



Haverling

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

<p>LICENSING SUB-COMMITTEE CAPRINO'S PIZZA AGENDA</p>
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<p>10.30 am</p>	<p>Thursday 19 March 2026</p>	<p>Council Chamber - Town Hall</p>
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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@haverling.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:-

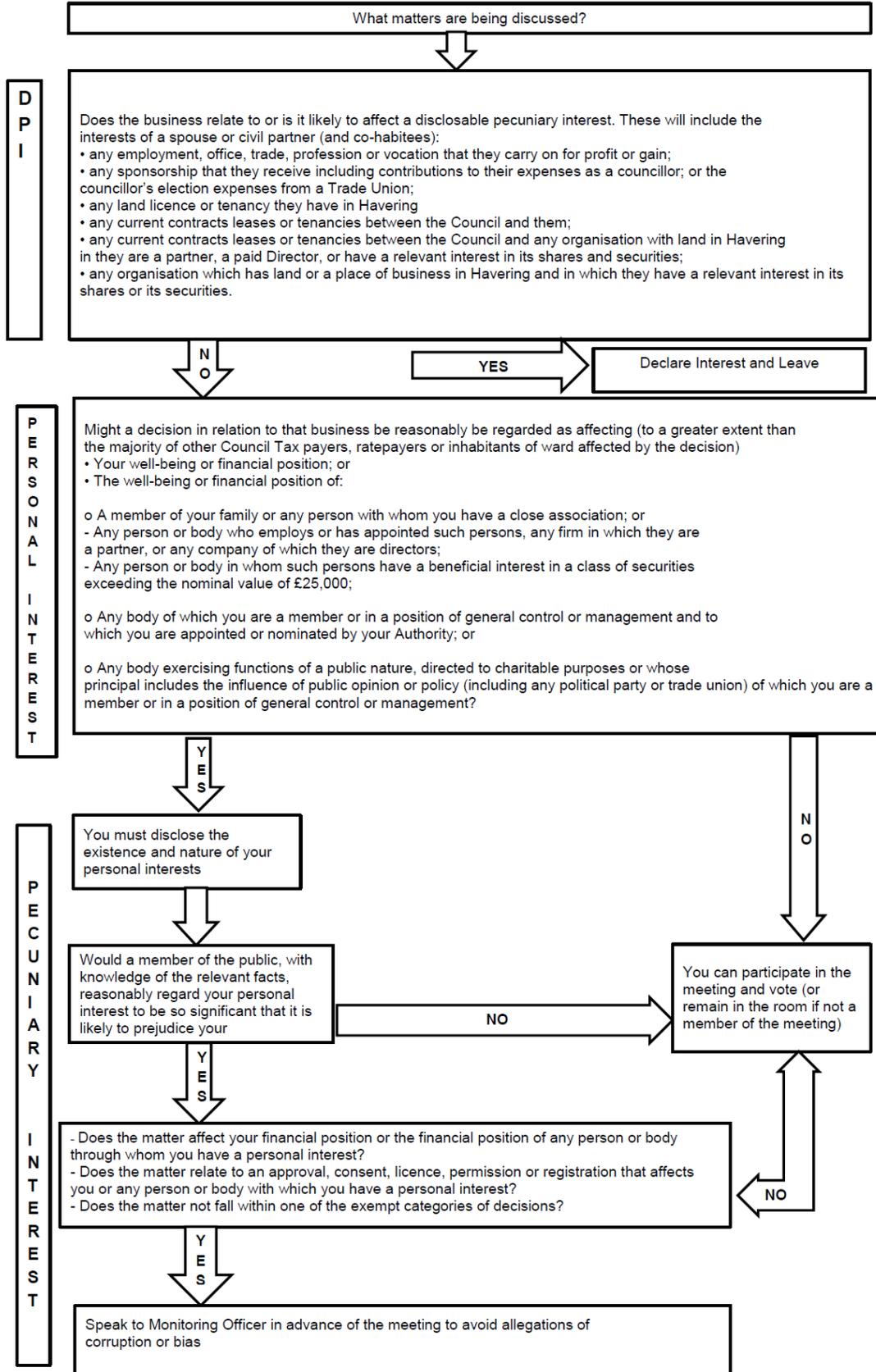
- filming, photographing or making an audio recording of the proceedings of the meeting;
- using any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later; or
- reporting or providing commentary on proceedings at a meeting, orally or in writing,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

DECLARING INTERESTS FLOWCHART – QUESTIONS TO ASK YOURSELF



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 - CAPRINOS PIZZA, 185 ST MARY'S LANE UPMINSTER RM14 3BU (Pages 11 - 28)

This application for a premises licence is made by Crostata Limited under section 17 of the Licensing Act 2003.

Zena Smith
Head of Committee and Election Services

LICENSING SUB-COMMITTEE

REPORT

19 March 2026

Subject Heading:

Procedure for the Hearing: Licensing Act 2003

Report Author and contact details:

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

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

"Where relevant representations are made, the authority must

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

The steps are:

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

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

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

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

1. Membership of the Sub-Committee:

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

110. 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.



Licensing Officer's Report

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LICENSING SUB-COMMITTEE

19 March 2026

REPORT

Subject heading:

Caprinos Pizza 185 St Mary's Lane
Upminster RM14 3BU

Premises licence application

Report author and contact details:

Mr P Jones, Public Protection Officer

licensing@havering.gov.uk

01708 432777

This application for a premises licence is made by Crostata Limited under section 17 of the Licensing Act 2003. The application was received by Havering's Licensing Authority on 22nd January 2026.

Geographical description of the area and description of the building

This ground floor premises is located in a parade of commercial outlets with residential properties located above. The area might therefore be considered one of mixed use.

Details of the application

The application seeks to permit the provision of late night refreshment during the following hours:

Sunday to Thursday – 23:00 to 00:00*

Friday & Saturday – 23:00 to 01:00*

* These hours were modified from the originally submitted hours after mediation with the Police.

Comments and observations on the application

The applicant engaged with a number of responsible authorities, including the Licensing Authority, the Police and Havering's Noise Team. The application was modified during the consultation period to reduce the premises' hours of operation and to add a series of conditions to the ambit of the licence.

Summary

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

There is one outstanding representation against this application from a responsible authority, namely Havering's Noise Team. The noise officer engaged in mediation with the applicant; however, fully agreed terms of modification have not been reached.



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Copy of Application

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Plan

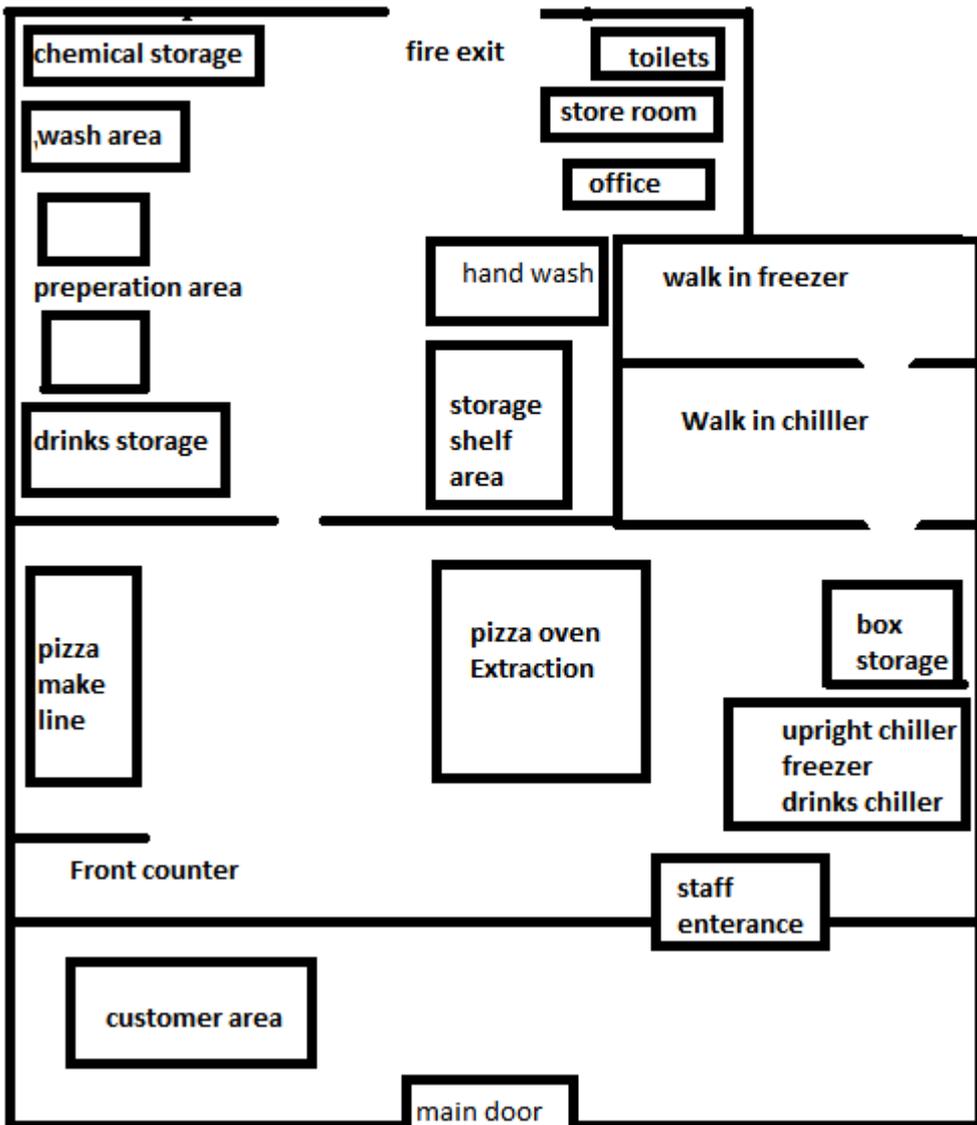
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185 St. Marys Lane
Upminster
RM14 3BU

Scale 1:200

Accessway / parking



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Representations from Responsible Authority

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From: Caprinos Pizza Upminster <[REDACTED]>
Sent: 24 February 2026 12:13
To: Mike Richardson <[REDACTED]>; Paul Jones <[REDACTED]>
Subject: Re: Premises Licence Application - Caprinos Pizza 185 St. Marys Lane Upminster RM14 3BU

Hi Mike

regarding the noise policy we have agreed on
respect neighbour sign and speaking to customers and drivers leaving the premises quietly.
leave quietly sign for drivers, staff and customers.
no music outside the restaurant and base inside the restaurant.
taking rubbish or any bins out quietly and at early times.
doing incident book in term of any complaints or noises.
staff training for dealing with complaints and any loud noises.
if there is any thing else you have in mind kindly let me know.

Najeeb

On 24/02/2026 08:25 GMT Mike Richardson <[REDACTED]> wrote:

Dear Najeeb

Thank you for the email.

I do not appear to have received the email you have said agreeing to the conditions that I have suggested, following my email on 13 February, although I do note that some of these are in the conditions agreed with Chris Stockman.

I appreciate that you have now agreed to the following conditions:

- **No music shall be played outside the restaurant at any time**
- **Music levels within the restaurant shall be background level only**
- **Clear signs shall be visible requesting customers keep noise to a reasonable level, and to be mindful of neighbouring residential premises.**

The only condition which I appear not to have confirmation regarding is the following:

Before delivery of takeaway orders from the site commence after 23.00 hours, a written Noise Management Policy shall be agreed in writing with the Public Protection Team, and subsequently adhered to.

Regards

Mike Richardson
Team Leader, Environmental Health (Environmental Protection)
e [REDACTED]

From: Caprinos Pizza Upminster <[REDACTED]>
Sent: Monday, February 23, 2026 20:40

To: Paul Jones <[REDACTED]>; Mike Richardson <[REDACTED]>; chris.j.stockman <[REDACTED]>
Subject: Re: Premises Licence Application - Caprinos Pizza 185 St. Marys Lane Upminster RM14 3BU

Hi Paul

Mr Richardson send me music/noise policy which I accepted on the same day. I have forward you the email separately to you. I don't know about any thing else. as I was replying multiple may be I have address in with a separate name.

I was waiting from you guys any communication.

I have already agreed to

- 1) no music outside the restaurant
- 2) music to base level inside restaurant.
- 3) respect neighbour and leave quietly signs (already in place).

apart from this communication if I have missed some thing let me know.

Najeeb

On 23/02/2026 11:10 GMT Paul Jones <[REDACTED]> wrote:

Dear Mr Durrani

Further to the email chain below I understand Mr Richardson has received no reply to it requesting that you give consideration to adopting his proposed conditions. The absence of a response effectively confirms that you do not accept these proposed conditions. As such, the application is unable to be granted at this stage as we will require a hearing to determine the outcome.

If you wish to accept Mr Richardson's proposed conditions please confirm as much by close of business today. Once accepted Mr Richardson will be able to withdraw his representation and the application will be granted immediately. If you prefer not to accept Mr Richardson's conditions please confirm as much and I will organise for a hearing to be convened to determine the outcome of your application.

I look forward to your reply.

Many thanks

Kind regards

Paul Jones

Paul Jones | Public Protection Officer
t 01708 [REDACTED]
e [REDACTED]

From: Mike Richardson <[REDACTED]>
Sent: 13 February 2026 09:14

To: chris.j.stockman <[REDACTED]>; [REDACTED]
<[REDACTED]>
Cc: Paul Jones <[REDACTED]>; Licensing <[REDACTED]>
Subject: Re: Premises Licence Application - Caprinos Pizza 185 St. Marys Lane Upminster
RM14 3BU

Good morning Najeeb

Further to your emails with Chris Stockman, I am grateful that the hours of operation have been reduced to be in line with the Council's licencing policy.

There are a couple of additional conditions which I have suggested, which have not been agreed. Please can you confirm if they are acceptable:

Before delivery of takeaway orders from the site commence after 23.00 hours, a written Noise Management Policy shall be agreed in writing with the Public Protection Team, and subsequently adhered to.

Reason: In order to protect neighbouring residential properties from unreasonable noise after 23.00 hours.

- **No music shall be played outside the restaurant at any time**
- **Music levels within the restaurant shall be background level only**
- **Clear signs shall be visible requesting customers keep noise to a reasonable level, and to be mindful of neighbouring residential premises.**

Reason: To prevent a public nuisance

Regards

Mike Richardson
Team Leader, Environmental Health (Environmental Protection)

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