



LICENSING SUB-COMMITTEE

REPORT

Subject heading:

**Station Parade Lounge, 1 Station
Parade, Hornchurch, RM12 5AB**

Report author and contact details:

**Premises licence application
Oisin Daly Public Protection Officer
Town Hall Main Road
licensing@havering.gov.uk
01708 432777**

This application for a premises licence is made by Station Parade Lounge Ltd under section 17 of the Licensing Act 2003. The application was received by Havering's Licensing Authority on 10th July 2024

Premises' location

The premises is situated in Station Parade, Elm Park. The premises was a barbers shop and the applicant is seeking to change the use to a restaurant/café serving alcohol. The surrounding area is a mixture of residential and mixed-use commercial premises.





Details of the application

The applicant describes the premises as follows:

The premises are a coffee shop/lounge. It will be a welcoming atmosphere designed for families, young professionals. The premises features an open-plan design. The layout encourages visibility across all areas to enhance safety and monitor patron behaviour. There is an outdoor terrace that accommodates additional seating. This space is designed to provide a pleasant atmosphere while minimizing noise impact on neighbouring properties.

To ensure compliance with licensing objectives, alcohol will be sold to customers by waiter/waitress service only. Serving alcohol through waiter staff allows for better enforcement of age restrictions and other licensing requirements.

The application is to permit the following licensable activity:

| Sale of alcohol | | |
|------------------------|--------------|---------------|
| Day | Start | Finish |
| Sunday to Saturday | 12:00 | 23:00 |

| Opening hours | | |
|----------------------|--------------|---------------|
| Day | Start | Finish |
| Sunday to Saturday | 07:00 | 23:00 |

Comments and observations on the application

The applicant acted in accordance with regulations 25 and 26 of *The Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005* relating to the advertising of the application.

The applicant amended their original operating schedule, the amended schedule can be found in the application V3 in the appendix.

In addition, the following conditions were agreed with the Met Police Licensing Unit during the consultation period:

- Alcohol shall only be sold to a person sitting down eating a meal and for consumption with that meal.
- Alcohol shall be sold to customers by waiter/waitress service only.

And the following conditions were also agreed with the Licensing Authority:

1. CCTV:

a) The CCTV system at the premises shall be maintained in working condition and shall record 24 hours every day.

Recordings shall be retained for a minimum of 31 days and shall be made available to Police or Local Authority officers on request and shall be capable of identification and of evidential quality in any light conditions.

b) Staff working at the premises shall be trained in the use of the equipment and a log will be kept to verify this. At least one member of staff, so trained, shall be present at the premises at all times when it is open for licensable activities.

c) There shall be signs displayed in the customer area to advise that CCTV is in operation.

d) CCTV cameras shall monitor all areas of the premises that are accessible to members of the public including the area

immediately outside the premises to monitor numbers and prevent crime and disorder.

e) Should the CCTV become non-functional this shall be reported immediately to the Licensing Authority and the problem rectified as soon as practicable.

2. The Challenge 25 proof of age policy will be operated and only a photographic driving licence, a valid passport, a valid UK Armed Forces / MOD photographic identity card with the bearer's photograph on it or a Home Office approved proof of age card with the bearer's photograph and the PASS logo / hologram on it will be accepted as proof of age.

3. Staff Competence and Training:

a) The Licensee shall keep a written record of all staff authorised to sell alcohol. The staff record shall be kept on the licensed

premises and made available for inspection by the Licensing Officer, Trading Standards or the Police, on request.

b) The Licensee shall ensure that each member of staff authorised to sell alcohol has received appropriate training on the law with regard to age-restricted products, proxy sales, and the licensable hours and conditions attached to the licence, including refresher training every six months, and that this is properly documented and training records kept. The training

record (either written or electronic) shall be kept on the licensed premises and made available for inspection by the Licensing Officer, Trading Standards or the Police, on request.

4. A written refusals record will be kept as part of the Incident Book and made available to Police or Authorised Officers on request. The refusals record shall contain details of date & time, description of the person attempting to buy the age restricted products & the products that they were attempting to purchase, reasons why the sale was refused and the name and signature of the person refusing the sale. All staff are to be examined in the use of the refusal books. The refusals book is to be examined on a weekly basis by the premises licence holder / DPS and the date and time of each examination is to be endorsed in the book. Analysis of staff refusals and data such as the time / day is to be carried out by the premises licence holder / DPS on a weekly basis in order to predict trends and identify staff training and compliance issues. The premises licence holder or DPS shall sign and date their record of inspection.

5. An Incident Book shall be kept at the premises and made available to the Police or Authorised Officers, which will record the following:

- All crimes reported;
- Lost property;
- All ejections of customers;
- Any complaints received and the outcome;
- Any incidents of disorder;
- Any faults in the CCTV;
- Any refusal or challenges of the sale of alcohol;
- Any visit by a relevant authority or emergency service. Whenever Police are called a CAD shall be obtained and recorded in the Incident Book

6. Prominent, clear and legible notices are displayed at all exits requesting patrons to respect the needs of local residents and to leave the premises and the area quietly.

7. All reasonable steps shall be taken by a dedicated member of staff to stop patrons congregating outside the premises.

To Note:

In respect of the Licensing Act, planning and licensing are considered as two separate regimes even if there is some overlap. This is highlighted in the case of *Gold Kebab Ltd v Secretary of State for Communities and Local Government* [2015] All ER (D) 48 (Sep).

However, a planning application was submitted for a change of use from a barbers to a café and erection of a new glazed conservatory to front with retractable awning.

It is worth noting that even if the committee grant the licence, the attached plans would not match the premises and licensable activity could not be carried out until a variation was made or the proposed structure erected.

Planning ref: P0797.24 [Planning - Station Parade](#)

Summary

There were two representations made against the application by interested parties.