



Haverling

LONDON BOROUGH

LICENSING SUB-COMMITTEE

DIANA BANQUETING HALL

AGENDA

10.30 am	Wednesday 30 November 2016	Council Chamber - Town Hall
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Members 3: Quorum 2

COUNCILLORS:

Dilip Patel (Chairman)
Keith Roberts
Reg Whitney

**For information about the meeting please contact:
James Goodwin - 01708 432432
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 INTERESTS

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

Members may still disclose any 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)

Report attached.

5 DIANA BANQUET HALL, 1 FARINGDON GROVE, FARINGDON AVENUE, ROMFORD, RM3 8TD -APPLICATION FOR A NEW PREMISES LICENCE (Pages 7 - 44)

Andrew Beesley
Head of Democratic Services

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LICENSING SUB-COMMITTEE

REPORT

30 November 2016

Subject Heading:

Procedure for the Hearing: Licensing Act 2003

Report Author and contact details:

James Goodwin (01708) 432432
e-mail: james.goodwin@onesource.co.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

30 November 2016

Subject heading:

**Diana Banquet Hall
1 Faringdon Grove, Faringdon Avenue,
Romford, RM3 8TD
Application for a Premises Licence**

Report author and contact details:

**Mr Campbell, Licensing Officer
5th floor Mercury House
licensing@havering.gov.uk
01708 432766**

This application for a premises licence is made by Anita Atash and Sharif Sallar under section 17 of the Licensing Act 2003. The application was received by Havering's Licensing Authority on 17th October 2016.

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, Tonbridge Road and Chatteris Avenue. 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.

The premises is large enough to seat over 700 people. The Diana Banquet hall has its own website which gives indication of the size of the premises and the type of functions they are advertising, the web address is <http://www.dianabanquethall.co.uk/gallery>

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

Live Music, Recorded Music, performance of Dance, Anything Similar to Music and Dance, Supply of Alcohol		
Day	Start	Finish
Monday to Saturday	10:00	00:30
Sunday	10:00	00:30

Late Night Refreshment		
Day	Start	Finish
Monday to Saturday	23:00	00:30
Sunday	23:00	00:30

David Cant a London Borough Of Havering Noise Officer acting as Environmental Health Responsible Authority has liaised with the applicant and agreed an alteration to the wording which he feels is adequate for him not to make a representation it reads (d The Prevention of Public nuisance)

"I have considered the application for a premises licence at Diana Banquet Hall and have no comments in objection. I have however agreed some amendments to the proposed conditions with the applicant and his agent Mr Hopkins. Please see the attached email which confirms agreement for the wording of condition 11 as follows and also the removal of condition 12 altogether:

Condition 11:

'A noise limiter shall be installed and set by an appropriately qualified and experienced person. Reasonable adjustments shall be made to the limiter at the request of the London Borough of Havering's Environmental Health Service as necessary. All entertainers playing amplified music shall be required to play their music only through the noise limiter.'

If a licence is granted condition 11 would be included in the licence and would read as above, this is direct replacement of suggested words with the same/similar meaning, however condition 12 on the application would still be included as a condition on the licence because the other Responsible Authorities and the public have not been notified of its removal.

The Sub-Committee if minded to grant the licence could remove this as a condition if they wish.

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 Havering edition of the Yellow Advertiser on Wednesday 19th October 2016.

Summary

There were no representations against this application from interested persons.

There was one representation against this application from responsible authorities.

Classified

Articles for sale

Calls cost £1.02 per minute from a BT landline. Other networks may vary, calls from a mobile could be considerably higher. Text YABARGAIN (space) Advert up to a maximum 150 characters and send to 83149. Texts cost £1.02 plus standard network rates. If you do not want to receive details on any other product or services, please text the word EXIT at the end of your message. Your advertisement will appear in the next available edition. We do not accept bargain ads under £100 by fax, post or person

Call: **01268 503422**
email: **sales@yellowad.co.uk**

Post: **Yellow Advertiser, Acorn House, Great Oaks, Basildon, SS14 1AH**

0905 624 0595

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CARS WANTED CASH TODAY
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Bargain Buys

THREE PIECE SUITE, very good condition, two seater settee, two armchairs, beige pattern, £95, Tel: 01702 298225

CHEST FREEZER white, w 28.5" x h 33.5" x d 23", as new, buyer collects, £50, Tel: 01268 762771

BRAND NEW SINGLE DIVAN BED with mattress and headboard never used cost £500 sell £80 buyer collects Tel: 01268 771266

GIANT WOODEN GARDEN TUMBLING TOWER 60 pieces, H1.2 metres £10. **MONOPOLY** Here & Now World Edition £10. **MY MONOPOLY** (Make your own) £5 Tel: 01708 459043

DINNER SET -32 piece (8 place settings) square stoneware set, Brown & Beige £25. **KENWOOD SB200** New York Smoothie Maker, Chrome £10 Tel: 01708 459043

KING COBRA GOLF CLUBS 1 driver, 1 357 woods, 9 to 3 irons, 2 putters, 1 pitching wedge, 2 sand wedge, large bag, Hill Billy electric trolley, 1 new Hill Billy battery charger, lots of golf balls, £250, buyer collects Tel: 01702 295325

Musical

THE PIANO MAN, 20/30 reconditioned pianos. Tuning, Removals, Rental scheme. We collect unwanted pianos. 01268 541001, 01708 343455

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Email: Pat@greyhoundshomer.co.uk
Web: www.greyhoundshomer.co.uk (Charity 269668)

Public Notices

NOTICE OF APPLICATION FOR A NEW PREMISES LICENCE UNDER SECTION 17 OF THE LICENSING ACT 2003
NOTICE IS HEREBY GIVEN that Ms Anita Atash & Mr Sharif Sallar have applied to the London Borough of Havering for a new premises licence for Diana Banqueting Hall, First Floor, Faringdon Grove, Faringdon Avenue, Harold Hill, Romford, Essex, RM3 8TD, as follows: 1) To allow the provision of late night refreshment on the premises from 23.00 to 00.00 Monday to Saturday & from 23.00 to 00.30 Sunday. 2) To permit the sale of alcohol for consumption on the premises, the playing of live and recorded music, the performance of dance and the provision of anything similar to live or recorded music or the performance of dance from 10.00 to 00.00 Monday to Saturday & from 10.00 to 00.30 Sunday. The address of the licensing authority where the register is kept and the application may be inspected during normal business hours is Licensing Section, Housing & Public Protection, London Borough of Havering, Mercury House, Mercury Gardens, Romford, Essex, RM1 3SL or on the council's website: www.havering.gov.uk any representations by any other person or responsible authority must be received in writing by the licensing authority by 14th November 2016 stating the nature and grounds for making such representation. It is an offence under section 158 of the Licensing Act 2003 to knowingly or recklessly make a false statement in connection with an application. The maximum fine on summary conviction for this offence is £5000. G T Licensing Consultants tel 07810 826778 em: gtlicensingconsultants@googlemail.com

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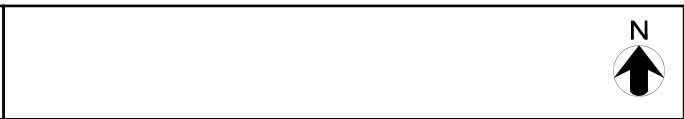
01268 503400

Page 11 Family Announcements
Advertiser
yellowad.co.uk

To advertise in this section please telephone
Advertiser



Diana Banquet Hall



Scale: 1:1000
Date: 14 November 2016

* 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

* Is the applicant's business registered outside the UK? Yes No

* 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.

Continued from previous page...

* Legal status

* Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Applicant Business Address

* Building number or name

If the applicant has one, this should be the applicant's official address - that is an address required of the applicant by law for receiving communications.

* 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 private individual acting as an agent

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

Agent Business

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

* Is your business registered outside the UK? Yes No

* Business name

If your business is registered, use its registered name.

* VAT number

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

Continued from previous page...

* Legal status

* Your position in the business

Home country

The country where the headquarters of your business is located.

Agent Business Address

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

* 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 (£)

52,500

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

INDIVIDUAL APPLICANT DETAILS

Applicant Name

Is the name the same as (or similar to) the details given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

ANITA

Family name

ATASH

Continued from previous page...

Is the applicant 18 years of age or older?

- Yes No

Applicant Postal Address

Is the address the same as (or similar to) the address given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name	<input type="text" value="12 FARINGDON GROVE"/>
Street	<input type="text" value="FARINGDON AVENUE"/>
District	<input type="text" value="HAROLD HILL"/>
City or town	<input type="text" value="ROMFORD"/>
County or administrative area	<input type="text" value="ESSEX"/>
Postcode	<input type="text" value="RM3 8TD"/>
Country	<input type="text" value="United Kingdom"/>

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail	<input type="text" value="gtlicensingconsultants@googlemail.com"/>
Telephone number	<input type="text"/>
Other telephone number	<input type="text" value="07810 826778"/>

Second Applicant Name

Is the name the same as (or similar to) the details given in section one?

- Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name	<input type="text" value="SHARIF"/>
Family name	<input type="text" value="SALLAR"/>

Is the applicant 18 years of age or older?

- Yes No

Continued from previous page...

Second Applicant Postal Address

Is the address the same as (or similar to) the address given in section one?

Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name	12 FARINGDON GROVE
Street	FARINGDON AVENUE
District	HAROLD HILL
City or town	ROMFORD
County or administrative area	ESSEX
Postcode	RM3 8TD
Country	United Kingdom

Second Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

Yes No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail	gtlicensingconsultants@googlemail.com
Telephone number	
Other telephone number	07810 826778
<input type="button" value="Remove this applicant"/>	

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 A FUNCTION HALL LOCATED ON THE FIRST FLOOR OF THE BUILDING WITH THE ENTRY / EXIT ON THE GROUND FLOOR. THE VENUE HAS A LARGE FUNCTION ROOM, SEPERATE MEN AND WOMEN TOILETS, KITCHEN, FOOD PREP/ STORAGE ROOMS AND OFFICE ON THE FIRST FLOOR, ENTRANCE LOBBY ON THE GROUND FLOOR, FIRE EXIT TO THE REAR AND CAR PARKING FOR APPROXIMATELY 30 VEHICLES TO THE FRONT OF THE VENUE.

Continued from previous page...

THE VENUE CATERS FOR FUNCTIONS SUCH AS WEDDING RECEPTIONS, BIRTHDAY PARTIES AND WEDDING ANNIVERSARIES/ WAKES/BUSINESS MEETINGS ETC.

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

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

TUESDAY

Start

End

Start

End

WEDNESDAY

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.

Continued from previous page...

THURSDAY

Start	<input type="text" value="10:00"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text" value="00:00"/>

FRIDAY

Start	<input type="text" value="10:00"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text" value="00:00"/>

SATURDAY

Start	<input type="text" value="10:00"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text" value="00:00"/>

SUNDAY

Start	<input type="text" value="10:00"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text" value="00:30"/>

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.

FOR EXAMPLE SINGERS, DUOS, SMALL GROUPS.

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.

NONE

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.

NONE

Section 11 of 19

PROVISION OF RECORDED MUSIC

Will you be providing recorded music?

Continued from previous page...

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 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.

PLAYING OF CD`S, BACKING TRACKS ETC

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.

NONE

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.

NONE

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

Continued from previous page...

SUNDAY

Start

End

Start

End

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

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

- Indoors
- Outdoors
- Both

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.

DANCING

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.

NONE

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.

NONE

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

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	<input type="text" value="10:00"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text" value="00:00"/>

THURSDAY

Start	<input type="text" value="10:00"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text" value="00:00"/>

FRIDAY

Start	<input type="text" value="10:00"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text" value="00:00"/>

SATURDAY

Start	<input type="text" value="10:00"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text" value="00:00"/>

SUNDAY

Start	<input type="text" value="10:00"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text" value="00:30"/>

Give a description of the type of entertainment that will be provided

ANYTHING SIMILAR

Will this entertainment 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 entertainment

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

NONE

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

Continued from previous page...

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

NONE

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

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 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.

NONE

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.

NONE

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

Continued from previous page...

WEDNESDAY

Start	<input type="text" value="10:00"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text" value="00:00"/>

THURSDAY

Start	<input type="text" value="10:00"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text" value="00:00"/>

FRIDAY

Start	<input type="text" value="10:00"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text" value="00:00"/>

SATURDAY

Start	<input type="text" value="10:00"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text" value="00:00"/>

SUNDAY

Start	<input type="text" value="10:00"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text" value="00:30"/>

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.

State any seasonal variations

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

NONE

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.

NONE

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

Continued from previous page...

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
- 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.

NONE

Section 17 of 19

HOURS PREMISES ARE OPEN TO THE PUBLIC

Continued from previous page...

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

State any seasonal variations

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

NONE

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.

NONE

Continued from previous page...

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.

WE WILL OPERATE OUR BUSINESS IN A RESPONSIBLE MANNER AND ACTIVELY PROMOTE THE LICENSING OBJECTIVES AT ALL TIMES. THE PREMISES WILL OPERATE AS A BANQUETING HALL FOR FUNCTIONS & EVENTS SUCH AS WEDDING RECEPTIONS, BIRTHDAY PARTIES, WEDDING ANNIVERSARIES, FUNERAL WAKES, BUSINESS MEETINGS ETC. APPROPRIATE CONDITIONS ARE OFFERED TO PROMOTE THE LICENSING OBJECTIVES TAKING INTO ACCOUNT THE AREA IN WHICH THE PREMISES IS LOCATED.

b) The prevention of crime and disorder

1) CCTV COVERING THE INTERIOR & EXTERIOR OF THE BANQUETING HALL WILL BE INSTALLED AND KEPT OPERATIONAL AT ALL TIMES THE PREMISES ARE OPEN TO THE PUBLIC. IT SHALL BE CAPABLE OF TAKING A HEAD & SHOULDERS SHOT OF PERSONS ENTERING THE PREMISES, SHALL COVER ALL ENTRY / EXITS, BE CAPABLE OF STORING IMAGES FOR A MINIMUM OF 31 DAYS AND A MEMBER OF STAFF TRAINED & CAPABLE OF DOWNLOADING IMAGES SHALL BE ON DUTY AT ALL TIMES THE PREMISES ARE OPEN TO THE PUBLIC. IMAGES SHALL BE PROVIDED TO THE POLICE OR AUTHORISED COUNCIL OFFICERS ON REQUEST.

2) IF AT ANY TIME THE CCTV IS NOT FULLY OPERATIONAL THE LICENSING AUTHORITY MUST BE INFORMED AND A COMPETENT CCTV ENGINEER CALLED AS SOON AS POSSIBLE. FULL DETAILS OF ANY FAULTS WITH THE CCTV, INSPECTIONS AND REPAIRS CARRIED OUR SHALL BE RECORDED IN THE APPROPRIATE PART OF THE INCIDENT BOOK.

3) THE PREMISES LICENCE HOLDER / DPS SHALL CHECK THAT THE CCTV IS OPERATIONAL ON A DAILY BASIS AND CHECK IT IS RECORDING ON A MINIMUM OF A WEEKLY BASIS. FULL DETAILS OF ALL CHECKS SHALL BE RECORDED IN THE INCIDENT BOOK.

4) THE PREMISES WILL OPERATE STRICTLY AS A BANQUETING HALL. ALCOHOL MAY ONLY BE SOLD TO CUSTOMERS SEATED AT A TABLE WITHIN THE BANQUETING HALL WITH SERVICE BY WAITING STAFF ONLY.

5) THERE WILL BE NO SALE OR CONSUMPTION OF ALCOHOL PERMITTED AT THE SERVERY / BAR AND NO VERTICAL DRINKING.

6) NO BOTTLES, GLASSES OR DRINKS MAY BE REMOVED FROM THE PREMISES AT ANY TIME.

7) A MAXIMUM OF 10 PEOPLE MAY BE ALLOWED OUTSIDE IN THE SMOKING AREA.

8) CHALLENGE 25 WILL BE OPERATED AS THE PROOF OF AGE POLICY. (SEE PROTECTION OF CHILDREN FROM HARM CONDITION 1 FOR FURTHER DETAILS.)

9) FRONT OF HOUSE / WAITING STAFF WILL BE TRAINED ON INDUCTION AND AT SIX MONTHLY INTERVALS FOR THEIR ROLE & IN THE OPERATION OF CHALLENGE 25. TRAINING WILL INCLUDE IDENTIFYING PERSONS UNDER 25, MAKING A CHALLENGE, ACCEPTABLE PROOF OF AGE AND CHECKING IT, MAKING AND RECORDING A REFUSAL, PROXY SALES, AVOIDING CONFLICT & RESPONSIBLE ALCOHOL RETAILING.

10) AN INCIDENT BOOK SHALL BE KEPT AT THE PREMISES, AND MADE AVAILABLE TO THE POLICE OR AUTHORISED COUNCIL OFFICERS, WHICH WILL RECORD THE FOLLOWING:

A) ALL CRIMES REPORTED,

B) LOST PROPERTY,

C) ALL EJECTIONS OF CUSTOMERS,

D) ANY COMPLAINTS RECEIVED,

E) ANY INCIDENTS OF DISORDER,

F) ANY SEIZURE OF DRUGS OR OFFENSIVE WEAPONS

G) ANY FAULTS IN THE CCTV,

H) ANY REFUSAL IN THE SALE OF ALCOHOL,

I) ANY VISIT BY A RELEVANT AUTHORITY OR EMERGENCY SERVICE,

J) DOOR SUPERVISORS RECORD OF ATTENDANCE.

11) NOTICES WILL BE PROMINENTLY DISPLAYED BY THE ENTRY/ EXIT DOOR AND BAR (AS APPROPRIATE) ADVISING CUSTOMERS THAT:

CCTV & CHALLENGE 25 ARE IN OPERATION;

Continued from previous page...

ADVISING CUSTOMERS OF THE PROVISIONS OF THE LICENSING ACT REGARDING UNDERAGE & PROXY SALES;
THE PERMITTED (LICENSED) HOURS & OPENING TIMES OF THE PREMISES;
THAT NO GLASSES, BOTTLES OR DRINKS MAY BE TAKEN FROM THE BANQUET HALL OR OUTSIDE THE PREMISES AT ANY TIME;
TO KEEP NOISE TO A MINIMUM AND TO BE QUIET WHEN OUTSIDE SMOKING.
TO RESPECT RESIDENTS, LEAVE QUIETLY AND NOT TO LOITER OUTSIDE;
THAT A MAXIMUM OF 10 PEOPLE ARE ALLOWED OUTSIDE TO SMOKE AT ANY TIME.
12) HIRERS AND GUESTS SHALL NOT BE PERMITTED TO BRING THEIR OWN ALCOHOL TO THE VENUE AT ANY TIME.
13) A WRITTEN BOOKING FORM MUST HAVE BEEN COMPLETED & SIGNED BY THE HIRER AT LEAST 24 HOURS BEFORE THE START OF THE BOOKING AND IT MUST INCLUDE CLAUSES PROHIBITING ALCOHOL BEING BOUGHT INTO THE PREMISES BY HIRERS OR GUESTS AT ANY TIME AND PROHIBIT ALCOHOL BEING GIVEN TO OR CONSUMED BY ANY CHILD OR YOUNG PERSON UNDER 18 AT ANY TIME. THESE CLAUSES MUST APPLY AT ALL TIMES. THE BOOKING FORM MUST ALSO STATE CLEARLY THAT MANAGEMENT SHALL RESERVE THE RIGHT TO CANCEL THE BOOKING OR ASK THOSE BREACHING THE CLAUSES TO LEAVE IMMEDIATELY. APPROPRIATE NOTICES RELATING TO THE "NO ALCOHOL MAY BE GIVEN TO UNDER 18'S CLAUSE" AND "NO ALCOHOL MAY BE BOUGHT INTO THE PREMISES " MUST BE DISPLAYED THROUGHOUT THE BOOKING.
14) FOR ALL PRE BOOKED / PROMOTED EVENTS INVOLVING A DJ MPS FORM 696 MUST BE COMPLETED BY THE PREMISES LICENCE HOLDER OR DPS AND SENT TO THE POLICE LICENSING TEAM AT LEAST 14 DAYS BEFORE THE EVENT AND WHERE REQUESTED BY POLICE A POST BOOKING FORM 696 SHALL BE COMPLETED.
15) THE PREMISES LICENCE HOLDER SHALL TAKE NOTICE OF INFORMATION RECEIVED FROM THE POLICE WHEN ACCEPTING BOOKINGS.
16) THE PREMISES SHALL CONDUCT AN ONGOING RISK ASSESSMENT IN RESPECT OF ALL BOOKED EVENTS TO DETERMINE WHETHER SIA LICENSED DOOR SUPERVISORS ARE REQUIRED AND THE NUMBER OF THEM TO BE EMPLOYED AND TO ENSURE ADEQUATE STAFF ARE ON DUTY. THE PREMISES LICENCE HOLDER / DPS SHALL TAKE INTO ACCOUNT ALL ADVICE GIVEN BY THE POLICE. A WRITTEN RECORD OF THE RISK ASSESSMENTS SHALL BE KEPT FOR A MINIMUM OF 12 MONTHS FROM THE DATE OF THE BOOKING AND BE PRODUCED TO POLICE AND AUTHORISED COUNCIL OFFICERS ON REQUEST.
17) A WRITTEN RECORD OF DOOR SUPERVISORS ATTENDANCE SHALL BE KEPT AS PART OF THE INCIDENT BOOK. DOOR SUPERVISORS SHALL RECORD THEIR FULL NAME, SIA LICENCE NUMBER, DATES AND TIMES OF ATTENDANCE, IF EMPLOYED BY A SECURITY COMPANY THE FULL NAME & ADDRESS OF THEIR EMPLOYER. THE RECORD SHALL BE CHECKED ON A WEEKLY BASIS BY THE PREMISES LICENCE HOLDER OR DPS & SIGNED BY THEM.

c) Public safety

A FIRE RISK ASSESSMENT & EMERGENCY PLAN WILL BE PREPARED AND REGULARLY REVIEWED.
STAFF WILL BE GIVEN APPROPRIATE FIRE SAFETY TRAINING.

d) The prevention of public nuisance

1) NOTICES WILL BE PROMINENTLY DISPLAYED BY THE ENTRY/ EXIT DOOR AND POINT OF SALE AS APPROPRIATE- SEE PREVENTION OF CRIME & DISORDER CONDITION 11 FOR FULL DETAILS.
2) NO BOTTLES, GLASSES OR DRINKS MAY BE REMOVED FROM THE PREMISES AT ANY TIME.
3) A MAXIMUM OF 10 PEOPLE WILL BE PERMITTED TO SMOKE OUTSIDE IN THE DESIGNATED SMOKING AREA TO THE SIDE OF THE BUILDING. SUITABLE CONTAINERS WILL BE PROVIDED FOR CIGARETTE ENDS.
4) MANAGEMENT & STAFF WILL REGULARLY MONITOR THE OUTSIDE OF THE PREMISES INCLUDING GUESTS CONDUCT BY CCTV & PHYSICALLY.
5) THE OUTSIDE OF THE PREMISES WILL BE KEPT TIDY AT ALL TIMES.
6) NO DELIVERIES WILL BE RECEIVED OR GLASS BOTTLES / RUBBISH REMOVED BETWEEN 20.00 AND 08.00.
7) A PHONE NUMBER WILL BE CLEARLY DISPLAYED FOR RESIDENTS TO CONTACT MANAGEMENT WITH ANY CONCERNS. DETAILS OF ANY COMPLAINTS & THE ACTION TAKEN WILL BE RECORDED IN THE INCIDENT BOOK. THE PHONE NUMBER WILL BE PROVIDED TO ANY THE LOCAL RESIDENTS ASSOCIATION OR LOCAL RESIDENTS ON REQUEST.
8) A WRITTEN DISPERSAL POLICY SHALL BE DRAFTED AND SUBMITTED TO THE LICENSING AUTHORITY. STAFF WILL BE INSTRUCTED TO COMPLY WITH THE DISPERSAL POLICY AT ALL TIMES. STAFF WILL CALL A CAB FOR ANY GUEST REQUIRING ONE.
9) DURING MUSICAL OR REGULATED ENTERTAINMENT ALL DOORS WILL BE KEPT CLOSED EXCEPT FOR ENTRY AND EGRESS.
10) NO MUSIC SHALL EVER BE PLAYED OUTSIDE THE PREMISES.

Continued from previous page...

- 11) A NOISE LIMITER SHALL BE INSTALLED AND SET IN LIAISON WITH HAVERING COUNCIL'S ENVIRONMENTAL HEALTH OFFICERS. ALL ENTERTAINERS PLAYING AMPLIFIED MUSIC WILL BE REQUIRED TO PLAY THEIR MUSIC ONLY THROUGH THE NOISE LIMITER. MANAGEMENT AND STAFF WILL ENSURE THIS CONDITION IS STRICTLY COMPLIED WITH.
- 12) DURING MUSICAL AND REGULATED ENTERTAINMENT REGULAR NOISE PATROLS WILL BE UNDERTAKEN HOURLY BY MANAGEMENT TO ENSURE THAT NO MUSIC FROM THE PREMISES CAN BE HEARD AT THE BOUNDARY OF THE NEAREST NOISE SENSITIVE PREMISES.
- 13) A MEMBER OF STAFF WILL BE TASKED DURING OPENING HOURS TO MONITOR GUEST / SMOKERS CONDUCT OUTSIDE IN THE SMOKING AREA INCLUDING THAT NO MORE THAN 10 PEOPLE ARE OUTSIDE SMOKING AT ANY TIME. GUESTS CAUSING A NOISE NUISANCE WILL BE ASKED TO BE QUIET OR BE REQUIRED TO GO INSIDE THE PREMISES OR LEAVE. THE STAFF MEMBER WILL ALSO MONITOR THE CAR PARK AND GUESTS CONDUCT IN IT.
- 14) A MEMBER OF STAFF WILL BE PLACED ON THE EXIT DOOR AT THE FRONT OF THE PREMISES STARTING AT THE TERMINAL HOUR FOR LICENSABLE ACTIVITIES AND REMAIN UNTIL ALL GUESTS HAVE LEFT THE VENUE. THE STAFF MEMBER WILL REMIND GUESTS TO LEAVE QUIETLY, ENSURE NO GLASSES, BOTTLES OR DRINKS ARE REMOVED FROM THE PREMISES AND ENSURE GUESTS DO NOT LOITER OUTSIDE THE PREMISES. THE STAFF MEMBER WILL FOLLOW THE DISPERSAL POLICY TO ENSURE THE QUIET AND ORDERLY DEPARTURE OF GUESTS.

e) The protection of children from harm

- 1) CHALLENGE 25 SHALL BE OPERATED AS THE PROOF OF AGE POLICY AND ONLY A VALID PASSPORT, PHOTO DRIVING LICENCE, HM FORCES PHOTOGRAPHIC ID CARD OR PROOF OF AGE CARD WITH THE PASS LOGO OR HOLOGRAM ON IT MAY BE ACCEPTED AS PROOF OF AGE.
- 2) ALL REFUSALS OF THE SALE OF ALCOHOL SHALL BE RECORDED IN THE REFUSALS SECTION OF THE INCIDENT BOOK. THE INCIDENT BOOK SHALL BE KEPT AND PRODUCED TO POLICE & AUTHORISED COUNCIL OFFICERS ON REQUEST –SEE SECTION B CONDITION 10 FOR FULL DETAILS.
- 3) RELEVANT NOTICES WILL BE PROMINENTLY DISPLAYED BY THE ENTRY/ EXIT DOOR AND BAR AS APPROPRIATE– SEE SECTION B CONDITION 11 FOR FULL DETAILS.
- 4) NO PERSON UNDER THE AGE OF 18 WILL BE ALLOWED TO CONSUME ALCOHOL AT ANY TIME.
- 5) ALL STAFF WHO WORK FRONT OF HOUSE WILL BE TRAINED FOR THEIR ROLE ON INDUCTION AND BE GIVEN REFRESHER TRAINING EVERY SIX MONTHS. WRITTEN TRAINING RECORDS WILL BE KEPT FOR EACH STAFF MEMBER AND BE PRODUCED TO POLICE & AUTHORISED COUNCIL OFFICERS ON REQUEST. TRAINING WILL INCLUDE IDENTIFYING PERSONS UNDER 25, MAKING A CHALLENGE, ACCEPTABLE PROOF OF AGE & CHECKING IT, MAKING & RECORDING A REFUSAL, PROXY SALES, AVOIDING CONFLICT & RESPONSIBLE ALCOHOL RETAILING.
- 6) WRITTEN TRAINING RECORDS WILL BE KEPT FOR ALL STAFF MEMBERS AND MADE AVAILABLE TO POLICE OR AUTHORISED COUNCIL OFFICERS ON REQUEST.
- 7) UNLESS AN EPOS SYSTEM WITH AN AUTOMATIC PROOF OF AGE CHECK REMINDER INCORPORATED IN IT IS IN USE A MANUAL PROMPT WILL BE DISPLAYED BY THE TILL(S) TO REMIND STAFF TO CHECK PROOF OF AGE WHERE APPROPRIATE.
- 8) NO UNACCOMPANIED CHILDREN UNDER 18 WILL BE ALLOWED ON THE PREMISES AFTER 19.00.

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

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

Continued from previous page...

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 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 (£)

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

* Capacity

* Date / /
dd mm yyyy

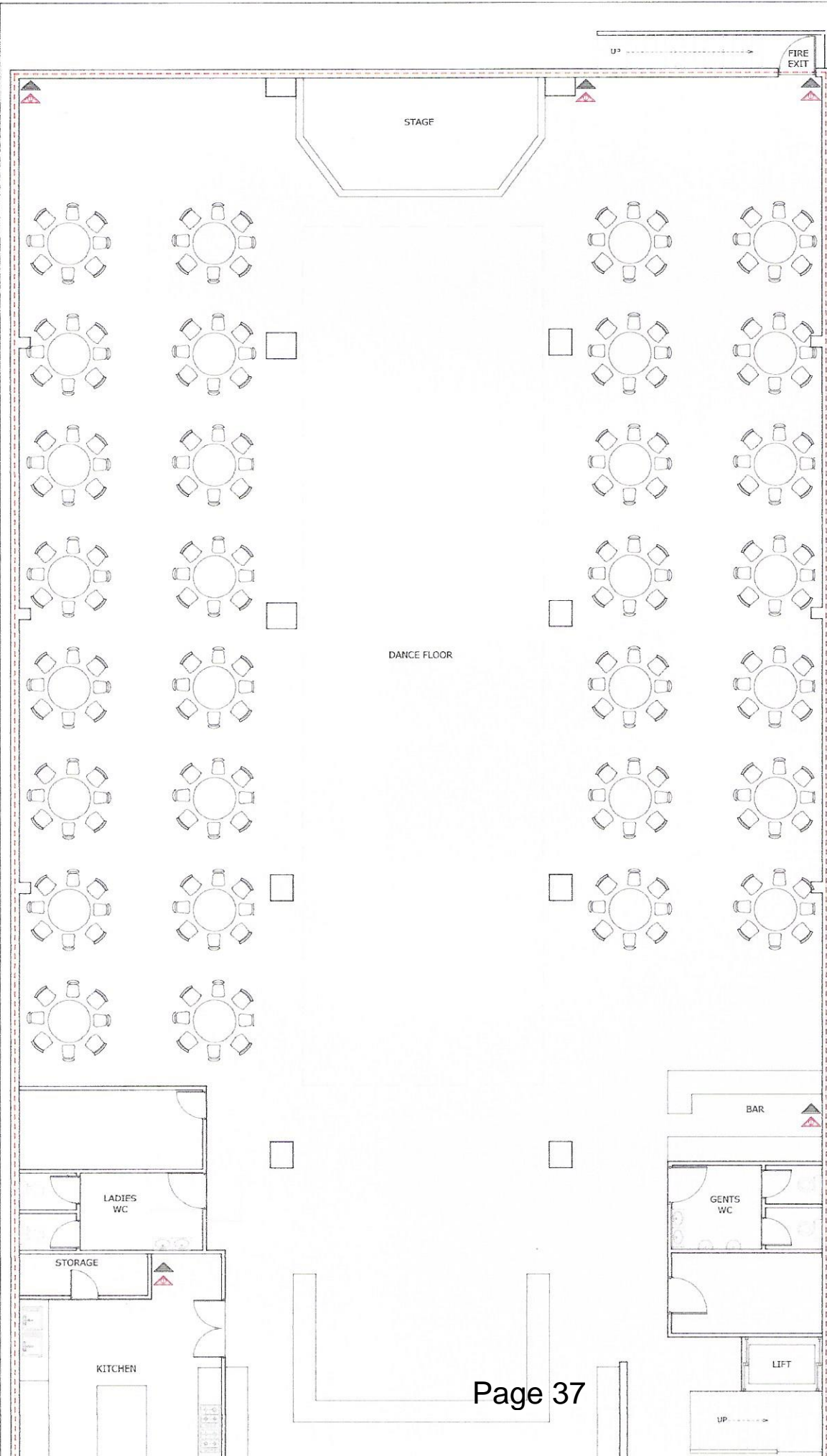
Once you're finished you need to do the following:
1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/havering/apply-1> to upload this file and continue with your application.
Don't forget to make sure you have all your supporting documentation to hand.

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

OFFICE USE ONLY

Applicant reference number	<input type="text" value="GT/DianaBanquetingHall/1/16"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

[< Previous](#) [1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [Next >](#)



- - - - - REMOVED WALLS
 ———— EXISTING WALLS
 - - - - - ADDED PARTITIONS

▲ CARBON DIOXIDE FIRE EXTINGUISHER
 ▲ 9 LT. WATER FIRE EXTINGUISHER

FIRST FLOOR PLA
Scale 1/100


ADVANCE ARCHITECTURE
 ARCHITECTURE / PLANNING / LICENSING
 Unit 17 Ashley House, Ashley Road
 London N17 9LZ
 020 8201 0501 / 0 2029 299 178
 www.advancepl.co.uk
 info@advancepl.co.uk

PLEASE NOTE

1. All dimensions to be verified on site.
2. All dimensions are in millimeters.
3. No work shall commence until all approvals and agreements have been obtained. These include, Planning, Building Regulations, Thames Water and party Wall.
4. The Copyright of this drawing belong to Advance Planning and Licensing Limited.

Date 09/08/16

Scale (@ A3) 1 : 100



Drawn by AZ

Checked by KK




PROJECT STATUS **LICENSING**
EXISTING



PROJECT DIANA BANQUETING HALL

SHEET Existing First Floor

JOB No. 16.058.2

DRAWING	0 100	REV
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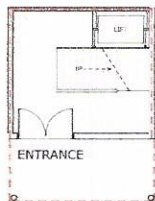
	REMOVED WALLS
	EXISTING WALLS
	ADDED PARTITIONS

-  CARBON DIOXIDE FIRE EXTINGUISHER
-  9 LT. WATER FIRE EXTINGUISHER

GROUND FLOOR PLAN
Scale 1/50



CAR PARK



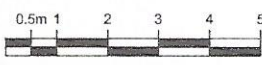
CAR PARK

 **ADVANCE**
ARCHITECTURE

ARCHITECTURE / PLANNING / LICENSING
Unit 17 Ashley House, Ashley Road
London N17 9LZ
020 8901 6501 / 0 7879 593 178
www.advancepl.co.uk
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PLEASE NOTE

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4. The Copyright of this drawing belong to Advance Planning and Licensing Limited.

Date	09/08/16
Scale (@ A3)	1 : 50
	
Drawn by	AZ
Checked by	KK

PROJECT STATUS	LICENSING
	EXISTING
PROJECT	DIANA BANQUETING HALL
SHEET	Existing Ground Floor
JOB No.	16.058.01
DRAWING	0 101
	REV

Google Maps Faringdon Ave



Tonbridge Rd - Google Maps



Image capture: Aug 2016 © 2016 Google

Romford, England
Street View - Aug 2016



London Borough of Havering
Licensing Department
Mercury House
Mercury Gardens
Romford
Essex
RM1 3SL15-

London Fire and Emergency Planning
Authority runs the London Fire Brigade

Date 31 October 2016
Our Ref 15-198098

Dear Sir/Madam

LICENSING ACT 2003

Premises: Diana Banquet Hall, 12 Faringdon Grove, Faringdon Avenue, Romford, Essex, RM3 8TD.

With reference to the application dated 31 October 2016, 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)
Directorate of Operations
FSR-AdminSupport@london-fire.gov.uk

Reply to D Hallam
Direct T 020 8555 1200extn 52100



SCHEDULE

Sheet 1 of 1

Schedule referred to in the letter reference 15-198098 under the Licensing Act 2003, issued by the London Fire and Emergency Planning Authority on 31 October 2016.

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	The plans provided with the application show a total of 240 covers, the on site inspection showed a total of 300 covers. The premises has been designed as an industrial unit, the fire exits provided have been based on the low numbers of persons expected for this industrial unit. If a fire were to occur there is a danger that persons escaping would be overcome by smoke/fumes before they had time to escape via the limited size exit routes. The escape routes provided will only allow for an occupancy of 210 persons.	The occupancy of the premises should be limited to 210 persons including staff and performers. This limit should form part of the application/operating schedule or if considered necessary by the Licensing Committee as a condition on the premises licence.
Public Safety	The plans submitted with the application do not show that	Provide additional escape lighting units to illuminate all of the exterior escape stair and adjacent route.

	<p>there is adequate escape lighting for the external escape stair. On inspection it was found that one flood light type lighting unit had been provided which only illuminated part of the escape route.</p>	<p>Alternatively the floodlight provided can be repositioned to illuminate the whole stair and escape route.</p>
<p>Public Safety</p>	<p>The plans submitted with the application do not show the fire resisting standard of the furnishings and finishes. Acrylic ceiling tiles had been provided for over 80% of the hall ceiling. Curtains that had been self treated with a fire retardant were provided to separate a storage area from the main hall. The fire resisting standard of these finishes cannot be verified. If a fire were to occur there is a danger that persons escaping would be overcome by smoke/fumes before they had time to escape.</p>	<p>As the standard of furnishings provided are not of an inherently flame retardant construction the use of naked flames should be restricted. No candles, naked flames, ceremonial fires, cooking (other than in the kitchen) pyrotechnics shisha or smoking should be allowed. This restriction should form part of the application/operating schedule or if considered necessary by the Licensing Committee as a condition on the premises licence.</p>

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 or visit: www.london-fire.gov.uk

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