



Havering

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

LICENSING SUB-COMMITTEE THE PALMS HOTEL

AGENDA

10.30 am	Wednesday 14 January 2026	Council Chamber - Town Hall
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Members 3: Quorum 2

COUNCILLORS:

Philippa Crowder (Chairman)

Jane Keane

Christine Smith

For information about the meeting please contact:

Taiwo Adeoye - 01708 433079

taiwo.adeoye@havering.gov.uk

Please would all Members and officers attending ensure they sit in their allocated seats as this will enable correct identification of participants on the meeting webcast.

Under the Committee Procedure Rules within the Council's Constitution the Chairman of the meeting may exercise the powers conferred upon the Mayor in relation to the conduct of full Council meetings. As such, should any member of the public interrupt proceedings, the Chairman will warn the person concerned. If they continue to interrupt, the Chairman will order their removal from the meeting room and may adjourn the meeting while this takes place.

Excessive noise and talking should also be kept to a minimum whilst the meeting is in progress in order that the scheduled business may proceed as planned.

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 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.

2 APOLOGIES FOR ABSENCE AND ANNOUNCEMENT OF SUBSTITUTE MEMBERS

(if any) - receive

3 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.

4 REPORT OF THE CLERK (Pages 5 - 10)

Procedure for the Hearing: Licensing Act 2003 – Report attached

5 APPLICATION FOR A PREMISES LICENCE - THE PALMS HOTEL (BOKA BY PALMS) SOUTHEND ARTERIAL ROAD, HORNCHURCH, RM11 3UJ (Pages 11 - 122)

This application for a premises licence is made by Boka By Palms Ltd under section 17 of the Licensing Act 2003.

Zena Smith
Head of Committee and Election Services

LICENSING SUB-COMMITTEE

14 January 2026

REPORT

Subject Heading:

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

Report Author and contact details:

Taiwo Adeoye (01708) 433079
e-mail: taiwo.adeoye@haverling.gov.uk

Members are advised that, when considering application for a premises licence, the following options are available to them by virtue of the Licensing Act 2003, Part 3, section 35, paragraphs 3 and 4:

"Where relevant representations are made, the authority must

- (a) hold a hearing to consider them, unless the authority, the applicant and each person who has made such representations agree that a hearing is unnecessary, and
- (b) having regard to the representations, take such steps as it considers necessary for the promotion of the licensing objectives.

The steps are:

- a) modify the conditions of the licence
- b) reject the whole or part of the application

and for this purpose, the conditions of the licence are modified if any of them is altered or omitted or any new condition is added."

The Sub-Committee will also wish to note that, if none of these steps is required, the application must be granted.

Assuming that the Sub-Committee is satisfied that a hearing is required, then the following procedural steps are recommended. The Licensing Act 2003 (Hearings) Regulations 2005 will govern the arrangements for the hearing of the application now under consideration. This report accords with the requirements of that Act and the Regulations, and in particular Regulations 21-25 (procedure at the hearing).

1. Membership of the Sub-Committee:

- 1.1 The Sub-Committee comprises three members of the Licensing Committee, with a quorum of two members. **Unless there are objections, in the absence of three members, the hearing shall proceed with the quorum of two.**
 - 1.1.1 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.



Havering
LONDON BOROUGH

Licensing Officer's Report

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LICENSING SUB-COMMITTEE 14 January 2026

REPORT

Subject heading:

**The Palms Hotel (Boka By Palms)
Southend Arterial Road, Hornchurch,
RM11 3UJ**

Report author and contact details:

**Premises licence application
Mr P Jones, Public Protection Officer
licensing@havering.gov.uk
01708 432777**

This application for a premises licence is made by Boka By Palms Ltd under section 17 of the Licensing Act 2003. The application was received by Havering's Licensing Authority on 19th November 2025.

Geographical description of the area and description of the building

Palms Hotel is a licensed premises located in the Harold Wood ward adjacent to the A127 Southend Arterial Road. This application is for a premises licence to accommodate the restaurant and an external area, effectively a licensed premises within a licensed premises. The applicant for this licence is a separate entity to the holder of the hotel's premises licence.

The nearest residential properties are located on the opposite side of the A127 in Denbigh Close. There is no direct access to Denbigh Close from the A127. A row of trees and bushes shield the residential properties from the A127.

Details of the application

The licensable activities sought in this application are as follows.

Films, live music and recorded music*

- Monday to Wednesday – 10:00 to 00:00
- Thursday – 10:00 to 01:00
- Friday & Saturday – 10:00 to 02:00
- Sunday – 12:00 to 22:30

Late night refreshment*

- Monday to Wednesday – 23:00 to 00:00
- Thursday – 23:00 to 01:00
- Friday & Saturday – 23:00 to 02:00
- Sunday – 23:00 to 22:30

* These licensable activities are to be provided indoors only, i.e. not in the external area.

Supply of alcohol for consumption on and off premises

- Monday to Wednesday – 10:00 to 00:00
- Thursday – 10:00 to 01:00
- Friday & Saturday – 10:00 to 02:00
- Sunday & Good Friday – 12:00 to 22:30
- Christmas Day – 12:00 to 15:00 & 19:00 to 22:30
- New Year's Eve – from the end of permitted hours to the start of permitted hours on the following day

Hours premises open to the public

- Monday to Wednesday – 10:00 to 00:20
- Thursday – 10:00 to 01:20
- Friday & Saturday – 10:00 to 02:20
- Sunday & Good Friday – 12:00 to 22:50
- Christmas Day – 12:00 to 15:00 & 19:00 to 22:50
- New Year's Eve – from the end of permitted hours to the start of permitted hours on the following day

Section 5 of the application describes the premises in the following terms:

- "The Premises is a restaurant with a capacity of over 200 people inside and about 70 people outside."

Section 12 of Havering's licensing policy indicates the following terminal hours may be given more favourable consideration further to the application type.

Restaurants, cafés, public houses and bars

- Sunday to Thursday – 23:00
- Friday & Saturday – 00:00

Nightclubs

- Sunday to Thursday – 01:00
- Friday & Saturday – 02:00

Summary

There were no representations against this application from residents or businesses in the vicinity of the premises.

There were three representations against this application from responsible authorities, namely the Licensing Authority, the Police and Havering's Environmental Health team.

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

Copy of Application

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* 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

DAVID

* Family name

MORBIN

* E-mail

david@vulounge.co.uk

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

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

Registration number

16298901

Business name

BOKA BY PALMS LTD

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

VAT number

-

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

Legal status

Private Limited Company

Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Agent Details

* First name

* Family name

* E-mail

Main telephone number

Include country code.

Other telephone number

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

Are you:

- ☒ An agent that is a business or organisation, including a sole trader
- ☐ A 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

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

Registration number

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Agent Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 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 His 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...

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.

The Premises is a restaurant with a capacity of over 200 people inside and about 70 people outside

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

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 exhibition of films take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ Both

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

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

State any seasonal variations for the exhibition of film

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 exhibition of film 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 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?

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

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

☒ Indoors ☐ Outdoors ☐ Both

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

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

State any seasonal variations for the performance of live music

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

Page 26

Continued from previous page...

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.

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

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

☒ Indoors ☐ Outdoors ☐ Both

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

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

State any seasonal variations for playing recorded music

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

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.

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?

Continued from previous page...

Standard Days And Timings

MONDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

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	<input type="text" value="23:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="00:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="02:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="02:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

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

Continued from previous page...

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

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 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.

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.

(a) Good Friday 12:00 to 22:30
(b) Christmas Day 12:00 to 15:00 & 19:00 to 22:30
(c) New Year's Eve from the end of permitted hours to the start of permitted hours on the following day

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

Name

First name

Family name

Date of birth / /
dd mm yyyy

Continued from previous page...

Enter the contact's address

Building number or name	<input type="text" value="52"/>
Street	<input type="text" value="SHEARWATER ROAD"/>
District	<input type="text" value="HEMEL HEMPSTEAD"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text" value="HP3 0GD"/>
Country	<input type="text" value="United Kingdom"/>
Personal Licence number (if known)	<input type="text" value="SBC 1380"/>
Issuing licensing authority (if known)	<input type="text" value="STEVENAGE"/>

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'.

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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.

N/A

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.

Continued from previous page...

TUESDAY	Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:20"/>
	Start	<input type="text"/>	End	<input type="text"/>
WEDNESDAY	Start	<input type="text" value="10:00"/>	End	<input type="text" value="00:20"/>
	Start	<input type="text"/>	End	<input type="text"/>
THURSDAY	Start	<input type="text" value="10:00"/>	End	<input type="text" value="01:20"/>
	Start	<input type="text"/>	End	<input type="text"/>
FRIDAY	Start	<input type="text" value="10:00"/>	End	<input type="text" value="02:20"/>
	Start	<input type="text"/>	End	<input type="text"/>
SATURDAY	Start	<input type="text" value="10:00"/>	End	<input type="text" value="02:20"/>
	Start	<input type="text"/>	End	<input type="text"/>
SUNDAY	Start	<input type="text" value="12:00"/>	End	<input type="text" value="22:50"/>
	Start	<input type="text"/>	End	<input type="text"/>

State any seasonal variations

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

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

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

- (a) Good Friday 12:00 to 22:50
(b) Christmas Day 12:00 to 15:00 & 19:00 to 22:50
(c) New Year's Eve from the end of permitted hours to the start of permitted hours on the following day

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)

Continued from previous page...

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

CONDITIONS CONSISTENT WITH OPERATING SCHEDULE

Alcohol shall not be sold or supplied except during permitted hours with the exception of:

- (a) Good Friday 12:00 to 22:30
- (b) Christmas Day 12:00 to 15:00 & 19:00 to 22:30
- (c) New Year's Eve from the end of permitted hours to the start of permitted hours on the following day

The above restrictions do not prohibit:

- (i) the consumption of the alcohol on the premises during the first twenty minutes after the above hours;
 - (ii) the taking of the alcohol from the premises (unless the alcohol is supplied or taken in an open vessel) during the first twenty minutes after the above hours;
 - (iii) the consumption of the alcohol on the premises by persons taking meals there during the first thirty minutes after the above hours if the alcohol was supplied for consumption ancillary to those meals;
 - (iv) consumption of the alcohol on the premises by or the taking sale or supply of alcohol to any person residing in the licensed premises;
 - (v) the ordering of alcohol to be consumed off the premises or the despatch by the vendor of the alcohol so ordered;
 - (vi) the sale of alcohol to a trader or club for the purposes of the trade or club;
 - (vii) the sale or supply of alcohol to any canteen or mess being a canteen in which the sale or supply of alcohol is carried out under the authority of the Secretary of State or an authorised mess of members of Her Majesty's naval military or air forces;
 - (viii) the taking of alcohol from the premises by a person residing there; or
 - (ix) the supply of alcohol for consumption on the premises to any private friends of a person residing there who are bona fide entertained by him at his own expense or the consumption of alcohol by persons so supplied;
- or
- (x) the supply of alcohol for consumption on the premises to persons employed there for the purposes of the business carried on by the holder of the licence or the consumption of liquor so supplied if the liquor is supplied at the expense of their employer or of the person carrying on or in charge of the business on the premises.

2. Subject to the following paragraphs the permitted hours on weekdays shall extend until 02:00 the morning following except that:

- (a) the permitted hours shall end at midnight on any day on which music and dancing is not provided after midnight and
- (b) on any day that music and dancing end between midnight and 02:00 the permitted hours shall end when the music and dancing end.

(i) In relation to the morning on which summer time begins paragraph (1) of this condition shall have the effect with the substitution of references to 03:00 for references to 02:00 (or one hour following the hour actually specified in the certificate where the certificate currently requires closure between 01:00 and 02:00).

(ii) Except on Sundays immediately before bank holidays the permitted hours on Sundays shall extend until 00:30 in the morning following (or, if an earlier hour is specified in the special hours certificate that hour) except that –

- (a) The permitted hours shall end at 00:00 on any Sunday which music and dancing is not provided after midnight;
- (b) where music and dancing end between 00:00 on any Sunday and

Continued from previous page...

00:30 the permitted hours on that Sunday shall end when the music and dancing end.

(iii) On Sundays immediately before bank holidays the permitted hours shall extend until 02:00 the morning following except that:

(a) the permitted hours shall end at 00:00 on any Sunday on which music and dancing is not provided after 00:00;

(b) where music and dancing end between 00:00 on any Sunday and 02:00 the permitted hours on that Sunday shall end when the music and dancing end.

(iv) The sale of alcohol must be ancillary to the use of the premises for music and dancing and substantial refreshment.

3. Consent to extension(s) of hours:

(a) From 23:00 Monday to Wednesday to 00:00.

(b) From 23:00 on Thursday to 01:00 the following day.

(c) From 23:00 on Friday and Saturday to 02:00 the following days.

(d) From 23:00 on Sundays until 00:30 limited to the six Sundays prior to Christmas and one Sunday following Christmas for dinner/dances primarily for pre-booked groups.

4. When the restaurant is used for public dancing the displaced dining tables and associated chairs shall be removed from the dance floor and shall be stored in a non-public portion of the premises.

5. When two or more units of the function rooms are in simultaneous use for the same function the folding partitions between those units shall be kept locked in the fully open position.

6. No alterations or additions shall be made to that part of the safety lighting installation which is located outside the licensed area of the premises but which is supplied from the same battery unit without the Council's consent.

7. An attendant shall be on duty in the cloakroom during the whole time of its use under the licence.

8. The front entrance doors to the premises shall be freely able to be opened for the whole time in which the restaurant and/or function room is being used under the licence.

9. The fire instructions for the building (as issued by the London Fire and Civil Defence Authority) and the instructions for calling the fire brigade shall be brought to the attention of all staff. Fire drills shall be carried out on a monthly basis and staff are to be fully trained in the procedure to be adopted in the event of fire (including the operation of the fire alarm) and in the use of the fire appliances provided. All fire drills shall be recorded in a log book.

10. The number of persons accommodated at any one time in a single unit of the functions room shall not exceed 75.

11. The number of persons accommodated at any one time shall not exceed the following:

Restaurant/bar 270 established layout

Restaurant/bar 420 identified furniture removed in accordance with letter dated 27th October 1994 and drawing No. 1210/5K.

Functions room 300

12. The counting of patrons shall take place at the entrance to the restaurant/bar area to ensure an accurate assessment of numbers.

13. The Council consents to the admission of disabled persons in accordance with the Council's letter of 20th August 1986.

14. The doors to the garden area should be provided with an alarm that activates upon opening. This alarm must be switched on whenever amplified music is played at a sound and frequency setting that is likely to cause a nuisance to the occupiers of nearby premises. A suitable notice should be displayed indicating that an alarm system is in effect.

15. All staff shall be suitably trained for their job function for the premises. The

Continued from previous page...

training shall be written into a programme ongoing and under constant review and must be available to a relevant responsible authority when called upon.

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

17. All door supervisors shall enter their full details in the premises daily register at the commencement of work. This shall record their full name home address and contact telephone number the door supervisor's SIA registration number and the time they commenced and concluded working. If the door supervisor was supplied by an agency details of that agency will also be recorded including the name of the agency the registered business address and a contact telephone number.

18. Drinks shall be served in containers made from toughened glass (tempered glassware).

19. A properly specified and fully operational CCTV system shall be installed or the existing system maintained to a satisfactory standard. The system shall incorporate a camera covering each of the entrance doors and be capable of providing an image which is regarded as 'identification standard' of all persons entering and/or leaving the premises. All other areas of risk identified in the operational requirement shall have coverage appropriate to the risk.

20. The installation or upgrading of any CCTV system shall comply with current best practice. In addition the documentation listed below shall be included in a system file which should be readily available for inspection by the relevant authority:

Site plan showing position of cameras and their field of view

Code of Practice

Performance specification, e.g. storage capacity, image file size IPS for each camera and purpose of each camera position

Operational requirement

Incident log

Maintenance records including weekly visual checks

21. To obtain a clear head and shoulders image of every person entering the premises on the CCTV system persons entering the premises shall be asked to remove headwear unless worn as part of religious observance.

22. The CCTV system shall incorporate a recording facility and all recordings shall be securely stored for a minimum of one calendar month. A system shall be in place to maintain the quality of the recorded image and a complete audit trail maintained. The system will comply with other essential legislation and all signs as required will be clearly displayed. The system will be maintained and fully operational throughout the hours that the premises are open for any licensable activity. For premises using a video recording system the cassette tapes shall be used on no more than twelve occasions to maintain the quality of the

Continued from previous page...

recorded image.

23. The positions of all CCTV cameras shall be clearly shown on a set of plans which should form part of the system file. Any alteration to the system should only be carried out after consultation with and written approval of Havering Police.

24. The premises licence holder shall implement a written drugs policy. This shall detail the strategies to minimise the use and supply of illegal drugs within the premises. The drugs policy shall include a structured training programme covering the issues relevant to the misuse of drugs in relation to licensed premises which will be delivered to all staff. This policy shall require written approval by Havering Police.

25. The designated premises supervisor shall be required to hold a National Certificate of Drugs Awareness qualification run by the BII or a similar accredited body.

26. A Challenge 21 scheme shall be adopted so that all members of staff at the premises shall seek credible photographic proof of age evidence from any person who appears to be under the age of 21 years and who is seeking access to the premises or is seeking to purchase or consume alcohol on the premises. Such credible evidence shall include a photograph of the customer and shall include a passport, a photographic driving licence or a proof of age card carrying the PASS logo.

27. If the premises has a policy that includes the searching of persons door supervisors of both sexes shall be on duty at all times.

28. All door supervisors working outside the premises or whilst engaged in the dispersal of patrons at the close of business shall wear high visibility clothing.

29. The premises licence holder shall implement a written queue management policy. All queuing outside the premises shall be managed in such a way that prevents noisy or rowdy behaviour and therefore minimises disturbance or nuisance to neighbours. The policy shall require written approval by the Police.

30. The premises licence holder shall implement a written dispersal policy to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours both residential and business and to make the minimum impact upon the neighbourhood in relation to potential nuisance, anti-social behaviour, crime and disorder. The policy shall require written approval by the Police.

b) The prevention of crime and disorder

c) Public safety

1. All emergency exits, escape routes, and lighting shall be maintained unobstructed and kept in good working order.
2. A full risk assessment shall be maintained, addressing crowd management, fire safety, and emergency procedures.
3. The maximum number of patrons permitted on the premises at any one time shall not exceed the number agreed with the Fire Authority.
4. Regular safety checks of fire alarms, emergency lighting, and exits shall be carried out and documented.
5. All staff shall receive training in emergency evacuation procedures
6. First-aid kits and fire extinguishers shall be provided and regularly checked.

d) The prevention of public nuisance

(1) Live and recorded music shall only be played indoors, except for low-level background music in the outdoor or shisha

Continued from previous page...

area.
(2) Prominent, clear notices shall be displayed at all exits advising customers;
- That CCTV and "Challenge 21" is in operation
- Reminding patrons to leave quietly

e) The protection of children from harm

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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.

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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.

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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

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 (£)

635.00

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

Add another signatory

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

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Payment status	<input type="text"/>
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OPERATING SCHEDULE – BOKA BY PALMS HOTEL

Description of Premises:

The Premises is a restaurant located within Palms hotel with an outdoor area dedicated to smoking. An event center stands between the hall and outdoor area and is not the subject of this application. The Licensable activities for both areas are as defined below:

LICENSABLE ACTIVITIES & PROPOSED HOURS

OPENING HOURS FOR PREMISES (RESTAURANT (INDOORS) & OUTDOOR AREA)

Sunday to Thursday: 10:00 to 01:00

Friday and Saturday: 10:00 to 02:00

LICENSABLE ACTIVITIES

INDOOR AREA (RESTAURANT)

Supply of Alcohol, Film, Live Music and recorded music:

Sunday to Thursday: 10:00 to 01:00

Friday and Saturday: 10:00 to 02:00

Late night refreshment

Monday- Thursday: 23:00 to 01:00

Friday & Saturday: 23:00 to 02:00

OUTDOOR AREA:

Supply of Alcohol

Sunday to Thursday: 10:00 to 01:00

Friday and Saturday: 10:00 to 02:00

GENERAL CONDITIONS APPLICABLE TO RESTAURANT

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points and the street environment, will be covered, enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public, and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be

present on the premises at all times when they are open to the public. This staff member shall be able to show the Police or the licensing authority recordings of the previous two days immediately when requested.

2. Promoted events* shall take place on the premises subject to the following conditions:

- a) A risk assessment shall be conducted for each promoted event and made available to the authorities upon request;
- b) All promoted events must comply with the premises' noise management policy;
- c) A minimum of two SIA licensed door supervisors shall be present during a promoted event, with additional supervisors deployed based on the event risk assessment;
- d) All external promoters must sign and comply with the venue's Promoter Agreement.
- e) The DPS or a designated manager shall monitor a promoted event;
- f) At least 10 working days prior written notice of any promoted event shall be given to the Police

(*for clarity, a promoted event is an event involving music and dancing where the musical entertainment is provided at any time between 23.00 and 07.00 by a DJ(s) who are not employees of the premises licence holder and the event is promoted to the general public by way of ticket sales and where an external party seeks to profit from such an event). The premises reserves the right to cancel any promoted event if there are reasonable grounds to believe it may compromise 1 or more of the licensing objectives

3. An incident log shall be kept at the premises and made available on request to the Police or other authorised officers. The log will record the following details:

- All crimes reported to the venue
- All ejections of customers
- Any incidents of disorder (defined as disturbance caused by either one person or a group of people). (there is no requirement to record incidents where they do not relate to a licensable activity).
- Seizures of drugs or offensive weapons
- Any faults in the CCTV system or searching equipment or scanning equipment and the actions taken to remedy such faults

4. All drinking vessels used in the premises shall be either toughened glass or made of polycarbonate material, except for wine and champagne glasses served at tables which may be standard glassware.

5. No drinks of any sort are to be supplied to customers in glass bottles, save for champagne or wine served at or to a table.
6. A written dispersal Policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to the neighbours.
7. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.
8. Customers permitted to temporarily leave and then re-enter premises e.g., to smoke, shall not be permitted to take drinks or glass containers with them.
9. There shall be no sale of alcohol in unsealed containers for consumption off the premises.
10. A log shall be kept at the premises and record all refused sales of alcohol. The log shall record the date and time of the refusal, the reason for refusal and the name of the member of staff who refused the sale. The log will be made available on request by the Police or an authorised officer.
11. A 'Challenge 25' Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age shall only comprise a passport, a photo card driving licence, an EU/EEA national ID card or similar document, or an industry approved proof of identity card.
12. Persons under the age of 18 years shall not be allowed on the premises after 21:00 hours where licensable activities are taking place unless accompanied by an adult
13. The Licence holder shall keep a written record of all staff authorised to sell alcohol. This record shall include the full name, home address, and date of birth of each authorised person. The staff record to be kept on the licensed premises and made available for inspection by the Police and other authorised officers.
14. All staff engaged/involved in the provision of licensable activities, including the sale of alcohol, shall receive appropriate training. The training shall include topics such as the responsible sale of alcohol, drug awareness, conflict management, safeguarding of children and vulnerable persons, and the general operation and/or management of a licensed premises.
15. Staff training records shall be kept on the premises for a minimum of 1 year and be made available for inspection by Police and other authorised officers upon reasonable request/notice. Refresher training shall be undertaken at intervals of no more than 6 months.
16. The Licence holder shall ensure that each member of staff authorised to sell alcohol is fully aware of his/her responsibilities in relation to verifying a customer's age and is able to effectively question purchasers and check evidence of proof of age.

17. The Licence holder shall ensure that each member of staff authorised to sell alcohol is sufficiently capable and confident to confront and challenge persons under 18 years of age attempting to purchase alcohol.
18. Prominent, clear notices shall be displayed at the premises about the supply of alcohol to minors and the relevant offences involved
19. All Door Supervisors working outside the premises or whilst engaged in the dispersal of patrons at the close of business shall wear 'High Visibility Clothing'.
20. A register of SIA licensed door supervisors shall be maintained at the premises and shall include: full name, SIA badge number, time they began their duty, and time they completed their duty. If the door supervisor was supplied by an Agency, the name and address of that agency must also be recorded. The register to be made available for inspection by the Police and other authorised officers.
21. SIA licensed door supervisors will receive clear written instructions as to their role which will include matters such as;
- (a) Ensuring that no alcoholic drinks leave the licensed premises;
 - (b) Conducting age verification checks (as appropriate) using acceptable forms of ID (passport, driving licence, or other approved photo ID)
 - (c) Refusing entry to any person who appears to be intoxicated;
 - (d) Conducting searches of customers as considered necessary;
 - (e) Monitoring and controlling maximum occupancy levels; and
 - (f) Ensuring compliance with any specific conditions attached to the premises licence.
22. The premises licence holder shall implement a written drugs policy. This shall detail the strategies to minimise the use and supply of illegal drugs within the premises. The drugs policy shall include a structured training programme covering the issues relevant to the misuse of drugs in relation to licensed premises which will be delivered to all staff.
23. Alcohol shall only be sold ancillary to a meal. There shall be no vertical drinking at the premises, all consumption of alcohol on site shall be whilst seated.
24. Alcohol shall be sold to customers by waiter/waitress service only.

CONDITIONS RELATING TO THE PREVENTION OF PUBLIC NUISANCE (RESTAURANT)

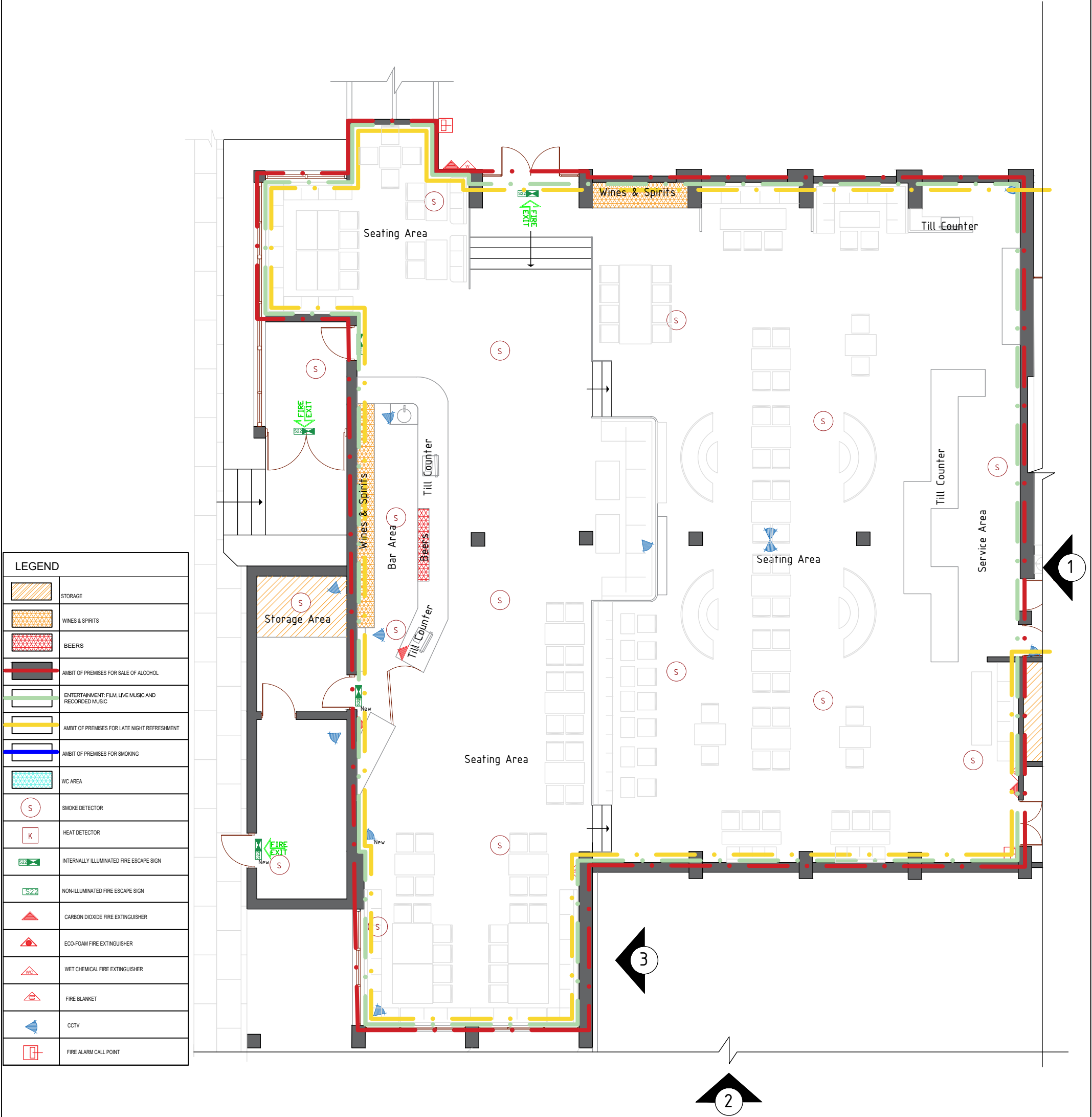
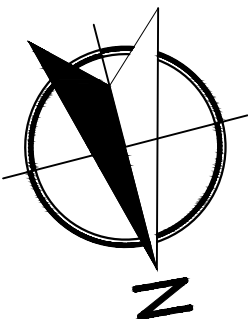
1. An appropriate automatic noise control device must be used for any amplified sound. The device should be set so that the volume of any amplified sound emanating from the premises does not cause a public nuisance.
The device shall be connected to all external doors and windows that are not normally entry or exit, including those leading to the outside garden area.
2. The setting of the noise control device, and other noise control measures shall be incorporated within a written Public Nuisance Policy (PNP). The PNP is to be submitted to and agreed between the Premises Licence Holder (PLH) and the Local Licensing Authority (LLA) within 60 days of the Premises Licence being granted. The agreed Policy, or any variations thereto that may be agreed between the PLH or LLA, will be adhered to at all times. If the Public Nuisance Policy is unable to be agreed, is not complied with, or is withdrawn at any time, licensable activities at the premises shall not be permitted after 23.00 hours.
3. Doors and windows to the premises shall remain closed (save for entrance and egress) at all times when regulated entertainment is occurring.
4. The Premises Supervisor (or representative) shall monitor the volume of music emanating from the premises and adjust the volume to ensure that any amplified sound or other music from the licensed premises does not cause a public nuisance.
5. No regulated entertainment shall occur in the outside areas, unless governed by a noise control device, set in agreement with the Local Licensing Authority as part of the Public Nuisance Policy.

GENERAL CONDITIONS RELATING TO OUTDOOR AREA


1. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly
2. Alcohol shall be sold to customers by waiter/waitress service only
3. All staff involved in licensable activities shall receive training on responsible alcohol sales, drug awareness, conflict management, safeguarding, and general premises operation.
4. Alcohol shall not be sold in unsealed containers for consumption off the premises.

5. A log shall be kept at the premises and record all refused sales of alcohol. The log shall record the date and time of the refusal, the reason for refusal and the name of the member of staff who refused the sale. The log will be made available on request by the Police or an authorised officer.
6. A 'Challenge 25' Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age shall only comprise a passport, a photo card driving licence, an EU/EEA national ID card or similar document, or an industry approved proof of identity card
7. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points and the street environment, will be covered, enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public, and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the Police or the licensing authority recordings of the previous two days immediately when requested.
8. The outdoor area authorised for the sale of alcohol shall be continuously supervised whenever it is in use for licensable activities. A minimum of one SIA licensed door supervisors shall be on duty at the premises during all times when licensable activities are being carried out from 23:00 hours until the conclusion of licensable activities with responsibility for monitoring customer behaviour, preventing disorder, and ensuring compliance with the premises' age-verification and alcohol management policies.

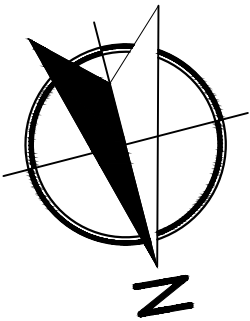
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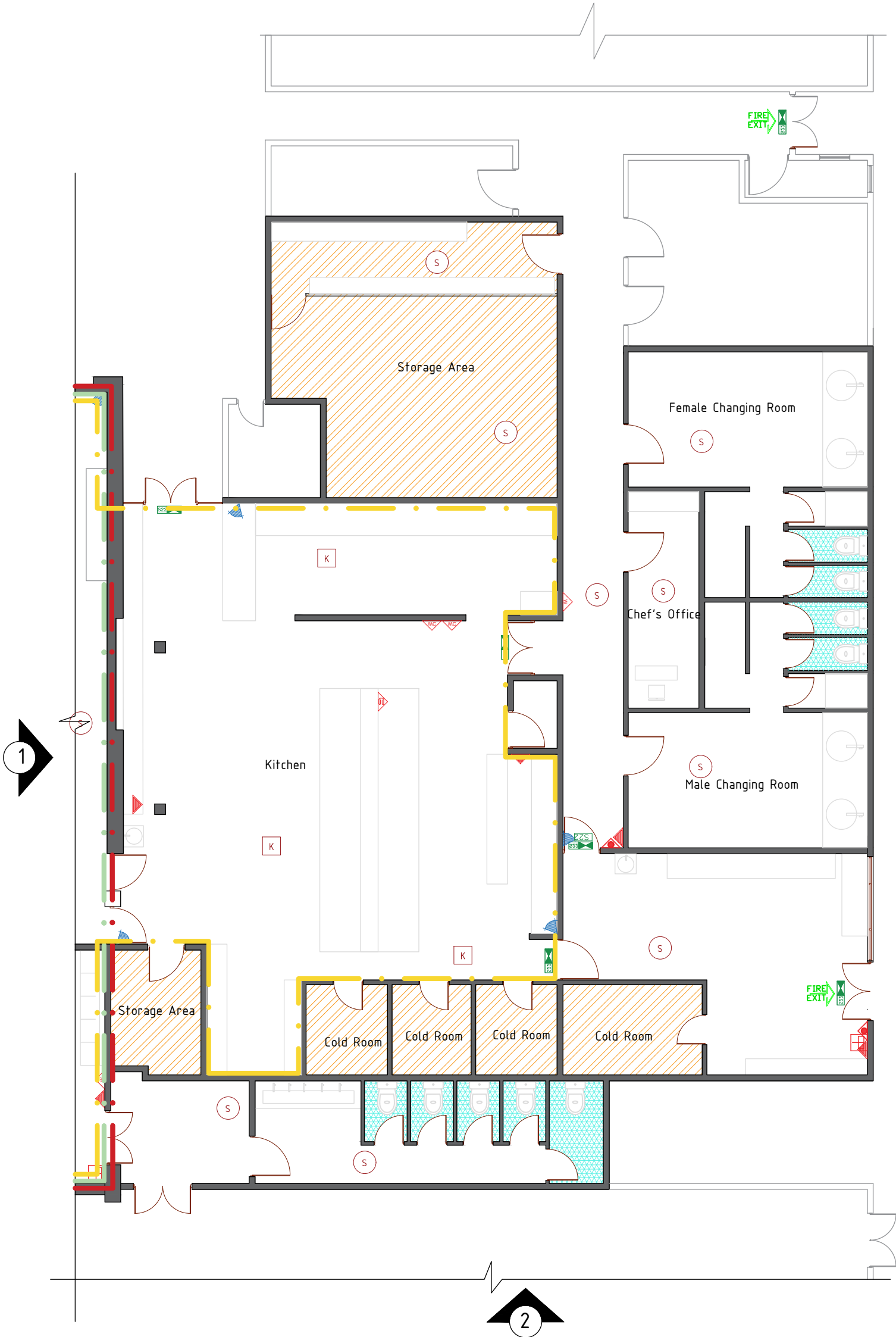
Ground Floor Plan

Address Boka At Palms Hotel, Southend Arterial Road, Hornchurch RM11 3UJ		Rev V1	Date 10/11/2025	 Architecture - Town Planning Premises Licensing E: info@seandse.co.uk T: 020 4579 53 00 M: +44 (0) 7404765500 W: www.seandse.co.uk	
Sheet 1/5		Name Ground Floor Plan Page 53			Drawn By MDF
Reference PH-1011-GFP1					Checked By SS

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LEGEND	
	STORAGE
	WINES & SPIRITS
	BEERS
	AMBIT OF PREMISES FOR SALE OF ALCOHOL
	ENTERTAINMENT: FILM, LIVE MUSIC AND RECORDED MUSIC
	AMBIT OF PREMISES FOR LATE NIGHT REFRESHMENT
	AMBIT OF PREMISES FOR SMOKING
	WC AREA
	SMOKE DETECTOR
	HEAT DETECTOR
	INTERNALLY ILLUMINATED FIRE ESCAPE SIGN
	NON-ILLUMINATED FIRE ESCAPE SIGN
	CARBON DIOXIDE FIRE EXTINGUISHER
	ECO-FOAM FIRE EXTINGUISHER
	WET CHEMICAL FIRE EXTINGUISHER
	FIRE BLANKET
	CCTV
	FIRE ALARM CALL POINT



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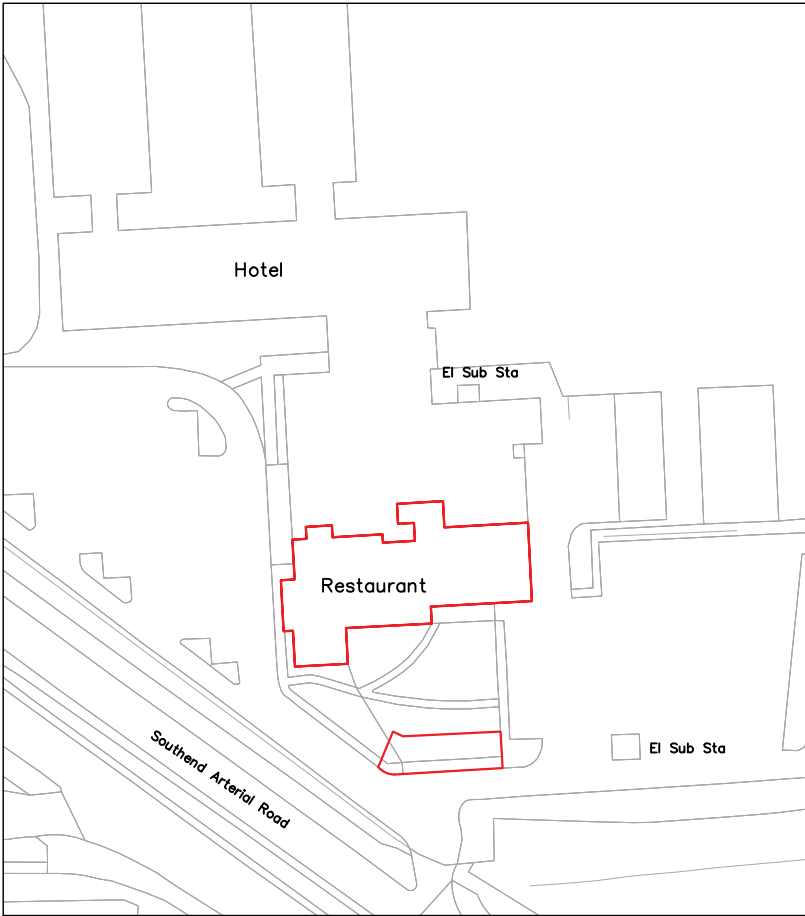
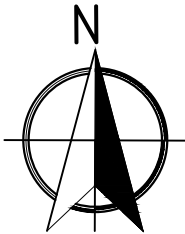
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Ground Floor Plan

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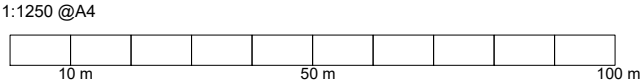
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OS Map

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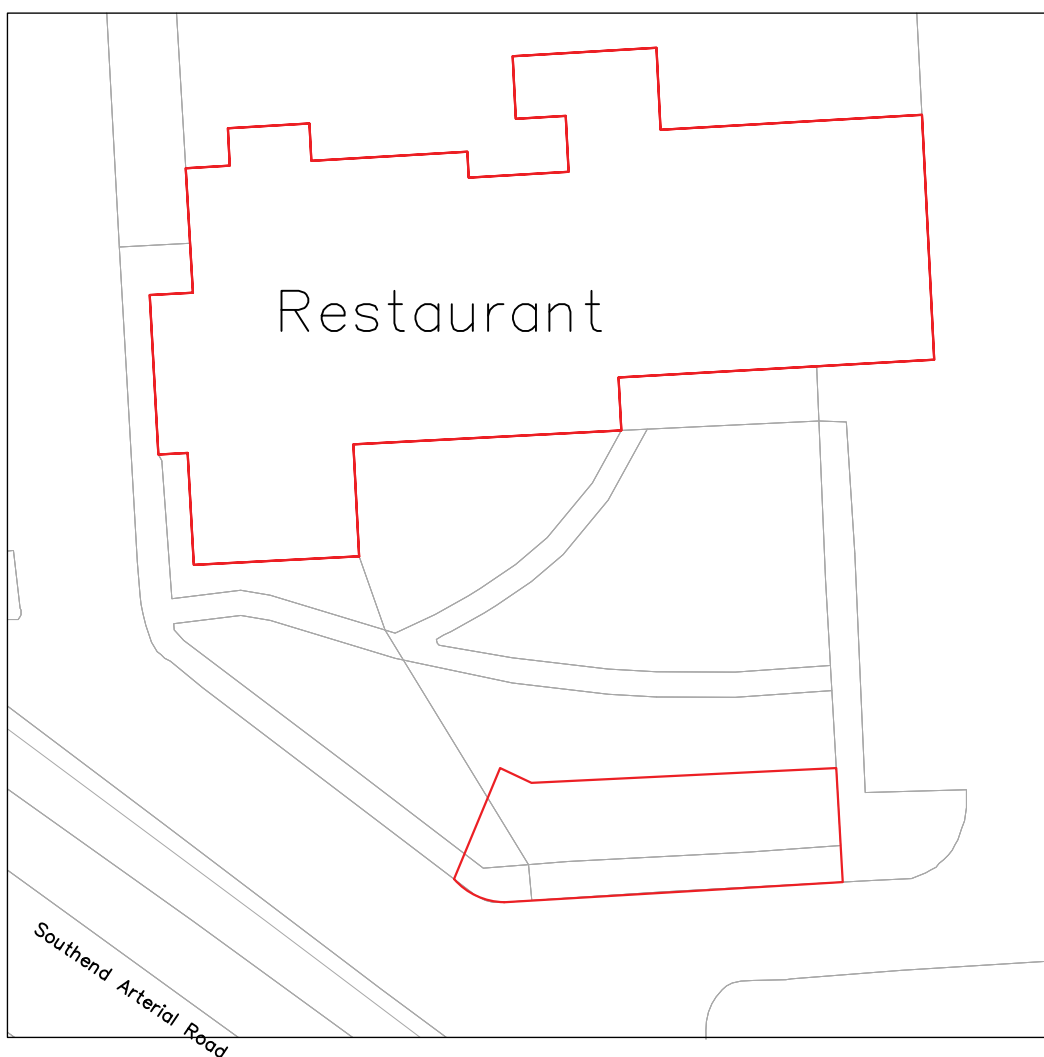
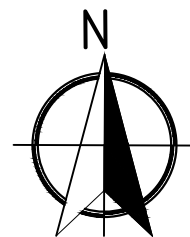
Title: Palms Hotel Southend Arterial Road Hornchurch RM11 3UJ
Map Produced for: For Application
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Project ID:
Date of Purchase: 10-11-2025
1 Years subscription from 10-11-2025 for 1 workstation.



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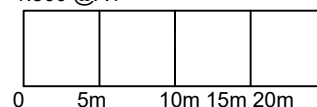



Block Plan

ReQuestAPlan
Map number: TQRQM25314182447723

Title: Palms Hotel Southend Arterial Road Hornchurch RM11 3UJ
Map Produced for: For Application
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Project ID:
Date of Purchase: 10-11-2025
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Sheet 5/5	Name Page 57 Block Plan.	Drawn By MDF		
Reference PH-1011-BP		Checked By SS		

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Boka By Palms

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

Representation from
Responsible Authorities

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Licensing Act 2003 Responsible Authority representation

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

Premises Name and address: Boka By Palms, Palms Hotel, Southend Arterial Rd, Hornchurch, RM11 3UJ

Your Name: Oisin Daly

Organisation name/name of body you represent: London Borough of Havering/Licensing

Your Address: C/O, Town Hall, Main Road, Romford, Essex, RM1 3BD

Email: Oisin.daly@haverling.gov.uk

Contact telephone number: 01708 433661

Summary of Objection: Objection to an application for a premises licence as if granted in full as applied for likely to undermine the licensing objectives of the prevention of crime and disorder and public nuisance.

Policy Considerations:

12. Licensing Hours

12.1 When dealing with new and variation applications the Licensing Authority may give more favourable consideration to applications with the following closing times: Public Houses and Bars 23:00 hours Sunday to Thursday Midnight Friday and Saturday Nightclubs 01:00 hours Sunday to Thursday 02:00 hours Friday and Saturday Restaurants and Cafes 23:00 hours Sunday to Thursday Midnight- Friday and Saturday Off licences 23:00 Monday to Sundays Hot food and drink supplied by takeaways, fast food premises Midnight- Sunday to Thursdays 01:00 Friday and Saturday Hotel residents only 24 hours sale of alcohol for on sales only

12.2 Consideration will also be given to the type of area that the premises is located in with regulated activities normally being permitted until 23.30 in residential areas and 00.30 in mixed use areas.

12.3 The above hours are a guide and each application will be considered on it's own merits.

12.4 The above hours are intended to guide applicants on the Licensing Authority's expectations when preparing their operating schedules.

12.5 For applications within the above hours there is no presumption that the application will automatically be granted in all cases where a relevant representation has been made.

If no representations are received, the application will be granted by the licensing authority under delegated powers.

12.6 Applicants who wish to provide licensable activities outside the hours specified above should ensure where relevant the operating schedule specifies detailed measures to militate against crime, disorder and public nuisance etc. taking into account:

- The location of the premises and the character of the area in which they are situated
- The proposed hours during which licensable activities will take place
- The adequacy of the applicant's proposals to prevent crime and disorder and prevent public nuisance
- Whether customers have access to public transport when arriving at or leaving the premises
- The proximity of the premises to other licensed premises in the vicinity and the hours of operation of those other premises policies and proposals for the orderly dispersal of customers.

17. Noise

17.1 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 request appropriate restrictions or controls on the licence to support the prevention of undue noise disturbance from licensed premises.

17.2 The Licensing Authority will seek to balance the protection of residents from undue disturbance against noise and the activity that is the natural by-product of people going about their business, entertainment or leisure.

17.3 The Licensing Authority expects that premises intended for the provision of noise-generating licensable activities are acoustically controlled and engineered to a degree where the noise from the premises when compared to the ambient noise level will not cause undue disturbance. The Licensing Authority recognises specific difficulties associated with premises structurally linked to would be licensed premises and the limit of sound insulation performance that can be achieved. In some circumstances licensed premises adjoining residential properties may not be appropriate.

Representation

This representation against the application is concentrated on the issue that whilst this is an application for a single premises licence, there are two distinct areas which the application seeks to licence: The restaurant area and the external seating/smoking area.

Dealing with the restaurant first, the applicant has proposed conditions for this area which are agreeable and include that alcohol will be sold ancillary to food. The hours requested do exceed the Licensing Policy guidelines, 2am is late for anyone to be out for a meal. Whilst a website can be misleading, there is an indication on the Palms website which details late night DJs in the restaurant area.



BOKA Restaurant

Welcome to BOKA by Palms. Formerly known as The Piano Bar, this fully refurbished restaurant and bar has re-launched to offer you and your guests a truly luxurious dining experience.

At BOKA by Palms, bold flavours and warm hospitality come together. We specialise in premium steaks and vibrant Mediterranean cuisine—blending the finest cuts of meat with fresh herbs, olive oil, and sun-kissed ingredients. Whether you're joining us for a perfectly grilled ribeye or a colourful mezze platter, every dish is crafted with care and inspired by the coastal kitchens of the Mediterranean.

Our set-themed nights, live entertainment, and late-night DJ sets are sure to bring back beautiful memories and create new ones.

The applicants response to later hours is that customers in the hotel may wish to order food late at night. This has not been clarified fully at the time of making this representation, but the committee may wish to consider that a condition relating to managing this may be relevant.

Such as – “Late Night Refreshment may only be served to hotel residents in their rooms from 00:00hrs onwards”. This would bring the public dining element of the application in line with the councils policy. The hours for the sale of alcohol and regulated entertainment may also be considered and brought in line with policy hours.

The Authority recognises that the premises is unique and that each application must be judged on it's own merits, however, there have been issues in the past with intoxicated patrons at events committing violent offences. This has taken place under the current premises licence which contains a number of archaic unenforceable conditions,

The application raises concerns regarding the external area and how it may come to be used. Without adequate restrictions by way of conditions there is a concern that the licensing objectives, specifically crime and disorder and public nuisance, may be undermined.

It is still not clear how the applicant intends to use this external area, if granted as applied for there only very basic conditions offered which do not mitigate potential risks. To have an external area, licensed for the sale of alcohol until 2am and without adequate door supervision is likely to create a high-risk environment for patrons and staff.



The Garden Arena

The newest addition to The Palms collection of event spaces, will be The Garden Arena. A contemporary air conditioned super structure with glazed frontage and overlooking beautiful landscaped gardens, The Gardens Arena is set to wow all your guests. Internally, luxurious finishes and bespoke décor set the stage for any occasion.

Why not pair your civil wedding up to take place in The Pagoda? A stunning intimate structure, set in the landscaped grounds of The Arena.

With dedicated event co-ordinators allocated to you from the onset, The Garden Arena is the ideal event space for your large gathering.

Capacity Chart

Banquet style without dance floor: 100

Banquet style with dance floor: 80

Theatre setting: 150

Considering the risk of undermining the crime and disorder licensing objective, with increased hours of the sale of alcohol comes higher levels of intoxication. This can impact on an individual's decision-making abilities and become a risk factor in issues of anti-social behaviour and violence. From the website there is an indication that there may also be a dance floor area in this space and a capacity of 100 persons.

Given the nature of the area being away from the main building, the licensing authority consider that SIA door staff may be required at a ratio of 1:100 persons plus 1 (so if 80 patrons on site then the venue would require 2 SIA staff) to monitor patrons behaviour at any time the premises is open beyond 23:00hrs. The hours requested are also excessive given the nature of the area and location and the licensing authority may consider it appropriate to limit these in line with the policy also.

This representation is made on the 12th December 2025, there is a meeting due to take place on the 16th December at the venue with the applicant. Accordingly, I reserve the right to amend or adapt this representation based on the outcome of that meeting or should any further information be made available in the interim period.

Conclusion

The Licensing Authority respectfully requests that the licensing sub-committee consider partially granting the licence with reduced hours and additional conditions suggested above, in addition to the operating schedule offered by the applicant in negotiations during the consultation period (08th December 2025).

Complaint and Inspection History (if applicable)

Following a serious incident at the premises in summer 2025 negotiations between the police, council and the venue owners took place to seek to modernise and update the existing premises licence to minimise the risk of the licensing objectives being undermined. The majority of conditions were agreed, however, one condition seeking to limit the premises from being available for “dry-hires” was not agreed and the minor variation was refused. Attached are the proposed conditions by the applicant at the time, condition number 25 was the contentious condition.

Other documents attached

APP1 Operating Schedule offered on 08/12/2025

APP2 Conditions offered during MV

Signed

Oisin Daly

Dated: 12th December 2025

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**THE PALMS HOTEL
SOUTHEND ARTERIAL ROAD
HORNCHURCH RM11 3UJ**

MINOR VARIATION APPLICATION

This application proposes to update and strengthen the existing licence conditions. A new improved, up to date and comprehensive set of conditions are proposed – see below. The new conditions are considered appropriate to ensure the promotion of the licensing objectives.

The new conditions would replace the majority of the current conditions attached to the licence. A number of the current conditions are considered either out of date, badly worded, or are covered under other legislation. The conditions to be removed are also shown below.

The application will not adversely affect the licensing objectives. The new conditions are much stronger, clearer, and more up to date than the current set of conditions, and therefore will promote the licensing objectives

PROPOSED NEW CONDITIONS

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points and the street environment, will be covered, enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public, and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the Police or the licensing authority recordings of the previous two days immediately when requested.

2. Promoted events* shall take place on the premises subject to the following conditions:

a) A risk assessment shall be conducted for each promoted event and made available to the authorities upon request;

b) All promoted events must comply with the premises' noise management policy;

c) A minimum of two SIA licensed door supervisors shall be present during a promoted event, with additional supervisors deployed based on the event risk assessment;

d) All external promoters must sign and comply with the venue's Promoter Agreement.

e) The DPS or a designated manager shall monitor a promoted event;

f) At least 10 working days prior written notice of any promoted event shall be given to the Police

(*for clarity, a promoted event is an event involving music and dancing where the musical entertainment is provided at any time between 23.00 and 07.00 by a DJ(s) who are not employees of the premises licence holder and the event is promoted to the general public by way of ticket sales and where an external party seeks to profit from such an event). The premises reserves the right to cancel any promoted event if there are reasonable grounds to believe it may compromise 1 or more of the licensing objectives

3. An incident log shall be kept at the premises and made available on request to the Police or other authorised officers. The log will record the following details:

- All crimes reported to the venue
- All ejections of customers
- Any incidents of disorder (defined as disturbance caused by either one person or a group of people). (there is no requirement to record incidents where they do not relate to a licensable activity).
- Seizures of drugs or offensive weapons
- Any faults in the CCTV system or searching equipment or scanning equipment and the actions taken to remedy such faults

4. All drinking vessels used in the premises shall be either toughened glass or made of polycarbonate material, except for wine and champagne glasses served at tables which may be standard glassware.

5. No drinks of any sort are to be supplied to customers in glass bottles, save for champagne or wine served at or to a table.

6. Loudspeakers shall not be located in the entrance lobby or outside the premises, except for background music speakers in the designated outdoor seating area.

7. A written dispersal Policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to the neighbours.

8. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.

9. Customers permitted to temporarily leave and then re-enter premises eg, to smoke, shall not be permitted to take drinks or glass containers with them.

10. There shall be no sale of alcohol in unsealed containers for consumption off the premises.

11. A log shall be kept at the premises and record all refused sales of alcohol. The log shall record the date and time of the refusal, the reason for refusal and the name of the member of staff who refused the sale. The log will be made available on request by the Police or an authorised officer.

12. A 'Challenge 25' Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age shall only comprise a passport, a photo card driving licence, an EU/EEA national ID card or similar document, or an industry approved proof of identity card.

13. Persons under the age of 18 years shall not be allowed on the premises after 21:00 hours where licensable activities are taking place unless accompanied by an adult

14. The Licence holder shall keep a written record of all staff authorised to sell alcohol. This record shall include the full name, home address, and date of birth of each authorised person. The staff record to be kept on the licensed premises and made available for inspection by the Police and other authorised officers.

15. All staff engaged/involved in the provision of licensable activities, including the sale of alcohol, shall receive appropriate training. The training shall include topics such as the responsible sale of alcohol, drug awareness, conflict management, safeguarding of children and vulnerable persons, and the general operation and/or management of a licensed premises.

16. Staff training records shall be kept on the premises for a minimum of 1 year and be made available for inspection by Police and other authorised officers upon reasonable request/notice. Refresher training shall be undertaken at intervals of no more than 6 months.

17. The Licence holder shall ensure that each member of staff authorised to sell alcohol is fully aware of his/her responsibilities in relation to verifying a customer's age and is able to effectively question purchasers and check evidence of proof of age.

18. The Licence holder shall ensure that each member of staff authorised to sell alcohol is sufficiently capable and confident to confront and challenge persons under 18 years of age attempting to purchase alcohol.

19. Prominent, clear notices shall be displayed at the premises about the supply of alcohol to minors and the relevant offences involved

20. All Door Supervisors working outside the premises or whilst engaged in the dispersal of patrons at the close of business shall wear 'High Visibility Clothing'.

21. A register of SIA licensed door supervisors shall be maintained at the premises and shall include: full name, SIA badge number, time they began their duty, and time they completed their duty. If the door supervisor was supplied by an Agency, the name and address of that agency must also be recorded. The register to be made available for inspection by the Police and other authorised officers.

22. SIA licensed door supervisors will receive clear written instructions as to their role which will include matters such as;

- (a) Ensuring that no alcoholic drinks leave the licensed premises;
- (b) Conducting age verification checks (as appropriate) using acceptable forms of ID (passport, driving licence, or other approved photo ID)
- (c) Refusing entry to any person who appears to be intoxicated;
- (d) Conducting searches of customers as considered necessary;
- (e) Monitoring and controlling maximum occupancy levels; and
- (f) Ensuring compliance with any specific conditions attached to the premises licence.

23. A minimum of two SIA licensed door supervisors shall be on duty at the premises during all times when licensable activities are being carried out from 23:00 hours until the conclusion of licensable activities. The use of additional door supervisors shall be considered on a risk basis. The requirement for SIA door supervisors to be on duty shall not apply when the only licensable activity is the sale of alcohol to customers in the restaurant.

25. At any times when licensable activities take place, customers may bring their own alcohol for consumption on the premises subject to the following conditions:

- a) Such arrangements must be pre-approved by management;

b) A corkage fee will be charged at the premises' discretion according to its published rate card

c) All external alcohol must be declared upon entry;

d) Staff shall monitor events when customers have been allowed to bring their own alcohol into the premises – in accordance with the premises' alcohol management policy;

e) The premises reserves the right to refuse entry of any external alcohol that raises safety or authenticity concerns.

26. The premises licence holder shall implement a written drugs policy. This shall detail the strategies to minimise the use and supply of illegal drugs within the premises. The drugs policy shall include a structured training programme covering the issues relevant to the misuse of drugs in relation to licensed premises which will be delivered to all staff.

27. Bookings (involving licensed activities) where less than 14 days notice are provided by customers will be risk assessed by either a senior member of the Management Team or the DPS prior to confirming the booking. Matters that will be considered include the nature of the event, the expected attendance, security arrangements, noise management measures, and details of the event organiser.

CURRENT CONDITIONS TO BE REMOVED FROM THE LICENCE;

As part of this application, it is proposed to remove the following conditions;

Annex 2;

Conditions 1(a) and 1(b)

Condition numbers 4 to 30.

Annex 3;

Condition numbers 1 to 5

OPERATING SCHEDULE – BOKA BY PALMS HOTEL

Description of Premises:

The Premises is a restaurant located within Palms hotel with an outdoor area dedicated to smoking. An event center stands between the hall and outdoor area and is not the subject of this application. The Licensable activities for both areas are as defined below:

LICENSABLE ACTIVITIES & PROPOSED HOURS

OPENING HOURS FOR PREMISES (RESTAURANT (INDOORS) & OUTDOOR AREA)

Sunday to Thursday: 10:00 to 01:00

Friday and Saturday: 10:00 to 02:00

LICENSABLE ACTIVITIES

INDOOR AREA (RESTAURANT)

Supply of Alcohol, Film, Live Music and recorded music:

Sunday to Thursday: 10:00 to 01:00

Friday and Saturday: 10:00 to 02:00

Late night refreshment

Monday- Thursday: 23:00 to 01:00

Friday & Saturday: 23:00 to 02:00

OUTDOOR AREA:

Supply of Alcohol

Sunday to Thursday: 10:00 to 01:00

Friday and Saturday: 10:00 to 02:00

GENERAL CONDITIONS APPLICABLE TO RESTAURANT

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points and the street environment, will be covered, enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public, and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be

present on the premises at all times when they are open to the public. This staff member shall be able to show the Police or the licensing authority recordings of the previous two days immediately when requested.

2. Promoted events* shall take place on the premises subject to the following conditions:

- a) A risk assessment shall be conducted for each promoted event and made available to the authorities upon request;
- b) All promoted events must comply with the premises' noise management policy;
- c) A minimum of two SIA licensed door supervisors shall be present during a promoted event, with additional supervisors deployed based on the event risk assessment;
- d) All external promoters must sign and comply with the venue's Promoter Agreement.
- e) The DPS or a designated manager shall monitor a promoted event;
- f) At least 10 working days prior written notice of any promoted event shall be given to the Police

(*for clarity, a promoted event is an event involving music and dancing where the musical entertainment is provided at any time between 23.00 and 07.00 by a DJ(s) who are not employees of the premises licence holder and the event is promoted to the general public by way of ticket sales and where an external party seeks to profit from such an event). The premises reserves the right to cancel any promoted event if there are reasonable grounds to believe it may compromise 1 or more of the licensing objectives

3. An incident log shall be kept at the premises and made available on request to the Police or other authorised officers. The log will record the following details:

- All crimes reported to the venue
- All ejections of customers
- Any incidents of disorder (defined as disturbance caused by either one person or a group of people). (there is no requirement to record incidents where they do not relate to a licensable activity).
- Seizures of drugs or offensive weapons
- Any faults in the CCTV system or searching equipment or scanning equipment and the actions taken to remedy such faults

4. All drinking vessels used in the premises shall be either toughened glass or made of polycarbonate material, except for wine and champagne glasses served at tables which may be standard glassware.

5. No drinks of any sort are to be supplied to customers in glass bottles, save for champagne or wine served at or to a table.
6. A written dispersal Policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to the neighbours.
7. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.
8. Customers permitted to temporarily leave and then re-enter premises e.g., to smoke, shall not be permitted to take drinks or glass containers with them.
9. There shall be no sale of alcohol in unsealed containers for consumption off the premises.
10. A log shall be kept at the premises and record all refused sales of alcohol. The log shall record the date and time of the refusal, the reason for refusal and the name of the member of staff who refused the sale. The log will be made available on request by the Police or an authorised officer.
11. A 'Challenge 25' Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age shall only comprise a passport, a photo card driving licence, an EU/EEA national ID card or similar document, or an industry approved proof of identity card.
12. Persons under the age of 18 years shall not be allowed on the premises after 21:00 hours where licensable activities are taking place unless accompanied by an adult
13. The Licence holder shall keep a written record of all staff authorised to sell alcohol. This record shall include the full name, home address, and date of birth of each authorised person. The staff record to be kept on the licensed premises and made available for inspection by the Police and other authorised officers.
14. All staff engaged/involved in the provision of licensable activities, including the sale of alcohol, shall receive appropriate training. The training shall include topics such as the responsible sale of alcohol, drug awareness, conflict management, safeguarding of children and vulnerable persons, and the general operation and/or management of a licensed premises.
15. Staff training records shall be kept on the premises for a minimum of 1 year and be made available for inspection by Police and other authorised officers upon reasonable request/notice. Refresher training shall be undertaken at intervals of no more than 6 months.
16. The Licence holder shall ensure that each member of staff authorised to sell alcohol is fully aware of his/her responsibilities in relation to verifying a customer's age and is able to effectively question purchasers and check evidence of proof of age.

17. The Licence holder shall ensure that each member of staff authorised to sell alcohol is sufficiently capable and confident to confront and challenge persons under 18 years of age attempting to purchase alcohol.
18. Prominent, clear notices shall be displayed at the premises about the supply of alcohol to minors and the relevant offences involved
19. All Door Supervisors working outside the premises or whilst engaged in the dispersal of patrons at the close of business shall wear 'High Visibility Clothing'.
20. A register of SIA licensed door supervisors shall be maintained at the premises and shall include: full name, SIA badge number, time they began their duty, and time they completed their duty. If the door supervisor was supplied by an Agency, the name and address of that agency must also be recorded. The register to be made available for inspection by the Police and other authorised officers.
21. SIA licensed door supervisors will receive clear written instructions as to their role which will include matters such as;
- (a) Ensuring that no alcoholic drinks leave the licensed premises;
 - (b) Conducting age verification checks (as appropriate) using acceptable forms of ID (passport, driving licence, or other approved photo ID)
 - (c) Refusing entry to any person who appears to be intoxicated;
 - (d) Conducting searches of customers as considered necessary;
 - (e) Monitoring and controlling maximum occupancy levels; and
 - (f) Ensuring compliance with any specific conditions attached to the premises licence.
22. A minimum of two SIA licensed door supervisors shall be on duty at the premises during all times when licensable activities are being carried out from 23:00 hours until the conclusion of licensable activities. The use of additional door supervisors shall be considered on a risk basis. The requirement for SIA door supervisors to be on duty shall not apply when the only licensable activity is the sale of alcohol to customers in the restaurant.
23. The premises licence holder shall implement a written drugs policy. This shall detail the strategies to minimise the use and supply of illegal drugs within the premises. The drugs policy shall include a structured training programme covering the issues relevant to the misuse of drugs in relation to licensed premises which will be delivered to all staff.
24. Alcohol shall only be sold ancillary to a meal. There shall be no vertical drinking at the premises, all consumption of alcohol on site shall be whilst seated.
25. Alcohol shall be sold to customers by waiter/waitress service only.

CONDITIONS RELATING TO THE PREVENTION OF PUBLIC NUISANCE (RESTAURANT)

1. An appropriate automatic noise control device must be used for any amplified sound. The device should be set so that the volume of any amplified sound emanating from the premises does not cause a public nuisance.
The device shall be connected to all external doors and windows that are not normally entry or exit, including those leading to the outside garden area.
2. The setting of the noise control device, and other noise control measures shall be incorporated within a written Public Nuisance Policy (PNP). The PNP is to be submitted to and agreed between the Premises Licence Holder (PLH) and the Local Licencing Authority (LLA) within 60 days of the Premises Licence being granted. The agreed Policy, or any variations thereto that may be agreed between the PLH or LLA, will be adhered to at all times. If the Public Nuisance Policy is unable to be agreed, is not complied with, or is withdrawn at any time, licensable activities at the premises shall not be permitted after 23.00 hours.
3. Doors and windows to the premises shall remain closed (save for entrance and egress) at all times when regulated entertainment is occurring.
4. The Premises Supervisor (or representative) shall monitor the volume of music emanating from the premises and adjust the volume to ensure that any amplified sound or other music from the licensed premises does not cause a public nuisance.
5. No regulated entertainment shall occur in the outside areas, unless governed by a noise control device, set in agreement with the Local Licensing Authority as part of the Public Nuisance Policy.

GENERAL CONDITIONS RELATING TO OUTDOOR AREA

1. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly
2. Alcohol shall be sold to customers by waiter/waitress service only

3. All staff involved in licensable activities shall receive training on responsible alcohol sales, drug awareness, conflict management, safeguarding, and general premises operation.
4. Alcohol shall not be sold in unsealed containers for consumption off the premises.
5. A log shall be kept at the premises and record all refused sales of alcohol. The log shall record the date and time of the refusal, the reason for refusal and the name of the member of staff who refused the sale. The log will be made available on request by the Police or an authorised officer.
6. A 'Challenge 25' Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age shall only comprise a passport, a photo card driving licence, an EU/EEA national ID card or similar document, or an industry approved proof of identity card
7. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points and the street environment, will be covered, enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public, and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the Police or the licensing authority recordings of the previous two days immediately when requested.



Licensing Authority
London Borough of Havering

PC Chris Stockman
East Area Licensing Team
Romford Police Station
19 Main Road
Romford
Essex
RM1 3BJ
Telephone:
Email:stockman.christopher@met.pnn.police.uk
16/12/2025

Police Representation - Premises Licence Application – BOKA By Palms, Palms Hotel Southend Arterial Road Hornchurch RM113UJ

Dear Licensing Authority

Police acknowledge receipt of a Premises Licence Application for BOKA By Palms, Palms Hotel Southend Arterial Road Hornchurch RM113UJ which we received by email on the 19th November 2025.

The application states that the venue wish to carry out:-

Regulated entertainment & the supply of alcohol Monday, Tuesday & Wednesday 10:00 - midnight, Thursday 10:00 - 0100, Friday & Saturday 10:00 - 02:00 & Sunday 12:00 - 22:30.

Late night refreshment Monday, Tuesday & Wednesday 23:00 - midnight, Thursday 23:00 - 01:00 & Friday & Saturday 23:00 - 02:00.

The application states the **opening hours** will be:- **Monday, Tuesday & Wednesday 10:00 - 00:20, Thursday 10:00 - 01:20, Friday & Saturday 1000 - 02:20 & Sunday 1200 - 22:50.**

On behalf of the Commissioner of Police of the Metropolis, consideration has been given to this application and Police object to the application under the following licensing objectives:-

The prevention of crime and disorder & public nuisance.

Having reviewed the application Police do not entirely object in principle to the granting of a premises licence. However, concerns arise due to the lack of clarity around the use of the outside area, the lack of conditions in this area to uphold the licensing objectives & the applicant's wish to operate hours outside of the Havering licensing policy.

Police have found this application process at times to be rather muddled & has given the impression of inefficiency.

The application received by the Police stated the premises would be operating as a restaurant with a capacity of over 200 people inside and about 70 people outside.

On the 11th June 2025 a male was attacked in the lobby of the Palms Hotel & received stab wounds to his upper body & a laceration to the head after being hit by a glass bottle (**01-7603834-25 refers**). As a result of the incident discussions took place between the Police, the Council & the hotel owners. The purpose of these discussions was to update the existing premises licence with conditions adequate for a modern day establishment as the previous conditions were outdated & complex. The majority of conditions were agreed, apart from the condition around dry hire. It was the dry hire of the venue which was a major factor in the incident in the Summer. The minor variation wasn't granted & those proposed conditions are attached (**Appendix II**).

During this consultation process an agreement was reached with the applicant's agent regarding conditions for the premises (**Appendix I**).

However, concerns remain as to the intended use of the outside area & the conditions in place for it. For instance, in appendix I under the heading **GENERAL CONDITIONS APPLICABLE TO RESTAURANT** there's mention of using either toughened glass or polycarbonate material & the use of an incident log but none of these conditions feature under the heading **GENERAL CONDITIONS RELATING TO OUTDOOR AREA**.

We're now at a point where the premises in effect have two areas which could operate completely independently of one another with different conditions resulting in Police being uncertain as to the purpose & use of this outside area. As already pointed out the application stated the premises would be operating as a restaurant.

Police would normally expect one set of conditions to cover an entire premises.

Police also note that the proposed hours are outside the Havering Licensing Policy for a restaurant. This raises concerns that such late hours exceed what would ordinarily be expected for a restaurant & are more consistent with premises operating primarily as late-night venues.

Experience shows that premises open beyond midnight present an increased risk of alcohol-related crime, disorder & antisocial behaviour due to drunkenness which can reduce inhibitions, impair judgment & increase aggression.

While the Police do not seek refusal of this application, the unclear and muddled nature of the application means that the licensing objectives cannot be relied upon to be met unless the licence is appropriately conditioned.

The Police therefore respectfully request that, should the sub-committee be minded to grant the application it does so with a reduction in hours & additional conditions providing clarity as to the operation of the premises and ensure effective controls are in place to promote all four licensing objectives.

Submitted respectfully,

A handwritten signature in black ink, appearing to read 'C. Stockman', written in a cursive style.

PC Chris Stockman - East Area Licensing Team

OPERATING SCHEDULE – BOKA BY PALMS HOTEL

Description of Premises:

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Sunday to Thursday: 10:00 to 01:00

Friday and Saturday: 10:00 to 02:00

LICENSABLE ACTIVITIES

INDOOR AREA (RESTAURANT)

Supply of Alcohol, Film, Live Music and recorded music:

Sunday to Thursday: 10:00 to 01:00

Friday and Saturday: 10:00 to 02:00

Late night refreshment

Monday- Thursday: 23:00 to 01:00

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Friday and Saturday: 10:00 to 02:00

GENERAL CONDITIONS APPLICABLE TO RESTAURANT

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20. A register of SIA licensed door supervisors shall be maintained at the premises and shall include: full name, SIA badge number, time they began their duty, and time they completed their duty. If the door supervisor was supplied by an Agency, the name and address of that agency must also be recorded. The register to be made available for inspection by the Police and other authorised officers.
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 - (b) Conducting age verification checks (as appropriate) using acceptable forms of ID (passport, driving licence, or other approved photo ID)
 - (c) Refusing entry to any person who appears to be intoxicated;
 - (d) Conducting searches of customers as considered necessary;
 - (e) Monitoring and controlling maximum occupancy levels; and
 - (f) Ensuring compliance with any specific conditions attached to the premises licence.
22. The premises licence holder shall implement a written drugs policy. This shall detail the strategies to minimise the use and supply of illegal drugs within the premises. The drugs policy shall include a structured training programme covering the issues relevant to the misuse of drugs in relation to licensed premises which will be delivered to all staff.
23. Alcohol shall only be sold ancillary to a meal. There shall be no vertical drinking at the premises, all consumption of alcohol on site shall be whilst seated.
24. Alcohol shall be sold to customers by waiter/waitress service only.

CONDITIONS RELATING TO THE PREVENTION OF PUBLIC NUISANCE (RESTAURANT)

1. An appropriate automatic noise control device must be used for any amplified sound. The device should be set so that the volume of any amplified sound emanating from the premises does not cause a public nuisance.
The device shall be connected to all external doors and windows that are not normally entry or exit, including those leading to the outside garden area.
2. The setting of the noise control device, and other noise control measures shall be incorporated within a written Public Nuisance Policy (PNP). The PNP is to be submitted to and agreed between the Premises Licence Holder (PLH) and the Local Licensing Authority (LLA) within 60 days of the Premises Licence being granted. The agreed Policy, or any variations thereto that may be agreed between the PLH or LLA, will be adhered to at all times. If the Public Nuisance Policy is unable to be agreed, is not complied with, or is withdrawn at any time, licensable activities at the premises shall not be permitted after 23.00 hours.
3. Doors and windows to the premises shall remain closed (save for entrance and egress) at all times when regulated entertainment is occurring.
4. The Premises Supervisor (or representative) shall monitor the volume of music emanating from the premises and adjust the volume to ensure that any amplified sound or other music from the licensed premises does not cause a public nuisance.
5. No regulated entertainment shall occur in the outside areas, unless governed by a noise control device, set in agreement with the Local Licensing Authority as part of the Public Nuisance Policy.

GENERAL CONDITIONS RELATING TO OUTDOOR AREA

1. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly
2. Alcohol shall be sold to customers by waiter/waitress service only
3. All staff involved in licensable activities shall receive training on responsible alcohol sales, drug awareness, conflict management, safeguarding, and general premises operation.
4. Alcohol shall not be sold in unsealed containers for consumption off the premises.

5. A log shall be kept at the premises and record all refused sales of alcohol. The log shall record the date and time of the refusal, the reason for refusal and the name of the member of staff who refused the sale. The log will be made available on request by the Police or an authorised officer.
6. A 'Challenge 25' Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age shall only comprise a passport, a photo card driving licence, an EU/EEA national ID card or similar document, or an industry approved proof of identity card
7. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points and the street environment, will be covered, enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public, and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the Police or the licensing authority recordings of the previous two days immediately when requested.
8. The outdoor area authorised for the sale of alcohol shall be continuously supervised whenever it is in use for licensable activities. A minimum of one SIA licensed door supervisors shall be on duty at the premises during all times when licensable activities are being carried out from 23:00 hours until the conclusion of licensable activities with responsibility for monitoring customer behaviour, preventing disorder, and ensuring compliance with the premises' age-verification and alcohol management policies.

**THE PALMS HOTEL
SOUTHEND ARTERIAL ROAD
HORNCHURCH RM11 3UJ**

MINOR VARIATION APPLICATION

This application proposes to update and strengthen the existing licence conditions. A new improved, up to date and comprehensive set of conditions are proposed – see below. The new conditions are considered appropriate to ensure the promotion of the licensing objectives.

The new conditions would replace the majority of the current conditions attached to the licence. A number of the current conditions are considered either out of date, badly worded, or are covered under other legislation. The conditions to be removed are also shown below.

The application will not adversely affect the licensing objectives. The new conditions are much stronger, clearer, and more up to date than the current set of conditions, and therefore will promote the licensing objectives

PROPOSED NEW CONDITIONS

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points and the street environment, will be covered, enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public, and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the Police or the licensing authority recordings of the previous two days immediately when requested.

2. Promoted events* shall take place on the premises subject to the following conditions:

a) A risk assessment shall be conducted for each promoted event and made available to the authorities upon request;

b) All promoted events must comply with the premises' noise management policy;

c) A minimum of two SIA licensed door supervisors shall be present during a promoted event, with additional supervisors deployed based on the event risk assessment;

d) All external promoters must sign and comply with the venue's Promoter Agreement.

e) The DPS or a designated manager shall monitor a promoted event;

f) At least 10 working days prior written notice of any promoted event shall be given to the Police

(*for clarity, a promoted event is an event involving music and dancing where the musical entertainment is provided at any time between 23.00 and 07.00 by a DJ(s) who are not employees of the premises licence holder and the event is promoted to the general public by way of ticket sales and where an external party seeks to profit from such an event). The premises reserves the right to cancel any promoted event if there are reasonable grounds to believe it may compromise 1 or more of the licensing objectives

3. An incident log shall be kept at the premises and made available on request to the Police or other authorised officers. The log will record the following details:

- All crimes reported to the venue
- All ejections of customers
- Any incidents of disorder (defined as disturbance caused by either one person or a group of people). (there is no requirement to record incidents where they do not relate to a licensable activity).
- Seizures of drugs or offensive weapons
- Any faults in the CCTV system or searching equipment or scanning equipment and the actions taken to remedy such faults

4. All drinking vessels used in the premises shall be either toughened glass or made of polycarbonate material, except for wine and champagne glasses served at tables which may be standard glassware.

5. No drinks of any sort are to be supplied to customers in glass bottles, save for champagne or wine served at or to a table.

6. Loudspeakers shall not be located in the entrance lobby or outside the premises, except for background music speakers in the designated outdoor seating area.

7. A written dispersal Policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to the neighbours.

8. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.

9. Customers permitted to temporarily leave and then re-enter premises eg, to smoke, shall not be permitted to take drinks or glass containers with them.

10. There shall be no sale of alcohol in unsealed containers for consumption off the premises.

11. A log shall be kept at the premises and record all refused sales of alcohol. The log shall record the date and time of the refusal, the reason for refusal and the name of the member of staff who refused the sale. The log will be made available on request by the Police or an authorised officer.

12. A 'Challenge 25' Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age shall only comprise a passport, a photo card driving licence, an EU/EEA national ID card or similar document, or an industry approved proof of identity card.

13. Persons under the age of 18 years shall not be allowed on the premises after 21:00 hours where licensable activities are taking place unless accompanied by an adult

14. The Licence holder shall keep a written record of all staff authorised to sell alcohol. This record shall include the full name, home address, and date of birth of each authorised person. The staff record to be kept on the licensed premises and made available for inspection by the Police and other authorised officers.

15. All staff engaged/involved in the provision of licensable activities, including the sale of alcohol, shall receive appropriate training. The training shall include topics such as the responsible sale of alcohol, drug awareness, conflict management, safeguarding of children and vulnerable persons, and the general operation and/or management of a licensed premises.

16. Staff training records shall be kept on the premises for a minimum of 1 year and be made available for inspection by Police and other authorised officers upon reasonable request/notice. Refresher training shall be undertaken at intervals of no more than 6 months.

17. The Licence holder shall ensure that each member of staff authorised to sell alcohol is fully aware of his/her responsibilities in relation to verifying a customer's age and is able to effectively question purchasers and check evidence of proof of age.

18. The Licence holder shall ensure that each member of staff authorised to sell alcohol is sufficiently capable and confident to confront and challenge persons under 18 years of age attempting to purchase alcohol.

19. Prominent, clear notices shall be displayed at the premises about the supply of alcohol to minors and the relevant offences involved

20. All Door Supervisors working outside the premises or whilst engaged in the dispersal of patrons at the close of business shall wear 'High Visibility Clothing'.

21. A register of SIA licensed door supervisors shall be maintained at the premises and shall include: full name, SIA badge number, time they began their duty, and time they completed their duty. If the door supervisor was supplied by an Agency, the name and address of that agency must also be recorded. The register to be made available for inspection by the Police and other authorised officers.

22. SIA licensed door supervisors will receive clear written instructions as to their role which will include matters such as;

- (a) Ensuring that no alcoholic drinks leave the licensed premises;
- (b) Conducting age verification checks (as appropriate) using acceptable forms of ID (passport, driving licence, or other approved photo ID)
- (c) Refusing entry to any person who appears to be intoxicated;
- (d) Conducting searches of customers as considered necessary;
- (e) Monitoring and controlling maximum occupancy levels; and
- (f) Ensuring compliance with any specific conditions attached to the premises licence.

23. A minimum of two SIA licensed door supervisors shall be on duty at the premises during all times when licensable activities are being carried out from 23:00 hours until the conclusion of licensable activities. The use of additional door supervisors shall be considered on a risk basis. The requirement for SIA door supervisors to be on duty shall not apply when the only licensable activity is the sale of alcohol to customers in the restaurant.

25. At any times when licensable activities take place, customers may bring their own alcohol for consumption on the premises subject to the following conditions:

- a) Such arrangements must be pre-approved by management;

b) A corkage fee will be charged at the premises' discretion according to its published rate card

c) All external alcohol must be declared upon entry;

d) Staff shall monitor events when customers have been allowed to bring their own alcohol into the premises – in accordance with the premises' alcohol management policy;

e) The premises reserves the right to refuse entry of any external alcohol that raises safety or authenticity concerns.

26. The premises licence holder shall implement a written drugs policy. This shall detail the strategies to minimise the use and supply of illegal drugs within the premises. The drugs policy shall include a structured training programme covering the issues relevant to the misuse of drugs in relation to licensed premises which will be delivered to all staff.

27. Bookings (involving licensed activities) where less than 14 days notice are provided by customers will be risk assessed by either a senior member of the Management Team or the DPS prior to confirming the booking. Matters that will be considered include the nature of the event, the expected attendance, security arrangements, noise management measures, and details of the event organiser.

CURRENT CONDITIONS TO BE REMOVED FROM THE LICENCE;

As part of this application, it is proposed to remove the following conditions;

Annex 2;

Conditions 1(a) and 1(b)

Condition numbers 4 to 30.

Annex 3;

Condition numbers 1 to 5

Investigation Report Print - 01/7603834/25

Event On / From Date	11/06/2025	Event At / From Time	23:50
Event To Date		Event To Time	
Reported On	12/06/2025		
Status	Filed		
Primary Offence	Wounding with intent to do grievous bodily harm (Indictable)		
Included Offence(s)			
Keyword(s)	Licensed Premises Weapons Use of knife or other sharp instrument Alcohol (Suspect Influenced)		
Tags	BCU - East Area - EA Borough - Havering Location - CCTV Present at Incident Location Victim - Gypsy or Irish Traveller MPS Tag Forensic Examiner - Examination Made - Exhibits Recovered or Submitted MPS Tag Forensic Examiner - Photographs - Evidential		
OIC	DC 01 P251273 Chaudry		
OIC Unit	BCU EA LI REACTIVE TM 4		
Investigation Type	Crime		
Outcome			
Disposal Date	03/07/2025		
Finalisation Type			
Finalisation Date	03/07/2025		
C&C Incident URN	000298/12062025		

Event Location

PALMS HOTEL PALMS HOTEL, SOUTHEND ARTERIAL ROAD, PALMS HOTEL, HORNCHURCH, HAVERING, RM11 3UJ

Investigation Summary

Victim attacked outside hotel lobby. Victim suffered stabs wounds to upper body and laceration to head after being hit by glass bottle.

Event Level > Question Set(s)

Name	Initial Investigation		
Officer Completed	PC 01 P244387 Bhogal		
Created Date/Time	12/06/2025 07:20		
Question		Response	
What type of investigation does this relate to?		Generic Investigation	

<p>General Actions - Provide a narrative of what happened, when, where, who was involved and why.</p>	<p>CAD 298/12JUN25 refers - Incident CAD 466/12JUN25 refers - Continuity at RLH EA21N - PC BHOGAL 1452EA and PC CLUBB 2442EA EA801N - PC BANRES 4295EA and PC ARCHER EA22N - PC GRAVES 1536EA and PC CURTIS 2260EA EA4N and EA5N - PS BUTLER and PS LUXTON *LAS CALL SIGNS* K322 K450 7957 HEMS Officers were called to the location of the PALM HOTEL, ROMFORD, A127 to reports of a large fight occurring at the location whereby suspects had been detained with a knife and there were victims of a stabbing. A male who only identified his name as [REDACTED] and refused to provide any other details showed a small wound to his right leg. He did not appear concerned about this injury and said that there was no fight. However whilst speaking to [REDACTED] members of staff came into the courtyard and stated that there was a male inside who had been stabbed and was bleeding a lot. Officers ran into the office room and identified [REDACTED] [REDACTED] had blood coming from his head and there was blood coming from his top and trousers. A 360 wound check was completed on [REDACTED] and officers identified TWO (2) stab puncture wounds to his lower left back and ONE (1) stab/puncture wound to the left hand side of his body. Officers also noticed his head was bleeding and that there was a laceration to the top of his head.</p>
<p>Any further details?</p>	<p>Yes</p>
<p>(2) Further Details.</p>	<p>*[REDACTED] ACCOUNT* [REDACTED] stated that he cannot recall how the incident occurred but that he believes he was stabbed. He said the injury on his head was caused by being bottled. He does not know who the suspects are for this incident and he cannot recall the</p>

incident clearly which may be due to the head injury he has sustained also. [REDACTED] only went to the location in order to pick up his wife from the location. [REDACTED] agreed for officers to seize his clothing however wanted to keep his belt. He said he was unsure on a statement and wanted to think about it at this stage. * [REDACTED] ACCOUNT* [REDACTED] stated that she had come to the location for an event. It is unclear what this event is. She stated that [REDACTED] had come to pick her up. [REDACTED] then got into a verbal altercation with another person at the party. It is believed to be a friend or cousin however it is unclear. She said that [REDACTED] came to diffuse the situation. She then started walking towards the van to get into the van but she noticed that [REDACTED] was not there. After trying to look for [REDACTED] she noticed that there was a male lying on the floor who was surrounded by people being kicked and hit. She said she went over there and went to protect his head so that it was not kicked further. She knew it was [REDACTED] because of his tattoo. This is when security and staff dragged [REDACTED] into the office to keep him safe. [REDACTED] said that she cannot recall who did this and it is not someone she recognises or someone she knows. She said that she wish she could remember these people. [REDACTED] was unable to come to the RLH with officers to be with [REDACTED] due to having her dog in the van who was brought by [REDACTED] therefore she needed to look after the dog. [REDACTED] has not been spoken to regarding a statement at this stage as officers had to leave and go as continuity and also [REDACTED] was intoxicated. A crime scene has been implemented at the PALM

	HOTEL. There is CCTV at the location capturing the incident which is to be obtained. Blood dog has been called however one is not available until around 6am on the 12th JUNE 2025 which would be a good tool to sweep the area due to the mention of a knife and flick knife which may have been discarded. CID have been spoken to by PC BARNES - DS LADBROOKE.
Any further details?	No
Scenes - Specify actions taken to identify & preserve crime scenes, and to minimise identified risks & hazards.	There has been a crime scene at THE PALM HOTEL, A127.
Forensics - Specify actions to preserve forensic evidence and prevent cross contamination.	SOCO will be attending the scene in the morning.
Victims & Witnesses	TWO (2) named victims. No witnesses have come forward.
Suspects	No suspects identified at this stage.
Any other investigative details / actions.	CID DS LADBROOKE has been spoken to.
Solvability Assessment - Provide rationale why you consider the investigation complete, or which proportionate lines of enquiry justify further investigation.	This is an ongoing investigation with CID.

Event Level > Question Set(s)	
Name	THRIVE+
Officer Completed	Sgt 01 P251769 Ekrem
Created Date/Time	03/07/2025 13:44
Question	Response
Any further details?	No
Addressing the points above, provide your THRIVE+ assessment below (Additional free text boxes available)	No change

Event Level > Question Set(s)

Name	THRIVE+	
Officer Completed	PC 01 P244387 Bhogal	
Created Date/Time	12/06/2025 07:20	
Question		Response
Addressing the points above, provide your THRIVE+ assessment below (Additional free text boxes available)		T - There has been no threat made that is know H - There has been no harm caused. R - The suspect is at hospital at RLH. I - This is an ongoing investigation. V - There have been none identified. E - It is unknown the relationship between both suspects.
Any further details?		No

VICTIM			
Name	[REDACTED]		
Question Set			
Name	Safeguarding Triage		
Officer Completed	PC 01 P241823 Barnes		
Created Date/Time	12/06/2025 04:05		
Question		Response	
Is this a Missing Person?		No	
<p>Are there any Safeguarding concerns for the individual? Please click for Guidance on when to complete the Safeguarding Triage Question Set. - Vulnerable Person to Notice: If you consider the individual is vulnerable and the concerns need to be shared with the local authority, select 'Yes'. - Domestic Abuse: If this person is a child concerned/involved in a domestic incident, select "Yes". - Any other Investigation: If you consider the individual is vulnerable and the concerns need to be shared with the local authority, select 'Yes'. - Suspect under 18? Select "Yes".</p>		No	
Contact Log			
Updated Date/Time	Updated By	Method	Update Reason
17/06/2025 08:03	DC 01 P251273 Chaudry	Telephone	Victim Welfare Check
Remarks	<p>On Monday 16th June 2025 i had spoken with VIW1 regarding the investigation . VIW1 did not want wish to provide a statement and he does not want to support police action. He did not know who were the group of people that had attacked him. I have informed the victim to make a note of contact number and let me know if he changes his mind. I have informed the victim the crime will be assessed and closed if he did not want to support police action.</p>		

WITNESS	
Name	████████████████████
□ Question Set	
Name	Safeguarding Triage
Officer Completed	DC 01 P262950 Mira
Created Date/Time	12/06/2025 14:58
Question	Response
Is this a Missing Person?	No
Are there any Safeguarding concerns for the individual? Please click for Guidance on when to complete the Safeguarding Triage Question Set. - Vulnerable Person to Notice: If you consider the individual is vulnerable and the concerns need to be shared with the local authority, select 'Yes'. - Domestic Abuse: If this person is a child concerned/involved in a domestic incident, select "Yes". - Any other Investigation: If you consider the individual is vulnerable and the concerns need to be shared with the local authority, select 'Yes'. - Suspect under 18? Select "Yes".	No

WITNESS

Name	<div>██████████</div>
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Question Set

Name	Safeguarding Triage
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Officer Completed	PC 01 P241823 Barnes
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Created Date/Time	12/06/2025 04:19
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Created Date/Time	12/06/2025 04:19
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Question

Response

Is this a Missing Person?

No

Are there any Safeguarding concerns for the individual? Please click for Guidance on when to complete the Safeguarding Triage Question Set. - Vulnerable Person to Notice: If you consider the individual is vulnerable and the concerns need to be shared with the local authority, select 'Yes'. - Domestic Abuse: If this person is a child concerned/involved in a domestic incident, select "Yes". - Any other Investigation: If you consider the individual is vulnerable and the concerns need to be shared with the local authority, select 'Yes'. - Suspect under 18? Select "Yes".

No

WITNESS			
Name		[REDACTED]	
Question Set			
Name		Safeguarding Triage	
Officer Completed		PC 01 P244387 Bhogal	
Created Date/Time		12/06/2025 07:20	
Question		Response	
Is this a Missing Person?		No	
<p>Are there any Safeguarding concerns for the individual? Please click for Guidance on when to complete the Safeguarding Triage Question Set. - Vulnerable Person to Notice: If you consider the individual is vulnerable and the concerns need to be shared with the local authority, select 'Yes'. - Domestic Abuse: If this person is a child concerned/involved in a domestic incident, select "Yes". - Any other Investigation: If you consider the individual is vulnerable and the concerns need to be shared with the local authority, select 'Yes'. - Suspect under 18? Select "Yes".</p>		No	
Contact Log			
Updated Date/Time	Updated By	Method	Update Reason
12/06/2025 07:24	PC 01 P244387 Bhogal	Other	Investigation Update
Remarks	MY MET SERVICE SENT WITH REFERENCE NUMBER		

POLICE WITNESS	
Officer / Staff	PC 01 P244387 Bhogal
Officer / Staff	PC 01 P260203 Allix
Officer / Staff	PC 01 P264936 Clubb

Enquiry Log			
Entry Type	Description	Officer/Staff Member	Date / Time
Review Notes	Reviewed by CMU	Sgt 01 P251769 Ekrem	12/06/2025 07:39
Investigation Update	<p>NON OIC UPDATE Victim Contact Attempts:</p> <p>1530 - Tried to call RLH A&E , could not get through on hold for 20 mins advised about long queue - Tried to call victim, phone appeared to be turned off. - Tried to call victims wife, phone appeared to be turned off</p> <p>1850 - Tried to call victim, phone appeared to be turned off. - Tried to call victims wife, phone appeared to be turned off - Tried to call RLH A&E , could not get through</p>	DC 01 P254839 Chapman Andrews	12/06/2025 19:05
Investigation Update	<p>ELC/01 - Victims left black trainer in exhibit bag MP5L601857 ELC/02 - Victims right black trainer in exhibit bag MP5L600971 ELC/03 - Victims navy blue T-shirt in exhibit bag MP5L600951 ELC/04 - Victims jeans in exhibit bag MP5G45257837 ELC/05 - WET Left hand swab from victim in exhibit bag MP5B28064774 ELC/06 - WET Right hand swab from victim in exhibit bag MP5B28064776</p> <p>ELC/07 - WET Swab of victims nose in exhibit bag MP5B28064773 ELC/08 - WET Swab of victims mouth area in exhibit bag MP5B28064775 ELC/09 - WET Swab of victims cheek in exhibit bag MP5B28064772</p> <p>ELC/10 - Image of victims injury to back of head ELC/11 - Image of victims injury to back of head ELC/12 - Image of victims right arm ELC/13 - Image of victims face ELC/14 - Image of victims face ELC/15 - Left hand swab from victim - DRY - exhibit bag MP5B28064774 ELC/16 - Right hand swab from victim - DRY - exhibit bag MP5B28064776</p> <p>ELC/17 - DRY Swab from victims nose ELC/18 - DRY Swab from victims mouth ELC/19 - DRY Swab from victims cheek ELC/20 - Parent file for my BWV relating to this incident</p>	PC 01 P244387 Bhogal	12/06/2025 08:32
Investigation Update	<p>NON OIC UPDATE *****</p> <p>On the 12/06/25 at approximately 1230 hours, DC PAVELY and DC MIRA attended the venue of the</p>	DC 01 P262950 Mira	12/06/2025 14:50

	<p>offence and have spoken to the managers present. We have been informed that all the checkout time for the hotel is 1100 am and all the guest of the wedding had already checked out. The managers informed that some of the bookings for the wedding have booked the rooms via booking.com, thus they do not hold much information regarding that.</p> <p>I was informed that [REDACTED] had made the booking for the room back in December 2024. When this was done just a name and an address has been provided but no ID. I was informed that one of the managers, namely Mr [REDACTED] has already provided a statement regarding this.</p> <p>Statement</p> <p>DC PAVELY took a statement from [REDACTED] who is the sales consultant who was on shift when the incident took place and the person who called LAS and Police.</p> <p>In the statement Mr [REDACTED] stated that around 0015 hours he was in the sapphire suite with security trying to move the guests along as they stopped serving alcohol at 2300 hours.</p> <p>[REDACTED] was speaking to a male in white shirt asking him to move when [REDACTED] heard that a fight broke out. The male wearing the white shirt went running to the front and v and security followed. By his point the fight was already in the foyer of the entrance between the glass doors. Upon seeing this, [REDACTED] ran to the reception to call 999. [REDACTED] saw that someone had a knife. [REDACTED] realised that he was not able to call 999 so he went to the back reception where he called 999 from his personal pone.</p> <p>[REDACTED] went back in the reception and saw a group of men involving he white shirt guy and the pink shirt guy moving the victim to the reception, they slammed his body onto the reception desk, he then gets away from the group of men and runs into the office where he then locks the door from the inside. A manager took a first aid kit and went to the office where the victim was and the pink shirt guy tried to push his way in unsuccessfully. [REDACTED] grabbed the Pink shirt guy and pulled him away. Police attended and they pulled the Pink shirt guy away from the scene. The paramedic then arrived and [REDACTED] took them to the victim so they could treat him.</p> <p>Elimination DNA</p> <p>Elimination DNA from the managers and staff had been considered as there was a mention that a member of staff had picked up one of the bottles which had been used in the fight. Upon seeking advice from to SOCO, who was on scene, DC MIRA was informed elimination DNA is not considered as a line of enquiry at this moment in time as the bottle has been touched by too many people.</p>		
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	<p>CCTV</p> <p>The hotel's CCTV manager was on scene and he was trying to download the CCTV and send it to officers via a community link on Axon. The CCTV manager stated that there are 7 videos in total. The CCTV was not reviewed on scene by DC MIRA and DC PAVELY as this would have disrupted the downloading process. The CCTV clips have been sent to DC PAVELY via axon and they have been added to the investigation. If there are any issues regarding the CCTV, the CCTV manager can be contacted on [REDACTED] or using the following email address [REDACTED]</p>		
Investigation Update	<p>Suspect 1: (Hit victim with a bottle on victim's head)</p> <p>IC1 MALE</p> <p>Dark short hair with a centre parting.</p> <p>6FT slim build</p> <p>Maroon polo shirt</p> <p>Blue jeans</p> <p>Suspect 2:</p> <p>IC1 MALE</p> <p>Short dark hair.</p> <p>Pink shirt</p> <p>Dark trousers.</p> <p>Suspect 3: (seen with knife)</p> <p>IC1 MALE</p> <p>Dark short hair with beard</p> <p>Green shirt</p> <p>Green trousers</p>	PC 01 P241823 Barnes	12/06/2025 08:15
Investigation Update	<p>Evidence.com link has been sent to CCTV staff (witness). Awaiting upload.</p> <p>CCTV at the front entrance outside the hotel: At 23:50hrs a group of males are seen sitting and standing near the front entrance. The victim is seen arriving at the hotel in a white van. The group of males (including suspects) appear to have a confrontation with the victim. The suspect in the maroon polo shirt then strikes the victim with a bottle on the top of his head. Other suspects then assault victim by punching and kicking him. Suspect in maroon top is see hitting the victim again with glass bottles.</p> <p>The victim moves into the lobby entrance between the two automatic doors. From the footage inside the lobby the victim can be seen falling to the ground in the corner. He is repeatedly subjected to punches and kicks whilst on the floor. The suspect with the green shirt is seen removing something from his waist at his back. At some point the victim is believed to have been stabbed whilst on the floor.</p> <p>A broken glass COOLS beer bottle was found inside a bin in the security office. This bottle was identified by the witness as being placed in the bin</p>	PC 01 P241823 Barnes	12/06/2025 08:15

	by one of the suspects. The glass bottle was seized exhibit DLA/01. Booked into KD property PME 01/3115642/25.		
Assessment Notes	Assessed by CMS, MMS sent, unable to send letter as there isn't an address listed for the victim. I have moved [REDACTED] from the victim to the witness card as the report does not detail any particular offences against her, if she was assaulted during the incident then a copy report will be required outlining the circumstances of her assault.	Staff 01 C727994 Edwards	12/06/2025 10:47
Decision Tree Outcome	<p>Investigation Decision Tree - What Is the Method of Reporting? - 999</p> <p>Select the BCU where the incident occurred - East Area (EA)</p> <p>Select the Borough where the incident occurred - Havering</p> <p>Does the Incident Location have CCTV, or is it covered by other CCTV? - Yes</p> <p>Is the Incident Location a Licensed Premises? - Yes</p> <p>What type of incident is this? - Crime</p> <p>Is there a C&C (CAD) Incident number? - Yes</p> <p>Please enter the CAD reference using format NNNNNN/DDMMYYYY eg 001368/29122024 - 000298/12062025</p> <p>Are any of the following categories applicable? - Not Applicable</p> <p>What type of Crime are you recording? - Violence</p> <p>Select up to 2 applicable Approach Methods - From Front</p> <p>Select the type of violence - Stab</p> <p>Select any applicable Methods - Not Applicable</p> <p>Please specify the level of Injury - Severe - Hospitalisation Required</p> <p>Did the suspect/s use or threaten to use a knife, sharp object, firearm, corrosive substance or any other weapon during the offence? - Yes</p> <p>Important - Please DO NOT manually add/remove any MO codes or Keywords on the basic details card. The answers that you provide within this section will populate specific values assisting with the accurate recording of crime. - I Understand</p> <p>What type of weapon was used? - Knife, Other Sharp Instrument</p>	PC 01 P241823 Barnes	12/06/2025 03:05

	<p>What type of knife was used? - Knife type not identified</p> <p>What type of sharp instrument was used? - Broken Bottle, Glass</p> <p>Was the knife or sharp used to injure or threaten? - Knife or sharp used to injure</p> <p>Was Alcohol an aggravating factor? - Yes</p> <p>Select how the Alcohol was applicable - Suspect influenced</p> <p>Do any of the following apply to the Victim? - Victim is Traveller</p> <p>Are there any identified Suspects whose job poses a risk to others? - No Identified Risk</p>		
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Actions			
No.	Category / Sub Category	Status	Date Created
2	Investigative - Identify Crime scenes	Completed	12/06/2025
Team		Officer / Staff Member	Due Date / Time
Details			
<p>CRIME SCENE</p> <p>CAD 298/12/JUN/25 refers</p> <p>I was made aware of this incident and given a precis that there had been a stabbing whereby one victim had sustained multiple stab wounds, and a head injury caused by a bottle and potentially a knife, which occurred at PALM HOTEL. I asked after the welfare of the victim, considering preserving life as my priority, and was advised that the victim was on their way to ROYAL LONDON HOSPITAL and was conscious and talking. In relation to the crime scene, it was my priority to preserve the scene and related evidence. The victim's wife had sustained a cut to her hand and remained at the hotel, as she could not go to the hospital as was looking after a dog. I was advised that around 60-100 people had been at the location of the incident, all suspected to be guests of a wedding, and apart of the travelling community. I was advised that the main entrance of the hotel was cordoned off and that there was a side entrance that was being used instead. I was advised that the Suspects were currently not known and outstanding, and that the wedding guests were reluctant to engage with police.</p> <p>CID Officers attending: DC KHAN, DC HAYS, TDC KOLWE</p> <p>Having reviewed the CAD and linked CADs, there was another incident of robbery at the BP garage opposite the PALM HOTEL involving a group of children who had a knife and was stealing from the shop, it was confirmed that was not directly related to the stabbing incident prior to scene attendance. Uniformed officers were on scene and a crime scene was put into place. Uniformed officers also accompanied the victim to RLH. The CAD highlighted that there were potentially 3 suspects, and no weapons had been found at the scene. The suspects were no longer at the scene.</p> <p>Intelligence checks were completed on the location, informant, and victim prior to CID attendance.</p> <p>Kit bag / scene management bag along with PPE were taken to scene.</p> <p>CAD 466/12JUN2025 continuity</p> <p>Offence: GBH</p> <p>Location: THE PALMS HOTEL, SOUTHEND ARTERIAL RD, HORNCHURCH, RM113UJ</p> <p>Offence date/ time: 11/06/2025 01:00 hours</p> <p>Crime scene opened: 01:35 hours.</p> <p>CID Attended 03:00 hours.</p> <p>CIRCUMSTANCES</p> <p>*****</p> <p>THE PALMS HOTEL has a car park outside the front of the building. The building has a main entrance, with the front door leading onto an air-lock area, which then leads onto the foyer where the reception desk is. Behind the desk, on the left-hand side is a door that leads into the managers offices, which is a room with a desk and computers inside. There is a seating area in the foyer, and a restaurant area next to it with a bar and tables. The front entrance was cordoned off, as well as the managers office. Everywhere else was accessible for guests.</p> <p>On THURSDAY 12th JUNE 2025 at around just before 01:00 hours [REDACTED] arrived at THE PALMS HOTEL in a WHITE VAN VRM [REDACTED] to pick up his wife [REDACTED] from a wedding to take her back to their home in LUTON. [REDACTED] got out of the vehicle where an argument broke out in the car park in front of the entrance. This led to a group fight, moving towards the foyer. It is believed that [REDACTED] had a knife in his possession. [REDACTED] was being punched and kicked by a group of people. It is not currently known what weapon caused [REDACTED] injuries. [REDACTED] then ran to the managers office and tried to close the door. A SUSPECT in a PINK TOP kept the door open whilst holding a bottle. [REDACTED] takes the bottle and manages to close the door. A manager entered the office, and a bottle was thrown into the office and the SUSPECT in PINK TOP was removed from the doorway. Although based on CCTV it was difficult to identify the number of suspects involved and how exactly the victim became injured, but it is suspected that there are three main suspects. SUSPECT 1 is wearing a PINK TOP, SUSPECT 2 is wearing a BURGUNDY TOP and SUSPECT 3 is wearing a GREEN TOP. The victim does not know the suspects and the have not been identified by any witnesses.</p> <p>VICTIM</p> <p>*****</p>			

The victim has been identified as [REDACTED] [REDACTED] DOB: [REDACTED] He was given initial first aid in the manager's office within the reception area of the hotel. He was conveyed to RLH with continuity on CAD 466/12JUN25. He has been deemed non-life threatening, non-life changing by Doctor [REDACTED] It is believed he has sustained three stab wounds on his back and an injury to his head. It is believed that he was bottled over the head. The victim did not attend the wedding, he had arrived at the venue to pick up his wife [REDACTED] He has driven in white van VRM [REDACTED] [REDACTED] which is parked outside of the entrance of the hotel.

WITNESS

[REDACTED]
[REDACTED]
DC HAYS and TDC KOLWE spoke to [REDACTED] who is [REDACTED] wife, who said that her husband came in a WHITE FORD TRANSIT VAN VRM [REDACTED] to pick her up from the wedding to take her home. She was talking to a lady as she was leaving, and he pulled round outside the front entrance of the hotel and suddenly everything happened very quickly, and she looked at her hand and saw a cut. She did not see how the cut was made and does not know who did it. She said she does not know any of the suspects and does not know why her husband was targeted. She said she did not know the names of whose wedding it was or who booked the venue. She was not staying at the hotel. She decided to go to the wedding last minute as it was her deceased uncle's granddaughter's wedding. Her husband was not at the wedding as he didn't know the people. [REDACTED] said she did not know many people at the wedding, and only knew a few cousins. She has been married to her husband for 9-10 years and said he is a quiet person who isn't involved in anything that would be related to him being injured. She said she wasn't worried about anyone showing up at her home in LUTON as she did not know who the suspects were. I told [REDACTED] that if there was a possibility that they did know where she lived that there were things we could do to safeguard her such as a panic alarm, and she said no she doesn't know them. She said if she knew who they were she would tell us. It was difficult to speak to [REDACTED] alone as her cousin called [REDACTED] kept walking in and [REDACTED] wanted him present. There was also a male called [REDACTED] whom [REDACTED] said she did not know, who kept making comments to her, to not make a statement and to not tell police anything. Despite this, [REDACTED] was spoken to alone and did not express any fear or allude to any fear of retaliation or escalation. We advised for her to go to the hospital regarding the cut on her hand. Uniform officers applied a bandage to the wound, [REDACTED] said it had not been cleaned. We took the bandage off as it had stopped bleeding, we cleaned the wound using a wipe from a medical first aide bag and applied a plaster to cover the wound. We supplied [REDACTED] with extra plasters if she needed to change the dressing. [REDACTED] appeared drunk and said she had been drinking alcohol at the wedding.

WITNESSES

The people present (wedding guests) did not engage with police. I asked them if they were present, if they saw anything or heard anything, or knew anyone involved and said that they did not see anything of the incident and did not know the suspects. All wedding guests, including Martina declined to give a statement regarding the incident. There were three members of hotel staff that witnessed the incident.

[REDACTED]
[REDACTED]
All three managers were behind the reception desk in the foyer when the incident happened. They had all been inside of the managers office, which was made a crime scene. MG11s need to be taken as outstanding, as well as elimination DNA.

SUSPECTS

No suspects have been identified as of yet, the CCTV shows three suspects as the potential aggressors. Their descriptions are detailed in the CCTV write up. They are believed to have attended the wedding and be a part of the travelling community. The suspects were not believed to be at the scene when police arrived.

FORENSIC's

The primary crime scene of the PALMS HOTEL was the foyer between two automatic doors. The circumstances of what happened was relayed to DC Hays, DC Khan and TDC Kolwe by PC BARNES and PC ALLIX who had viewed the CCTV from the hotel. The altercation had started outside of the main reception and was led inside of the automatic doors and the main reception area. The victim has tried to evade the suspects by running into the manager's office that was behind the main reception desk. Both the victim and the suspect have entered the manager's office and blood could be seen on the floor, the wall and the door to the manager's office. After hearing this DC KHAN requested that the crime scene should be extended to include the manager's office due the blood

that was found on the door that was identified as the suspect's fingerprints by one of the witnesses. Who confirmed that one of the suspects had touched the outside of the door trying to get in the room to continue the altercation with the victim. Smeared blood could be seen on the outside of the manager's room door in the middle of the door frame on and next to the metal part of the door frame that is used to push open the door. The victim had been treated with first aid in the manager's office. Within the manager's office was blood splatters and blue tissue that had been used to stop the victims bleeding. An opened first aid kit was also present by the tissues. One of the witnesses said that the suspect had used a broken bottle on the victim. The witness [REDACTED] confirmed that he had picked up the bottle and put it in the bin. Due to this it was possible that the suspects DNA would be on the broken glass bottle. The broken bottle was seized by PC BARNES and stored in a weapons tube. On the floor of the manager's office was broken glass that appeared to have come from the brown bottle in the bin. DC Hays asked for this to be left In situ so that it could be photographed and seized by SOCO. It was alleged that a knife was used during the altercation which could also be seen on the CCTV. No knife was found at the scene inside or outside of the foyer. The officers at the scene confirmed that before the crime scene was held members of the wedding had walked within the crime scene and multiple people had been in the manager's office where it is believed suspect's fingerprints are. The details of all of the workers was obtained. MFC were contacted by PC BARNES who was stationed at the crime scene regarding attendance to the crime scene for forensics. MFC confirmed that they were aware of the crime scene and it was marked for early turn SOCO to attend with a level 2 photographer, to capture the potential bloody fingerprints on the manager's office door.

A weapons dog was requested to attend the scene by DC Khan. The victim is believed to have been stabbed three times with a knife that was used by the suspects. A knife was not recovered from the scene by the initial attending officers, the offence location has a large carpark that was used by the occupants of the hotel. It was considered that the suspects may have discarded the knife before police arrival at the scene. The weapons dog was requested at 03:31 hours by PC BARNES. Units 6038CO and 6131CO attended the crime scene with a GP dog to assist with searching for a weapon. The incident had occurred at around 1:00 am hours on 12/06/2025. The officers confirmed that the forensic window for the dog to be able to pick up a scent was within 2 hours of the incident happening. By the time the GP dog had arrived it was at the end of this forensic window which limited the dog's capabilities to pick up a scent. No weapons were found by the GP dog at the crime scene. It was stated that due to the rubbish at the location it was not clear from the dog to determine if there was a weapon or not in the vicinity.

A blood dog was also requested by PC BARNES at 03:31 hours. However one is not available until after 6am due to staff shortages. It was confirmed that there is no time limit for dog to recognise the scent of the blood.

CCTV

CCTV timing was accurate and checked next to the speaking clock

CCTV was checked with the manager [REDACTED] who had shown me a couple of angles of what had happened.

CAR PARK/FOYER CCTV

The CCTV had shown a white van pulling up to the venue, he had gotten out of his vehicle where an argument had broken out outside the car park by the door this led to a group fight which went on into the foyer. It was difficult to see who was hitting who due to the amount people there but a key point in this, the victim touching a knife in his waist band.

You see SUS 1 (wearing pink polo) attacking the victim by punching and kicking him along with a male in a burgundy top also attacking him. Due to the group around him you don't really see how they hit him or with what. The male in the green top also was hitting him the foyer. The victim gets up and runs to the manager's office

MANAGERS OFFICE CCTV

You see the victim running into this office and trying to close the door. This door was being jarred by the suspect in pink with his arm still inside holding a bottle and the victim trying to close it on him, he take the bottle off of him and slams the door closed while he waits watching CCTV.

A manager had entered along with a bottle thrown inside by the suspect in pink. The suspect in pink hold the door jarred and a manager in between them both talking to the victim. The suspect in pink is pinned against the door until he was pulled out by [REDACTED] and removed from the office door.

[REDACTED] had then entered the office and closed the door helping the victim with the blood until LAS and police arrive

It is not seen how the suspect had left the scene

[REDACTED] had stated he will provide all CCTV to link sent along with screenshot of the suspects face and will look at car park for the VRM if that was the way they left

Update Remarks	Update By	Date / Time
Crime scene write up - The Palms Hotel	DC 01 P261976 Hays	12/06/2025 06:54

No.	Category / Sub Category	Status	Date Created
4	Administration - Other	Completed	13/06/2025
Team		Officer / Staff Member	Due Date / Time
Details			
Non-OICupdate			
TDC Adekanmbi attended RLH to visit [REDACTED] [REDACTED] on 13/06/2025 at about 1030 hours.			
At the hospital reception said [REDACTED] [REDACTED] was discharged at 0833 hours on 13/06/2025			
TDC Adekanmbi obtained the mobile number for [REDACTED] [REDACTED] [REDACTED] and address [REDACTED]			
Update Remarks		Update By	Date / Time
RLH visit		DC 01 P267084 Adekanmbi	13/06/2025 12:25

No.	Category / Sub Category	Status	Date Created
1	Forensics - Scene Examiner - Forensics - Scene Examiner Requests and Updates	Completed	12/06/2025
Team		Officer / Staff Member	Due Date / Time
MO4 / **PLEASE USE** Forensic Frontline - Crime Scene Examiners SOCO			12/06/2025 12:00
Details			
Please attend swab security office door handles and any blood patched			
Update Remarks		Update By	Date / Time
<p>From SOCO CSE124 - Examination report '25/015835/SA01' refers.</p> <p>Scene examination and Evidential Photography complete.</p> <p>Exhibits retrieved listed below,</p> <p>AGC/1 - MPSE54833140 - Brown coloured pieces of broken glass from brown bottle endorsed 'coors'. (found on the floor on the left hand side of the rear office, as viewed from doorway)</p> <p>- handed to P251666 at scene</p> <p>Should the material generated from my examination and subsequent retrievals and/or submissions be required for disclosure purposes, please contact me quoting the connect number and examination report number.</p> <p>Please note that should any subjects be identified from any of the DNA / fingerprint submissions made, an SFR pack will include the relevant material generated and available at the time it is compiled. If an SFR pack is not requested for any subject identified or a full list of all the material generated is required, it remains the OIC's responsibility to request</p>		Staff 01 C740202 Correa	13/06/2025 08:39

<p>Scene/Victim photography completed. Images have been uploaded to the Forensic Services Image Gallery (FSIG) with reference number 25-273-40. Due to crime type or image content some images may be restricted. See information about how to use FSIG on SharePoint under DNA, Fingerprints & Imagery.</p> <p>Please note that images from volume crime are stored for 7 years and serious/major crime for 30 years. Should the crime type change, it is the OIC's responsibility to alter the crime type on FSIG to ensure the correct image retention period. Should the crime type change, contact the scene examiner quoting the FSIG number and both new and old crime types.</p> <p>If albums are required please complete Form 4815D and e-mail to 'CSE Repeat order requests - SCD4'. Allow a minimum of 21 days for delivery - (include photographer's surname, FSIG number and Examination Report number). Photographic albums should only be requested if absolutely necessary and NOT automatically on receipt of this note.</p>		
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No.	Category / Sub Category	Status	Date Created
7	Investigative - CCTV	Completed	17/06/2025
Team		Officer / Staff Member	Due Date / Time
Details			
I had made contact with the venue and asked them for CCTV. I was told they had already given CCTV to the police however they will confirm with me. This is because I have not been handed over any CCTV related to this investigation.			
Update Remarks		Update By	Date / Time
CCTV		DC 01 P251273 Chaudry	17/06/2025 08:06

No.	Category / Sub Category	Status	Date Created
5	Victim / Witness - Victim / Witness	Completed	14/06/2025
Team		Officer / Staff Member	Due Date / Time
Details			
Victim Special Schemes			
Update Remarks		Update By	Date / Time
Bedfordshire Police have been contacted and have now placed a special scheme marker on the victim's address of [REDACTED] as of 14/06/25 in relation to this investigation.		DC 01 P260452 Yasmeen	14/06/2025 08:38

No.	Category / Sub Category	Status	Date Created
9	Administration - Closing Report	Completed	26/06/2025
Team		Officer / Staff Member	Due Date / Time

Details		
<p>Investigating Officers Closure Report</p> <p>I have reviewed the evidence in this investigation and based on my assessment of the facts I believe this investigation is complete. This decision will be reviewed by a supervisor to ensure consistency and thoroughness of the investigation process.</p> <p>Should any events or evidence change this case the MPS will inform the victim regarding these developments.</p> <p>The rationale behind this is:</p> <p>1. Summary of investigation. VIW and suspect were attending an event at the hotel. Fight between males inside the venue which had slipped outside. Officers had attended and none of the witnesses wanted to engage with the police. The victim and his partner were spoken to by police whilst on scene. They did not provide any names of any persons and did not identify any persons involved in the incident.</p> <p>Victim - Victim updated - Y</p> <p>Witnesses - N</p> <p>Forensics - There was mention of a bottle which had been seized by police however there is no statements from victim or witnesses to corroborate if in actual fact this bottle was used by the suspect to assault the victim. Due to this reason i will not be submitting bottle for forensics.</p> <p>CCTV - CCTV from the hotel is on media manager and it shows the fight between 2 groups of males. By viewing the CCTV, it is not clear which one is the victim. I have discussed the investigation with the victim who does not support action and does not want to provide a statement.</p> <p>Suspect Eliminated - No suspect identified</p> <p>Outcome 18</p> <p>Investigation complete - no suspect identified. Crime investigated as far as reasonably possible - case closed pending further investigative opportunities becoming available.</p> <p>Threat - Fight between two males after an event in the hotel.</p> <p>Harm - fight between two persons</p> <p>Risk - risk has been managed by putting special schemes at victim's address.</p> <p>Investigation - Victim does not support police action and has been informed investigation will be closed, however if the victim changes his mind and want to support police this investigation will be reviewed.</p> <p>Vulnerability - none</p> <p>Engagement - Victim is not willing to engage with the police.</p>		
Update Remarks	Update By	Date / Time
<p>Closure report - Outcome 18</p> <p>Investigation complete - no suspect identified. Crime investigated as far as reasonably possible - case closed pending further investigative opportunities becoming available.</p>	<p>DC 01 P251273 Chaudry</p>	<p>26/06/2025 08:17</p>

No.	Category / Sub Category	Status	Date Created
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10	Administration - Closing Report	Completed	26/06/2025
Team		Officer / Staff Member	Due Date / Time
EA CMU Closures			26/06/2025 19:00
Details			
Closing report			
Update Remarks		Update By	Date / Time
<p>Investigation Complete</p> <p>I agree with the officer's solvability assessment: "Crime Concluded":</p> <p>I have reviewed the officer's solvability assessment and I am satisfied that at this stage this investigation is complete.</p> <p>This report is of a GBH - there is no clear evidence to suggest who the suspect is, the victim is unwilling to assist police with this as well and will not provide any information to assist with evidential leads. Therefore the OIC is closing this report as they are unable to progress this without the victim's support or overwhelming evidence, which they do not have.</p> <p>I endorse the report as per Home Office crime outcome code: - 18</p> <p>I have reviewed this report against the CMU Closure Checklist below and I am satisfied that all tasks have been completed.</p> <ul style="list-style-type: none"> · Is Victim card fully complete (Name, DOB, Address, Contact details, Gender, Protected characteristics)? Y · VCOP and Victim contact updated? Y · Suspect eliminated correctly and showing correct status, matching the investigation outcome (Suspect disposal must be administered and served)? Y · Suspect card completed name, dob, address, contact details correct? Y · Is there a closing THRIVE? Y · Has Property card been updated or PME linked if applicable? (Mandatory drug possession offences) Y · All linking correct? Y · Is outcome code correct, and are there any further positive outcomes to record (Review Case)? Y · Offence location correctly recorded (Found on Gazetteer)? Y · Have all action plans been completed and closing action plan has recorded rationale including any offence, disposal, include PND references if applicable? Y · For community resolutions has the ID of suspect been explained? For youths, have parent details been recorded and were they present as well? Y <p>Submitted to CMU for Closure in accordance with the Crime Closure Process.</p>		DC 01 P240349 Sehmi	26/06/2025 11:18
filed		Sgt 01 P251769 Ekrem	03/07/2025 13:44

No.	Category / Sub Category	Status	Date Created
3	Investigative - Other	Completed	12/06/2025
Team		Officer / Staff Member	Due Date / Time

Details

DS Review on behalf of DS LADBROOK due to connect issues:

Night duty - DS Review

Circumstances - On 12/06/2025, (CAD298) a wedding was being held at the Palm Hotel on the A127. The victim (who was not a guest at the wedding) drove into the car park area in a white van, to collect his wife. In the area to the front of the hotel a confrontation occurred between the victim and other males present. From the CCTV Punches can be seen thrown, a male hits the victim on the head with a bottle and three other males join in the attack. The assault moves into the airlock door entry to the hotel where the victim is punched repeatedly. It then ends when the victim runs into the venue and into the Managers office. The victim sustained three stab wounds to his back and a head injury, HEMS attended, and he was taken to the RLH. The victim's wife was present at some stage and sustained a minor injury to her hand. The victim has advised he does not know the males who assaulted him, he cannot remember what anyone was wearing, he is unsure of what he wants to do. His wife has advised that she knows who was responsible, but she is not willing to speak to police. The parties involved in this incident are believed to be from the travelling community.

Victim - [REDACTED]

Injuries described as three small lacerations to his back consistent with an injury caused by a knife and an injury to his head consistent from being bottled. He was taken to RLH.

PC Clubb has spoken to the victim, and he has advised that he does not know any of the males that assaulted him. He remembers being on the floor. He cannot remember what they are wearing or what they looked like. He thinks he remembers a knife and a bottle used. His clothing will be seized. He wants to have time to consider his options and whether to make a statement. Photo of victim's injuries requested. Advised these should be on BWV. Victim is from Luton. Victim injuries have been deemed to be non-LT / LC. Officers have now come away from the hospital, victim will be released once injuries have had secondary treatment stitches / glue.

Intel on victim - due to his name being common name in traveller community unable to identify any community tensions linked to him or other individuals. There is no intel which gives a possible cause for tonight's assault.

Intel on VRM [REDACTED] (White Ford transit van) - victim shown registered keeper since 2021

Suspects - There are three suspects involved. IC1 M, AA 20 to 30 years, wearing pink polo T-shirt, blue jeans, short dark blonde hair. IC1 M, burgundy shirt, dark trousers. IC1 M, blue jeans, green polo t-shirt seen with a knife unknown if this was used. It is not known at this time by what method they have arrived or left the scene.

Witnesses - [REDACTED] partner of victim. She has declined to engage with police she has stated that she knew who was responsible but that she is not going to tell police. She has provided her address [REDACTED] this is in the Luton area. She has been asked regarding safety moving forward, she advised she lives in Luton, they do not know where she lives. She does not know the details of who booked the wedding, she said it was an open invite and she did not know many there. The female who was married was a dead uncle's granddaughter.

Intel on her - no intel on her and [REDACTED] only known for DV with an ex-partner not relevant.

Forensics / scene - Carpark area, airlock entrance and Managers office being held as a scene. Outside of the Managers door has bloodied fingerprints which are those of the male in the pink t-shirt as he was seen in this location following the assault speaking to the victim, seen on CCTV. Scene being held until SOCO can attend. Victims clothing has been seized and hand swabs, plus swabs from face. This is going to be booked in at Romford and bloodied clothing will be placed in drying cabinet at Romford.

CCTV - CCTV will all be from the Palm Hotel, there will be no other cameras in this area. Three suspects seen on footage should be suitable for FIMS identification / facial recognition. Manager Mr [REDACTED] he will not be able to download until the morning, axon link sent by ND DC Zeqiri.

Risk Assessment - Parties appear known to one another from comments initially made by victims partner to police, however at this stage they are unwilling to engage or provide details of those involved. The victim lives outside the MPS area and is located in Luton. Parties appear to all be from the traveller community. The victim's partner has suggested that those involved do not know where she lives and she does not require TACAU. It is not known if this incident will spark possible repercussions, knives have been seen and used it is also possible the victim himself was armed with a knife. At present time suspects or reason for the assault yet to be discovered.

Actions completed by CID - see separate write up.

Actions outstanding

Victim to be revisited re willingness to engage / seek to obtain a statement

Medical evidence to be obtained

CCTV - review for footage suitable to circulate on FIMS, check this has been uploaded to link sent to DC Zeqiri (P263133) or please chase Manager [REDACTED] Review to identify how suspects left the scene / identify vehicle.

Female contact who booked venue also called [REDACTED] TEL: [REDACTED] re knowledge of incident parties present.

Forensic examination of scene by SOCO, MFC have been made aware and a request has gone in, advised a level 2 SOCO will be required for the bloodied fingerprints.

Update Remarks	Update By	Date / Time
DS REVIEW	DC 01 P263779 Stein-Tobin	12/06/2025 14:20

No.	Category / Sub Category	Status	Date Created
6	Investigative - Secondary Investigation Plan	Completed	17/06/2025
Team	Officer / Staff Member	Due Date / Time	

Details

I have noted the DETS of the investigation. There appeared to have been a fight at the venue where the victim had sustained injuries. There were multiple witnesses however no one has identified themselves upon police attendance apart from the victim's partner.

The victim was taken to hospital however has since been discharged.

I have made contact with the victim on Monday 16th June 2025. VIW1 stated he did not want to give a statement to police however VIW1 stated he did not support police action. VIW1 stated he did not know who had assaulted him and he does not know why he was assaulted.

VIW1 had been discharged from hospital and is recovering well at home.

Witnesses -

There are multiple witnesses of the incident however none of the persons present had engaged with the police and have not provided their details. There are no witness statements. The manager at the location has provided witness statement.

Suspects - The fight involved a large group assaulting the male however one person had assaulted male with a bottle over his head. This person would have been captured on CCTV as the venue has CCTV. I have not viewed the CCTV and unable to confirm the quality of the images. Subject to quality of images i would consider circulating the images of the suspects involved, having said that the victim does not support police action and I would review the investigation before making a decision to process images for circulation.

CCTV- CCTV present in the venue. I have called the venue and i was told they will confirm if CCTV had been handed to police however this has not been confirmed. I have not been given CCTV related to this investigation.

Forensics - a bottle believed to have been placed in the bin by one of the suspects was seized by police and it is currently in KD property store. The victim does not support police action; I would further develop a forensic strategy and take in consideration victim is not supporting police.

Exhibits -

x1 bottle seized from location of the incident which was grabbed by the suspect.

victim's clothing have been seized and exhibited.

Update Remarks	Update By	Date / Time
Initial Secondary investigator review.	DC 01 P251273 Chaudry	17/06/2025 07:59

No.	Category / Sub Category	Status	Date Created
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8	Investigative - Secondary Investigation Plan	Completed	26/06/2025
Team		Officer / Staff Member	Due Date / Time
Details			
<p>I have noted media manager, and it has CCTV from the hotel. I have reviewed part of the CCTV however it is not clear by looking at CCTV who was the victim in the incident. It is a brawl between a large group. I had made contact with the victim who did not want to provide a statement, and he does not support police action</p> <p>He did not know who was involved in the brawl with him. There are no further lines of enquires to be followed through with and without victim supporting police the investigation cannot be progressed further.</p>			
Update Remarks		Update By	Date / Time
<p>I have noted media manager, and it has CCTV from the hotel. I have reviewed part of the CCTV however it is not clear by looking at CCTV who was the victim in the incident. It is a brawl between a large group. I had made contact with the victim who did not want to provide a statement, and he does not support police action</p> <p>The victim was safe and well. He did not know who was involved in the brawl with him.</p>		DC 01 P251273 Chaudry	26/06/2025 07:42

Reviews			
Review	DS Review	Review Unit	BCU EA / LI - Reactive - Team 4 - Sgt
Status	Ended	Next Review Due	14/07/2025 12:00
Review Instance			
Performed Date / Time	16/06/2025 11:50	Review Performed By	DC 01 P240349 Sehmi
Review Comments	<p>This is an investigation of GBH whereby the victim has attended the venue to collect his partner from a wedding and an assault has taken place which has resulted in him being stabbed and bottled over the head. I will allocate this report accordingly.</p> <p>The victim at this stage has not provided an MG11 nor has his medical notes been requested - OIC to complete these</p> <p>His partner Martina has also witnessed the incident and speak to officers at the time - intel to be conducted and contact to be made to complete an MG11.</p> <p>At the scene there was a bloodied hand print but SOCCO stated they would not be able to swab this - therefore this was photographed.</p> <p>There are multiple people present at the time all of which are unwilling to engage. At this stage one statement has been taken from the manager of the venue who was present; stated that he believes the victim had the knife but cannot see who's stabbed him etc.</p> <p>There is CCTV - this needs to be reviewed and establish who the suspects are (believed to be one male in a white top and one male in a pink top) to get these images circulated</p> <p>CCTV reviewing statement to be completed giving a time line of events.</p> <p>TACAU was attempted but this needs to be done as a tri force border request - form will be sent to OIC to complete</p>		
Requested Next Review Due Date / Time		14/07/2025 12:00	

MO Keywords			
Keyword 1	Keyword 2	Keyword 3	Remarks
		From Front	
		Stab	
		Severe - Hospitalisation required	
		Knife - Type Not Identified	
		Broken Bottle	
		Glass	
		Knife/sharp used to injure	

Task History			
Performed Date/Time	Task	Staff Member	Descriptor
12/06/2025 10:47	Assess Investigation	Staff 01 C727994 Edwards	Staff 01 C727994 Edwards
12/06/2025 10:16	Update Investigation	PC 01 P264936 Clubb	PC 01 P264936 Clubb
12/06/2025 14:20	Update Investigation	DC 01 P263779 Stein-Tobin	DC 01 P263779 Stein-Tobin
12/06/2025 14:20		DC 01 P263779 Stein-Tobin	DC 01 P263779 Stein-Tobin
13/06/2025 12:25		DC 01 P267084 Adekanmbi	DC 01 P267084 Adekanmbi
13/06/2025 08:22	Update Investigation	Staff 01 C740202 Correa	Staff 01 C740202 Correa
13/06/2025 08:22	Complete Task	Staff 01 C740202 Correa	Staff 01 C740202 Correa
12/06/2025 15:48	EAG Allocate Investigation	Det Sgt 01 P232225 Tunge	Det Sgt 01 P232225 Tunge
12/06/2025 16:00	Update Investigation	DC 01 P262950 Mira	DC 01 P262950 Mira
03/07/2025 13:44	Request Closure	Sgt 01 P251769 Ekrem	Sgt 01 P251769 Ekrem
03/07/2025 13:44	Complete Task	Sgt 01 P251769 Ekrem	Sgt 01 P251769 Ekrem
03/07/2025 13:44	Process Closure Request	Sgt 01 P251769 Ekrem	Sgt 01 P251769 Ekrem
12/06/2025 04:19	Complete Submission of Investigation	PC 01 P241823 Barnes	PC 01 P241823 Barnes
12/06/2025 06:54		DC 01 P261976 Hays	DC 01 P261976 Hays
12/06/2025 04:05	Create New Investigation	PC 01 P241823 Barnes	PC 01 P241823 Barnes
12/06/2025 07:24	Update Victim	PC 01 P244387 Bhogal	PC 01 P244387 Bhogal
12/06/2025 08:35	Update Investigation	PC 01 P244387 Bhogal	PC 01 P244387 Bhogal
12/06/2025 08:26	Update Investigation	PC 01 P241823 Barnes	PC 01 P241823 Barnes
12/06/2025 07:39	Perform Investigative Review	Sgt 01 P251769 Ekrem	Sgt 01 P251769 Ekrem
12/06/2025 07:20	Complete Submission of Investigation	PC 01 P244387 Bhogal	PC 01 P244387 Bhogal
12/06/2025 08:32	Add Enquiry Log Entry	PC 01 P244387 Bhogal	PC 01 P244387 Bhogal
12/06/2025 04:45	Complete Submission of Investigation	PC 01 P241823 Barnes	PC 01 P241823 Barnes
12/06/2025 04:45	Request Task V2	PC 01 P241823 Barnes	PC 01 P241823 Barnes
12/06/2025 09:42	Update Investigation	PC 01 P244387 Bhogal	PC 01 P244387 Bhogal
12/06/2025 19:06	Update Investigation	DC 01 P254839 Chapman Andrews	DC 01 P254839 Chapman Andrews

13/06/2025 08:39	Acknowledge Completion Of Task V2	PC 01 P241823 Barnes	PC 01 P241823 Barnes
12/06/2025 14:58	Update Investigation	DC 01 P262950 Mira	DC 01 P262950 Mira
14/06/2025 08:38	Update Investigation	DC 01 P260452 Yasmeen	DC 01 P260452 Yasmeen
14/06/2025 08:38		DC 01 P260452 Yasmeen	DC 01 P260452 Yasmeen
16/06/2025 12:00	Update Investigation	DC 01 P240349 Sehmi	DC 01 P240349 Sehmi
16/06/2025 12:03	Transfer To New OIC	DC 01 P240349 Sehmi	DC 01 P240349 Sehmi
17/06/2025 08:03	Record Victim Update	DC 01 P251273 Chaudry	DC 01 P251273 Chaudry
17/06/2025 08:06		DC 01 P251273 Chaudry	DC 01 P251273 Chaudry
17/06/2025 07:59		DC 01 P251273 Chaudry	DC 01 P251273 Chaudry
26/06/2025 23:29	Add Media	DC 01 P251273 Chaudry	DC 01 P251273 Chaudry
26/06/2025 08:19	Request Task V2	DC 01 P251273 Chaudry	DC 01 P251273 Chaudry
26/06/2025 07:42	Update Investigation	DC 01 P251273 Chaudry	DC 01 P251273 Chaudry
26/06/2025 07:42		DC 01 P251273 Chaudry	DC 01 P251273 Chaudry
26/06/2025 11:18	Complete Task	DC 01 P240349 Sehmi	DC 01 P240349 Sehmi
26/06/2025 08:17		DC 01 P251273 Chaudry	DC 01 P251273 Chaudry

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From: Mike Richardson <[REDACTED]>
Sent: 16 December 2025 18:41
To: David Morbin <[REDACTED]>
Cc: licensinghub@seandse.co.uk <[REDACTED]>; Paul Jones <[REDACTED]>; Stockman Chris J - EA-CU <[REDACTED]>; Grote Ellis N - EA-CU <[REDACTED]>; Licensing <Licensing@haverling.gov.uk>
Subject: Re: SRU1251.24 - Palms Hotel Premises Licence Application

Dear David

Thanks for your time earlier today with the team from Palms hotel.

As discussed, most of the concerns around the noise in the outside area and from Boka By Palms can be dealt with by the conditions below, which I understand that you are happy with. I understand that the outside area is separate from the "Plaza" function suite which is between Boka restaurant and the outside garden area.

However the area of contention, to which the Environmental Health team would object are around the terminal hour, which is not in keeping with the Council's licencing policy.

I am happy that background music will be played in the garden area, and that regulated entertainment will not take place in this area. I also understand that you have an agreement with the Palms Hotel management that no private events would occur within the Boka venue, to ensure that there is no conflict of interests between businesses. This concern is addressed by the final condition below, so as to provide reassurances should the licence change hands in the future.

An appropriate automatic noise control device must be used for any amplified sound. The device should be set so that the volume of any amplified sound emanating from the premises does not cause a public nuisance.

The device shall be connected to all external doors and windows that are not normally entry or exit, including those leading to the outside garden area. The device shall be set to automatically cut off any amplified sound or reduce the volume of any amplified sound so that it is inaudible at the boundary of any noise sensitive premises, if the door(s) or window(s) are opened.

The setting of the noise control device, and other noise control measures shall be incorporated within a written Public Nuisance Policy (PNP). The PNP is to be submitted to and agreed between the Premises Licence Holder (PLH) and the Local Licencing Authority (LLA) within 60 days of the Premises Licence being granted. The agreed Policy, or any variations thereto that may be agreed between the PLH or LLA, will be adhered to at all times. If the Public Nuisance Policy is unable to be agreed,

is not complied with, or is withdrawn at any time, licensable activities at the premises shall not be permitted after 23.00 hours.

Doors and windows to the premises shall remain closed (save for entrance and egress) at all times when regulated entertainment is occurring.

The Premises Supervisor (or representative) shall monitor the volume of music emanating from the premises and adjust the volume to ensure that any amplified sound or other music from the licensed premises does not cause a public nuisance.

No regulated entertainment shall occur in the outside areas, unless governed by a noise control device, set in agreement with the Local Licencing Authority as part of the Public Nuisance Policy.

If these are agreed, please can you confirm by response so they can be added to any licence should it be granted.

I would, however, echo the concerns of both Oisin Daly and Chris Stockman around the terminal hour, and the variance away from the standard operations within the licencing policy of the Council. Whilst it is acknowledged that the A127 (Southend Arterial Road) is between the closest residents and the restaurant, the terminal hour of midnight Monday-Wednesday; Thursday 01.00 hours; 02.00 Friday-Saturday are beyond the Council's licencing policy, will mean that those residents could be subject to noise from the venue (primarily from customers leaving) when the noise from the A127 is significantly reduced. In addition, the noise from the road is of a different nature than noise from the venue, and therefore is likely to be more intrusive.

The above conditions would be required irrespective of the requested terminal hours as a matter of course, and it is difficult to justify any special circumstances to the exception to the licencing policy, without additional controls to be in place to control the noise from the carpark area of the restaurant/hotel or indeed the outside area.

As such, I believe it would best for the Licencing Sub Committee to make the decision regarding these requested hours, due to the incompatibility with the Council's Licencing Policy.

Regards

Mike Richardson

Team Leader, Environmental Health (Environmental Protection)

Environmental Health