



# Haverling

L O N D O N   B O R O U G H

## **LICENSING SUB-COMMITTEE KFC - COLLIER ROW ROAD**

### **AGENDA**

|                 |                                    |  |
|-----------------|------------------------------------|--|
| <b>11.15 am</b> | <b>Monday<br/>18 November 2019</b> | <b>Council Chamber -<br/>Town Hall</b> |
|-----------------|------------------------------------|--|

Members 3: Quorum 2

#### **COUNCILLORS:**

Philippa Crowder (Chairman)

Carole Beth

Paul Middleton

**For information about the meeting please contact:**

**Taiwo Adeoye - 01708 433079**

**[taiwo.adeoye@onesource.co.uk](mailto:taiwo.adeoye@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.

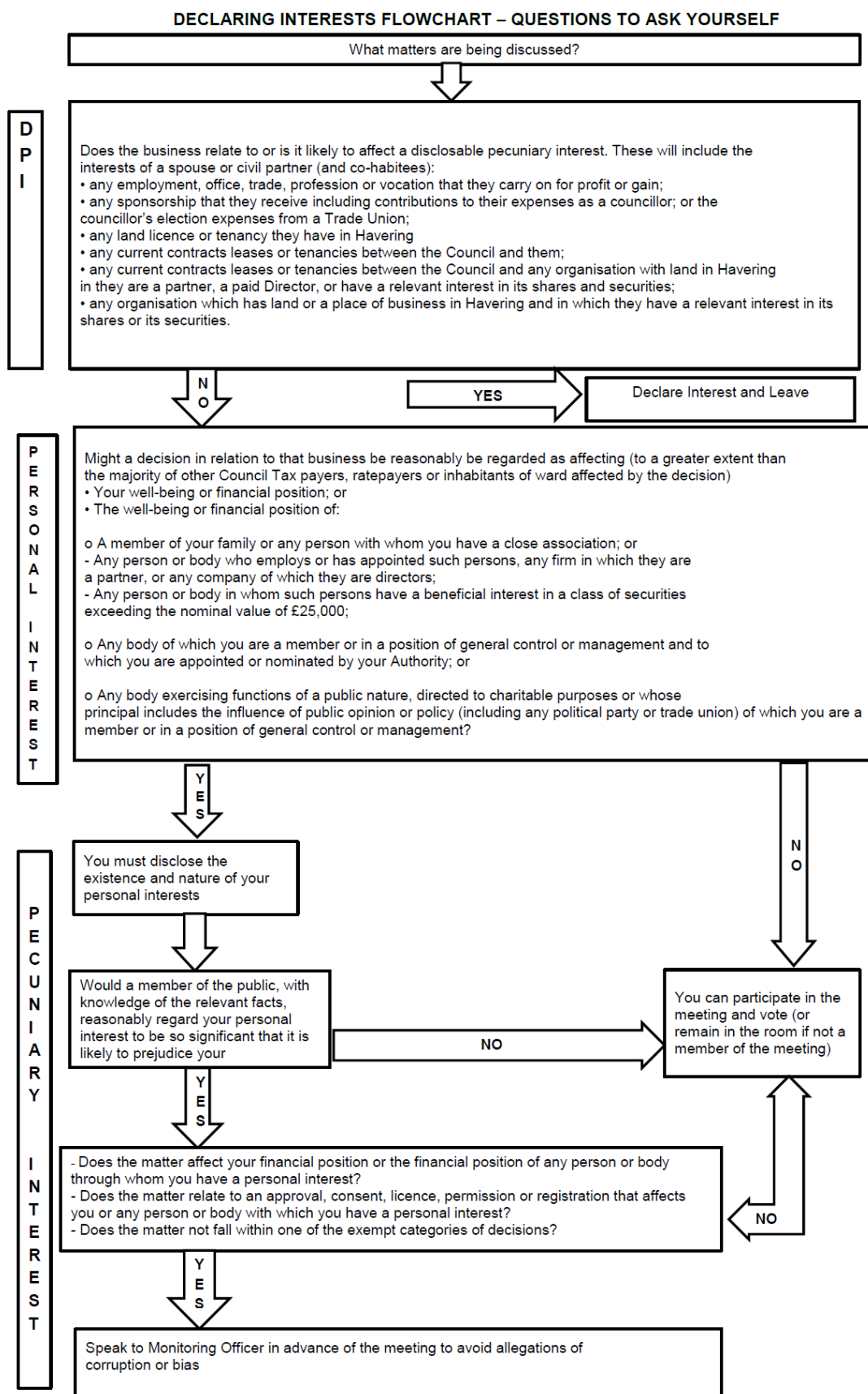
Reporting means:-

- 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)**

Hearing Procedure – Licensing Act 2003

### **5 APPLICATION FOR A PREMISES LICENCE - KFC 17 COLLIER ROW ROAD, ROMFORD RM5 3NP (Pages 7 - 34)**

This application for a premises licence is made by Kefco Sales Limited under s.17 of the Licensing Act 2003.

**Andrew Beesley**  
**Head of Democratic Services**

# **LICENSING SUB-COMMITTEE**

**18 November 2019**

## **REPORT**

**Subject Heading:**

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

**Report Author and contact details:**

**Taiwo Adeoye (01708) 433076  
e-mail: taiwo.adeoye@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.**

1.1.1 A member of the Licensing Committee will be excluded from hearing an application where he or she has considered an application in respect of the premises in the previous 12 months as a Member of the Regulatory Services Committee; or

1.1.2 is a Ward Councillor for the Ward in which the premises, subject to the application, are located; or

1.1.3 is a Ward Councillor for a Ward which is likely to be affected by the application or;

1.1.4 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. Location and facilities:**

- 3.1 All hearings will be heard at the Havering Town Hall unless otherwise directed.

- 3.2 Interpreters will be provided by the Council on request, provided notice is given at least five working days before the hearing.

## **4. Notification of attendance:**

- 4.1 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.

## **5. Procedural matters:**

- 5.1 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.

- 5.2 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.**

#### **6. Failure of parties to attend the hearing:**

- 6.1 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.

## **7. Adjournments and extension of time:**

7.1 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.

## **8. Sub-Committee's determination of the hearing:**

8.1 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.

8.2 The Sub-Committee will normally make its determination and announce its decision at the end of the hearing.

8.3 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.

## **9. Power to exclude people from hearing:**

9.1 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.

## **10. Recording of proceedings:**

10.1 A written record of the hearing will be produced and kept for 6 years from the date of the determination of the hearing.

## **11. Power to vary procedure:**

11.1 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.

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**Havering**  
LONDON BOROUGH

Licensing Officer's Report

# LICENSING SUB-COMMITTEE

18 November 2019

## REPORT

**Subject heading:**

**KFC**

**17 Collier Row Road Romford RM5 3NP**

**Premises licence application**

**Paul Jones Public Protection Officer**

**Town Hall Main Road Romford**

**licensing@haverling.gov.uk**

**01708 432777**

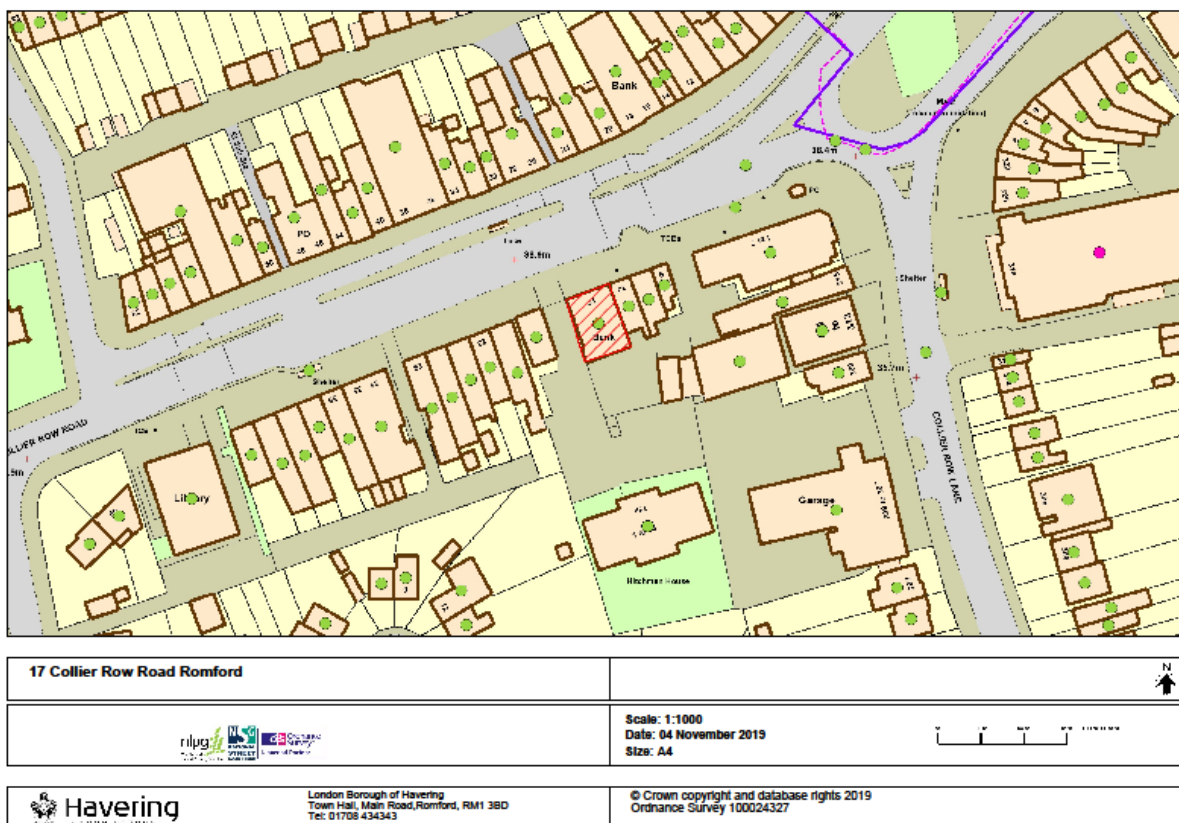
**Report author and contact details:**

This application for a premises licence is made by Kefco Sales Limited under s.17 of the Licensing Act 2003. The application was received by Havering's Licensing Authority on 7<sup>th</sup> October 2019.

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

This ground floor premises is located in a parade of purpose-built commercial outlets. There appears to be residential properties above the commercial units at this location.





## Details of the application

| Late night refreshment |       |        |
|------------------------|-------|--------|
| Day                    | Start | Finish |
| Monday to Sunday       | 23:00 | 24:00  |

| Hours premises open to the public |       |        |
|-----------------------------------|-------|--------|
| Day                               | Start | Finish |
| Monday to Sunday                  | 08:00 | 24:00  |

## Summary

There were no representations against this application from residents or businesses in the area.

There was one representation against this application from a responsible authority, namely Havering's Planning Authority.



**Havering**  
LONDON BOROUGH

Copy of Application

\* required information

## Section 1 of 21

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

Not Currently In Use

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

Andrew

\* Family name

Hitch

\* E-mail

andy@kefco.uk

Main telephone number

01702425100

Include country code.

Other telephone number

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

Are you:

☒ 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 you are applying so you can be employed, or for some other personal reason, such as following a hobby.

### Applicant Business

Is your business registered in the UK with Companies House?

☒ Yes ☐ No

Note: completing the Applicant Business section is optional in this form.

Registration number

01043591

Business name

Kefco Sales Ltd

If your business is registered, use its registered name.

VAT number

GB

830707837

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

Legal status

Private Limited Company

*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**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 21**

**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 21

### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☒ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ 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

### 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 21

### 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...*

Kefco Sales Ltd is a 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

\* Date of birth  /  /   
dd mm yyyy

\* Nationality  [Documents that demonstrate entitlement to work in the UK](#)

[Add another applicant](#)

## Section 5 of 21

### 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.

This will be a KFC restaurant and take away. It is to be shop fitted in a parade of shops on the site of a former NatWest Bank. There are flats above the store and others are to be constructed to the rear of the property by the landlord. We have no control over the flats.

*Continued from previous page...*

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 21

### PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

## Section 7 of 21

### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes ☒ No

## Section 8 of 21

### PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

## Section 9 of 21

### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

## Section 10 of 21

### PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☐ Yes ☒ No

## Section 11 of 21

### PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

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.

recorded background music within the restaurant area

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 21

### PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☐ Yes ☒ No

## Section 13 of 21

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

[See guidance on regulated entertainment](#)

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

☐ Yes ☒ No

## Section 14 of 21

### 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

Continued from previous page...

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.

We will be providing KFC products for both eat in and take away customers.

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.

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☐ Yes ☒ No

Continued from previous page...

## 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 21

### 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.

## Section 17 of 21

### 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

*Continued from previous page...*

**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

**Section 18 of 21**

**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.

KFC GB Ltd has an extensive restaurant training and maintenance system which Kefco Sales Ltd adheres to  
It works with the Woking Environmental Health Authority to maintain standards in working practices

b) The prevention of crime and disorder

CCTV is installed and maintained

An alarm system connected to a receiving system is installed

A KFC wide accident/incident on line reporting system is maintained

KFC house rules that can be enforced by the restaurant as required (e.g. not allowing groups of youths to gather within the restaurant)

c) Public safety

Regular premises inspections

-Daily by store management

-Ongoing by area coaches

*Continued from previous page...*

-Independent, trained, health and safety/ company standards inspections at least four times a year

d) The prevention of public nuisance

Litter bins are provided and maintained by the store, where permitted by the relevant council.

Regular litter patrols

Purified Air system fitted into the kitchen extractor.

e) The protection of children from harm

KFC house rules regarding youths gathering in the restaurant

## Section 19 of 21

## NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

*Continued from previous page...*

**Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

**Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is A British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

*Continued from previous page...*

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

*Continued from previous page...*

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

## **Section 20 of 21**

### **NOTES ON REGULATED ENTERTAINMENT**

*Continued from previous page...*

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

*Continued from previous page...*

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

## Section 21 of 21

### 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 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 (£)

315.00

### DECLARATION

*Continued from previous page...*

- \* 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 TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED**

OFFICE USE ONLY

|                            |                          |
|----------------------------|--------------------------|
| Applicant reference number | <input type="text"/>     |
| 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"/> |

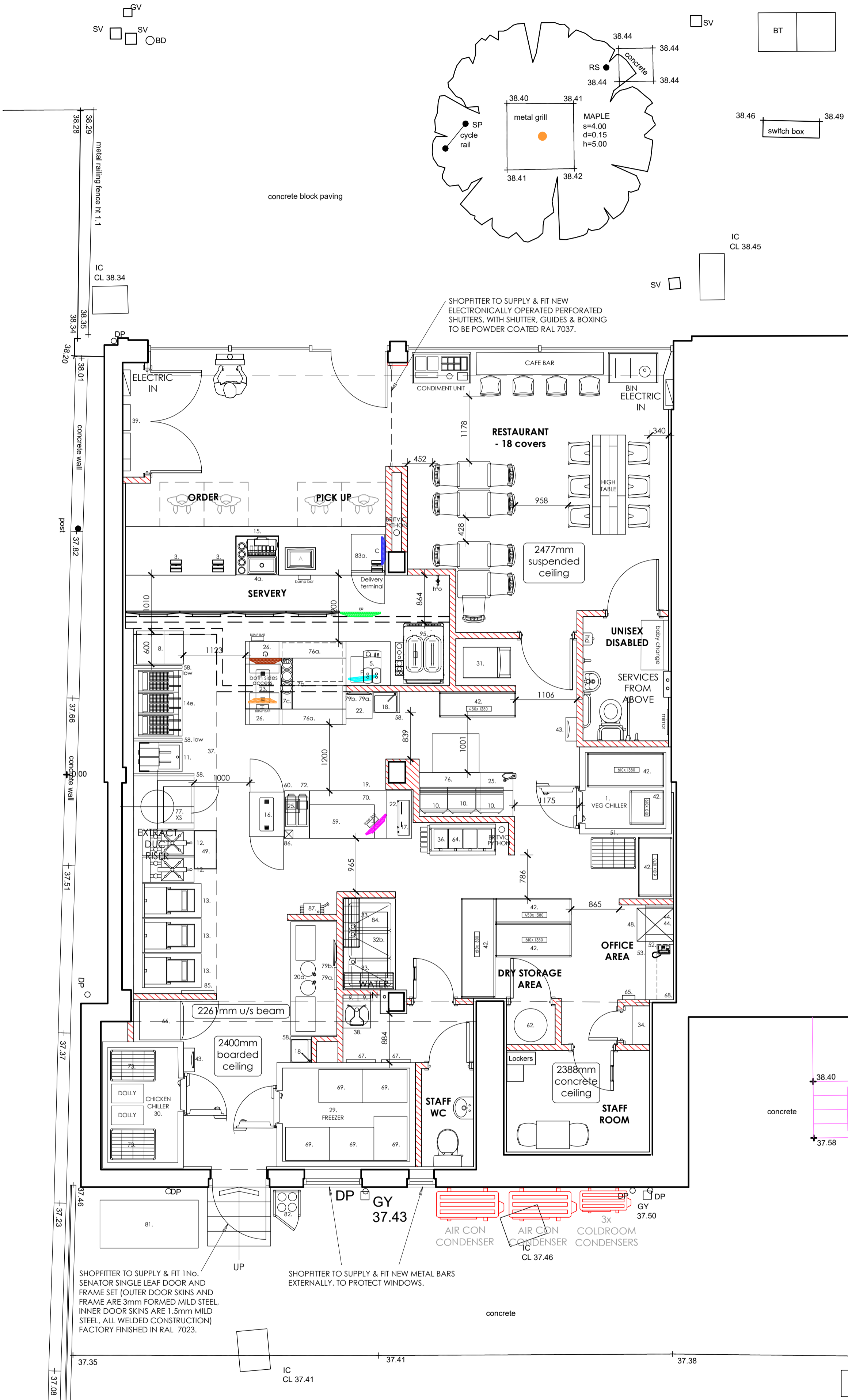


**Havering**  
L O N D O N   B O R O U G H

## Plan

| EQUIPMENT SCHEDULE                                 |  |  |
|--|--|--|
| 1. VEG CHILLER.                                    | 41. UPRIGHT FRIDGE.                        |  |
| 2. KREAM BALL MACHINE.                             | 42. STORAGE SHELVING.                      |  |
| 3. TILL.   | 42a. PLASTIC COATED STORAGE SHELVING       |  |
| 3a. SELF SERVICE KIOSK.                            | 43. INSECT KILLER.                         |  |
| 3b. HANDHELD TERMINAL.                             | 44. WALL MOUNTED PATCH CABINET.            |  |
| 4. POST MIX 6 HEAD DISPENSE.                       | 44a. FLOOR STANDING PATCH CABINET.         |  |
| 4a. POST MIX 7 HEAD DISPENSE.                      | 45. ICE CREAM MACHINE.                     |  |
| 5. COFFEE MACHINE.                                 | 46. FRIDGE UNIT UNDER.                     |  |
| 5a. COFFEE MACHINE SLIMLINE.                       | 47. OPEN PASS THRU                         |  |
| 5b. NEXT GEN COFFEE MACHINE                        | 48. SAFE.                                  |  |
| 6. HC55.   | 49. LANDING TABLE.                         |  |
| 6a. HC55 BASE.                                     | 50. 2 DRAWER FILING CABINET.               |  |
| 7. BUN CHUTE.                                      | 51. MOBILE BUN DEFROST UNIT.               |  |
| 7a. 2 TIER TRANSFER BIN                            | 52. PHONE.                                 |  |
| 7b. 3 TIER TRANSFER BIN                            | 53. WORKTOP ON CHROME LEGS.                |  |
| 7c. BUCKET CHUTE                                   | 54. WALL MOUNTED VIDEO CUPBOARD.           |  |
| 8. CHIP DUMP / PASS THRU.                          | 55. KITCHEN BIN.                           |  |
| 9. DIVERSEY UNIT.                                  | 56. FIRE ALARM INDICATOR PANEL.            |  |
| 10. MICROWAVE.                                     | 57. DISHWASHER.                            |  |
| 10a. MICROWAVE TABLE.                              | 58. S/S WALL.                              |  |
| 11. CHIP FREEZER.                                  | 59. DUKE HSHU HOT HOLD TO B.S. - 3x2 HIGH. |  |
| 11a. LARGE CHIP FREEZER.                           | 59a. DUKE HSHU HOT HOLD TO HCW- 2x2 HIGH.  |  |
| 12. 4 HEAD HENNY PENNY.                            | 60. STAR GRILL.                            |  |
| 12a. 6 HEAD COLECTROMATIC.                         | 61. WATER MAIN.                            |  |
| 13. 8 HEAD HENNY PENNY.                            | 62. WATER CYLINDER / BOILER LOCATION.      |  |
| 14. 14" FRYER (EVOLUTION ELITE).                   | 63. INTRUDER ALARM PANEL.                  |  |
| 14a. 14" DOUBLE FRYER (EVOLUTION ELITE).           | 64. BRITVIC DRINKS COOLER.                 |  |
| 14b. 14" TRIPLE FRYER (EVOLUTION ELITE).           | 65. KEY BOX.                               |  |
| 14c. 14" FRYER (PITCO).                            | 66. THAW CABINET.                          |  |
| 14d. 14" DOUBLE FRYER (PITCO).                     | 67. MOP STORAGE.                           |  |
| 14e. 14" TRIPLE FRYER (PITCO).                     | 68. MUSIC PLAYER                           |  |
| 14f. 18" FRYER.                                    | 69. PALETS                                 |  |
| ADD A 'G' TO FRYERS TO INDICATE THAT THEY ARE GAS. |  |  |
| 15. COUNTER.                                       | 70. COLD FOOD TABLE.                       |  |
| 16. HC900.   | 71. TWISTER DRAWER.                        |  |
| 16a. HC900 - FLAPS IN PLACE OF DOOR.               | 72. STAR GRILL TABLE.                      |  |
| 17. BUN TOASTER.                                   | 73. PLASCRACK                              |  |
| 18. WHB.   | 74. HCW5.                                  |  |
| 19. BURGER STATION.                                | 75. GOODS HOIST.                           |  |
| 20. SINGLE BREADING TABLE.                         | 76. FREESTANDING COLD DRAWER 1100x700mm.   |  |
| 20a. LINEAR DOUBLE BREADING TABLE.                 | 76a. HC55 COLD DRAWER 1100x700mm.          |  |
| 20b. BACK TO BACK DOUBLE BREADING TABLE.           | 77. RATIONALE OVEN.                        |  |
| 20c. SLIMLINE BREADING TABLE.                      | 78a. RAZZLE MACHINE.                       |  |
| 20d. NEXT GEN BREADING TABLE.                      | 78b. PUMP AND TOPPING MACHINE.             |  |
| 21. UPRIGHT FREEZER.                               | 78d. TABLE TOP CARPIAGANI.                 |  |
| 22. S/S TABLING/BENCH.                             | 78e. BLENDERS & TOPPINGS TABLE.            |  |
| 22a. MOBILE CHICKEN PACKING TABLE.                 | 79a. FOOD QUALITY MANAGEMENT PANEL.        |  |
| 23. HC903.   | 79b. FOOD QUALITY MANAGEMENT MONITOR.      |  |
| 24. HCW3.  | 80. POSITION OF 2nd HOT WATER SUPPLY.      |  |
| 24a. HCW3 BASE.                                    | 81. OIL MANAGEMENT SYSTEM TANK.            |  |
| 25. LABEL PRINTER.                                 | 82. CO2 STORAGE.                           |  |
| 26. HOT DRAWERS.                                   | 83a. SINGLE UNDER COUNTER PEPSI FRIDGE.    |  |
| 27. HEADSET BASE LOCATION.                         | 83b. DOUBLE UNDER COUNTER PEPSI FRIDGE.    |  |
| 28. BOTTLE STORAGE.                                | 83c. UPRIGHT PEPSI FRIDGE.                 |  |
| 29. FREEZER ROOM.                                  | 84. INTERNAL GREASE TRAP.                  |  |
| 30. COLD ROOM.                                     | 84a. COMBINED GREASE TRAP MOP SINK.        |  |
| 31. ICE MACHINE.                                   | 85. BRUSH RACK.                            |  |
| 32. 3 BOWL SINK - 2550x750.                        | 86. ELECTRICAL SERVICE COLUMN.             |  |
| 32a. SINGLE BOWL SINK.                             | 87. PDMO HOSE.                             |  |
| 32b. 3 BOWL SINK - 1650x950.                       | 88. BIFFA BIN.                             |  |
| 33. S/S SHELVING.                                  | 89. LEARNING ZONE.                         |  |
| 34. CHEMICAL CUPBOARD.                             | 90. FUSION TIMER.                          |  |
| 35. COLD DRAWERS.                                  | 91. AMBIENT DISPLAY.                       |  |
| 36. POST MIX SYRUPS.                               | 92. FTUS.                                  |  |
| 37. EXTRACT HOODS.                                 | 93. FTUS FILTER.                           |  |
| 38. MOP SINK.                                      | 94. PACKAGING TOWER.                       |  |
| 39. ELECTRIC SWITCHGEAR.                           | 95. DUAL SOFT SCOOP DISPENSER.             |  |
| 40. BAIN MARIE                                     | 96. MANITOWOC ES2 OVEN.                    |  |

| FLOOR AREA SCHEDULE                 |         |           |
|-------------------------------------|---------|-----------|
| front of house area                 | 36.3 m² | 394 ft²   |
| back of house area<br>(inc counter) | 90.5 m² | 974.1 ft² |
| staff amenity area                  | 6.9 m²  | 74.2 ft²  |












proposed ground floor general arrangement  
scale - 1:50 @ A1 / 1:100 @ A3

| BOH DESIGN SIGNOFF |           |      |
|--------------------|-----------|------|
| Name / Title       | Signature | Date |
|                    |           |      |

| FOH DESIGN SIGNOFF |           |      |
|--------------------|-----------|------|
| Name / Title       | Signature | Date |
|                    |           |      |

| FOH FURNITURE SCHEDULE          |   |  |    |
|---------------------------------|---|--|----|
| existing number of seats        | 0 | proposed number of seats (incl staff)  | 18 |
| existing number of tables       | 0 | proposed number of tables (incl staff) | 8  |
| existing number of seating sets | 0 | proposed number of seating sets        | 7  |

| MIDDLE HOUSE MONITOR KEY  |   |  |   |   |                        |   |   |                        |
|---|---|--|---|---|------------------------|---|---|------------------------|
|  | L | burger station pack screen   |  | B | order ready            |  | C | cctv monitor           |
|  | G | pack screen  |  | F | beverage               |  | D | d/t monitor            |
|  | A | under counter expedite screen -<br>toughened glass panel to counter<br>top with screen under |  | H | chicken pack<br>screen |  | K | drive thru<br>expedite |

| RACKING SCHEDULE |                 |                           |
|------------------|-----------------|---------------------------|
| location         | existing linear | proposed linear           |
| chicken chiller  | 0               | 2 plasracks &<br>2 dollys |
| veg chiller      | 0               | 2.0m                      |
| freezers         | 0               | 4.0m (5 pallets)          |
| dry storage      | 0               | 7.0m                      |

| WALL TYPE SCHEDULE |                                   |
|--------------------|-----------------------------------|
|                    | existing structural wall / column |
|                    | existing partitioning             |
|                    | existing low height partitioning  |
|                    | new structural wall / column      |
|                    | new partitioning                  |
|                    | new low height partitioning       |

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designer's property and may not be used or reproduced - only  
under contract

ALL DIMENSIONS TO BE CHECKED ON SITE.  
DO NOT SCALE FROM THIS DRAWING EXCEPT FOR THE  
PURPOSES OF LOCAL AUTHORITY PLANNING

| rev | date    | description  |
|-----|---------|--|
| G   | 1/10/19 | added roller shutter; shown latest KFC \$mallbox spec furniture  |
| F   | 10/9/19 | updated layout to to suit measured shell survey; gained covers in restaurant   |
| E   | 06/9/19 | BOH layout updated to reflect feedback from client - staff WC shown back in original position; centre island and burger station layouts altered. |
| D   | 29/8/19 | BOH layout altered due to new below ground drainagerequired to avoid areas of reinforced concrete floor.   |
| C   | 07/8/19 | moved bun toaster to other side of column  |
| B   | 12/6/19 | Drawing updated following KFC comments; ice machine, coffee machine, ice cream & Krushems station altered.                                       |
| A   | 10/6/19 | Drawing updated following KFC comments; Veg chiller shown; office repositioned.  |

**Frank Belshaw**  
Building Surveyors Limited

wheatley springs barn, wheatley lane road,  
barrowford, nelson, lancashire. BB9 4QS  
tel no. (01282) 699668. fax no. (01282) 602447.



NEW STORE  
- SMALL BOX

store address  
**ROMFORD**  
17 COLLIER ROW ROAD  
ROMFORD  
RM5 3NT  
client  
**KEFCO**

drawing title  
**PROPOSED**  
GROUND FLOOR  
GENERAL ARRANGEMENT

|           |           |          |
|-----------|-----------|----------|
| drawn by  | checked   | date     |
| DJF       | ----      | 23-05-19 |
| store no. | scale     |          |
| 0000      | 1:50 @ A1 |          |

|                 |         |          |
|-----------------|---------|----------|
| KFC drawing no. | FB ref. | revision |
| 0000/2019/G100  | 2018/77 | G        |



**Havering**  
L O N D O N   B O R O U G H

Representation from  
Responsible Authority

### Licensing Act 2003 Responsible Authority representation

This representation is made by a responsible Authority for the London Borough of Havering concerning a licence application for the premises as detailed below.

|                                   |   |
|-----------------------------------|---|
| <b>Premises Name and address:</b> | KFC<br>17 Collier Row Road, Romford Essex RM5 3NT |
|-----------------------------------|---|

|  |  |
|--|--|
| <b>Your Name:</b>                                      | Planning Enforcement Team  |
| <b>Organisation name / name of body you represent:</b> | Havering Council's planning department                                 |
| <b>Your Address:</b>                                   | 5 <sup>th</sup> Floor Mercury House, Mercury Gardens, Romford, RM1 3SL |
| <b>Email:</b>  | Planning_enforcement@havering.gov.uk                                   |

|                                   |   |
|-----------------------------------|---|
| <b>Summary of representation:</b> | To OBJECT to the licence application on the specific licencing objective "The prevention of public nuisance". |
|-----------------------------------|---|

|   |
|---|
| <p><b>Policy Considerations:</b></p> <p>The representation takes into account the following licencing policies as set out in the document titled "Statement of Licencing Policy" with effect from 7<sup>th</sup> January 2016:</p> <p><u>Licencing Policy 1</u></p> <p>In considering applications for new licences, variations to existing licences and licence reviews the Licensing Authority will take the matters listed below into account:</p> <ul style="list-style-type: none"> <li>• whether the premises is located in an area of cumulative impact;</li> <li>• the type of premises and their cumulative impact on the area and the mix of premises in the area;</li> <li>• the location of the premises and the character of the area;</li> <li>• the views of the responsible authorities;</li> <li>• the views of other persons;</li> <li>• past compliance history of current management;</li> <li>• the proposed hours of operation;</li> <li>• the type and number of customers likely to attend the premises;</li> </ul> |
|---|

- whether the applicant is able to demonstrate commitment to a high standard of management, for example through active participation in the Safe and Sound meetings and pub watch.

#### Licensing Policy 6

The Licensing Authority considers that, in the interests of clarity and transparency, applicants should normally have in place the relevant planning consent for the intended use and hours of operation, or otherwise have lawful planning status, before making an application for a premises licence. However every application will be considered on its merits on a case by case basis

#### Licensing Policy 8

When assessing the applicant's or licensee's ability to demonstrate a commitment to high standards of management the Licensing Authority will take into account whether the applicant or licensee:

- Can demonstrate comprehensive knowledge of best practice
- Has sought advice from the responsible authorities
- Has implemented any advice that has been given by the responsible authorities
- Is able to understand verbal and written advice and legal requirements
- Can demonstrate knowledge of the licensing objectives, relevant parts of the Licensing Policy and their responsibilities under the Licensing Act 2003
- Is able to run their business lawfully and in accordance with good business practices
- Is able to demonstrate a track record of compliance with legal requirements.

Where there is a history of non-compliance associated with the premises the Licensing Authority is unlikely to grant a new or variation application unless there is evidence of significant improvement in management standards.

#### Licensing Policy 14

The Licensing Authority is committed to protecting the amenity of residents and businesses in the vicinity of licenced premises, particularly when late hours have been sought. Where relevant representations are received, the Licensing Authority will impose appropriate restrictions or controls on the licence to support the prevention of undue noise disturbance from licensed premises.

#### **Representation:**

Planning permission ref: P0764.19 for Variation of Condition 7 from P0283.19 to extend opening hours to 07:30 and 23:00 on Mondays to Thursdays, from 07:30 to 00:00 on Fridays and Saturdays and from 10:00 to 23:00 on Sundays and Bank Holidays was granted with conditions on 9<sup>th</sup> July 2019.

Condition 7 states:

The premises shall not be used for the purposes hereby permitted other than between the hours of 07:30 and 23:00 on Mondays to Thursdays, from 07:30 to 00:00 on Fridays and Saturdays and from 10:00 to 23:00 on Sundays and Bank Holidays without the prior consent in writing of the Local Planning Authority.

**Reason:-**

To enable the Local Planning Authority to retain control in the interests of amenity, and in order that the development accords with Development Control Policies Development Plan Document Policy DC61.

The licencing application proposes inclusion of 17 Collier Row Road, Romford Essex RM5 3NT for A3 (Cafe/Restaurant) with ancillary A5 (Hot Food Takeaway) for additional opening hours that exceed the restrictions that have been placed on the use by the planning department; and the use proposed does not have lawful planning status and the application therefore does not accord with licencing policy 6.

Given the argument as set out above, the planning department's concerns on the prevention of public nuisance have not been alleviated though the licence application. As this is the case, we ask that the licencing committee use their powers under licencing policy 1, 8 and 14 to take consideration of the views of the planning department as a responsible authority.

**You are therefore advised to refuse the above licensing application.**

**Complaint and Inspection History (if applicable):**

No visits to the property were undertaken.

|                          |  |
|--------------------------|--|
| Application Number:      |  |
| Description of proposal: |  |
| Outcome:                 |  |

**Other documents attached:**

NONE

**Dated:** 11.10.2019

**Officer:** Onkar Bhogal  
Principal Planning Enforcement  
and Appeals Officer