



**Havering**  
LONDON BOROUGH

**Environment**

London Borough of Havering  
Town Hall, Main Road  
Romford, RM1 3BD

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27<sup>th</sup> September 2019

*By email*

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

Your reference:    havering-856202  
My reference:     PJJ/21847

Dear Sir/Madam

**Licensing Act 2003  
Premises Licence Number – 20933  
Shellys 72 Station Lane Hornchurch RM12 6NA**

This document in PDF format is the premises licence for the above address in accordance with the provisions of the Licensing Act 2003. **Please note the London Borough of Havering no longer produces paper versions of premises licences.**

**You are reminded that the premises licence or a certified copy of the licence must be kept at the premises while the licence summary, Part B of the licence, must be displayed on the premises in a prominent position.**

To comply with the legislation a printed or electronic version of this document will be accepted as the premises licence. This must be available for inspection by an authorised officer; also Part B must be displayed in either printed or electronic format.

Full details of the Licensing Act 2003 regulations can be found on the GOV.UK website <https://www.gov.uk/alcohol-licensing>

Please note that the granting of a licence under this Act does not remove the need for any necessary consent under other legislation, such as the Planning Acts. The fact that a licence has been granted on certain terms does not imply that similar terms will be agreed under other legislation.

For further information relating to your licence please contact the Licensing Authority at the address detailed above.

Yours faithfully

*Paul Jones*

Paul Jones  
Public Protection Officer





**Part A**

**Premises licence number**

**20933**

**Part 1 – premises details**

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

**Shellys  
72 Station Lane Hornchurch RM12 6NA  
01708 960472**

**Where the licence is time limited the dates**

**Not applicable**

**Licensable activities authorised by the licence**

**Live music, recorded music, performances of dance,  
late night refreshment, supply of alcohol**

**The times the licence authorises the carrying out of licensable activities**

**Live music, recorded music, performances of dance, late night refreshment  
Friday & Saturday – 23:00 to 01:00**

**Supply of alcohol  
Sunday to Thursday – 11:00 to 23:00  
Friday & Saturday – 11:00 to 01:00**

**Licensed activity permitted on  
24<sup>th</sup> & 31<sup>st</sup> December from 00:00 to 24:00 of that day**

**The opening hours of the premises**

**Sunday to Thursday – 11:00 to 23:30  
Friday & Saturday – 11:00 to 01:30**

**Where the licence authorises supplies of alcohol whether these are on and/ or off supplies**

**On supplies only**

**1 of 9**

Signed .....

Paul Jones, Public Protection Officer

27<sup>th</sup> September 2019

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## Part 2

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Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

**Champagne Chelle Ltd  
72a Station Road Hornchurch RM12 6NA  
07939 363951 / saskia42@live.co.uk**

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Registered number of holder, for example company number, charity number (where applicable)

**08899699**

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Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

**Ms Michelle Vickers  
21 Cranham Road Hornchurch RM11 2AB  
07939 363951**

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Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

**16405 – London Borough of Havering**

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Mandatory conditions

1. **No supply of alcohol may be made under the premises licence:**
  - (a) **at a time when there is no designated premises supervisor in respect of the premises licence, or**
  - (b) **at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.**
2. **Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.**
3. (1) **The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.**  
(2) **In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—**
  - (a) **games or other activities which require or encourage, or are designed to require or encourage, individuals to—**
    - (i) **drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or**
    - (ii) **drink as much alcohol as possible (whether within a time limit or otherwise);**
  - (b) **provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;**

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Mandatory conditions – contd.

- (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
  - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
  - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
5. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.  
(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.  
(3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—  
(a) a holographic mark, or  
(b) an ultraviolet feature.
6. The responsible person must ensure that—  
(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—  
(i) beer or cider: ½ pint;  
(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and  
(iii) still wine in a glass: 125 ml;  
(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and  
(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.
7. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

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Signed .....  
Paul Jones, Public Protection Officer



27<sup>th</sup> September 2019

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**Mandatory conditions – contd.**

- 8. For the purposes of the condition set out in paragraph 7 —**
- (a) “duty” is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;**
  - (b) “permitted price” is the price found by applying the formula —**  
$$P=D+(D \times V)$$
- where —**
- (i) P is the permitted price,**
  - (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and**
  - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;**
  - (c) “relevant person” means, in relation to premises in respect of which there is in force a premises licence —**
    - (i) the holder of the premises licence,**
    - (ii) the designated premises supervisor (if any) in respect of such a licence, or**
    - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;**
  - (d) “relevant person” means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and**
  - (e) “value added tax” means value added tax charged in accordance with the Value Added Tax Act 1994.**
- 9. Where the permitted price given by paragraph (b) of paragraph 8 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.**
- 10. (1) Sub-paragraph (2) applies where the permitted price given by paragraph (b) of paragraph 8 on a day (“the first day”) would be different from the permitted price on the next day (“the second day”) as a result of a change to the rate of duty or value added tax.**
- (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.**
- 11. If at specified times one or more individuals must be at the premises to carry out a security activity each such individual must be licensed by the Security Industry Authority.**

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Annex 2 – conditions consistent with the operating schedule

1. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of a Metropolitan Police Crime Prevention Officer. All entry and exit points shall be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All CCTV recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be made available immediately upon the request of Police or an authorised officer throughout the preceding 31 day period.
2. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public. This staff member shall be able to show Police recent data or footage with the absolute minimum of delay when requested.
3. There shall be a personal licence holder on duty on the premises at all times when the premises are authorised to sell alcohol.
4. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
5. There shall be no sales of alcohol for consumption off the premises.
6. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and leave the area quietly.
7. There shall be no promotional sales of alcohol at the premises where alcohol is sold at a price lower than that at which the same or similar alcoholic drinks are sold, or usually sold, on the premises.
8. A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence or passport.
9. An incident log shall be kept at the premises, and made available on request to an authorised officer of the City Council or the Police, which will record the following: (a) all crimes reported to the venue (b) all ejections of patrons (c) any complaints received (d) any incidents of disorder (e) seizures of drugs or offensive weapons (f) any faults in the CCTV system or searching equipment or scanning equipment (g) any refusal of the sale of alcohol (h) any visit by a relevant authority or emergency service.
10. The premises shall operate a zero-tolerance policy towards drugs and shall comply with the Havering Police / Council Community Safety Unit Drugs and Weapons policy where appropriate.
11. The premises shall display prominent signage by every entrance and exit explaining / requesting:
  - a. customers to leave the premises quietly and to respect local residents.
  - b. that CCTV is in operation
  - c. the premises' drugs policy
  - d. the premises' weapons policy

Signed .....  
Paul Jones, Public Protection Officer



27<sup>th</sup> September 2019

12. Police and LBH contracted drugs dogs or drug detection equipment shall be given immediate access to the premises without notice for the purpose of detecting and reducing incidences of drug misuse.
13. An adequate and appropriate supply of first aid equipment and materials shall be available on the premises.
14. All staff shall be given refresher training on the legislation relating to sales of alcohol to underage persons and drunken persons every twelve months.
15. All staff shall be given refresher training on how to deal with persons who are incapacitated due to drink or drugs every twelve months.
16. The premises licence holder shall provide and maintain a dedicated telephone number of the designated premises supervisor for use by any responsible authority or any person who may wish to make a complaint during the operation of the licence. This shall be provided to the Licensing Authority and Police. The premises licence holder shall ensure that any changes to these details are sent to these parties within seven days.
17. A fire risk assessment under the Regulatory Reform (Fire Safety) Order 2005 should be carried out and recorded. Appropriate fire safety procedures shall be adhered to including fire extinguishers (H<sub>2</sub>O and CO<sub>2</sub>), internally illuminated fire exit signs, a smoke detector and emergency lighting.
18. All emergency exits shall remain clearly marked at all times. Emergency escape routes shall be kept free of obstruction at all times.
19. All alcohol sold must be consumed on the premises.
20. A clear and legible notice shall be displayed outside the premises indicating the licensable hours and opening hours permitted under the premises licence.
21. Clear and conspicuous notices warning of potential criminal activity such as theft that may target customers shall be displayed.
22. The CCTV system must:
  - Be sited to cover all entrances and exit doors, alcohol display area and floor area.
  - Cameras on the entrance must capture full frame shots of the heads and shoulders of all people entering the premises and shall be of an identification standard.
  - Cameras viewing till areas must capture frames not less than 50% of the screen.
  - Cameras overlooking the floor area must be wide angled to give an overview of the premises.
  - Cameras must capture a minimum of 16 frames per second.
  - Be capable of visually confirming the nature of a crime committed.
  - Provide a linked record of the date, time and place of any image.
  - Provide good quality images – colour during opening times.
  - Operate under existing light levels within and outside the premises.
  - Have the recording device located in a secure area or locked cabinet.
  - Have a monitor to review images and recorded picture quality.
  - Be regularly maintained to ensure continuous quality of image capture and retention.
  - Have signage displayed in the customer area to advise that CCTV is in operation.



- Digital images must be kept for a minimum of 31 days.
  - Police will have access to images at any reasonable time.
  - The equipment must have a suitable export method e.g. CD/DVD writer so that the police can make an evidential copy of the data they require. This data should be in the native file format, to ensure that no image quality is lost when making the copy. If this format is non-standard (i.e. manufacturer proprietary) then the manufacturer should supply the replay software to ensure that the video on the CD can be replayed by the police on a standard computer. Copies must be made available to police on request.
23. A log book or recording system shall be kept upon the premises in which shall be entered particulars of inspections made, those required to be made by statute and information compiled to comply with any public safety condition attached to the premises licence that requires recording of such information. The log book shall be kept available for inspection when required by persons authorised by the Licensing Act 2003 or associated legislation.
  24. Prominent, clear and legible notices shall be displayed at all exits requesting the public to respect the needs of nearby residents and to leave the premises and the area quietly.
  25. Deliveries of materials necessary for the operation of the business shall be carried out at such time or in such a manner as to prevent nuisance and disturbance to nearby residents.
  26. Customers shall be asked not to stand around talking in the street outside the premises and asked to leave the vicinity quickly and quietly.
  27. A specific taxi operator shall be nominated for staff and customers' use. The company's telephone number shall be advertised to customers.
  28. Alcoholic drinks shall not be allowed outside the trading area.
  29. All occasions when persons have been refused service shall be recorded in a refusals book which shall be kept at the premises for not less than 12 months.
  30. Alcohol shall only be sold by the DPS or a person authorised by the DPS.
  31. All staff who sell alcohol shall be trained in the role by the DPS with regular refresher training.
  32. Records of training shall be kept and made available for examination by officers from the relevant authorities.
  33. Suitable signage shall be displayed at the point of entry and at the service area advising customers that the premises operates a Challenge 25 proof of age scheme.
  34. There shall be four SIA approved door staff on duty Fridays and Saturdays from 20:00 until closing. (This condition shall apply after the 'relaunch' event of Shelly's Bar which shall be notified to the Police and Council at least seven days before the date of the said event.)
  35. The premises licence holder shall operate a dispersal policy which must be to the satisfaction of the Police.
  36. Patrons waiting for a taxi shall be encouraged to wait in the bar area inside the premises.

Signed .....  
Paul Jones, Public Protection Officer



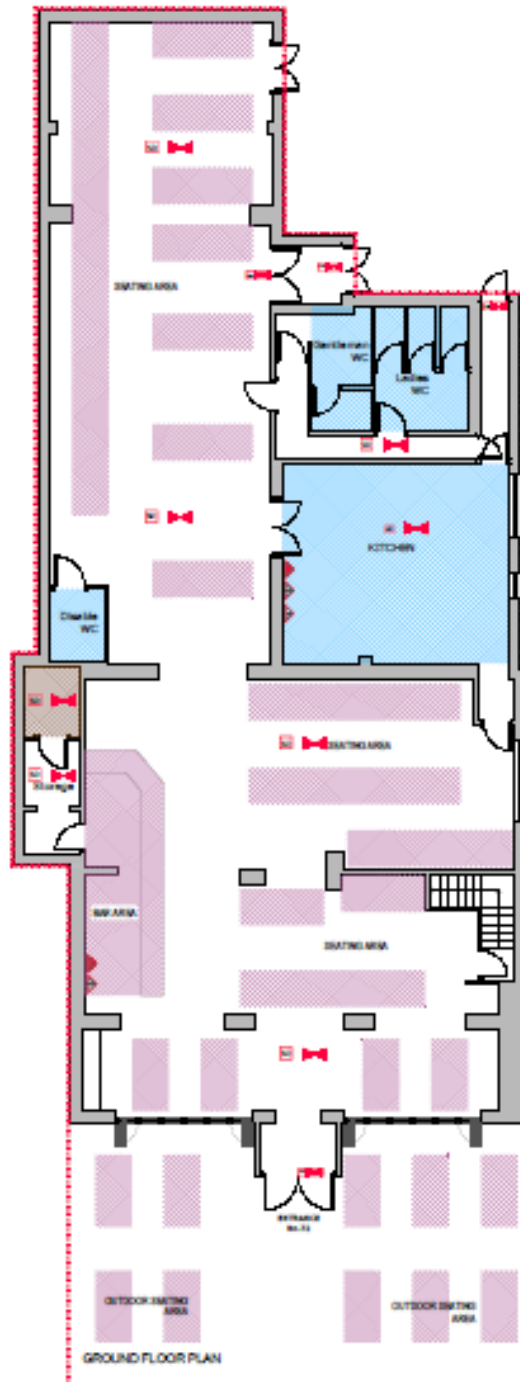
27<sup>th</sup> September 2019

37. The premises licence holder shall ensure that there shall always be someone on the premises who can operate the CCTV.
38. CCTV coverage shall be displayed to show the porch area, the front of the premises and the car park at the rear of the premises.
39. The premises shall cease all licensable activities and close at 01:00 on Fridays and Saturdays.
40. There shall be no admittance to the premises after 23:00 on Fridays and Saturdays.
41. The premises licence holder shall join the 'Safe and Sound' network of commercial operators in Hornchurch.
42. Patrons shall be searched on entry to the premises.
43. Any patrons who appear to be intoxicated shall be refused entry.
44. The car park shall remain closed to use by patrons from 20:00 on Fridays and Saturdays.
45. Staff shall be trained upon commencement of their employment and regularly updated and written into a training programme. This shall include proof of age including Challenge 25, knowledge around licensing objectives, conditions of the premises licence and crime scene management. All staff shall be given training in recognising the symptoms of drug use and supply and drinks and drunkenness, dealing with disorder and shall be instructed to be vigilant at all times and to report all concerns to premises' management immediately. A log book shall be kept to record all staff training and refresher training. All staff shall receive training in first aid and shall receive refresher training once a year thereafter.
46. Prominent signage indicating the permitted hours for the supply of alcohol shall be displayed so as to be visible before entering the premises, where alcohol is on display and at the point of sale.
47. A policy of zero tolerance with regard to drugs use and supply shall be upheld in respect of the premises.
48. Admission shall be refused to anyone suspected of being under the influence of drugs or alcohol.
49. Any person who is or appears to be drunk shall be asked to leave the premises immediately.
50. The premises licence holder shall draw up and implement a premises specific security policy which must be agreed with the Police. The policy shall be reviewed as necessary but at least biannually, i.e. every six months. A record shall be kept each time a review of the policy has been made.
51. The premises shall operate a last admittance policy for patrons whereby the last patron shall be admitted to the premises 90 minutes before closing time on Friday and Saturday nights.
52. Windows and doors shall be closed at 22:00 when live or recorded music is playing.
53. Customers shall be encouraged not to loiter outside the premises.
54. Customers shall be encouraged to wait inside the premises for taxi services.
55. No person under 18 years of age shall be allowed on site after 21:00 except in the company of an adult, i.e. a person over the age of 18.

Not applicable

Annex 4 – premises plans

Original premises plans are held by the Licensing Authority of the London Borough of Havering.



Signed .....  
Paul Jones, Public Protection Officer

27<sup>th</sup> September 2019





## Part B

### Premises licence summary

Premises licence number

20933

### Premises details

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

Shellys  
72 Station Lane Hornchurch RM12 6NA  
01708 960472

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence

Live music, recorded music, performances of dance,  
late night refreshment, supply of alcohol

The times the licence authorises the carrying out of licensable activities

Live music, recorded music, performances of dance, late night refreshment  
Friday & Saturday – 23:00 to 01:00

Supply of alcohol  
Sunday to Thursday – 11:00 to 23:00  
Friday & Saturday – 11:00 to 01:00

Licensed activity permitted on  
24<sup>th</sup> & 31<sup>st</sup> December from 00:00 to 24:00 of that day

The opening hours of the premises

Sunday to Thursday – 11:00 to 23:30  
Friday & Saturday – 11:00 to 01:30

Where the licence authorises supplies of alcohol whether these are on and / or off supplies

On supplies only

1 of 2

Signed .....  
Paul Jones, Public Protection Officer

27<sup>th</sup> September 2019

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Name, (registered) address of holder of premises licence

**Champagne Chelle Ltd  
72a Station Road Hornchurch RM12 6NA**

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Registered number of holder, for example company number, charity number (where applicable)

**08899699**

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Name of designated premises supervisor where the premises licence authorises for the supply of alcohol

**Ms Michelle Vickers**

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State whether access to the premises by children is restricted or prohibited

**Restricted**

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