-line of Birch Crescent and a point 10 metres north-east of that kerb-line.

**Southern Way**, the east side, between a point 10 metres north of the north-western kerb-line of Weald Way and a point 10 metres south of the south-eastern kerb-line of Weald Way.

**Weald Way**, both sides, between the eastern kerb-line of Southern Way and a point 10 metres north-east of that kerb-line.

## LONDON BOROUGH OF HAVERING

THE HAVERING (WAITING AND LOADING RESTRICTION) (CIVIL  
ENFORCEMENT AREA)

## (NO. 1) (AMENDMENT NO. \*\*) ORDER 201\*

THE HAVERING (FREE PARKING PLACES) (NO. 2) (AMENDMENT NO. \*\*)  
ORDER 201\*

- NOTICE IS HEREBY GIVEN that the Council of the London Borough of Havering, hereinafter called the Council, propose to make the above-mentioned Orders under sections 6 and 124 of and Part IV of Schedule 9 to the Road Traffic Regulation Act 1984, as amended.
- The general effect of the Waiting and Loading Restriction Order would be to impose waiting restrictions operative at any time on the lengths of streets specified in the Schedule to this Notice.
- The general effect of the free parking places Order would be to shorten the existing free parking places on the east side of Tudor Gardens at its junction with Sunnyside Gardens, to facilitate the proposed waiting restrictions at this junction.
- Copies of the proposed Orders, of the Orders being amended, together with the Council's statement of reasons for proposing to make the Orders and plans showing the locations and effects of the Orders can be inspected until the end of six weeks from the date on which the Orders are made or as the case may be, the Council decides not to make the Orders, during normal office hours on Mondays to Fridays inclusive, at the Council's Public Advice and Service Centre (PASC), accessed via the Liberty Shopping Centre, Romford, RM1 3RL.
- Any person desiring to object to the proposals or make other representation should send a statement in writing of either their objection or representations and the grounds thereof to the Group Manager, Traffic & Parking Control, StreetCare, Town Hall, Main Road, Romford, Essex, RM1 3BB, quoting reference LBH/785 to arrive by 1 May 2015.

Date 10 April 2015

Published in the Romford Recorder: 10 April 2015

Graham White, Interim Director of Legal &amp; Governance

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

## SCHEDULE

**Aylett Road**, both sides, between the north-western kerb-line of Aylett Road and a point 10 metres north-west of that kerb-line.

**Blenheim Close**, Upminster, both sides, between the south-eastern kerb-line of Marlborough Close and a point 10 metres south-east of that kerb-line.

**Cranborne Gardens**, both sides, between the north-eastern kerb-line of St. Mary's Lane and a point 15 metres north-east of that kerb-line.

**Dorkins Way**, both sides, between the eastern kerb-line of Marlborough Gardens and a point 10 metres east of that kerb-line.

**Eldred Gardens**, the north side, between a point 10 metres east of the eastern kerb-line of Tarbums Way and a point 10 metres west of the western kerb-line of Tarbums Way.

## Front Lane

(a) the north-west side, between the common boundary of Nos. 161/163 and 165/167 Front Lane and a point 106 metres south-west a point opposite the common boundary of Nos. 114 and 116 Front Lane;

(b) the east and south-east sides

- between a point 15 metres north-east of the north-eastern kerb-line of Kings Gardens and a point 10 metres south of the north kerb-line of Plough Rise;
- between a point 4 metres north of the common boundary of Nos. 54 and 56 Front Lane and a point 6 metres north-east of the common boundary of Nos. 78 and 80 Front Lane.

**Garbutt Road**, both sides, between the north-western kerb-line of St. Mary's Lane and a point 15 metres north-west of that kerb-line.

**Little Gaynes Lane**, the north side, between a point 15 metres east of the eastern kerb-line of Sycamore Avenue and a point 15 metres west of the western kerb-line of Sycamore Avenue. Marlborough Gardens

(a) both sides, between a point 10 metres north of the northern kerb-line of Dorkins Way and a point 10 metres south of the southern kerb-line of Dorkins Way;

(b) the east and south-east sides

- between the common boundary of Nos. 90 and 92 Marlborough Gardens and the common boundary of Nos. 100 and 102 Marlborough Gardens;
- between the north-eastern kerb-line of Marlborough Close and a point opposite the common boundary of Nos. 17 and 19 Marlborough Gardens

(c) the west and north-west sides, between the common boundary of Nos. 65 and 67 Marlborough Gardens and the common boundary of Nos. 77 and 79 Marlborough Gardens.

**Marlborough Close**, the south-east side, between a point 10 metres south-west of the south-western kerb-line of Blenheim Close and a point 10 metres north-east of the north-eastern kerb-line of Blenheim Close.

**New Place Gardens**, both sides, between the south-eastern kerb-line of St. Mary's Lane and a point 15 metres south-east of that kerb-line.

## St. Mary's Lane

(a) the north-east and north-west sides

- between a point 15 metres north-west of the north-western kerb-line of Cranborne Gardens and a point 15 metres south-east of the south-eastern kerb-line of Cranborne Gardens;

- between a point 10 metres south-west of the south-western kerb-line of Aylett Road and a point 10 metres north-east of the north-eastern kerb-line of Aylett Road;

- between a point 15 metres south-west of the south-western kerb-line of Garbutt Road and a point 15 metres north-east of the north-eastern kerb-line of Garbutt Road;

(b) the south-east side, between a point 15 metres south-west of the south-western kerb-line of New Place Gardens and a point 15 metres north-east of the north-eastern kerb-line of New Place Gardens.

**Sunnyside Gardens**, the north side, between a point 20 metres east of the eastern kerb-line of Tudor Gardens and a point 20 metres west of the western kerb-line of Tudor Gardens.

**Sycamore Avenue**, both sides, between the northern kerb-line of Little Gaynes Lane and a point 15 metres north of that kerb-line.

**Tarbums Way**, both sides, between the northern kerb-line of Eldred Gardens and a point 10 metres north of that kerb-line.

**Tudor Gardens**, both sides, between the northern kerb-line of Sunnyside Gardens and a point 20 metres north of that kerb-line.



\* required information

## Section 1 of 19

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

System reference  This is the unique reference for this application generated by the system.

Your reference  You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes  No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

### Applicant Details

\* First name

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

Applying as a business or organisation, including as a sole trader

Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

### Applicant Business

\* Is the applicant's business registered in the UK with Companies House?  Yes  No

\* Registration number

\* Business name  If the applicant's business is registered, use its registered name.

\* VAT number   Put "none" if the applicant is not registered for VAT.

\* Legal status

**Continued from previous page...**

\* Applicant's position in the business

Home country

The country where the applicant's headquarters are.

**Registered Address**

Address registered with Companies House.

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

**Agent Details**

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

An agent that is a business or organisation, including a sole trader

A sole trader is a business owned by one person without any special legal structure.

A private individual acting as an agent

**Agent Business**

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

\* Registration number

\* Business name

If your business is registered, use its registered name.

\* VAT number

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

\* Legal status

**Continued from previous page...**

\* Your position in the business

Home country

The country where the headquarters of your business is located.

**Agent Registered Address**

Address registered with Companies House.

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

**Section 2 of 19**

**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

**Premises Address**

Are you able to provide a postal address, OS map reference or description of the premises?

Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

## Section 3 of 19

### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

### Confirm The Following

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

## Section 4 of 19

### NON INDIVIDUAL APPLICANTS

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

#### Non Individual Applicant's Name

Name

#### Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

**Continued from previous page...**

Private Limited Company

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Contact Details**

E-mail

Telephone number

Other telephone number

**Section 5 of 19**

**OPERATING SCHEDULE**

When do you want the premises licence to start?  /  /   
dd mm yyyy

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

Provide a general description of the premises

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

The premises is on the first floor of a business premises within an industrial estate with no residential housing on the estate. It is to be for private bookings by invite only for events, weddings, birthdays etc and will not be open to the general public.

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

Continued from previous page...

**Section 6 of 19**

**PROVISION OF PLAYS**

Will you be providing plays?

- Yes  No

**Section 7 of 19**

**PROVISION OF FILMS**

Will you be providing films?

- Yes  No

**Section 8 of 19**

**PROVISION OF INDOOR SPORTING EVENTS**

Will you be providing indoor sporting events?

- Yes  No

**Section 9 of 19**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

Will you be providing boxing or wrestling entertainments?

- Yes  No

**Section 10 of 19**

**PROVISION OF LIVE MUSIC**

Will you be providing live music?

- Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End



*Continued from previous page...*

FRIDAY

Start  End

Start  End

SATURDAY

Start  End

Start  End

SUNDAY

Start  End

Start  End

Will the performance of live music take place indoors or outdoors or both?

- Indoors       Outdoors       Both

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

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

State any seasonal variations for the performance of live music

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

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

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

Bank Holidays, Christmas Eve, New Years Eve, New Years Day - 1100 - 0200

**Section 11 of 19**

**PROVISION OF RECORDED MUSIC**

Will you be providing recorded music?

- Yes       No

**Standard Days And Timings**

Continued from previous page...

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

- Indoors       Outdoors       Both

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

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

State any seasonal variations for playing recorded music

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

Continued from previous page...

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

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

Bank Holidays, Christmas Eve, New Years Eve, New Years Day - 1100 - 0200

**Section 12 of 19**

**PROVISION OF PERFORMANCES OF DANCE**

Will you be providing performances of dance?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

**Continued from previous page...**

Will the performance of dance take place indoors or outdoors or both?

- Indoors                       Outdoors                       Both

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

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

State any seasonal variations for the performance of dance

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

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

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

Bank holidays, Christmas Eve, New Years Eve, New Years Day - 1100 - 0200

**Section 13 of 19**

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

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

- Yes                       No

**Section 14 of 19**

**LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

- Yes                       No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

Continued from previous page...

WEDNESDAY

Start  End

Start  End

THURSDAY

Start  End

Start  End

FRIDAY

Start  End

Start  End

SATURDAY

Start  End

Start  End

SUNDAY

Start  End

Start  End

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

- Indoors       Outdoors       Both

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

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

State any seasonal variations

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

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

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

Continued from previous page...

Bank Holidays, Christmas Eve, New Years Eve, New Years Day - 2300 - 0200

**Section 15 of 19**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

On the premises  Off the premises  Both

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

**Continued from previous page...**

State any seasonal variations

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

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

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

Bank holidays, Christmas Eve, New Years Eve, New Years Day - 1100 - 0200

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

**Name**

First name

Family name

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

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

Electronically, by the proposed designated premises supervisor

Continued from previous page...

As an attachment to this application

Reference number for consent form (if known)

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

**Section 16 of 19**

**ADULT ENTERTAINMENT**

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

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

There may be comedy performances but these will only be by invite for over 18s only if adult material is to be performed.

**Section 17 of 19**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End



**Continued from previous page...**

SUNDAY

Start

End

Start

End

State any seasonal variations

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

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

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

Christmas Eve, New Years Eve, New Years Day - 1100 - 0200

## Section 18 of 19

### LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

The premises licence holder and DPS have carried out a risk assessment with consideration of the four licensing objectives. All staff will be fully trained to understand their responsibilities with regard to the retail sale of alcohol and further staff members will be trained to the Level 2 APLH standard within the next six months.

b) The prevention of crime and disorder

The CCTV system will cover all angles of the main hall (4 cameras) plus another camera in the reception area. Additional 5 cameras situated around the exterior of the property with one covering the entrance/egress point. The recordings will allow facial recognition of all patrons entering the premises. The system will allow for recordings to be saved for up to 31 days and recordings will be made available to the police or other responsible authority upon demand. There will be a member of staff present on the premises at all times when open, who is trained in the operation of the CCTV system.

All incidents of crime and disorder or refusals of the sale of alcohol will be logged and reported accordingly. The log book will be available for inspection at any time by a responsible authority.

The Licence Holder shall implement a written dispersal policy, to move guests from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours, both residential and business, and to make the minimum impact upon the neighbourhood in relation to potential nuisance, antisocial behaviour, crime and disorder.

SIA doorstaff will be engaged following risk assessments for each event, taking into consideration the nature of the event and the number of expected guests. 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 and contact telephone number, the Door Supervisor's SIA registration number and the time they commenced and concluded working. If the Door Supervisor was supplied by an agency, details of that agency will also be recorded including the name of the agency, the registered business address and a contact telephone number.

Careful consideration will be given to each booking enquiry in relation to the nature of the event required and a risk

**Continued from previous page...**

assessment carried out where deemed necessary. Additional SIA doorstaff will be employed for higher risk events as and when identified by the risk assessments.

c) Public safety

The premises will be maintained in a safe manner at all times.

All exits will be clear of hazards.

Lighting levels throughout the premises will be maintained at an appropriate level for the safety of customers and staff at all times.

d) The prevention of public nuisance

All refuse will be disposed of in an appropriate manner. Staff will be instructed to maintain all external areas in a clean and presentable manner at all times.

Notices will be displayed and staff trained asking customers to leave the premises in a respectful manner.

A Premises Daily Register shall be kept at the premise. This register will be maintained and kept for a minimum of 12 months. This register should record the name of the person responsible for the premise on each given day. The Premises Daily Register shall record all calls made to the premises where there is a complaint made by a resident or neighbour of noise, nuisance or anti social behaviour by persons attending or leaving the premises. This shall record the details of the caller, the time and date of the call and the time and date of the incident about which the call is made and any actions taken to deal with the call. The Premises Daily Register will be readily available for inspection by an Authorised Person throughout the trading hours of the premise. The Premises Daily Register will also record all incidents in relation to the use of any force by staff or Door Supervisors in the removal of persons from the premises. It shall record the time and date of the occurrence, name or brief description of the person removed, and details of the staff involved.

The premises licence holder/DPS has liaised with other local businesses to secure free additional parking on and off road if and when necessary.

e) The protection of children from harm

The premises will promote an age verification scheme "Challenge 25" with notices displayed to such effect.

The premises will operate a No ID, No Sale policy at all times and will only accept photographic ID such as a passport, driving licence or PASS card as acceptable forms of identification.

Staff will be trained in the understanding of this policy and staff training records will be maintained on site at all times.

Training records will be available for inspection if requested by any responsible authority.

**Section 19 of 19**

**PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 - £100

Band B - £4301 to £33000 - £190.00

Band C - £33001 to £87000 - £315.00

Band D - £87001 to £125000 - £450.00\*

Band E - £125001 and over - £635.00\*

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

Band D - £87001 to £125000 - £900.00

Band E - £125001 and over - £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls, or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature.

The costs associated with these licences will be met by Central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment

**Continued from previous page...**

where the entertainment is provided by and at the school or college and for the purposes of the school or college.  
If you operate a large event you are subject to ADDITIONAL fees based upon the number of attendance at any one time.

- Capacity 5000 to 9999 - £1,000.00
- Capacity 10000 to 14999 - £2,000.00
- Capacity 15000 to 19999 - £4,000.00
- Capacity 20000 to 29999 - £8,000.00
- Capacity 30000 to 39999 - £16,000.00
- Capacity 40000 to 49999 - £24,000.00
- Capacity 50000 to 59999 - £32,000.00
- Capacity 60000 to 69999 - £40,000.00
- Capacity 70000 to 79999 - £48,000.00
- Capacity 80000 to 89999 - £56,000.00
- Capacity 90000 and over £64,000.00

\* Fee amount (£)

**ATTACHMENTS**

**AUTHORITY POSTAL ADDRESS**

**Address**

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

**DECLARATION**

\* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under Section 158 of the Licensing Act 2003, to make a false statement in or in connection with this application.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

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

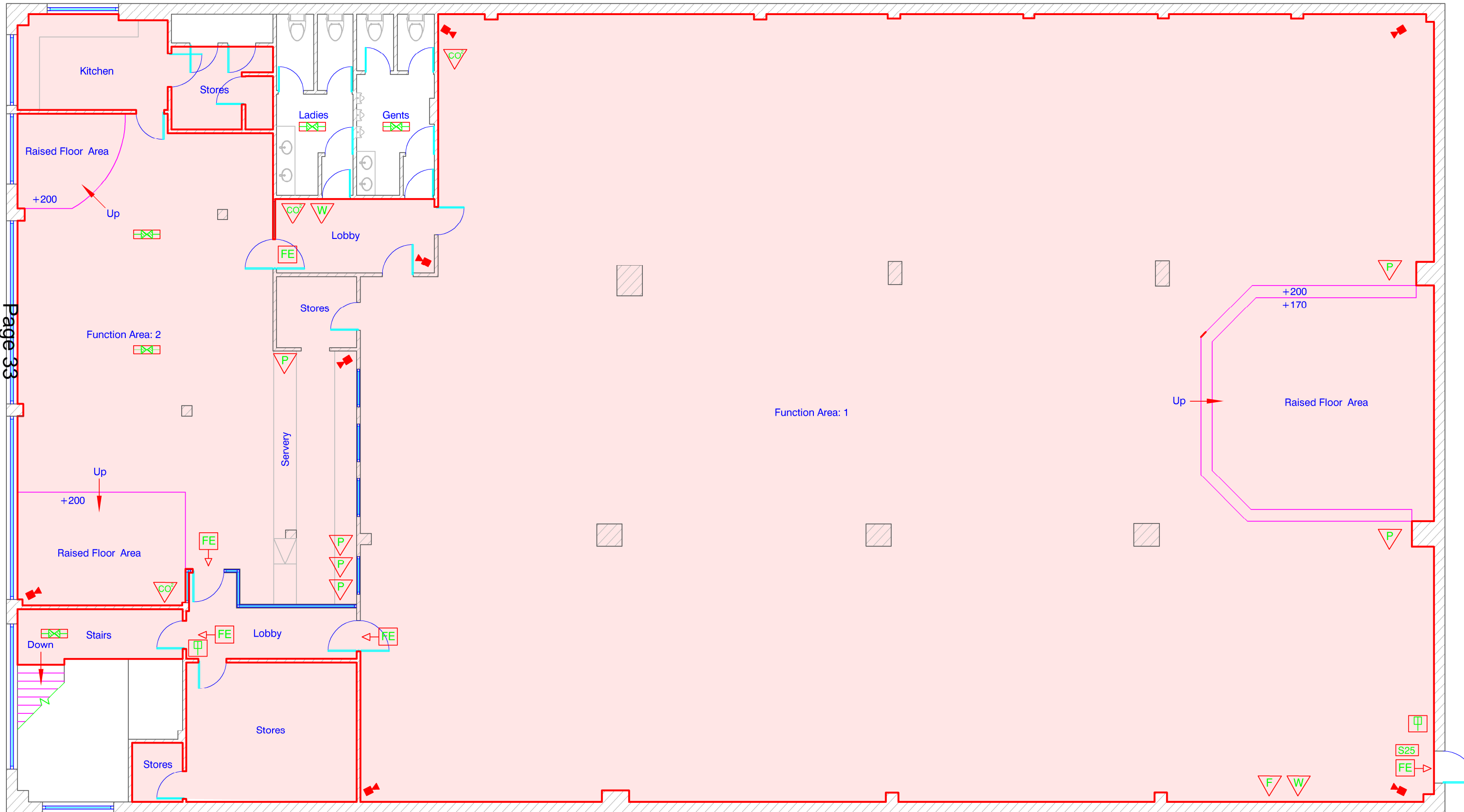
Once you're finished you need to do the following:

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













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

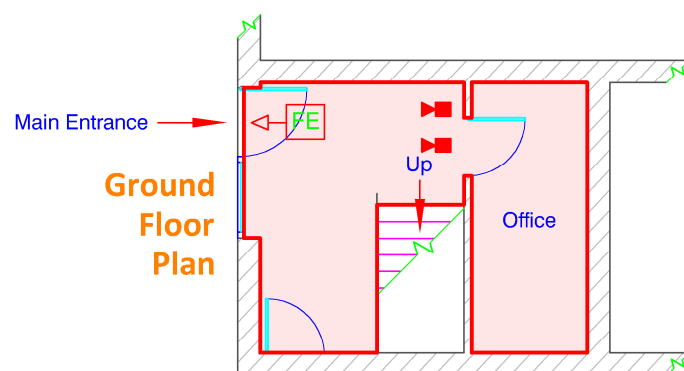
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**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**



**Drawing Symbols**

-  : Break Glass Point
-  : Fire Exit Sign Directional
-  : Fire Exit Sign
-  : Fire extinguisher Carbon Monoxide
-  : Fire extinguisher Foam
-  : Fire extinguisher Powder
-  : Fire extinguisher Water
-  : Fire extinguisher Carbon Dioxide
-  : Push Bar To Open
-  : Linear Luminaire, Self Contained, Emergency
-  : CCTV
-  : Licensed Area



**First Floor Plan**

**Licensed Floor Area**  
 Licensed Ground Floor Area: 13.3sm  
 Licensed First Floor Area: 781.6sm

**Total Licensed Floor Area: 794.9sm**

<b>Drawing No:</b> 002956	<b>Drawing Title:</b> Premises Licensing Plan	<b>Drawing:</b> Soiree Banqueting Hall, The Grove Estate Farringdon Avenue, Harold Hill RM3 8TD	<b>Date:</b> 31/03/2015	<b>Sheet:</b> 1 of 1
<b>UK Surveyors Ltd</b> <small>CAD Drafting - Planning - Building Regulations Building Surveying - Alcohol Licensing</small>		<b>☎: Freephone:</b> 0808 168 9059	<b>Do not scale off this plan</b>	
		<b>☎: Head Office:</b> 01543 490 540 <b>✉: enquiries@uksurveyors.net</b> <b>🌐: www.uksurveyors.net</b>	<b>Drawn By:</b> BC & DJR	
		<b>Scale:</b> 1:100 @ A3		

**Notes:**  
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**IF IN ANY DOUBT PLEASE ASK.**  
 All rights described in chapter IV of copyright, design and Patents Act 1988 have been generally asserted.



# SOIRÉE

BANQUETING SUITE



## Stage Design

Our elegantly raised platform allows you to be seen by everyone in the hall. The design reins you in to be the centre of attention for weddings, when presenting at corporate events and any shows you wish to hold.



## Main Hall

Our main hall can cater up to 700 seating guests. The hall comprises of luxurious draping on the ceiling and across the walls. The inclusive colour changing lights can adapt to any colour to match the theme of your function. The raised ceilings in the venue, allows our attractive chandeliers to drop elegantly through the drapes.



## Reception

The reception is the perfect break out area from the main hall. It also include 2 smaller raised platforms to place any special add on you require. A full bar is provided with the reception service.

## Download Brochure

Adobe PDF reader required

[Download](#)

## Find us

Soiree Banqueting Hall  
The Grove Estate  
Farringdon Avenue  
Harold Hill  
RM3 8TD

P: 01708 607 172

M: 07944 576 912

[info@soireebanqueting.co.uk](mailto:info@soireebanqueting.co.uk)

## Join Our Network

[Facebook](#)

[Instagram](#)







**Havering**  
LONDON BOROUGH

**Public Protection**

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

Telephone: 01708 432692  
Fax: 01708 432554  
email: paul.jones@havering.gov.uk  
Textphone ☎: 01708 433175

The Appropriate Licensing Officer  
Licensing Authority  
Town Hall  
Main Road  
Romford  
RM1 3BD

Date: 29<sup>th</sup> April 2015

My Reference: PJJ/016415

Dear Sir

**Licensing Act 2003**

**Premises licence application**

**Soiree Banqueting Suite 1 Faringdon Grove Faringdon Avenue Romford RM3 8TD**

With regard to the application detailed above this Licensing Authority makes representation against the application based upon our concerns in relation to the following licensing objectives:

- Prevention of public nuisance
- Public safety

While the Licensing Authority is not in principle opposed to a licensed premises operating at this location we have concerns that the application does not fully address the promotion of the two licensing objectives detailed above.

**Premises' history**

This premises was previously licensed as a snooker club. This members' club permitted the consumption of alcohol on the premises until 23:00 six nights a week and until 22:30 on Sundays. The premises licence was surrendered in September 2011 and the premises has remained unlicensed since then. For the past three years or more this premises has remained unoccupied; prior to this the premises' licensing history was one of little impact upon the surrounding area as the main activity at the site was the participation by small numbers of people in games of snooker, to which the consumption of alcohol was effectively ancillary. The premises was closed at 23:00 at the latest and thus all would be quiet from this point onwards.

## Current application

Section 5 of the application indicates that the premises is to be for private bookings by invite only for events, weddings, birthdays etc and will not be open to the general public.

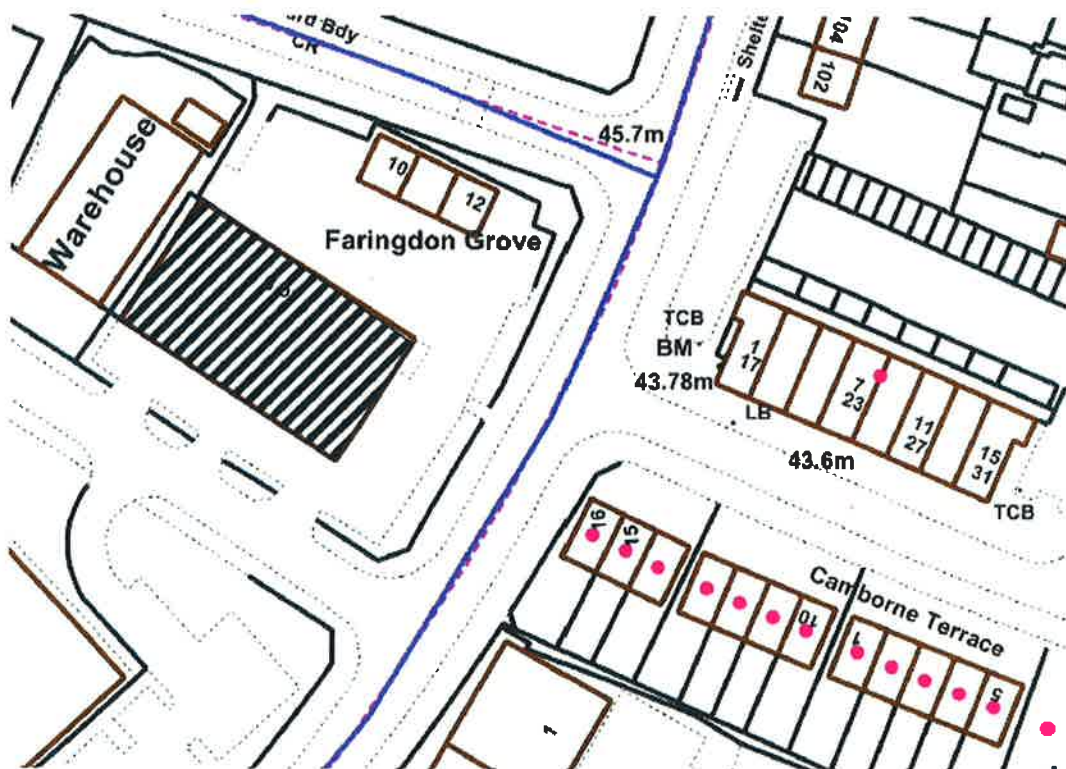
Live and recorded music seeks to be provided from Sunday to Thursday, 11:00 to 00:00 and on Fridays and Saturdays, 11:00 to 02:00. Alcohol supplies match these hours apart from Fridays and Saturdays when the terminal hour will be 01:30.

## Concerns

The aim of a premises licence holder and the relevant licensing authority in which the premises is located is to ensure the successful promotion of the licensing objectives at premises licensed under this Act. To this end both parties have a common goal. Part of this licensing authority's due diligence in this regard requires that we produce, and operate in accordance with, a licensing policy. Havering's licensing policy is designed to aid the promotion of the licensing objectives. This application might appear to be at odds with certain aspects of our current policy.

## The prevention of public nuisance

Section 5 of the application indicates that the premises lies within an industrial estate with no residential housing on the estate. While this is true it does not provide a complete picture of the immediate vicinity, for while there are no residential properties on this industrial estate there are residential properties on the other side of the road. Indeed, the closest residential property to the *Soiree Banqueting Suite* is 118 feet away from the premises' front door. Please see below:



These homes, particularly those at the end of Camborne Road, might be liable to public nuisance caused by patrons of Soiree as they arrive and, in particular, as they leave the premises, for we should remember that the premises seeks to remain open until 02:00 on Fridays and Saturdays and midnight during the working week.

To address concerns in relation to hours of operation Havering's licensing policy 012 states:

*The LLA is committed to protecting the amenity of residents and businesses in the vicinity of licensed premises. Applications for hours set out below in this policy will generally be granted subject to not being contrary to other policies in the statement of licensing policy. Applications for hours outside the hours listed will be considered on their merits.*

*Regulated activities will normally be permitted:*

- *until 11.30 pm in residential areas*
- *until 00.30 am in mixed use areas*
- *no limits in leisure areas*

Given that this area might reasonably be considered one of mixed use, i.e. residential and commercial properties, we might reason that a 00:30 terminal hour should apply should the merits of the application not succeed to convince that a later hour is acceptable. Section 18(d) of the application contains those measures the applicant intends to undertake to aid the promotion of this licensing objective. This section appears to contain four undertakings in relation to preventing public nuisance. These include

- disposing of refuse in an appropriate manner
- displaying notices requesting patrons leave the premises in a respectful manner
- keeping and maintaining a premises daily register to record incidents of concern
- securing additional parking on and off road

The sub-committee will need to decide if the merits of these undertakings are sufficient to support the hours requested.

The application does not address the site's capacity; however, the venue's social media sites indicate that the premises can accommodate up to 700 seated diners. Presumably this number can increase if dining tables are not required for a given function. Weddings often have two guest lists: one for seated diners during the day and a second additional list for 'evening guests'. There appears to be no self-imposed capacity limit on the premises and so it remains unclear the maximum number of patrons the venue intends to accommodate. It might appear reasonable to assume that the premises might readily accommodate 1,000 guests at any one time.

The premises' location is such that there is limited public transport access to the site so the likelihood is that most guests will arrive and depart by car. If we accept that a car can comfortably hold 4 passengers there is a possibility that 250 vehicles will arrive at the premises should a 1,000-attendee function be held there. The premises' car park might hold approximately 25 – 30 cars so there will likely be a significant issue in relation to parking. Attendant to this will be the noise issue of cars starting, with associated taxis arriving at 02:00 to take the guests home. Given the proximity to residential properties the potential for public nuisance might be significant during this dispersal period.

In relation to post-event dispersal Havering's licensing policy 013 includes that *proposals for clearing the premises or a dispersal policy should be included in the detail of the operating schedule*. Other than the aforementioned signage requesting that patrons leave the premises in a respectful manner, dispersal from the venue appears to have been overlooked.

### **Public safety**

Section 18(c) provides the application with a series of voluntary undertakings designed to address the promotion of the public safety licensing objective. The undertakings provided in the form may be summarised thus:

- The premises will be maintained in a safe manner at all times
- All exits will be clear of hazards
- Lighting levels will be maintained at an appropriate safety level

The first and third of these undertakings might appear vague and impossible to enforce should they translate into licence conditions. A 'safe manner' is subjective while 'an appropriate safety level' for lighting might be open to interpretation. The second undertaking might normally be expected anyway.

Therefore we would suggest that, for a venue seeking to provide licensable activity to large numbers of patrons to the early hours of the morning, we might have expected this section to be more robust. Section 18(a) of the application indicates that the applicant has carried out risk assessments in relation to the licensing objectives. One might speculate upon the thoroughness of these risk assessments if the one in relation to public safety identified only those issues which the three undertakings provided are intended to address.

### **Conclusion**

While this licensing authority seeks to support business ventures where possible we feel currently unable to support this application as submitted. Having previously met with the applicants on site we were impressed with the individuals' drive and desire to create a business venture and the sheer amount of hard work gone into decorating the venue; however, there are many practical issues which have to be addressed before a venue catering to large numbers can operate safely and without negative impact upon its surroundings. Unfortunately this application has not provided the reassurances that we seek.

We would suggest therefore that before the licensing sub-committee agrees to grant this application, if it sees fit to do so, it gives consideration to the hours sought and further considers imposing a series of suitable conditions to mitigate the concerns detailed above.

If I can clarify further please do not hesitate to contact me.

Yours faithfully



Paul Jones  
Licensing Officer

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

Licensing Office  
London Borough Of Havering  
Mercury House  
Mercury gardens  
RM1 3SL

Romford Police Station  
19 Main Road  
Romford  
RM1 3BJ  
Telephone: 01708 432781

Facsimile:  
Email:  
[jason.rose@met.pnn.police.uk](mailto:jason.rose@met.pnn.police.uk)  
[www.met.police.uk](http://www.met.police.uk)

Your ref:  
Our ref: Soiree Banqueting Suite,  
Application for new premises license  
Date : **05/05/2015**

Police have been served a new premises license application relating to the premises of **SOIREE BANQUETING SUITE, 1 FARINGDON GROVE, FARINGDON AVENUE, ROMFORD RM3 8TD**. Police wish to make objections to this application as we believe by granting the premise license it will have a detrimental effect against promoting at least two of the four Licensing objectives, namely -

- 1, Prevention of Crime and Disorder.
- 2, The prevention of public nuisance.

#### **Location**

The premise in question is situated in a mixed use area, primarily enclosed by industrial premises however residential properties do surround this primary area. Police believe the nearest residential premise is some 40 meters away. Beyond the primary industrial area, the venue is heavily surrounded with private premises of a residential nature. The main road on which the premise is situated is a busy access road to the Harold Hill area including a bus route for the 496, last service being 00:02 hours and first bus being 05:43 hours. There is no nearby train station or other late night travel links.

#### **Background**

The premise itself was once a Snooker Hall with an on sales license, this ended some 4 years ago resulting in the premises surrendering the alcohol license to the local authority and they ceased trading. During the time of that operation police received a number of complaints in relation to noise nuisances and anti social behavior with in the area from local residents. Police fully accept and acknowledge this is a NEW APPLICION by NEW APPLICANTS for a business plan that differs to a snooker hall. That said however, we strongly believe, due to the location it will only be a matter of time before similar complaints of the same nature will be received.

A visit was conducted by Mr Paul JONES (Licensing Authority) and I to Soiree on 11/02/2015 at 1800hrs We were shown around venue and worked through their plans. Advice was given by both Mr Jones and I in relation to their business plan and how the promotion of the licensing objectives may have an impact. We also spoke at length in relation to the application they had already submitted. This application was extremely poor and would have been rejected if it was not submitted electronically. This payment was held on file awaiting a new submission. The applicant by his own admission stated it was "Pants" and they would seek licensing consultant's advice before re applying. Whilst on scene I asked the applicants about a customer / patron review posted on their website on 28th December 2014 stating "Late Bar, Helpful staff, would hirer again for future parties". Obviously on the 28th December 2014 the venue did not have a premises license!! The applicant stated "No that's not a proper review, we weren't open, it's just a media Page 41 to attract custom for the future when we get a license". Not the best example of responsible operating at that stage.

### **Concerns over prevention of crime and disorder.**

Although police can not demonstrate to the committee this particular applicant has caused disorder, crime or indeed anti social behavior in the past, we should not overlook they are untested operators in the borough of Havering. By their very own admissions to Pc ROSE, they are "New" to this type of arena. It's the Police belief that a large scale function facility accommodating 700 sitting patrons can bring its own issues and challenges to the local area, none more so than noise nuisance and potential of increased crime and disorder. Due to the venues location and terminal hours (no public transport links) it is fair to assume ALL attendees (unless local residents) will travel to the venue in vehicles. These potential large scale numbers along with the lack of public transport options may encourage such offences as drink drive. Police have noticed such trends at like for like premises across the borough who are situated away from good public transport links.

### **Prevention of public nuisance.**

Some 700 seated guests are referred to on the applicants own web site, this does not address any additional standing patrons that may also be catered for. As stated in LLA's very own licensing policy "Patrons become accustomed to high sound levels and to shouting to make themselves heard which can lead to them being noisier when leaving premises. The later the music played, the greater the potential for nuisance". Police will argue that patrons are completely unaware of the noise they make when leaving premises due to their level of intoxication. A venue at this location can ONLY have a negative impact on noise. Car doors slamming, Taxi's engines revving, voices raised, singing, laughing will all carry noise in the normally quiet area, sleep patterns will inevitably be disturbed. Working on patron numbers quoted, if we look at the best case scenario with 4 people sharing a vehicle we could potentially have 200 vehicles leaving the location at any one time.

The application states on page 5 "The premises is within an industrial estate with no residential housing on the estate". In reality, residential premises are situated extremely close to location and the picture painted by the applicant is not a true reflection. The operating schedule also states "The premises license holder / DPS has liaised with other local businesses to secure free additional parking on and off road if and when necessary". On road would imply council owned roads, how is this possible?. Where exactly is this additional business parking? Where is this in relation to residential premises? None of these points are addressed.

Police would also like to draw the committee's attention to local authority Licensing Policy 012 - The LLA (Local Licensing Authority) is committed to protecting the amenity of residents and business in the vicinity of licensed premises.

### **Regulated activities will normally be permitted until 00:30am in mixed use areas.**

### **Protection of Children from harm.**

It is clear on the application the premise is looking to cater for functions only. The Schedule states on page 5 "For private bookings by invite only for events, weddings, birthdays etc and will not be open to the general public" Police feel this explanation is extremely vague; it is not addressed in any greater detail on what measures will be put in place to prevent people walking in off the street etc. How will the premises keep a track on underage drinking? Are 18 year old birthday parties available? If so, how will these functions differ in practicality to other functions? What extra measures will be put in place? Police feel no bookings for birthday parties below 21 yrs should be taken. This will reduce the possibility of underage sales and exposure of alcohol to those less than 18 yrs of age. Other functions should consider children only when accompanied by adults.

Police note other potential issues on the application that definitely require some form of clarity -

#### **\* No capacity limit on application**

The venues web site clearly shows 700 sitting guests can be catered for at the location; this does not address standing numbers or those arriving after meal sessions. What is the venue capacity? Have the venue contacted LFB to set capacity limits on the building? Again this is not referred to.

#### **\* Is Planning permission in place?**

To the best of police knowledge, no planning application for the venue has been submitted. Have the applicants gained planning permission for such a venue? What is the intent of the venue in relation to planning?. As the sub committee will already be aware, local policy 007 states "The council encourages applicants to ensure that they have planning consent for the intended use and hours of operation, or otherwise have lawful planning status, before making an application for a premises license".

\* Application states “**All staff will be fully trained to understand their responsibilities with regard to retail of alcohol**”. What training will be completed? When will staff be refreshed on training? Will there be a written training programme, constantly updated with the turn over of staff?

\* Application refers to a “**Written dispersal policy**”. Where is such policy?

\* Application states “**SIA door staff will be engaged following risk assessments for each event.**” Who will complete such risk assessments? Will police be liaised with in relation to each event? Police would suggest a minimum door staff level be set and the venue risk asses for “**ADDITIONAL**” door above and beyond that figure on an individual event basis.

### **In Summary**

We have a strong belief that a “Function Suite” will simply attract party goers and have a detrimental effect on lifestyles for those families that live close to the premises. Noise can hinder family sleep and generate complaints to both Police and local authority which in turn may have a drain on resources. Such customer base will be under the influence of alcohol and therefore may increase the risk of crime and disorder and anti social behavior at a location that has minimal night time economy street issues. For these reasons, Police could not support a premises license being issued to the applicant on this occasion.

If I can be of any further assistance in this matter please do not hesitate to contact me

Yours sincerely,

Pc Jason ROSE 282KD  
Havering Licensing Officer  
Licensing Department  
Havering Borough







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

London Fire and Emergency Planning  
Authority runs the London Fire Brigade

Date 5 May 2015  
Our Ref 15-198098  
Your Ref Soiree Events Ltd

Dear Sir/Madam

**LICENSING ACT 2003**

**Premises: First Floor Unit1, Farringdon Grove, Farringdon Avenue, Romford, Essex,  
RM3 8TD**

With reference to the recent application dated as shown on plan, number 002956. The application has been examined and **the Fire Authority want to make a representation** to the Licensing Authority in relation to this application.

The applicant has been informed that the Fire Authority will be making a representation to the Licensing Authority.

The items that are of concern to this authority are detailed on the attached schedule.

Please advise me, at your earliest convenience, of the date and time of the Licensing Committee Hearing.

Should these matters be resolved to the satisfaction of this Authority at least 2 days prior to the Licensing Committee Hearing the representation will be withdrawn.

Any queries regarding this letter should be addressed to the person named below. If you are dissatisfied in any way with the response given, please ask to speak to the Team Leader quoting our reference.

Yours faithfully,

**for Assistant Commissioner (Fire Safety Regulation)**

Deputy Commissioner's Directorate  
FSR-AdminSupport@london-fire.gov.uk

Reply to D Hallam  
Direct T 020 8555 1200extn 52100



SCHEDULE

Sheet + of +

Schedule referred to in the letter reference 15-198098 under the Licensing Act 2003, issued by the London Fire and Emergency Planning Authority on 5 May 2015..

Where appropriate, a plan may form part of this Schedule to illustrate the steps which, in the opinion of the fire authority, need to be taken in order to promote the public safety objective.

**NOTE** : Notwithstanding any consultation undertaken by the fire authority, **before** you make any alterations to the workplace, **you** must apply for local authority building control department approval (and/or the approval of any other bodies having a statutory interest in the premises) if their permission is required for those alterations to be made.

Licensing Objective not adequately addressed	Location and detail of matters which are considered to put people at risk in the event of a fire emergency	Steps considered necessary to promote the public safety licensing objective
Public Safety	<p>Note: This application has recently been received. Attempts have been made to contact the occupiers to arrange a visit which has not been able to take place before the time limit for representations has expired. This representation has been made using the application and plan provided and also the information on Soiree Events website. I am happy to carry out a full inspection of the site in the near future.</p> <p>The premises has been designed as an industrial unit and consequently the number of fire exits available has been based on the low occupation numbers expected in an industrial unit. The proposed use of the premises will involve up to 700 persons using the first floor which would result in serious overcrowding for the</p>	<p>The current layout and escape routes provided for the premises would only allow for a maximum occupation of 110 persons which would include all staff and performers.</p> <p>Note : If the full occupation of 700 persons was required then three exits each of 1.7m wide would be needed. The exits would need to be situated so that no fire would have the possibility of involving two exits at the same time.</p>

	limited exits available.	
Public Safety	No emergency lighting shown in the main hall on the application plan.	Emergency lighting in accordance with British Standard 5266 is required.
Public Safety	Insufficient smoke detection provided. Any persons working in the kitchen area during times of low occupation would not have an early warning of fire in the premises.	Smoke Detection in accordance with BS5839 is to be provided.
Public Safety	External escape stair provided for the rear escape. This is an open stair with no protection from the elements. These are not allowed when the premises is primarily used by members of the public.	Any external staircase for use by the public should be fully enclosed to protect the stair from the elements.
Public Safety	No evidence has been provided that the large amount of fabric used in the premises decoration has been treated to limit fire spread.	Any fabric used in decoration should be certified to an appropriate standard to show that it is adequately fire resisting. Any post installation treatment should be carried out by a company giving a guarantee. Self treatment using an off the shelf product would not be acceptable.
Public Safety	The use of naked flames e.g. smoking/ candles/Shisha pipes should be prohibited due the large amounts of fabric used in the decoration of the premises.	The use of naked flames e.g. smoking/ candles/Shisha pipes should be prohibited.
Public Safety	Additional information required as to the fire resisting construction used to separate the following areas:- Kitchen, office, function area 1 from function area 2, lobby areas and the stores.	Provide details of the fire rated construction used in the walls /partitions doors provided.

Data Protection Act 1998: The information you have given on this form will be processed by London Fire Emergency Planning Authority for the purpose of **fire and emergency planning and control**. We will keep your details secure and will not disclose them to other organisations or third parties (except contractors or suppliers working on our behalf) without your permission unless we are legally required to do so.

For more information about how we use your personal information, see our notification entry (Z7122455) [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk) or visit: [www.london-fire.gov.uk](http://www.london-fire.gov.uk)





## Public Protection

Mercury House, Mercury Gardens  
Romford RM1 3SL

**Please call: Marc Gasson**

**Telephone: 01708 432777**

**Fax: 01708 432554**

**email: [environmental.health@havering.gov.uk](mailto:environmental.health@havering.gov.uk)**  
**Text Relay for the deaf, speech impaired**  
**or hard of hearing: 18001 01708 432777**

## memo

From: Marc Gasson-Noise Specialist

To: The Appropriate Officer-Licensing Team

My Reference : MDG/016415

Your Reference :

Date: 30 April 2015

### **Licensing Act 2003-Application for Premises Licence Soiree Banqueting Suite 1 Faringdon Grove Faringdon Avenue Romford RM3 8TD**

I refer to the above application detailed above and advise that I make representation against the application based upon my concerns in relation to the prevention of public nuisance.

I would raise concerns for the following reasons:-

1. The close proximity of residential properties to the application site. The closest homes are approximately 40 metres from the application site those being in Camborne Terrace, Camborne Avenue and the residential flats above the shops. Both sets of properties are located at the junction of Camborne Avenue with Faringdon Avenue directly opposite the application site. Residents are likely to experience unacceptable levels of noise from the following sources:-
  - Amplified music from the venue, particularly if the appropriate noise control measures (ie noise limiter and lobbied exits) are not put in place.
  - Vehicle movements, the application site has approximately 25-30 parking spaces which considering the proposed capacity for the venue will mean vehicles will be using the street to park in, potentially directly outside nearby residential properties exposing residents to unacceptable levels of noise particularly after the venue has closed at 00:00hours Sunday to Thursday and after 02:00hours on Fridays and Saturdays.
  - People noise, particularly after the premises closes when patrons could be under the influence of alcohol.
2. The application site is within a mixed use residential/commercial area and therefore the terminal hours for regulated activities on the Friday and Saturday nights falls well outside the recommended times stated within Havering's licensing policy 012:-

*Regulated activities will normally be permitted:*

- until 11.30 pm in residential areas

**Public Protection** Bringing together Environmental Health & Trading Standards

- *until 00.30 am in mixed use areas*
- *no limits in leisure areas*

I trust this clarifies my position

Marc Gasson  
Noise Specialist