

Premises licence number

008334

**Part 1 – Premises details**

Postal address of premises

**KC's Bar  
155 Billet Lane Hornchurch RM11 1UR**

Where the licence is time limited the dates

**Not applicable**

Licensable activities authorised by the licence

**Live music, recorded music, provision of facilities for dancing,  
late night refreshment, supply of alcohol**

The times the licence authorises the carrying out of licensable activities

**Recorded music, supply of alcohol  
Sunday to Wednesday – 11:00 to 23:00  
Thursday – 11:00 to 00:00  
Friday & Saturday – 11:00 to 01:00**

**Live music, provision of facilities for dancing  
Friday & Saturday – 20:00 to 01:00**

**Late night refreshment  
Friday & Saturday – 23:00 to 01:00**

The opening hours of the premises

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

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

**On supplies only**

**Part 2**

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

**Monty's Bar Ltd  
Unit 8 Elm Industrial Estate Church Road Harold Wood Romford RM3 0JU  
01708 608112**

Registered number of holder

08334127

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

**Mr Thomas Callum Rowlett  
14 Wallis Close Hornchurch RM11 1FY  
07735 567105**

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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

**10602 – 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 shall take all reasonable steps to 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 in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children –
    - (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);

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Mandatory conditions – contd.

- (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 (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

- (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;
  - (d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent upon –
    - (i) the outcome of a race, competition or other event or process, or
    - (ii) the likelihood of anything occurring or not occurring;
  - (e) 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.
4. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
5. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
6. The responsible person shall 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; and
  - (b) customers are made aware of the availability of these measures.
7. (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.
- (2) 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 a holographic mark.
8. 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. A policy shall exist of only allowing persons over the age of 25 to have entry into the premises with the exception of those attending pre-booked private functions. Full contact details of each individual booking the function shall be recorded in the premises daily register which shall be made available at all times for appropriate authorities to examine. This policy shall be reviewed periodically and discussed with the Police where appropriate.
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2. Customers shall not be allowed to wait outside the premises for taxis.
3. No persons are to leave the venue with alcohol.
4. Signs shall be displayed on the premises showing the opening times.
5. Two door supervisors shall be on duty at the front entrance of the venue from 19:00 to closing time Thursdays, Fridays and Saturdays.
6. Notices shall be displayed on the premises requesting customers to leave the venue quietly having respect for the local residents.
7. Crime Prevention notices shall be displayed.
8. Arrangements shall be made so that disabled customers can safely evacuate the premises.
9. A number of staff shall be trained to carry out first aid.
10. Members of staff shall be fully aware of the licensing objectives and Health and Safety regulations.
11. A noise limiter shall be fitted and in use when the premises is open. This must be set and sealed by a qualified council officer.
12. The premises licence holder shall ensure that noise and vibration do not cause a nuisance to nearby properties.
13. An arrangement shall be made with a local taxi company for customers requiring transport.
14. A refusals book shall be kept at the premises and be made available when requested by any authority.
15. The rear door of the premises shall only be used as a fire exit particularly during the evening when the premises is open for licensable activities.
16. Staff shall regularly monitor the rear car park for noise and anti-social behaviour.
17. All bottles and refuse shall be disposed of in the morning and not during the evening.
18. A premises daily register shall be kept at the premises. This register shall be maintained and kept for a minimum of 12 months. This register should record the name of the person responsible for the premises on each given day. The premises daily register shall record all calls made to the premises where there is a complaint made by a resident or neighbour of noise, nuisance or anti-social behaviour by persons attending or leaving the premises. This shall record the details of the caller, the time and date of the call, the time and date of the incident about which the call is made and any actions taken to deal with the call. The premises daily register shall be readily available for inspection by an authorised person throughout the trading hours of the premises. The premises daily register shall also record all incidents in relation to the use of any force by staff or door supervisors in the removal of persons from the premises. It shall record the time and date of the occurrence, name or brief description of the person removed and details of the staff involved.

Annex 2 – Conditions consistent with the operating schedule – contd.

19. All staff shall be suitably trained for their job function for the premises. The training shall be written into a programme ongoing and under constant review and must be made available to a relevant responsible authority when called upon.

20. All door supervisors shall enter their full details in the premises daily register at the commencement of work. This shall record their full name, home address, contact telephone number, SIA registration number and the time they commenced and concluded working. If the door supervisor was supplied by an agency details of that agency shall also be recorded including the name of the agency the registered business address and a contact telephone number.
21. Drinks shall be served in non-glassware drinking vessels (e.g. plastic, polystyrene, waxed paper) except for the consumption of champagne which may be served in glassware.  
*Note: weights and measures legislation requires the use of 'stamped glasses' where 'meter-measuring equipment' is not in use.*
22. Drinks shall be served in containers made from toughened glass (tempered glassware).  
*Note: weights and measures legislation requires the use of 'stamped glasses' where 'meter-measuring equipment' is not in use.*
23. An adequate and appropriate supply of first aid equipment and materials shall be available on the premises.
24. At least one trained first-aider shall be on duty when the public is present.
25. Notices detailing the availability of first aid equipment shall be prominently displayed and shall be protected from damage or deterioration.
26. A properly specified and fully operational CCTV system shall be installed or the existing system maintained to a satisfactory standard. The system shall incorporate a camera covering each of the entrance doors and be capable of providing an image which is regarded as 'identification standard' of all persons entering and/or leaving the premises. All other areas of risk identified in the operational requirement shall have coverage appropriate to the risk.
27. The installation or upgrading of any CCTV system shall comply with current best practice. In addition the documentation listed below shall be included in a 'system file' which should be readily available for inspection by the relevant authority:
  - site plan showing position of cameras and their field of view
  - code of practice
  - performance specification e.g. storage capacity, image file size, IPS for each camera and purpose of each camera position
  - operational requirement
  - incident log
  - maintenance records including weekly visual checks
28. To obtain a clear head and shoulders image of every person entering the premises on the CCTV system persons entering the premises should be asked to remove headwear unless worn as part of religious observance.

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Annex 2 – Conditions consistent with the operating schedule – contd.

29. The CCTV system shall incorporate a recording facility and all recordings shall be securely stored for a minimum of one calendar month. A system shall be in place to maintain the quality of the recorded image and a

complete audit trail maintained. The system shall comply with other essential legislation and all signs as required shall be clearly displayed. The system shall be maintained and fully operational throughout the hours that the premises is open for any licensable activity. For premises using a video recording system the cassette tapes shall be used on no more than 12 occasions to maintain the quality of the recorded image.

30. The positions of all CCTV cameras shall be clearly shown on a set of plans which should form part of the 'system file'. Any alteration to the system should only be carried out after consultation with and written approval of Havering Police and the Licensing Authority.
31. The premises licence holder shall implement a written drugs policy. This shall detail the strategies to minimise the use and supply of illegal drugs within the premises. The drugs policy shall include a structured training programme covering the issues relevant to the misuse of drugs in relation to licensed premises which shall be delivered to all staff. This policy shall be approved in writing by Havering Police.
32. The designated premises supervisor shall hold a National Certificate of Drugs Awareness qualification run by the BII or similar accredited body.
33. All members of staff at the premises shall seek 'credible photographic proof of age evidence' from any person who appears to be under the age of 25 years who is seeking access to the premises or is seeking to purchase or consume alcohol on the premises. Such credible evidence which shall include a photograph of the customer shall include a passport, photographic driving licence or Proof of Age card carrying a 'PASS' logo.
34. Premises which have a policy that includes the searching of persons shall have door supervisors of both sexes on duty at all times.
35. All door supervisors working outside the premises or whilst engaged in the dispersal of patrons at the close of business shall wear 'high visibility clothing'.
36. The premises licence holder shall implement a written queue management policy. All queuing outside the premises shall be managed in such a way that prevents noisy or rowdy behaviour and therefore minimises disturbance or nuisance to neighbours. The policy shall be approved in writing by the Licensing Authority.
37. The premises licence holder shall implement a written dispersal policy to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours both residential and business and to make the minimum impact upon the neighbourhood in relation to potential nuisance, anti-social behaviour and crime and disorder. The policy shall be approved in writing by the Licensing Authority.
38. Entertainment is to be held internally only and no music or speakers shall be provided to external areas of the premises.
39. Staff shall be given adequate training to prevent them causing unnecessary noise when they leave the premises and prominent, clear notices displayed at all points where staff leave the building must instruct them to respect the needs of local residents and leave the premises and the area quietly.

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Annex 2 – Conditions consistent with the operating schedule – contd.

40. The specification and orientation of all speakers shall be agreed with the Licensing Authority/responsible authority.

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Annex 3 – Conditions attached after a hearing by the Licensing Authority

1. No drinks shall be taken outside the premises after 23:00.
2. The premises may provide licensable activity in accordance with the following:

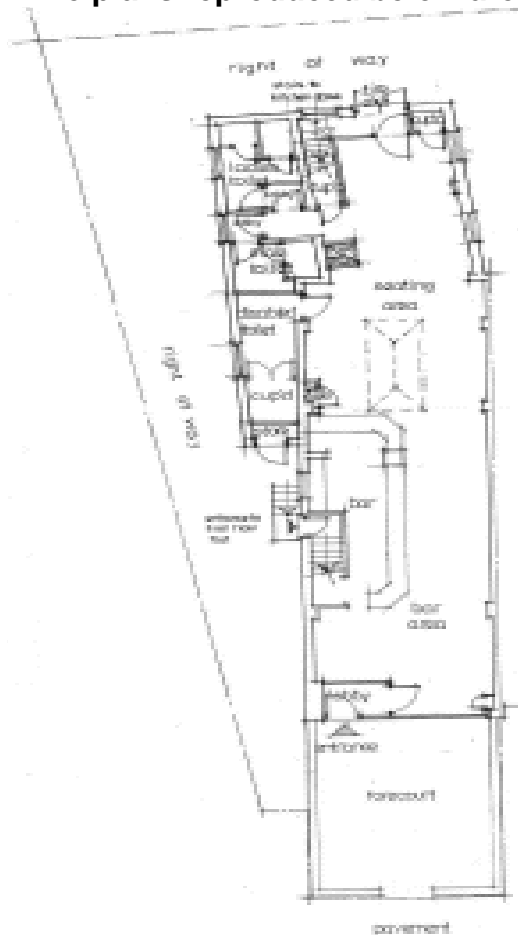
**New Year's Eve**

Live music, provision of facilities for dancing	20:00 to 02:00
Recorded music	11:00 to 02:00
Late night refreshment	23:00 to 02:00
Hours premises open to the public	11:00 to 02:00

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Annex 4 – Premises plans

Full premises plans are held by the Licensing Authority of the London Borough of Havering. The plans reproduced below are not to scale:





# Havering

LONDON BOROUGH

## Part B

### Premises licence summary

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On supplies only

Name, (registered) address of holder of premises licence

Monty's Bar Ltd



**Unit 8 Elm Industrial Estate Church Road Harold Wood Romford RM3 0JU**

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Registered number of holder

**08334127**

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

**Mr Thomas Callum Rowlatt**

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

**Restricted**

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