

## **Licensing Sub-Committee**

**Section 1** - Licensing Officers Report



**LICENSING  
SUB-COMMITTEE**

**REPORT**

**14 10 2011**

**Subject Heading:**

Apex Conference and Social Centre UK  
Limited, 1<sup>st</sup> Floor, Morland House, 12-16  
Eastern Road, Romford RM1 3PJ

**Report Author and contact details:**

Paul Campbell – Licensing Officer  
01708 432777  
[licensing@havering.gov.uk](mailto:licensing@havering.gov.uk)

**This application for a premises licence is made by Apex Conference and Social Centre UK Limited under section 17 of the Licensing Act 2003. The application was received by Havering's Licensing Authority on 27<sup>th</sup> August 2011.**

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

The premises is situated on the first floor of a four story premises the internal area of the floor is divided into a number of small rooms and an 80 seat stepped auditorium the building has a reception area on the ground floor, the other floors in the building are businesses the forth floor being a related firm to the applicants.

The premises is located on the south side of Eastern Road about 130 metres east of South Street Romford. It is situated within the ring road with the surrounding premises are occupied by businesses.

The premises are within easy walking distance of Romford town centre and its public transport links.

A map of the area is attached to assist the committee.

**Details of the application**

<b>Plays, Films, Anything similar to live or recorded music, Facilities similar to making music,</b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>
Monday to Sunday	09:00hrs	23:59hrs

<b>Live Music, Recorded Music, Facilities for making music and similar to making music, Late night Refreshment.</b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>
Monday to Friday	17:00hrs	23:59hrs

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Saturday & Sunday	09:00hrs	23:59hrs
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<b>Late night Refreshment.</b>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>
Monday to Sunday	23:00hrs	23:59hrs

**Seasonal variations & Non-standard timings**

There are no seasonal variations or non-standard timings attached to this application.

**Comments and observations on the application**

A Request was made for the copy of the newspaper advertisement on 23<sup>rd</sup> September 2011 but has not been seen at the time of presenting this report. The notice on the premises was inspected by the licensing officers to be in place for the correct period.

**Summary**

There were two valid representations against this application from interested parties.

There were no representations against this application from responsible authorities.

**Details of representations**

Valid representations may only address the following licensing objectives:

The prevention of crime and disorder  
The prevention of public nuisance  
The protection of children from harm  
Public safety

**Interested parties' representations**

The representations fall mainly under the heading of the prevention of public nuisance.

There were no representations from the following responsible authorities:

The Metropolitan Police  
Public Health  
The London Fire and Emergency Planning Authority  
The Health & Safety Enforcing Authority  
The Trading Standards Service  
Planning Control & Enforcement  
Children & Families Service

## **Licensing Sub-Committee**

Appendix 1 - Copy of the Application

**LEGAL AND PUBLIC NOTICES**

**LONDON BOROUGH OF HAVERING  
ROAD TRAFFIC REGULATION ACT 1984, SECTION 14(1)  
TEMPORARY PROHIBITION OF TRAFFIC**

**"The Havering Temporary Prohibition of Traffic Mercury Gardens - Southbound Carriageway Order 2011"**

1. Notice is given that on the 2nd September 2011 the London Borough of Havering made "The Havering Temporary Prohibition of Traffic Mercury Gardens - Southbound Carriageway Order 2011" (the Order), the effect of which will be to prohibit vehicular traffic from entering or proceeding in the lengths of road and at the times and dates specified in the Schedule to this Notice, to enable Crane Works to be carried out in the carriageway;
2. The prohibitions will only be operational when traffic signs indicating that such prohibitions are in operation are displayed on the street.
3. The Order comes into operation on Sunday 25th September 2011 and may continue in force until Monday 10th October or until the works are completed, whichever is the sooner. If the Works are not completed by Sunday 26th September, essential services will be notified of any reserve dates to be used instead as detailed in the schedule.
4. Please contact Mr Paul Hull (01708 434645) with any query regarding the Order.

DATED this 2nd day of September 2011

Published in Romford Recorder: 2 September 2011

Ian Burns, Acting Assistant Chief Executive,  
London Borough of Havering, Town Hall, Main Road, Romford, RM1 3BD

**SCHEDULE**

ROADS	Duration	ALTERNATIVE ROUTES
Mercury Gardens the southbound carriageway will be CLOSED from its junction with Main Road/St. Edwards Way at the roundabout to its junction with the Western Road roundabout.	Between Sunday 25th September 2011 at 17:00 pm and Monday 10th October at 04:59 am or up to the time of the completion of the Works, whichever be the sooner. The Works are expected to take place on the night of 25th/26th September between 17:00 and 05:00 but reserve dates with these times will be 2nd/3rd October or 9th/10th October 2011 if weather or other circumstances prevent the Works.	St Edwards Way (west and south), Waterloo Road, Thurloe Gardens, Oldchurch Road, Mercury Gardens (north).

**LONDON BOROUGH OF HAVERING  
ROAD TRAFFIC REGULATION ACT 1984, SECTION 14(1)  
TEMPORARY PROHIBITION OF PEDESTRIANS:  
PEDESTRIAN FOOTWAY BETWEEN MERCURY HOUSE AND MARKET PLACE**

1. The Council of the London Borough of Havering HEREBY GIVES NOTICE that due to essential works to the pedestrian footway between Mercury House and Market Place to:
  - (a) replace defective soffit beneath the service road for the Liberty shopping centre; and
  - (b) to service the lighting in the pedestrian underpass
 It intends to make an Order, the effect of which will be to prohibit pedestrian use of the footway between 07:00 hours on 21st September 2011 and 19:00 hours on 12th October 2011 or up to the time of the completion of the Works, whichever be the sooner.
2. An alternative route for pedestrians will be available as set out in the Schedule below.

DATED this 2nd day of September 2011

Published in Romford Recorder: 2 September 2011

Ian Burns, Acting Assistant Chief Executive,  
London Borough of Havering, Town Hall, Main Road, Romford RM1 3BD

**SCHEDULE**

Footway Closure	Alternative Route
Pedestrian footway between Mercury House and Market Place	Subway beneath Mercury Gardens; Pedestrian footway along the East side of Mercury Gardens. Subway beneath the junction of Mercury Gardens and Main Road leading to Market Place.

**LONDON BOROUGH OF HAVERING  
ROAD TRAFFIC REGULATION ACT 1984, SECTION 14(1)  
TEMPORARY WAITING RESTRICTIONS -  
111 CROSS ROAD, RM7**

1. The Council of the London Borough of Havering HEREBY GIVES NOTICE that due to essential works to enable access to BUILDING WORKS (the "Works") to be carried out in and next to the carriageway during the period stated in the proposed order at 111-113 Cross Road, RM7, it intends to make an Order, the effect of which will be to prohibit vehicular traffic from entering or proceeding in the lengths of road specified in the Schedule below, during the period stated in the Schedule below.
2. Alternative routes for vehicles will be as set out in the Schedule if necessary.
3. The measures under the Order will not apply to pedestrians although access may be diverted, to the extent that the Schedule specifies and safety permits from time to time.

DATED this 2nd day of September 2011

Published in Romford Recorder: 2 September 2011

Ian Burns, Acting Assistant Chief Executive  
London Borough of Havering, Town Hall, Main Road, Romford RM1 3BD

**SCHEDULE**

ROADS	DURATION	ALTERNATIVE ROUTES
Temporary Waiting Restrictions between the hours of 08:00 and 17:00 Monday to Friday only	Between Saturday 10th September 2011 at 08:00hrs and Sunday 18th December 2012 at 17:00hrs	N/A

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

**APPLICANT: Apex Conference and Social Centre UK Limited**  
**PREMISES: 1st Floor, Mortland House, 12-16 Eastern Road**

The proposed licensable activity is:  
The playing of live music from 1900hrs - 2359hrs Monday - Friday, 0900hrs - 2359hrs Saturday - Sunday  
The provision of late night refreshment from 2200hrs - 2359hrs Monday - Sunday  
The playing of recorded music from 1700hrs - 2359hrs Monday - Friday, 0900hrs - 2359hrs Saturday - Sunday  
The provision of entertainment e.g. performance of plays, comedy or magic, the showing of films 0900hrs - 2359hrs Monday - Sunday  
Full details of the application can be inspected at the address noted below during normal business hours.  
Any representations by an interested party or responsible authority regarding this application can be made to: London Borough of Havering, Licensing Team, Mercury House, Mercury Gardens ROMFORD, RM1 3BX Website: www.havering.gov.uk  
Such representation must be received in writing by: 21/09/2011, clearly stating the grounds upon which the representation is made in relation to the four objectives of the Licensing Act 2003. It is an offence to knowingly or recklessly make a false statement in connection with an application. The maximum fine for which a person is liable on summary conviction for the offence is £5,000.00.

**Notice by Executors to Creditors and Beneficiaries to send in claims under the Trustee Act 1925, section 21**

PURSUANT to the Trustee Act 1925 Notice is given that all creditors and others having any claims against or claiming to be beneficially interested in the estate of Roy Charles Henry Grumball late of 31 Brookdale Gardens, Upminster, Essex RM14 3XA who died on 7 December 2010 are required to send written particulars to the undersigned solicitors on or before the date which is two months from the date of this publication after which date the Personal Administrator, Pamela Grumball, Kathryn Dawson and Jeffrey Grumball, will proceed to distribute the assets of the deceased among the persons entitled to them having regard only to the claims of which they have had notice and shall not be liable for the assets of the deceased or any part of them so distributed to any person or persons of whose claims or demands they then have not had notice.

Dated 3 August 2011  
Solicitors: Advocates and Mediators  
30 Woolfords Lane  
Great Shelford  
Cambridge  
CB22 5LZ  
(Solicitors for the Administrators)

**HARRY SOUTH (Deceased)**

Pursuant to the Trustee Act 1925 any persons having a claim against or an interest in the Estate of the aforementioned deceased, late of 8 Norman Court Stansted Essex CM24 8NA formerly of 25 Victoria Avenue Collier Row Romford Essex RM5 2QH, who died on 18/07/2011, are required to send particulars thereof in writing to the undersigned on or before 11/11/2011, after which date the Estate will be distributed having regard only to claims and interests of which they have had notice.

**CLAIRE FLOOD SOLICITORS**  
18 Edwards Way Hutton Brentwood Essex CM13 1BT

**INSOLVENCY ACT 1986  
IN BANKRUPTCY  
ROMFORD COUNTY COURT**

No. 331 OF 2007 RE: ROBERT ANDREW CADMAN

D.O.B: 08/08/1963  
I intend to pay within four months from 03 October 2011 (being the last day for proving) the first and final dividend of 8.0 p/c.  
Creditors who have not yet proved their debts must do so by 03 October 2011 otherwise they will be excluded from the dividend.  
The required proof of debt form is available on the Insolvency Service website (www.its.gov.uk/insolvency), select "Forms" and then form 637. Alternatively, you can contact my office at 2nd Floor, Sunley House, Bedford Park, CROYDON, CR9 1TX telephone 020 8657 6144 to supply a form.  
Mrs L Thomas, Official Receiver and trustee

Book your newspaper ad online, Log on to [www.jumbo24.co.uk](http://www.jumbo24.co.uk)

**PUBLIC NOTICE**

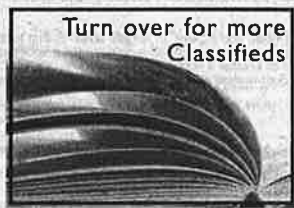
NOTICE is hereby given that Roy Barry Perrett of Bridgman House, Sun Street, Waltham Abbey, Essex, EN9 1EL has applied to the judge at Romford County Court for a bailiffs certificate. Any person who knows of a reason why Roy Barry Perrett is not a fit and proper person to be granted a certificate should contact the court manager at Romford County Court, 2a Oaklands Avenue, Romford, Essex, RM1 4DP before the hearing date of the 07/09/2011.

**LESLIE REUBEN LLOYD (Deceased)**

Pursuant to the Trustee Act 1925 any persons having a claim against or an interest in the Estate of the aforementioned deceased, late of 21 Lynwood Drive Collier Row Romford Essex RM5 2RB, who died on 14/07/2011, are required to send particulars thereof in writing to the undersigned on or before two months and one day from the date of this publication, after which date the Estate will be distributed having regard only to claims and interests of which they have had notice.  
**LLOYDS TSB PRIVATE BANKING LIMITED**  
Birmingham Executors Office PO Box 4159 3rd Floor 125 Colmore Row Birmingham B2 2QY 12623

**EILEEN MARY HALL (Deceased)**

Pursuant to the Trustee Act 1925 any persons having a claim against or an interest in the Estate of the aforementioned deceased, late of Nightingale House 57 Main Road Romford Essex, who died on 08/04/2011, are required to send particulars thereof in writing to the undersigned Solicitors on or before 11/11/2011, after which date the Estate will be distributed having regard only to claims and interests of which they have had notice.  
**FISHERS SOLICITORS**  
4-8 Kilwardby Street Ashby-de-la-Zouch Leicestershire LE65 2FU 7127999



**CONDITIONS OF ACCEPTANCE OF ADVERTISEMENTS**

- IMPORTANT:** These Conditions contain an indemnity of You breach Your warranty to Us
1. General
  - 1.1 These Conditions apply to any advertisement which You have asked Us to publish on Your behalf in the "Site" (the "Advertisement") and by making such an order You agree to be bound by these Conditions in full.
  - 1.2 These Conditions override any terms stipulated by You in any order form or otherwise unless they accept these terms in writing. If we do so, these Conditions will apply except to the extent that they are inconsistent with anything agreed by You.
  2. Definitions  
"We" and "Us" means, and "Our" refers to, the Company which is the publisher of the Site in which the Advertisement is published.  
"Your" means any publication or Website which You have agreed to publish.  
"You" means, and "Your" refers to, the person placing the Order with Us and where that person is an advertising or other agency placing the Advertisement on behalf of their client that agency agrees that it has placed the Order as principal.
  3. Orders
  - 3.1 We may refuse to accept Your order unless You have provided Us with the necessary information to enable Us to place the Order with the advertiser and to ensure that the Order is placed in accordance with the terms of the Order.
  - 3.2 We will notify You if we do not accept Your Order within 3 working days of receiving a Publication of the Advertisement and if we do so we will not be liable to You for any loss or damage incurred as a result of Our failure to accept the Order.
  - 3.3 We are not obliged to accept Your Order or to publish an Advertisement placed by You and we may refuse to accept Your Order or to publish an Advertisement placed by You if we are not satisfied with the content of the Advertisement, or the suitability of the Advertisement for publication on the Site or if we are not satisfied with the content of the Advertisement or if we are not satisfied with the content of the Advertisement or if we are not satisfied with the content of the Advertisement.
  - 3.4 We may carry forward an Advertisement not accepted to the next suitable issue of a Title.
  - 3.5 If You place an Order but fail to provide copywork by the publication deadline, We may report any previous breach of the Advertisement from You for which We have copy or use a file and charge to You for Our failure to accept the order.
  4. Advertising standards, legal obligations and third party rights  
4.1 You confirm and warrant to Us that the copy You provide and the publication of Us of an Advertisement pursuant to an Order will:  
- not breach any legislation;  
- not result in a breach of any relevant Code of Practice, including other provisions of the Advertising Standards Code of Practice;  
- not infringe any legislation;  
- not infringe any copyright, trademark or other legal rights of any person or company and that You have received any consent needed to refer to or portray people (nominally or impliedly) in the Advertisement;  
- when appearing on any AdWords Website will not contain hyperlinks or metatags relating to the advertiser's own Website unless express prior permission has been granted by Adwords.  
4.2 You agree:  
- to indemnify Us in respect of all costs, damages and other charges We incur or to which You are subject as a result of publication of any Advertisement pursuant to Your Order where there is a breach of any warranty given by You to Us;  
- not to be bound by conditions of sale of the Advertisement;  
- that We may store, reproduce and distribute copies relating to any Advertisement, including by electronic means;  
- that We may without notice or warning remove any AdWords correspondence or communication received in response to an Advertisement which We think is inappropriate to publish;  
- that We accept no liability in respect of any loss or damage alleged to have arisen through delay in forwarding or writing to forward copies to our members to the advertiser (whether caused);  
- that We may liaise with the police and/or any other relevant authority in relation to any Order/Advertisement or any response to any of them (including including printing on Your printing);  
- that We may request and use our details to perform Our obligations under these Conditions and publish Your Advertisement following Us by Us to other group companies and/or sub-contractors as reasonably necessary to do so;  
- if You are an agency acting for a client, that We may require a proof of the Advertisement direct to the client if approved by whatever means We deem appropriate.  
4.3 We may hold Your details on record for a reasonable period and contact You about future advertising opportunities which may be of interest to You.  
4.4 That any materials submitted by You to Us in relation to Your own AdWords should be owned by You and not be subject to any third party rights. We reserve the right to destroy without notice all such materials after the date of last appearance in an advertisement unless You have given written instructions to the contrary.  
4.5 That We acknowledge that We are not liable for any variation of up to 10% in the final published size of any advertisement.
  5. Cancellation  
5.1 We are not obliged to accept a cancellation request which We may require to be made in writing. All requests for cancellations must be made in writing to a senior member prior to the publication date. All other cancellations should be made within the working days of publication.  
5.2 If We accept a cancellation for part of an Advertisement, We may substitute Your other advertisements in that space which we deem appropriate.  
6. Arrears  
6.1 We retain copyright (and any other intellectual property rights) in all our artwork, copy and other materials in any Advertisement (even if combined with any of Your copyright materials). In addition, You agree that We own the copyright in the typographical arrangement of Advertisements. No copy in any form will be returned unless agreed in writing by Us at the time of placing the Order.  
6.2 We will not be liable for accidental loss or damage to Your copy, including artwork and photographs, in any form. Accordingly, Our liability for non-acceptance of orders to You may be limited to the value of the material in which they are produced.  
7. Errors, omissions or inaccuracies in Advertisements  
7.1 We will not be liable for:  
- any error (including but not limited to spelling and text errors, misprint, inaccuracy or omission) in our materials, a portion of which has been accepted by You;  
- any error (including but not limited to spelling and text errors, misprint, inaccuracy or omission) in an Advertisement, if that error is notified to Us more than one week after its publication;  
- any error (including but not limited to spelling and text errors, misprint, inaccuracy or omission) in a second or subsequent Advertisement of a similar nature;  
- any error (including but not limited to spelling and text errors, misprint, inaccuracy or omission) in an Advertisement which does not contact from the essence of the Advertisement.  
7.2 Where We acknowledge an error (including but not limited to spelling and text errors, misprint, inaccuracy or omission) in any of our materials, either before the corrected Advertisement, or issue You a credit note to a value not exceeding the price of the Advertisement and the value of Our liability in respect of the error, misprint, inaccuracy or omission.  
8. Payment  
8.1 Except where We agree otherwise, all prices are exclusive of VAT.  
8.2 You will pay for an Advertisement on placing an Order unless credit terms have been agreed. You will be sent an invoice unless You have pre-paid for a direct debit arrangement. In that case, You will only be sent an invoice if You request one.  
8.3 Credit terms are that payment is due seven days from the date of invoice, unless You specify, and We grant, a monthly account.  
8.4 A copy on an invoice issued by Us will not affect a time at which You are liable to pay the full amount of that or any other invoice issued by Us.  
8.5 If You do not pay an invoice by the due date, all sums due by You to Us become payable on the due date for the sum not paid and We may suspend further advertising for You and charge You compensation and interest according to the Late Payment of Commercial Debts (Interest) Act 1998.  
9. Applicable Law  
9.1 Nothing in these conditions shall exclude or limit Our liability for death or personal injury caused by Our negligence, for Our fraud or otherwise to the extent that the law allows us to do so.  
9.2 These Conditions shall be governed by and construed in accordance with the laws of England and Wales.  
AROWANT Regional Ltd. Reg. No. 00018000 ENGLAND  
Registered Office: PROSPECT HOUSE, ROUSE ROAD, NORWICH NR1 1RE



**LONDON BOROUGH OF HAVERING  
ENVIRONMENTAL HEALTH SERVICE**

**Application for a Premises Licence to be granted  
under the Licensing Act 2003**

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the Guidance Notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary. You may wish to keep a copy of the completed form for your records.

**I/We**

*[Insert name(s) of applicant]*

Apex Conference and Social Centre UK Limited

**apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 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**

**Part 1 – Premises details**

**Postal address of premises or, if none, ordnance survey map reference or description**

1st Floor, Morland House  
12-16 Eastern Road

**Post town**  
Romford

**Post code**  
RM1 3PJ

Telephone number at premises (if any)

01708 548 256

Non-domestic rateable value of premises

£49,992

**Part 2 - Applicant details**

Please state whether you are applying for a premises licence as

- |   |                                     |                             |
|---|-------------------------------------|-----------------------------|
|   | Please tick ✓ yes                   |                             |
| a) an individual or individuals*                | <input type="checkbox"/>            | please complete section (A) |
| b) a person other than an individual*           | <input type="checkbox"/>            |                             |
| i. as a limited company                         | <input checked="" type="checkbox"/> | please complete section (B) |
| ii. as a partnership                            | <input type="checkbox"/>            | Please complete section (B) |
| iii. as an unincorporated association, or       | <input type="checkbox"/>            | please complete section (B) |
| iv. other (for example a statutory corporation) | <input type="checkbox"/>            | please complete section (B) |

- c) a recognised club  please complete section (B)
- d) a charity  Please complete section (B)
- e) the proprietor of an educational establishment  Please complete section (B)
- f) a health service body  Please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital  Please complete section (B)
- h) the chief officer of police of a police force in England and Wales  Please complete section (B)

\*If you are applying as a person described in (a) or (b) please confirm:

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

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr  Mrs  Miss  Ms  Other title (for example, Rev)

**Surname**

**First names**

**I am 18 years old or over**

Please tick ✓yes

**Current postal address if different from premises address**

**Post Town**

**Postcode**

**Daytime contact telephone number**

**E-mail address (optional)**

**SECOND INDIVIDUAL APPLICANT (IF APPLICABLE)**

Mr  Mrs  Miss  Ms  Other title (for example, Rev)

Surname  First names

I am 18 years old or over  Please tick ✓yes

Current postal address if different from premises address

Post Town  Postcode

Daytime contact telephone number

E-mail address (optional)

**(B) OTHER APPLICANTS**

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

Name Apex Conference and Social Centre UK Limited
Address 1st Floor, Morland House 12-16 Eastern Road Romford RM1 3PJ
Registered number (where applicable) 7729172
Description of applicant (for example partnership, company, unincorporated association etc) Limited Company
Telephone number (if any) 01708 548 256
E-mail address (optional) manager@apexcentreuk.com



**Part 3 Operating Schedule**

When do you want the premises licence to start?

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

When granted

If you wish the licence to be valid only for a limited period, when do you want it to end?

Day	Month	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

**Please give a general description of the premises (please read Guidance Note1)**

1st Floor, Morland House, 12-16 Eastern Road, Romford, Essex, RM1 3PJ "Apex Conference and Social Centre UK Limited" (hereinafter referred to as The Apex Centre) is one floor within a privately-owned five-floor (including ground level) office block. The current owners are in the letting business and have let the floor on a fully serviced basis.

The Apex Centre is accessible through a front-entrance via manned reception (during the hours of 0900hrs - 1700hrs Monday to Friday). Staff access is via a coded touch button lock. The front entrance is accessible via steps to the front or ramp of suitable gradient for manually-wheeled or electrically operated wheelchair users.

Visitors during office hours are requested to sign in at Ground Floor reception and take note of health and safety guidelines, laid down by the owners and the Law.

Ground floor has a purpose-made lavatory solely for the use of people with accessibility needs.

First floor is reached via two lifts or stairs. One of two fire escapes leads from the base of the stairwell out to the car park at the side of Morland House and to immediate safety.

The first floor office space is accessible to staff via a coded touch-button lock. A doorbell alerts staff to the presence of visitors. The landing immediately outside the lifts, stairwell and office entrance door has male and female lavatories. In the case of a large number of people wishing to use the lavatory facilities at the same time, further units are available on alternative floors.

On entry to The Apex Centre, all visitors are required to sign in and are alerted to the fire safety measures. A large reception area allows comfortable and safe networking whilst tea, coffee and soft drinks are available.

To the left of reception, with one's back towards the door, the Enterprise Boardroom is accessible. It is envisaged that the room will be used for business people for the purpose of meetings and sometimes interviews. The Boardroom seats up to 14 people comfortably.

To the right of the reception area is a corridor, along the length of which are three partitioned offices. It is not envisaged that access will be given to the general public and therefore they will not apply for licensing purposes. Each of the offices will be locked when not occupied by staff. Immediately to the right of the corridor is one of two doors affording entrance into The Summit Auditorium.

The purpose of the Summit Auditorium is for businesses to hire on a half-day or daily basis, with the intention of presenting conferences, training and development courses, new product launches etc., the facility will help to promote businesses and employability in the Havering locality.

It is envisaged that musical events will take place in the Auditorium, but these will be restricted to after 5pm on weekdays and weekends only. No amplification of music will take place during office hours. Reasonable amplification, which is necessary for the human voice to be heard clearly within the confines of the Auditorium, will be required during office hours but due to the properties of the structure, this cannot be heard externally or by companies on other floors of the building. Air conditioning is installed on the first floor and the opening of windows during musical performances will not be allowed. It is to be noted that trains are constantly running just metres from the windows in the Auditorium so it is highly unlikely that anybody would want or need the windows open.

The Auditorium is laid to seven mini-tiers, all approximately 110cm in depth, which affords easy access to people (even if they are to be seated at the far end and even if all other seats are occupied) without the need for those already seated to rise. The height of each tier is just 6cm and clearly defined by a white edge. There is a clear corridor with no chairs in it on both ends of each row of chairs, affording easier entry and exit, and an easy flow of people within the space.

At the front of the Auditorium is a raised stage. The stage is just 30cm in height and is easily and safely scalable by most people. There are two steps; one to either side of the stage. They are 15cm in height each, making movement from floor level onto the stage easily and safely accessible to all. From the front of the stage to the back wall is 200cm. The width of the stage is 527cm, abutting the exterior wall to the right hand side of the building and also the partition wall to the left of the auditorium.

At the front of the Auditorium is the second of two doors affording exit from the Auditorium into a second break-out/reception area. Access to the fire escape, at the opposite end of the building to the front entrance/exit, is afforded immediately after stepping from the front door of the Auditorium. The break-out area does not encroach on the fire escape area. A break-glass for raising the alarm in the case of a fire is placed in a safe and convenient position on the exterior wall to the rear of the building, on the way to the fire escape. It is to be noted that the break-glass is easily activated without the chance of the activator being caught in a moving crowd.

The small kitchenette is accessible to staff only and houses a microwave for staff, a kettle and an industrial filter coffee machine. The filter coffee machine is activated by staff only. Industrial thermos pump pots are used to dispense hot drinks to the public. The pump pots have a ledge under the dispenser upon which the cup is placed. This allows for hot beverages to be prepared by guests to their own taste without the need for electricity or dangerously boiling liquids. Users with lower than average hand strength will be able to operate the dispensers, although attentive staff are also on hand and trained to look out for those who may require some assistance. Due to the nature of the business, small children will not be present at most events. In the case of catering arrangements where there are some younger people present, accessibility to the dispensers can be impeded and signs requesting adult supervision erected. In order to promote safety even further, The Apex Centre will post a member of staff at the drink dispensers at all times.

Catering will be external from approved, well-reputed suppliers. Provision has been made to keep cold buffet food at the correct temperature if there is any delay whatsoever between the delivery of food and consumption (occasionally it is envisaged that conferences can overrun). Provision has been made to keep hot buffet food hot for the duration of the meal. Once the meal has been delivered, all left-over food will not be reheated or consumed.

Security cameras are located at three locations in the public areas of The Apex Centre and one also on the 1st floor landing. Recording is stored remotely.

No alcohol will be consumed on-site at any time or day.

*P.T.O. Easier to read copy →*

## **Easier to Read copy of General Description of the Premises – The Apex Centre**

1st Floor, Morland House, 12-16 Eastern Road, Romford, Essex, RM1 3PJ "Apex Conference and Social Centre UK Limited" (hereinafter referred to as The Apex Centre) is one floor within a privately-owned five-floor (including ground level) office block. The current owners are in the letting business and have let the floor on a fully serviced basis.

The Apex Centre is accessible through a front-entrance via manned reception (during the hours of 0900hrs - 1700hrs Monday to Friday). Staff access is via a coded touch-button lock. The front entrance is accessible via steps to the front or ramp of suitable gradient for manually-wheeled or electrically operated wheelchair users.

All visitors during office hours are requested to sign in at Ground Floor reception and take note of health and safety guidelines, laid down by the owners and the Law.

Ground floor has a purpose-made lavatory solely for the use of people with accessibility needs.

First floor is reached via two lifts or stairs. One of two fire escapes leads from the base of the stairwell out to the car park at the side of Morland House and to immediate safety.

The first floor office space is accessible to staff via a coded touch-button lock. A doorbell alerts staff to the presence of visitors. The landing immediately outside the lifts, stairwell and office entrance door has male and female lavatories. In the case of a large number of people wishing to use the lavatory facilities at the same time, further units are available on alternative floors.

On entry to The Apex Centre, all visitors are required to sign in and are alerted to the fire safety measures. A large reception area allows comfortable and safe networking whilst tea, coffee and soft drinks are available.

To the left of reception, with one's back towards the door, the Enterprise Boardroom is accessible. It is envisaged that the room will be used for business people for the purpose of meetings and sometimes interviews. The Boardroom seats up to 14 people comfortably.

To the right of the reception area is a corridor, along the length of which are three partitioned offices. It is not envisaged that access will be given to the general public and therefore they will not apply for licensing purposes. Each of the offices will be locked when not occupied by staff. Immediately to the right of the corridor is one of two doors affording entrance into The Summit Auditorium.

The purpose of the Summit Auditorium is for businesses to hire on a half-day or daily basis, with the intention of presenting conferences, training and development courses, new product launches etc., the facility will help to promote businesses and employability in the Havering locality.

It is envisaged that musical events will take place in the Auditorium, but these will be restricted to after 5pm on weekdays and weekends only. No amplification of music will take place during office hours. Reasonable amplification, which is necessary for the human voice to be heard clearly within the confines of the Auditorium, will be required during office hours but due to the properties of the structure, this cannot be heard externally or by companies on other floors of the building. Air conditioning is installed on the first floor and the opening of windows during musical performances

will not be allowed. It is to be noted that trains are constantly running just metres from the windows in the Auditorium so it is highly unlikely that anybody would want or need the windows open.

The Auditorium is laid to seven mini-tiers, all approximately 110cm in depth, which affords easy access to people (even if they are to be seated at the far end and even if all other seats are occupied) without the need for those already seated to rise. The height of each tier is just 6cm and clearly defined by a white edge. There is a clear corridor with no chairs in it on both ends of each row of chairs, affording easier entry and exit, and an easy flow of people within the space.

At the front of the Auditorium is a raised stage. The stage is just 30cm in height and is easily and safely scalable by most people. There are two steps; one to either side of the stage. They are 15cm in height each, making movement from floor level onto the stage easily and safely accessible to all. From the front of the stage to the back wall is 200cm. The width of the stage is 527cm, abutting the exterior wall to the right hand side of the building and also the partition wall to the left of the auditorium.

At the front of the Auditorium is the second of two doors affording exit from the Auditorium into a second break-out/reception area. Access to the fire escape, at the opposite end of the building to the front entrance/exit, is afforded immediately after stepping from the front door of the Auditorium. The break-out area does not encroach on the fire escape area. A break-glass for raising the alarm in the case of a fire is placed in a safe and convenient position on the exterior wall to the rear of the building, on the way to the fire escape. It is to be noted that the break-glass is easily activated without the chance of the activator being caught in a moving crowd.

The small kitchenette is accessible to staff only and houses a microwave for staff, a kettle and an industrial filter coffee machine. The filter coffee machine is activated by staff only. Industrial thermos pump pots are used to dispense hot drinks to the public. The pump pots have a ledge under the dispenser upon which the cup is placed. This allows for hot beverages to be prepared by guests to their own taste without the need for electricity or dangerously boiling liquids. Users with lower than average hand strength will be able to operate the dispensers, although attentive staff are also on hand and trained to look out for those who may require some assistance. Due to the nature of the business, small children will not be present at most events. In the case of catering arrangements where there are some younger people present, accessibility to the dispensers can be impeded and signs requesting adult supervision erected. In order to promote safety even further, The Apex Centre will post a member of staff at the drink dispensers at all times.

Catering will be external from approved, well-reputed suppliers. Provision has been made to keep cold buffet food at the correct temperature if there is any delay whatsoever between the delivery of food and consumption (occasionally it is envisaged that conferences can overrun). Provision has been made to keep hot buffet food hot for the duration of the meal. Once the meal has been delivered, all left-over food will not be reheated or consumed.

Security cameras are located at three locations in the public areas of The Apex Centre and one also on the 1st floor landing. Recording is stored remotely.

No alcohol will be consumed on-site at any time or day.

What licensable activities do you intend to carry on from the premises?  
(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act Please

Please tick ✓yes

**Provision of regulated entertainment**

- |  |                                     |
|--|-------------------------------------|
| a) plays (if ticking yes, fill in box A)   | <input checked="" type="checkbox"/> |
| b) films (if ticking yes, fill in box B)   | <input checked="" type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C)  | <input type="checkbox"/>            |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)   | <input type="checkbox"/>            |
| e) live music (if ticking yes, fill in box E)  | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F)  | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G)   | <input type="checkbox"/>            |
| h) anything of a similar description to that falling within (e), (f) or (g)<br>(if ticking yes, fill in box H) | <input checked="" type="checkbox"/> |

**Provision of entertainment facilities for:**

- |  |                                     |
|--|-------------------------------------|
| i) making music (if ticking yes, fill in box I)  | <input checked="" type="checkbox"/> |
| j) dancing (if ticking yes, fill in box J)   | <input type="checkbox"/>            |
| k) entertainment of a similar description to that falling within (i) or (j)<br>(if ticking yes, fill in box K) | <input checked="" type="checkbox"/> |

**Provision of late night refreshment** (if ticking yes, fill in box L)

**Supply of alcohol** (if ticking yes, fill in box M)

**In all cases complete boxes N, O and P**

**A**

<b>Plays</b> Standard days and timings (please read Guidance Note 6)			<b>Will the performance of a play take place indoors or outdoors or both –</b>  please tick [✓] (please read Guidance Note 2).	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	
Mon	0900	2359	<b>Please give further details here</b> (please read Guidance Note 3) Social events in the Auditorium are aimed at professionals from fields such as Medical, Law, IT, Medical Computing, Business, Marketing, Leadership etc, giving them an opportunity to network and socialize. It is envisaged that from time to time as part of the social programme a play could be performed. Also as part of a 'role play' for training purposes, these methods could be described as plays.	Both	
Tue	0900	2359			
Wed	0900	2359		<b>State any seasonal variations for performing plays</b> (please read Guidance Note 4)	
Thur	0900	2359			
Fri	0900	2359		<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read Guidance Note 5)	
Sat	0900	2359			
Sun	0900	2359			

**B**

<b>Films</b> Standard days and timings (please read Guidance Note 6)			<b>Will the exhibition of films take place indoors or outdoors or both –</b>  please tick [✓] (please read Guidance Note 2).	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	
Mon	0900	2359	<b>Please give further details here</b> (please read Guidance Note 3) Only suitable films will be exhibited (e.g. non-musical documentaries) in the Auditorium during office hours will be with moderate amplification, with no impact on other occupants within the building. Films with music shall only be shown out of office hours. Air conditioning in the room means that windows do not need to be opened. Trains run directly outside, meaning that open windows are contra-indicated.	Both	
Tue	0900	2359			
Wed	0900	2359		<b>State any seasonal variations for the exhibition of films</b> (please read Guidance Note 4)	
Thur	0900	2359			
Fri	0900	2359		<b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</b> (please read Guidance Note 5)	
Sat	0900	2359			
Sun	0900	2359			

**C**

<b>Indoor sporting events</b> Standard days and timings (please read Guidance Note 6)			<u>Please give further details here</u> (please read Guidance Note 3)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read Guidance Note 4)
Wed			
Thur			
Fri			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read Guidance Note 5)
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainment</b> Standard days and timings (please read Guidance Note 6)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both –</b> please tick [✓] (please read Guidance Note 2).	Indoors	
Day	Start	Finish		Outdoors	
Mon			Both		<u>Please give further details here</u> (please read Guidance Note 3)
Tue					
Wed					<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read Guidance Note 4)
Thur					
Fri					<u>Non standard timings. Where you intend to use the premises for boxing and wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read Guidance Note 5)
Sat					
Sun					

**E**

Live music Standard days and timings (please read Guidance Note 6)			Will the performance of live music take place indoors or outdoors or both –  please tick [✓] (please read Guidance Note 2).	Indoors	<input checked="" type="checkbox"/>	
Day	Start	Finish		Outdoors		
Mon	1700	2359	<b>Please give further details here</b> (please read Guidance Note 3) Events are aimed at professionals from fields such as Medical, Law, IT, Medical Computing, Business, Marketing, Leadership etc, giving them an opportunity to network and socialise. Examples of musical performances are: ethnic singers and musicians, Western performers from the more popular genres of music. The Auditorium is suitable for low-level amplification, being relatively small with good acoustics. Excessive amplification would not be comfortable for the audience to listen to and therefore will not be used. Auditorium overlooks train track, meaning the opening of windows is not recommended during performances. Air conditioning in the room makes this even more unnecessary.	Both		
Tue	1700	2359				
Wed	1700	2359		<b>State any seasonal variations for performing of live music</b> (please read Guidance Note 4)		
Thur	1700	2359				
Fri	1700	2359				
Sat	0900	2359		<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read Guidance Note 5)		
Sun	0900	2359				

**F**

Recorded music Standard days and timings (please read Guidance Note 6)			Will the playing of recorded music take place indoors or outdoors or both –  please tick [✓] (please read Guidance Note 2).	Indoors	<input checked="" type="checkbox"/>	
Day	Start	Finish		Outdoors		
Mon	1700	2359	<b>Please give further details here</b> (please read Guidance Note 3) The playing of recorded music is likely to include backing tracks for Karaoke or other vocal performers, background music for social gatherings (low-level amplification to allow for conversation), incidental music in films and presentations, etc. our strict policy is no musical events within office hours. No windows open during an event.	Both		
Tue	1700	2359				
Wed	1700	2359		<b>State any seasonal variations for playing recorded music</b> (please read Guidance Note 4)		
Thur	1700	2359				
Fri	1700	2359				
Sat	0900	2359		<b>Non standard timings. Where you intend to use the premises for the playing recorded music entertainment at different times to those listed in the column on the left, please list</b> (please read Guidance Note 5)		
Sun	0900	2359			When the recorded music is incorporated in the soundtrack of a film (incidental or otherwise); when the recorded music is incorporated in the soundtrack of a company presentation (incidental or otherwise); when low-level background music is required for atmosphere in reception area during registration or luncheon, so long as this does not impact on other businesses within the building. (This is already a proviso of our contract with our landlords).	

**G**

<b>Performance of dance</b> Standard days and timings (please read Guidance Note 6)			<b>Will the performance of dance take place indoors or outdoors or both –</b> please tick [✓] (please read Guidance Note 2).	Indoors		
Day	Start	Finish		Outdoors		
Mon			<b>Please give further details here</b> (please read Guidance Note 3)	Both		
Tue						
Wed				<b>State any seasonal variations for performing of dance</b> (please read Guidance Note 4)		
Thur						
Fri						
Sat				<b>Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list</b> (please read Guidance Note 5)		
Sun						

**H**

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read Guidance Note 6)			<b>Please give a description of the type of the entertainment you will be providing</b>	Indoors	<input checked="" type="checkbox"/>	
Day	Start	Finish	<b>Will this entertainment take place indoors or outdoors or both</b> please tick [✓] (please read Guidance Note 2)	Outdoors		
Mon	0900	2359	<b>Comedy (stand-up or other type of performance); magic and other forms of display of a similar nature.</b>	Both		
Tue	0900	2359		<b>Please give further details here</b> (please read Guidance Note 3)		
Wed	0900	2359		There is a likelihood that from time-to-time comedians, magicians and other types of non-music, non-dance entertainers will be performing to audiences in any part of the premises. The suitability for children will always be taken into account in each of these situations as part of our risk assessment process. High amplification will not be used before 1700hrs midweek. Music will not accompany these acts during office hours.		
Thur	0900	2359		<b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read Guidance Note 4)		
Fri	0900	2359				
Sat	0900	2359		<b>Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e),(f) or (g) at different times to those listed in the column on the left, please list</b> (please read Guidance Note 5)		
Sun	0900	2359				



Provision of facilities for making music Standard days and timings (please read Guidance Note 6)			Please give a description of the type of the entertainment you will be providing <small>Live music created by musical instruments; some acoustic, others electrical requiring amplification. Recorded music via amplifier or equivalent.</small>	
Day	Start	Finish	Will the facilities for making music be indoors or outdoors or both please tick [✓] (please read Guidance Note 2)	Indoors <input checked="" type="checkbox"/>
Mon	1700	2359		Outdoors
Tue	1700	2359	Please give further details here (please read Guidance Note 3)	
Wed	1700	2359	Music will be made from the stage or in the area in front of the stage or both. Occasionally the reception area may be used for music, in which case due care and attention to the safety of audiences will be taken into account.	
Thur	1700	2359	State any seasonal variations for the provision of facilities for making music (please read Guidance Note 4)	
Fri	1700	2359		
Sat	0900	2359	Non standard timings. Where you intend to use the premises for provision of facilities for making music entertainment at different times to those listed in the column on the left, please list (please read Guidance Note 5)	
Sun	0900	2359		

Provision of facilities for dancing Standard days and timings (please read Guidance Note 6)			Will the facilities for dancing be indoors or outdoors or both – please tick [✓] (please read Guidance Note 2).	
Day	Start	Finish	Indoors	<input type="checkbox"/>
Mon			Outdoors	
Tue			Both	
Wed			Please give further details here (please read Guidance Note 3)	
Thur			State any seasonal variations for providing dancing facilities (please read Guidance Note 4)	
Fri			Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list (please read Guidance Note 5)	
Sat				
Sun				

**K**

<b>Provision of facilities for entertainment of a similar description to that falling within (j) or (k)</b> Standard days and timings (please read Guidance Note 6)			<b>Please give a description of the type of the entertainment you will be providing</b> Comedy, magic shows etc.		
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Will the facilities for making music be indoors or outdoors or both</b> please tick [✓] (please read Guidance Note 2).	Indoors	<input checked="" type="checkbox"/>
Mon	0900	2359		Outdoors	
Tue	0900	2359	Both		
Wed	0900	2359	<u>Please give further details here</u> (please read Guidance Note 3) May be performed on the stage or amongst the audience, mingling with a gathering in reception area or any other part of the premises. No equipment necessary except on stage. If amplifier, mic and stand are needed in reception, this will be with due care and attention to health and safety. No accompanying music during office hours.		
Thur	0900	2359	<u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within (j) or (k)</u> (please read Guidance Note 4)		
Fri	0900	2359			
Sat	0900	2359	<u>Non standard timings. Where you intend to use the premises for provision of facilities for making music entertainment at different times to those listed in the column on the left, please list</u> (please read Guidance Note 5)		
Sun	0900	2359			

**L**

<b>Late night refreshment</b> Standard days and timings (please read Guidance Note 6)			<b>Will the provision of late night refreshment take place indoors or outdoors or both -</b> please tick [✓] (please read Guidance Note 2).		
<b>Day</b>	<b>Start</b>	<b>Finish</b>	Indoors	<input checked="" type="checkbox"/>	
Mon	1700	2359	Outdoors		
Tue	1700	2359	Both		
Wed	1700	2359	<u>Please give further details here</u> (please read Guidance Note 8) An occasion may arise whereby a late meal is necessary, especially on occasions when fasting is being observed by some ethnic groups. Meals cannot be consumed until after dusk, which is very late in the summer.		
Thur	1700	2359	<u>State any seasonal variations for the provision of late night refreshments</u> (please read Guidance Note 4) An occasion may arise whereby a late meal is necessary, especially on occasions when fasting is being observed by some ethnic groups. Meals cannot be consumed until after dusk, which is very late in the summer.		
Fri	1700	2359	<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed in the column on the left, please list</u> (please read Guidance Note 5)		
Sat	1700	2359			
Sun	1700	2359			

**M**

Supply of alcohol Standard days and timings (please read Guidance Note 6)			Will the supply of alcohol be for consumption  please tick [✓] (please read Guidance Note 7).	On the premises	
				Off the premises	
Day	Start	Finish		Both	
Mon			<u>Please give further details here</u> (please read Guidance Note 4)		
Tue					
Wed			<u>State any seasonal variations on the supply of alcohol</u> (please read Guidance Note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read Guidance Note 5)		
Sat					
Sun					

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

Name .....

Address .....

Postcode .....

Personal Licence number (if known) .....

Issuing licensing authority (if known) .....

**N**

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children** (please read Guidance Note 8)

It should be noted that our services are aimed at professionals from fields such as Medical, Law, IT, Medical Computing, Business, Marketing, Leadership etc, giving them an opportunity to network and socialize. Very rarely will children be included in these activities, the exception being for example if a private hirer of the auditorium wishes family members to attend a private function. Nevertheless:

1. Catering: should children be present, accessibility to hot drink dispensers can be impeded and signs requesting adult supervision erected.
2. All events will be scrupulously risk-assessed. No child will be allowed to attend an event where an unsuitable performance might be taking place. No children will be allowed into The Apex Centre without a responsible adult at any time.
3. Performers will be made aware of the presence of children and requested to keep well within the boundaries of suitability for the age group.

**O**

<b>Hours premises are open to the public</b> Standard days and timings (please read Guidance Note 6)			State any seasonal variation (please read Guidance Note 4))
Day	Start	Finish	
Mon	0900	1700	
Tue	0900	1700	
Wed	0900	1700	<p><u>Non standard timings. Where you intend to use the premises to open to the public at deferent times from those listed in the column on the left, please list</u> (please read Guidance Note 5)</p> <p>Normal office hours for administrative staff will be 0900 - 1700hrs. The premises will only be open and attended on occasions when the premises has been booked by third parties for out-of-hours events (0700hrs for breakfast meetings, and then 1700hrs - 2359hrs). No events will take place without pre-booking, risk assessments and full and appropriate staff cover at all times, in line with legal requirements. Breakfast meetings will not require licensing for any of the four licensing objectives. The only exception will be in the case of pre-event viewings by prospective booking parties whilst in the presence of Apex Centre admin staff.</p>
Thur	0900	1700	
Fri	0900	1700	
Sat	0900	1700	
Sun	0900	1700	

**P**

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

a) **General – all four licensing objectives (b,c,d,e)** (please read Guidance Note 9)

NO Alcohol on the premises at any time.  
Full staff training - a qualified first aider to be present at all events, basic food handling hygiene training, qualified and licensed outside caterers will be used,

b) **The prevention of crime and disorder**

Our services are aimed at professionals from fields such as Medical, Law, IT, Medical Computing, Business, Marketing, Leadership etc, giving them an opportunity to network and socialize. The premises is not accessible to the general public and it is envisaged that prevention of crime and disorder will be limited to keeping the general public out and our visitors safe upon their departure. 1. Appropriate door/building security at all times throughout an event. 2. CCTV cameras posted all around the building facing the street and throughout the Apex Centre premises.

c) **Public safety**

Risk assessments will be completed routinely for every event. Staff to be trained in fire safety, first aid, safety in the workplace, food hygiene. Compliance with all fire and health and safety regulations. Children are not expected to be regular clients but will also be covered by our risk assessment procedures to ensure their safety needs are not overlooked. CCTV with remote recording is installed in the public areas of our premises. Coded keypad access to staff only - visitors' re-entry will be facilitated by Door Security staff, thus preventing access by uninvited members of the general public.

**d) The prevention of public nuisance**

No alcohol will be allowed at this premises and those entering or leaving our events will not be intoxicated. The building is in an area which comprises entirely of office blocks. At the rear of the property is the train track with noisy trains passing by at regular intervals. It is not envisaged that our clients (who are mostly from professional fields such as Medical, Law, IT, Medical Computing, Business, Marketing, Leadership etc.) will cause a public nuisance when leaving the premises. Prevention of noise and vibration nuisance for neighbouring offices will be strictly adhered to including no amplified music during office hours and windows to be kept closed whilst amplification of sound is taking place (air conditioning means that open windows are unnecessary and contra-indicated). In order to comply with LBH Guidelines, A Premises Daily Register will be kept by The Apex Centre to record any complaints by neighbours should they occur.

**e) The protection of children from harm**

It should be noted that our services are aimed at professionals from fields such as Medical, Law, IT, Medical Computing, Business, Marketing, Leadership etc, giving them an opportunity to network and socialize. Very rarely will children be included in these activities, the exception being for example if a private hirer of the auditorium wishes family members to attend a private function. Nevertheless:

1. Catering: should children be present, accessibility to hot drink dispensers can be impeded and signs requesting adult supervision erected. The Apex Centre will undertake to provide staff to cover the drink dispensers regardless of whether children are present or not.
2. All events will be scrupulously risk-assessed. No child will be allowed to attend an event where an unsuitable performance might be taking place.
3. Performers will be made aware of the presence of children and requested to keep well within the boundaries of suitability for the age group.
4. If the premises are required by an educational body, then The Apex Centre will work closely with their organisers to ensure the wellbeing, safety and protection of the students; complete compliance with the expectations of the law will be met or exceeded.
5. No children will be allowed into The Apex Centre without a responsible adult at any time.

**CHECKLIST**

Please tick ✓yes

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have you sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

**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**

**Part 5 – Signatures** (please read Guidance Note 10)

**Signature of applicant or applicant's solicitor or other duly authorised agent.** (See Guidance Note 11) **If signing on behalf of the applicant please state in what capacity.**

Signature :

Date : 10-08-2011

Capacity: Director: Apex Conference and Social Centre UK Ltd

**For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent. (please read Guidance Note 12) If signing on behalf of the applicant please state in what capacity.**

Signature .....

Date .....

Capacity .....

<b>Contact name (where not previously given) and postal address for correspondence associated with this application (please read Guidance Note 13)</b>	
<b>Post town</b>	<b>Post code</b>
<b>Telephone number (if any)</b>	
<b>If you would prefer us to correspond with you by e-mail your e-mail address (optional)</b>	
suhailzb@hotmail.com	

### Guidance Notes

1. Describe 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.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example the 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.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day i.e. Christmas Eve.
6. Please 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.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. Please 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, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. A applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.



**WORDING FOR THE NOTICE ON THE PREMISES AND THE  
NEWSPAPER ADVERTISEMENT**

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

**APPLICANT: (Name of Applicant)**

**PREMISES: (Location of Premises)**

**The proposed licensable activity is:** (full details of the licensable activities sought by the applicant, e.g. The sale of alcohol from: or the playing of live music from:, or the provision of late night refreshment from:, etc...)

Full details of the application can be inspected at the address noted below during normal business hours.

Any representations by an interested party or responsible authority regarding this application can be made to:

London Borough of Havering,  
Licensing Team  
Mercury house, Mercury Gardens  
ROMFORD, RM1 3RX

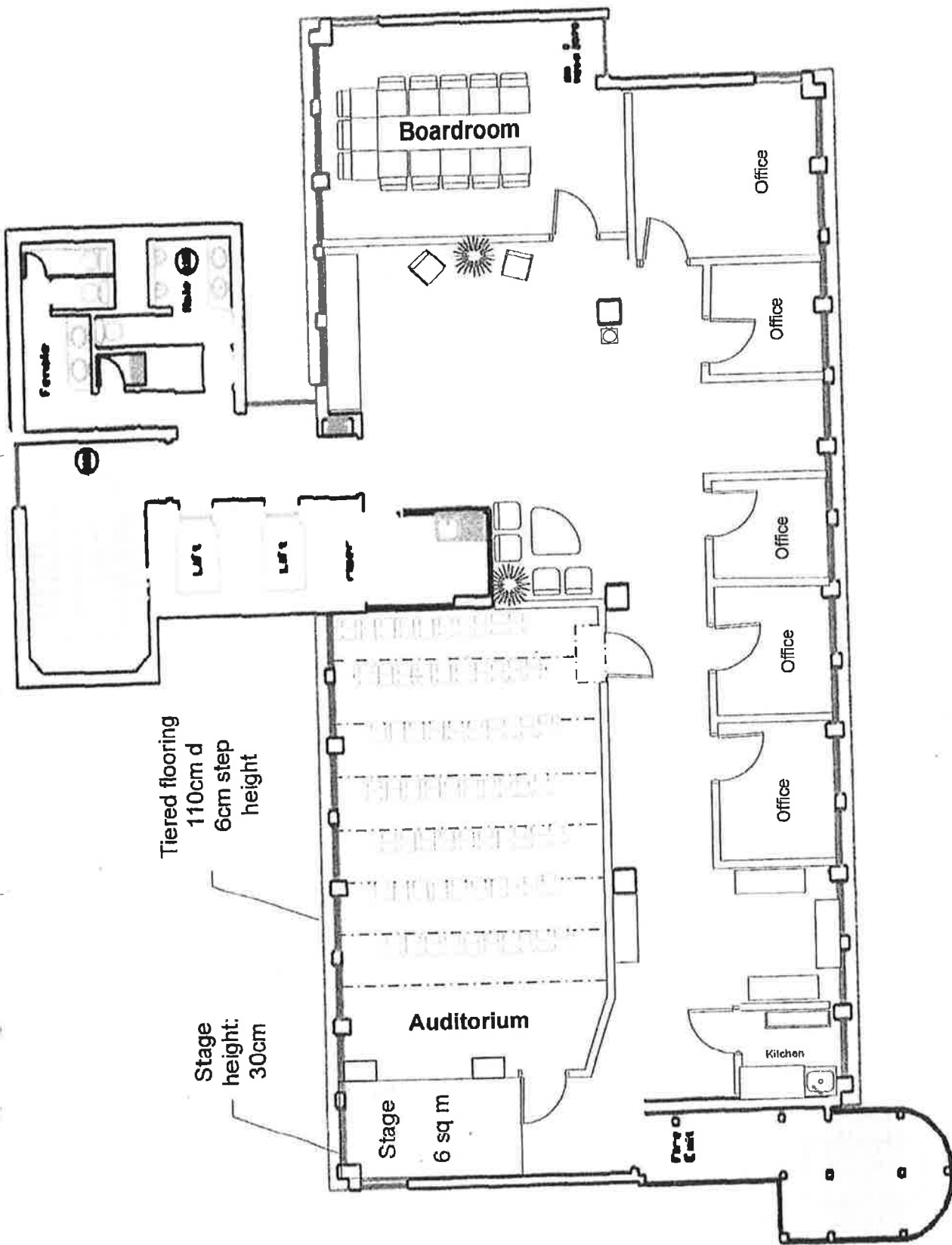
Website: [www.havering.gov.uk](http://www.havering.gov.uk)

Such representation must be received in writing by : Day/Month/Year, clearly stating the grounds upon which the representation is made in relation to the four objectives of the Licensing Act 2003.

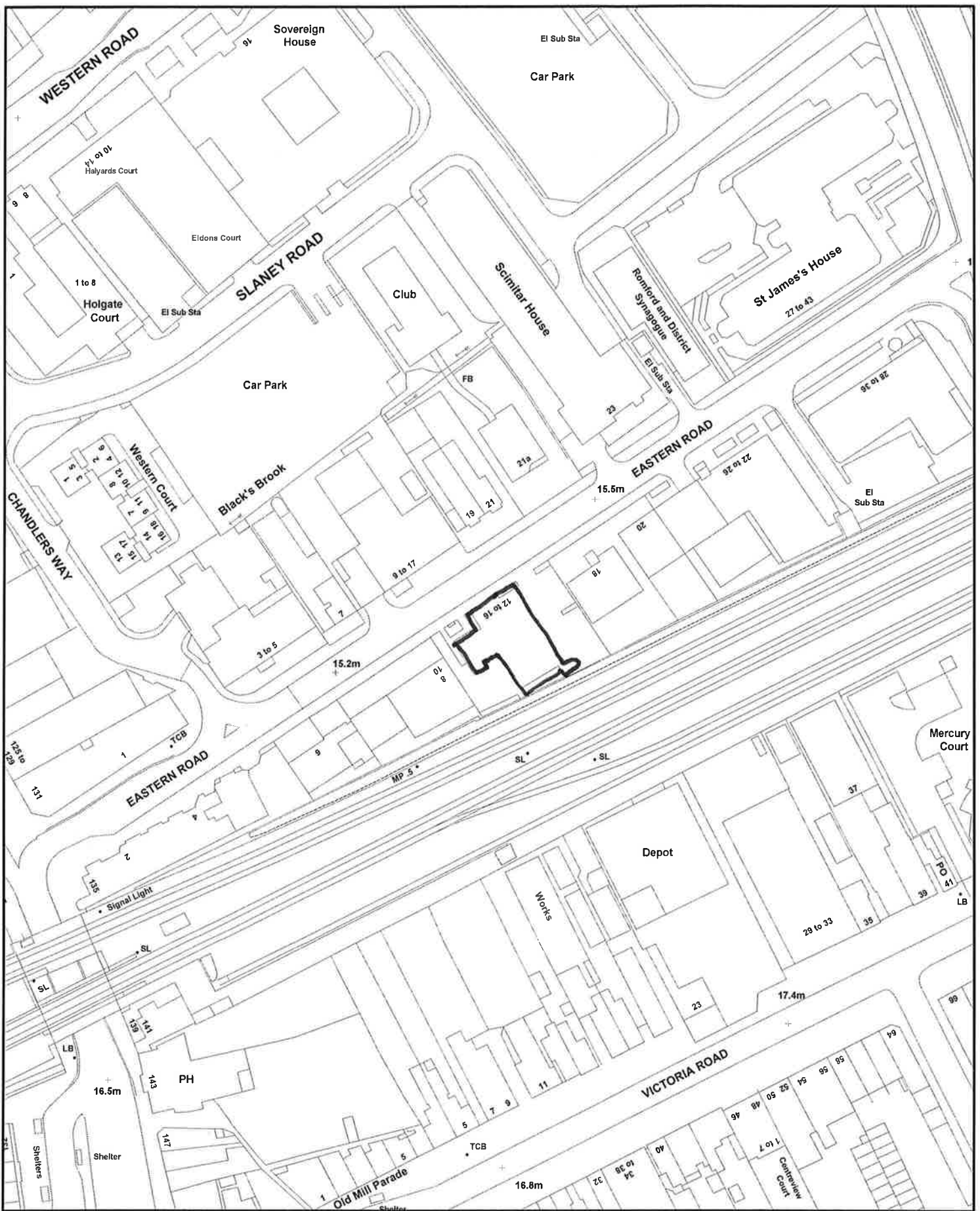
It is an offence to knowingly or recklessly make a false statement in connection with an application.

The maximum fine for which a person is liable on summary conviction for the offence is £5,000.00.





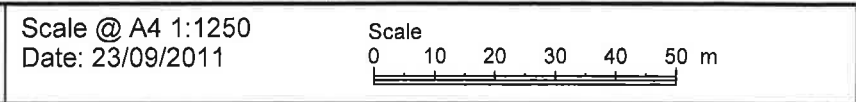
**First floor**



**Apex**

Map Reference: TQ5188NE

Scale @ A4 1:1250  
Date: 23/09/2011



## **Licensing Sub-Committee**

**Appendix 3** - Representations

## Paul Campbell

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**From:** Councillor Andrew Curtin  
**Sent:** 21 September 2011 15:14  
**To:** Paul Campbell  
**Subject:** Apex Conference Centre.

**Categories:** sub committee

Dear Paul,

I wish to object to the above application for a premises licence in Eastern Road in my Ward on the grounds of prevention of public nuisance.

The area in which the premises are proposed is largely made up of solicitors and other professional businesses, which require a degree of quiet and calm within which to conduct their work. I suggest that the application, if approved, would result in increased levels of noise from entertainment and events within the premises, which would inevitably result in a significant increase in noise and disturbance for surrounding businesses, which would greatly hinder their ability to successfully work in the town, thus constituting a public nuisance.

Yours sincerely,

Cllr. Andrew Curtin.  
Romford Town Ward Councillor.

## Paul Campbell

---

**From:** Licensing  
**Sent:** 26 September 2011 08:48  
**To:** Paul Campbell  
**Subject:** FW: Licensing Act 2003 - Premises Licence Application - No Alcohol - Apex Conference Centre, Morland House, 12-16, Eastern Road, Romford, RM1 3PJ

---

**From:** mark sadler [mailto:mbs@ker.co.uk]  
**Sent:** 23 September 2011 18:17  
**To:** Licensing  
**Cc:** chris dixon; keith darvill  
**Subject:** Licensing Act 2003 - Premises Licence Application - No Alcohol - Apex Conference Centre, Morland House, 12-16, Eastern Road, Romford, RM1 3PJ

London Borough of Havering  
Public Protection

For the Attention of Paul Campbell

Your reference: PPC/01017

Dear Sirs,

We refer to your letter of 30<sup>th</sup> August relating to the abovementioned application.

We wish to object as occupiers of the adjoining property to the proposed Licence on the following grounds:-

1. Morland House 12-16 Eastern Road is within the business office and administrative centre of Romford and away from the main leisure and social activities of the Town Centre which collectively have the benefit of concentrated police and security resources. Social activities of the type set out in the application will require a proportion of the police and security attention thus diluting resources from the Town Centre and the Borough as a whole:
2. The probability of excessive noise particularly for the playing of recorded music including backing tracks for Karaoke or other vocal performers will give rise to public nuisance and will be an inappropriate activity for a predominantly office and administrative environment:
3. Whilst the Licence will not contain the right to sell alcohol it does not prevent its consumption on the premises if provided by the occupier's for the type of activities set out in the application. If that happened on a large scale then further nuisance could occur and public safety may be prejudiced.

We trust the Licensing Committee will take these concerns and grounds for objection into account in their deliberations.

Regards

Chris Dixon  
Senior Partner

**kenneth elliott + rowe** |solicitors  
enterprise house 18 eastern road romford essex rm1 3pj  
T 01708 757575 | F 01708 766674 | D 01708 707860  
[www.ker.co.uk](http://www.ker.co.uk)  
regulated by the solicitors regulation authority



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Kenneth Elliott & Rowe solicitors  
Enterprise House, 18 Eastern Road, Romford, Essex RM1 3PJ  
Tel 01708 757575 Fax 01708 766674  
DX 4602 Romford

authorised and regulated by the Solicitors Regulation Authority SRA no:49277

partners chris dixon david farr mark sadler adam carr karim kassam stephanie tuckett keith darvill neville filar assisted by nicola walhaus sean mccormack cheryl low fred rylah consultants roger ramsey practice accountant jacqueline saxby FCCA.

#### CONFIDENTIALITY

The information in this email and in any attachments are confidential and intended solely for the attention and use of the named addressee(s). This information may be subject to legal, professional or other privilege. If you are not the intended recipient, you are not authorised to and must not disclose, amend, copy, distribute, or retain this message or any part of it. If you have received this message in error please contact the sender or [administrator@ker.co.uk](mailto:administrator@ker.co.uk) immediately and then please permanently delete the material from your system.

#### ATTACHMENTS

Any attachments to this e-mail appear below. Please do not open them unless they are referred to in the text of this e-mail.