



### **Licensing Sub-Committee Tuesday, 3rd December, 2019**

You are invited to attend the next meeting of **Licensing Sub-Committee**, which will be held at:

**Council Chamber, Civic Offices, High Street, Epping  
on Tuesday, 3rd December, 2019  
at 10.00 am .**

**Georgina Blakemore  
Chief Executive**

**Democratic Services  
Officer**

Democratic Services (Direct Line 01992 564243)  
Email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk)

#### **Members:**

Councillors C P Pond (Chairman), I Hadley, L Mead and D Stocker

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<p><b>PLEASE NOTE THE START TIME OF THE MEETING</b></p>
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**1. APOLOGIES FOR ABSENCE**

**2. DECLARATIONS OF INTEREST**

To declare interests in any item on this agenda.

**3. PROCEDURE FOR THE CONDUCT OF BUSINESS (Pages 3 - 8)**

To note the adopted procedure for the conduct of business by the Sub-Committee.

**4. VARIATION OF EXISTING PREMISES LICENCE - THE HOLLYBUSH, 140 HIGH ROAD, LOUGHTON (Pages 9 - 58)**

(Licensing Team Manager) To consider the attached report.

**5. NEW PREMISES LICENCE - WO FAT RESTAURANT, 270-272 HIGH ROAD, LOUGHTON (Pages 59 - 94)**

(Licensing Team Manager) To consider the attached report.

## 6. EXCLUSION OF PUBLIC AND PRESS

### Exclusion

To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

<b>Agenda Item No</b>	<b>Subject</b>	<b>Exempt Information Paragraph Number</b>
Nil	Nil	Nil

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

### Background Papers

Article 17 - Access to Information, Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.

## Licensing Committee - Terms of Reference

- (1) The full Committee shall comprise 15 Councillors appointed by the Council at its annual meeting, including a Chairman and Vice-Chairman.
- (2) For the functions set out in Appendix 1, and the legislation listed in Appendix 2, a sub-committee consisting of no more than any three Councillors drawn from the members of the full Committee shall be formed. Any such sub-committee shall include, by rota, one of the six Licensing Sub-Committee Chairmen appointed at each Annual Council meeting.
- (3) The Quorum for the Committee is set out in the Rules set out in Part 4 of this Constitution save that no business shall be transacted unless either the Chairman or Vice-Chairman of the Committee is present.
- (4) The Committee and sub-committees shall have full authority to hear and determine licensing applications.
- (5) The Committee and sub-committees shall be further empowered to determine appeals made against the decisions of the Service Director (Commercial and Regulatory Services) taken under delegated authority on licensing applications. (See Council delegation schedule for more details)
- (6) The Committee shall at all times carry out its duties solely within the policy from time to time determined by the Council and shall conduct its proceedings in accordance with the requirements set out in Appendix 3 (Conduct of Business by Licensing Committee and Sub-Committees).
- (7) The Licensing Committee shall take no part in the production or revision of the statement of licensing policy made under Section 5 of the Licensing Act 2003, however, they may determine policy under the legislation listed in Appendix 2 to this Article.
- (8) To be responsible for the consideration and approval of Designation Orders under Section 13 of the Criminal Justice and Police Act 2001 (Exercise of Controls over the consumption of alcohol in Public Places).

**LICENSING ACT 2003 – LIST OF FUNCTIONS AND DELEGATED AUTHORITY**

<b>Matter to be dealt with</b>	<b>Full Committee</b>	<b>Sub-Committee</b>	<b>Officers</b>
Application for personal licence		If a police objection	If no objection made
Application for personal licence with unspent convictions		All cases	
Application for premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application for provisional statement		If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor		If a police objection	All other cases
Request to be removed as designated premises supervisor			All cases
Application for transfer of premises licence		If a police objection	All other cases
Applications for interim Authorities		If a police objection	All other cases
Application to review premises licence/club premises certificate		All cases	
Decision on whether a complaint is irrelevant frivolous vexatious etc			All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application		All cases	
Determination of a police objection to a temporary event notice		All cases	
All policy matters except the formulation of the statement of licensing policy	All cases		

**LIST OF STATUTORY POWERS**

Those functions pertaining to licensing and registration and permits and consents contained in the following legislation and any regulations, orders, byelaws or other subsidiary legislation made under the above Acts:

Animal Boarding Establishments Act 1963  
Breeding & Sale of Dogs (Welfare) Act 1999  
Breeding of Dogs Act 1973  
Breeding of Dogs Act 1991  
Caravan Sites & Control of Development Act 1960  
Caravan Sites Act 1968  
Dangerous Wild Animals Act 1976  
Gambling Act 2005  
Guard Dogs Act 1975  
House to House Collections Act 1939  
Licensing Act 2003  
Local Government (Miscellaneous Provisions) Act 1976  
Local Government (Miscellaneous Provisions) Act 1982  
Pet Animals Act 1951  
Pet Animals Act 1951 (Amendment) Act 1983  
Riding Establishments Acts 1964 & 1970  
Scrap Metal Dealers Act 1964  
Scrap Metal Dealers Act 2013  
The Game Act 1831  
Town Police Clauses Act 1847  
Town Police Clauses Act 1889  
Zoo Licensing Act 1981

**PART A – CONDUCT OF BUSINESS BY LICENSING COMMITTEE AND SUB-COMMITTEES**

All references to committee in this annex shall be taken to infer a reference to the associated subcommittees.

**1. General Conduct**

- 1.1 All hearings of the Licensing Committee under the Licensing Act 2003, are to be held in accordance with the Personal Licences, Hearings, Premises Licences and Club Premises Certificates, and Licensing Register Regulations, made under the Licensing Act 2003.
- 1.2 The Council's Constitution shall regulate the conduct of and debate at meetings.
- 1.3 In the case of hearings under the Licensing Act 2003, the Committee shall only consider those matters relevant to the licensing objectives as set out in the Licensing Act 2003 and the statement of licensing policy adopted by the Council.

**2. Declarations of Interest**

- 2.1 Members of the Committee are subject to the Council's Code of Conduct.

**3. Participation in the Hearing**

- 3.1 Debate shall be restricted to members of the Licensing Committee. Where a local ward member, not being a member of the Committee, wishes to participate in the hearing, they may do so only with the permission of the Chairman and their participation shall be subject to the same rules as are applied to any other witnesses to the application.
- 3.2 In hearings other than those under the Licensing Act 2003, where a ward member is a member of the Committee, and wishes to object to the application, the member shall give 14 days' notice of their intention, and shall play no part in the decision-making process of the Committee. In hearings under the Licensing Act 2003, those named as responsible authorities and interested parties in the Act may only make representations within the time limits set out in the relevant statutory provisions.
- 3.3 All persons participating in the hearing shall be made aware of the limitations or scope of statements that will be acceptable and, in particular, that statements should be factual or a fair statement on a matter of public interest.
- 3.4 In the case of any hearing pursuant to the summary review procedure under the Violent Crime Reduction Act 2006, the membership of any Subcommittee adjudicating on such a review shall comprise any three members drawn from the Licensing Committee subject to the proviso that no member should serve more than one hearing.

#### **4. Attendance of the Public**

- 4.1 The Council's Constitution and relevant statutory provisions relating to the admission or exclusion of the public shall apply to all meetings of the Licensing Committee.

#### **5. Natural Justice**

- 5.1 There are two elements to natural justice:

##### **(a) Fairness**

- (i) All persons affected by the decision or in the case of matters associated with the Licensing Act 2003, those named as responsible authorities and interested parties in the Act, will be allowed a hearing before a decision is made.
- (ii) Only objectors who can show clearly that they are affected by a decision shall be afforded the right to be heard or, in the case of hearings under the Licensing Act 2003, only those named in the Act as responsible authorities or interested parties.
- (iii) All information shall be made available, where possible in advance, to the applicant and the Committee.
- (iv) All members of the Committee shall be present throughout the hearing of a particular application. Where a member arrives late or leaves during a hearing of a particular application, that member shall play no part in the decision-making process. Where an application is adjourned it shall be continued by the same members only, and no others.
- (v) The Committee shall have discretion in respect of 'late' objections. Such objections shall be clearly marked on the agenda as such and the Committee shall decide on their acceptability. The applicant shall be advised of any late objections. In the case of representations made in relation to the Licensing Act 2003 applications, these shall only be accepted in accordance with the relevant statutory provisions.

##### **(b) Prevention of Bias**

- (i) The rules on the declarations of interest shall be firmly applied.
- (ii) If the Committee moves into private session to consider its decision, it shall be accompanied only by its advising officers, none of whom shall have taken a substantive part in the hearing, and shall play no substantive part in the decision-making process.

#### **6. General Procedures for Hearings**

- 6.1 The following procedural requirements shall be followed at all times:

- (a) There shall be no recommendation from officers on the agenda;
- (b) The Committee shall be supplied with copies of all relevant documentation and the process and order of procedure shall be as follows:

- (i) The Chairman will open the meeting and introduce persons as appropriate asking applicants and representatives to identify themselves.
- (ii) The Chairman will outline the procedure to be followed.
- (iii) The Lead Officer will outline the matter in hand.
- (iv) The applicant or representative will present his/her case, with or without witnesses, and be questioned by members or any objectors/persons making representations present.
- (v) Any objectors/persons making representations may then present their objections/representation, with or without witnesses, and be questioned by members or the applicant/s or their representative.
- (vi) The objectors/persons making representations may make a final statement (without introducing new issues).
- (vii) Finally, the applicant has the right to make a final statement (without introducing new issues).
- (viii) All evidence/disclosures are to be made in the presence of all persons, unless someone voluntarily excuses themselves from the proceedings.
- (ix) Committee members shall restrict themselves to questions and not discussion or comment.
- (x) The applicant, objectors/persons making representations shall be allowed to ask officers questions of a technical/factual nature at any time during the proceedings.
- (xi) An adjournment should be granted where to do otherwise would deny a fair hearing.
- (xii) The Committee may resolve to decide upon the application in private session, however, if it becomes necessary to recall anyone for additional information, everyone shall be invited to return to the Hearing.
- (xiii) The decision shall be given in the presence of all parties that wish to be present and confirmed in writing as soon as possible thereafter. If legal advice is given to members this advice will be repeated in summary form.



## **Report to the Licensing Committee**

**Date of meeting: 3 December 2019**



**Epping Forest  
District Council**

**Subject: Application to vary a Premises Licence for The Hollybush, 140 High Road, Loughton, Essex, IG10 4BE**

**Responsible Officer: Denise Bastick (01992 564334).**

**Democratic Services: Gary Woodhall (01992 564470).**

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### **Recommendations/Decisions Required:**

**To determine the application for a variation of an existing Premises Licence under the Licensing Act 2003**

### **Report:**

#### **Application**

1. An application has been made by McMullen & Sons Ltd for a variation to the premises licence for the above premises. The authority received the application on 14<sup>th</sup> October 2019. A copy of the present licence for the premises, the application for variation and the public notice are attached.
2. The applicant is requesting an extension to the current hours for the provision of live and recorded music, as follows:

Live Music - Sunday to Thursday 10:00 to 00:00, Friday and Saturday 10:00 to 01:00

Recorded Music – Sunday to Thursday 10:00 to 00:00, Friday and Saturday 10:00 to 01:00

And to remove the following condition:

Any live and recorded music will end one hour before the terminal hour for the sale of alcohol

### **Licensing Act 2003**

3. When considering an application for a licence the licensing authority must have regard to the promotion of the licensing objectives.  
These are—
  - (a) the prevention of crime and disorder;
  - (b) public safety;
  - (c) the prevention of public nuisance; and
  - (d) the protection of children from harm.
4. It must also have regard to its Statement of Licensing Policy and any guidance issued by the Secretary of State.

## **Consultation**

5. The Responsible Authorities have received a copy of the application, it was properly advertised at the premises and in a local newspaper.
6. The authority has received eleven representations from Loughton Residents Association Plans Group and local residents, Essex Police have agreed conditions with the applicant, which are also attached.
7. The representations relate to the prevention of Crime and Disorder, Public Safety, The prevention of public nuisance and the protection of children from harm.

## **Guidance Issued by the Secretary of State**

8. The Licensing Act 2003 provides that the licensing authority must 'have regard to guidance issued by the Secretary of State under section 182.
9. Sections 2.1-2.32 of the Guidance are relevant to this application.

## **Options**

10. In determining this application the Sub-Committee may take any of the following steps as it considers necessary for the promotion of the licensing objectives, namely:
  - to modify the conditions of the licence; or
  - to reject the whole or part of the application.

For the purposes of the Licensing Act 2003 the conditions of the licence are modified if any of them are altered or omitted or a new condition added.

## **Determination**

The Sub-committee is asked to determine the application having regard to

- (a) the content of this report and representations
- (b) any additional information obtained from the hearing
- (c) the Council's statement of licensing policy
- (d) Guidance issued by the Secretary of State, and
- (e) the steps appropriate to promote the licensing objectives.

## **Appeal**

If any party is aggrieved with the decision they can appeal to Magistrates court. The appeal period is 21 days from notification of the decision.

## **Background Papers Used In Preparing This Report:**

- The Licensing Act 2003  
<http://www.legislation.gov.uk/ukpga/2003/17/contents?view=plain>
- The Secretary of State's Guidance issued under Section 182 Licensing Act 2003

<http://www.homeoffice.gov.uk/publications/alcohol-drugs/alcohol/guidance-section-182-licensing?view=Binary>

- Epping Forest District Council's statement of licensing policy.  
<http://www.eppingforestdc.gov.uk>

#### **Attached documents**

- Application for variation of Premises Licence
- A copy of the Premises Licence
- Copy of the blue notice
- Newspaper advert
- Representations from Loughton Residents Association Plans Group and local residents
- Email from Peter Jones, Essex Police with agreed conditions
- Map showing the area

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\* required information

**Section 1 of 18**

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference	Hollybush Variation October 2019	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

- Yes       No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

**Applicant Details**

* First name	Sandra	
* Family name	Sheahan	
* E-mail	ssheahan@mcmullens.co.uk	
Main telephone number	01992 584911	Include country code.
Other telephone number		

Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader  
 Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

**Applicant Business**

Is your business registered in the UK with Companies House?       Yes       No

Note: completing the Applicant Business section is optional in this form.

Registration number	51456	
Business name	McMullen & Sons Limited	If your business is registered, use its registered name.
VAT number	GB 213519489	Put "none" if you are not registered for VAT.
Legal status	Private Limited Company	

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 18**

**APPLICATION DETAILS**

This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

\* Premises Licence Number

Are you able to provide a postal address, OS map reference or description of the premises?

Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Premises Contact Details**

Telephone number

Continued from previous page...

Non-domestic rateable  
value of premises (£)

86,000

### Section 3 of 18

#### VARIATION

Do you want the proposed  
variation to have effect as  
soon as possible?

Yes  No

Do you want the proposed variation to have effect in relation to the  
introduction of the late night levy?

Yes  No

You do not have to pay a fee if the only  
purpose of the variation for which you are  
applying is to avoid becoming liable to the  
late night levy.

If your proposed variation  
would mean that 5,000 or  
more people are expected to  
attend the premises at any  
one time, state the number  
expected to attend

#### Describe Briefly The Nature Of The Proposed Variation

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.

Road side public house, serving food and alcoholic and non-alcoholic beverages

### Section 4 of 18

#### PROVISION OF PLAYS

See guidance on regulated entertainment

Will the schedule to provide plays be subject to change if this application to  
vary is successful?

Yes  No

### Section 5 of 18

#### PROVISION OF FILMS

See guidance on regulated entertainment

Will the schedule to provide films be subject to change if this application to  
vary is successful?

Yes  No

### Section 6 of 18

#### PROVISION OF INDOOR SPORTING EVENTS

Continued from previous page...

See guidance on regulated entertainment

Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?

Yes  No

**Section 7 of 18**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

See guidance on regulated entertainment

Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?

Yes  No

**Section 8 of 18**

**PROVISION OF LIVE MUSIC**

See guidance on regulated entertainment

Will the schedule to provide live music be subject to change if this application to vary is successful?

Yes  No

**Standard Days And Timings**

**MONDAY**

Start

End

Start

End

Provide 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.

**TUESDAY**

Start

End

Start

End

**WEDNESDAY**

Start

End

Start

End

**THURSDAY**

Start

End

Start

End

**FRIDAY**

Start

End

Start

End

**SATURDAY**

Start

End

Start

End



Continued from previous page...

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

Indoors       Outdoors       Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State 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.

The variation is to extend the current hours for the provision of live and recorded music

State any seasonal variations for the performance of live music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed, above below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

We are not applying to change the current non standard timings which will remain as 10.00 to 01.30 on Christmas and New Year's Eve

## Section 9 of 18

### PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will the schedule to provide recorded music be subject to change if this application to vary is successful?

Yes       No

#### Standard Days And Timings

MONDAY

Start

End

Start

End

Provide 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.

TUESDAY

Start

End

Start

End

Continued from previous page...

WEDNESDAY

Start  End

Start  End

THURSDAY

Start  End

Start  End

FRIDAY

Start  End

Start  End

SATURDAY

Start  End

Start  End

SUNDAY

Start  End

Start  End

Will the playing of recorded music take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other structure select as appropriate. Indoors may include a tent.

State 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.

The variation is to extend the current hours for the provision of live and recorded music

State any seasonal variations for playing recorded music.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

We are not applying to change the current non standard timings which will remain as 10.00 to 01.30 on Christmas and New Year's Eve

Continued from previous page...

**Section 10 of 18**

**PROVISION OF PERFORMANCES OF DANCE**

See guidance on regulated entertainment

Will the schedule to provide performances of dance be subject to change if this application to vary is successful?

- Yes  No

**Section 11 of 18**

**PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE**

See guidance on regulated entertainment

Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?

- Yes  No

**Section 12 of 18**

**PROVISION OF LATE NIGHT REFRESHMENT**

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

- Yes  No

**Section 13 of 18**

**SUPPLY OF ALCOHOL**

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

- Yes  No

**Section 14 of 18**

**ADULT ENTERTAINMENT**

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children.

Provide 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 etc gambling machines etc.

**Section 15 of 18**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

Standard Days And Timings

Continued from previous page...

MONDAY

Start

End

Start

End

Provide 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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations.

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed above, list below.

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

Continued from previous page...

Identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

Reasons why I have failed to enclose the premises licence or relevant part of premises licence.

**Section 16 of 18**

**LICENSING OBJECTIVES**

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

All current conditions to apply

b) The prevention of crime and disorder

All current conditions to apply

c) Public safety

All current conditions to apply

d) The prevention of public nuisance

All current conditions to apply except the following which this application seeks to remove:  
Any live and recorded music will end one hour before the terminal hour for the sale of alcohol

e) The protection of children from harm

All current conditions to apply

**Section 17 of 18**

**NOTES ON REGULATED ENTERTAINMENT**

In terms of specific regulated entertainments please note that:

- Plays: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08:00 and 23:00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08:00 and 23:00 on any day, on any premises.
  - o a performance of amplified live music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08:00 and 23:00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o any playing of recorded music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o any playing of recorded music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

## Section 18 of 18

### PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Variation Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00\*

Band E - £125001 and over £635.00\*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

If you own a large premise you are subject to additional fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

315.00

### DECLARATION

I/we understand 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.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

Continued from previous page...

\* Full name   
\* Capacity   
\* Date  /  /   
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/epping-forest/change-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

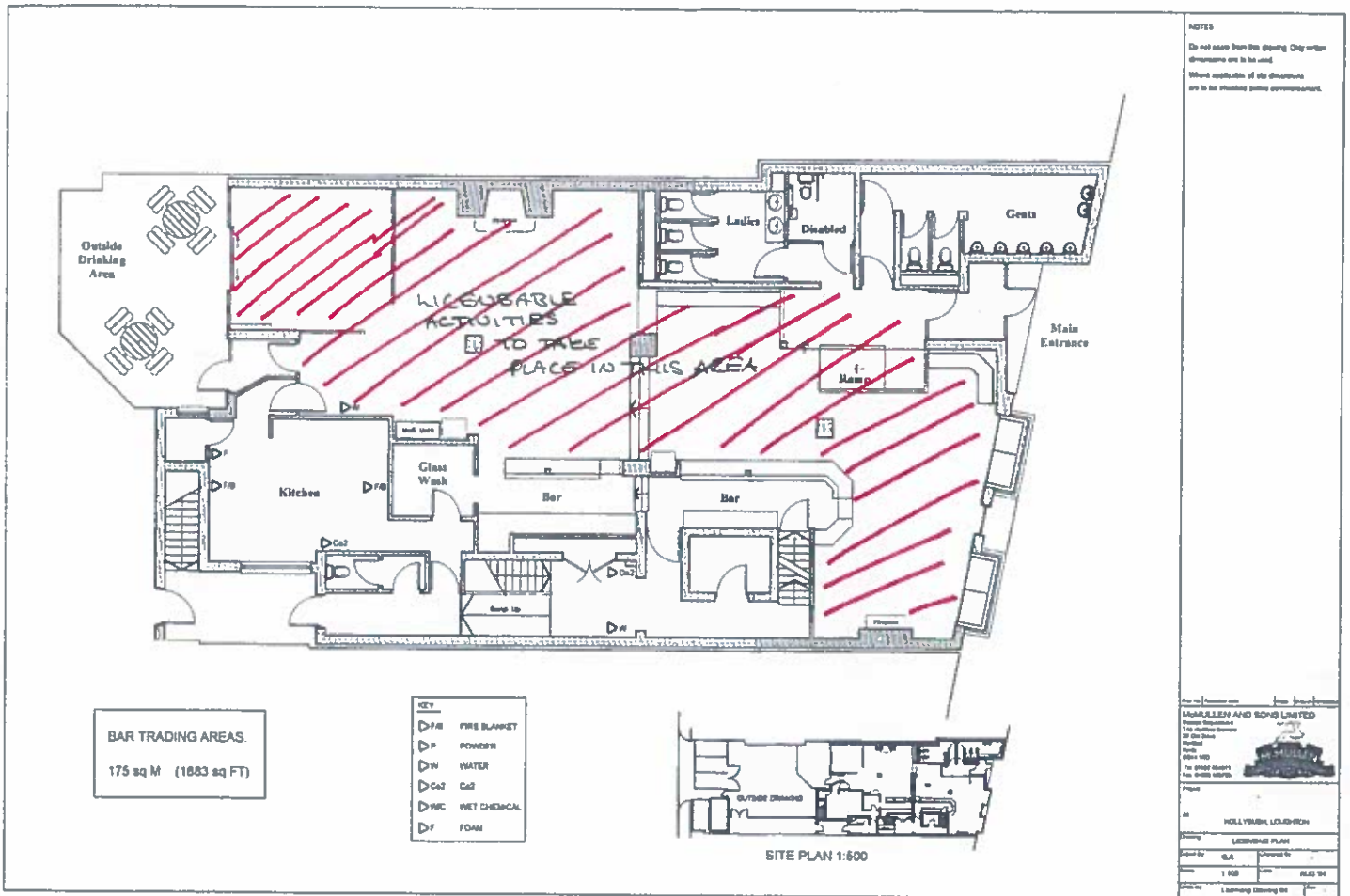
**IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

**OFFICE USE ONLY**

Applicant reference number   
Fee paid   
Payment provider reference   
ELMS Payment Reference   
Payment status   
Payment authorisation code   
Payment authorisation date   
Date and time submitted   
Approval deadline   
Error message   
Is Digitally signed

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) Next >





**NOTES**  
 Do not scale from this drawing. Only written dimensions are to be used.  
 Where applicable, all dimensions are to be finished unless otherwise stated.

MOARLEN AND SONS LIMITED  
 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000

# PREMISES LICENCE

## Part A



Neighbourhoods

Premises licence number:

LN/210001316

Part 1 – Premises details:

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

Hollybush PH  
140 High Road

Post Town: Loughton

Post code: IG10 4BE

Telephone number: 020 8508 1156

Where the licence is time limited the dates: N/A

Licensable activities authorised by the licence:

Exhibition of Films  
Indoor Sporting Events  
Live Music  
Recorded Music  
Provision of Facilities for Making Music  
Late Night Refreshment  
Sale of Alcohol

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

Sunday – Thursday 10.00-00.30  
Friday – Saturday 10.00-01.30

Live & Recorded Music

Sunday – Thursday 10.00-23.00  
Friday – Saturday 10.00-00.00

Sale of Alcohol

Sunday – Thursday 10.00-00.00  
Friday – Saturday 10.00-01.00

Non Standard Timings

Christmas Eve and New Year's Eve 10.00-01.00

The opening hours of the premises:

Sunday – Thursday 10.00-00.30  
Friday – Saturday 10.00-01.30

Non Standard Timings

Christmas Eve and New Year's Eve 10.00-01.30

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

**Name, (registered) address, telephone number and e-mail (where relevant) of holder of premises licence:**

**McMullen & Sons Limited,  
26 Old Cross, Hertford, Hertfordshire, SG14 1RD  
01992 584 911  
sgill@mcmullens.co.uk**

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

**Company 51456**

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

**Daniel Charles Nicolas Browne**



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



## **Mandatory Conditions**

### **All Premises Licence authorising supply of alcohol**

The licence is granted subject to the Mandatory conditions for sale of alcohol as set out in the Licensing Act 2003 as amended by the Licensing Act 2003 (Mandatory Licensing Conditions) Order 2010 and Order 2014.

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;
    - 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 licences 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 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) 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.

## Minimum Drinks Pricing

1. 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.
2. For the purposes of the condition set out in paragraph 1 –
  - (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.
3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from the 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.

4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 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.

### **If the Premises Licence allows Exhibition of Films**

1. Where a premises licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section.

2. Where the film classification body is specified in the licence, unless subsection (3)(b) applies, admission of children must be restricted in accordance with any recommendation by that body.

3. Where

(a) The film classification body is not specified in the licence, or

(b) The relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question,

admission of children must be restricted in accordance with any recommendation made by that licensing authority.

4. In this section "children" means any person aged under 18; and

"film classification body" means the person or persons designated as the authority under Section 4 of the Video Recordings Act 1984(c39) (authority to determine suitability of video works for classification).

**If the Premises Licence has conditions in respect of Door Supervision  
except theatres, cinemas, bingo halls and casinos**

1. Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, each such individual must:

- (a) be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or
- (b) be entitled to carry out that activity by virtue of section 4 of the Act.

2. But nothing in subsection (1) requires such a condition to be imposed:

- (a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c12) (premises with premises licences authorising plays or films); or
- (b) in respect of premises in relation to:
  - (i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or
  - (ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).

3. For the purposes of this section:

- (a) "security activity" means an activity to which paragraph 2(1)(a) of that Schedule applies, and, which is licensable conduct for the purposes of that Act, (see Section 3(2) of that Act) and
- (b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.



## **Annex 2 – Conditions consistent with the Operating Schedule:**

### **The Prevention of Crime and Disorder.**

- Access to the Premises' toilet facilities will be maintained throughout opening hours.
- Disruptive customers or known drugs users/dealers entering the premises will be refused service and will be asked to leave.
- There will be no serving of drunks.
- The Premises will always have a range of soft drinks and tea/coffee on sale
- The Premises will be a member of local Pubwatch scheme and attend meetings.
- The Premises will support the Pubwatch banning system
- The Premises will alert police to persons committing offences under the banning policy.
- The Premises will support a Pubwatch ban of any person excluded from other member premises.
- The DPS or his deputies will ensure that tables are cleared of glassware regularly and will monitor customers to ensure glasses/bottles are not taken from the premises.
- The Premises licence holder will ensure all bar staff are trained in relation to the legislation relating to the sale of alcohol to drunken persons.

### **Public Safety**

- The Premises will adhere to current health & safety and fire safety regulations.
- The DPS will ensure fire doors are not locked and fire escapes are not blocked.
- Fire extinguishers are to be maintained annually.
- There will be a fire blanket located in the kitchen and a fully maintained first aid kit on site.

### **Prevention of Public nuisance**

- Any live and recorded music will end one hour before the terminal hour for the sale of alcohol.
- No live or recorded music will be played in or transmitted to the outside drinking area.
- Doors and windows will remain closed during the performance of live music and discos except for the ingress and egress of customers.
- The patio/outside seating area will be closed to customers at 23.00 every day.
- The manager and staff will encourage customers to leave quietly.
- The premises supervisor shall monitor the volume of music emanating from the premises and adjust the volume of any music to ensure that any amplified sound from the licensed premises does not cause a public nuisance. The premises supervisor can ensure that music from the premises does not cause a public nuisance by ensuring that the music is inaudible at the boundary of any properties where the occupiers are likely to be sensitive to noise.

### **The Protection of children from harm**

- The restrictions set out in the Licensing Act 2003 will apply.
- Children less than 18 years old will not be allowed into the premises after 22.00.
- Unaccompanied children before 22.00 and any persons after 22.00 suspected of being less than 18 years old will be asked for identification.
- All AWP's and cigarette machines will be sited in view of the bar so that their usage can be monitored and controlled.
- Signs on the machines will indicate that children under the age of 18 are forbidden from using them.
- The Premises will not show videos or TV transmissions that are unsuitable for children under 18 years of age before 22.00.

**Annexe 3 – Conditions attached after a hearing by the licensing authority:**

**The Prevention of Public Nuisance**

- All statements applied in the operating schedule to live music will also apply to recorded music.

**Annexe 4 – Plans:**

Plans held at Epping Forest District Council

# Variation of a Premises Licence

NOTICE IS GIVEN THAT McMullen & Sons, Ltd of 26 Old Cross, Hertford, SG14 1RD has made application to Epping Forest District Council to vary the following licensable activities/conditions in respect of The Hollybush, 140 High Road, Loughton, IG10 4BE

The proposed variations are:

- To extend the timings of Live and Recorded Music to: Sunday to Thursday, 10.00 to 00.00 and Friday and Saturday, 10.00 to 01.00
- To remove the following condition: Any live and recorded music will end one hour before the terminal hour for the sale of alcohol

Any person who wishes to make a representation in relation to this application must give notice in writing of his/her representation by 11 November, 2019, stating the grounds for making said representation to: the Licencing Department, Environmental Service, Epping Forest District Council, Civic Offices, High Street, Epping, Essex, CM18 4BZ

The public register where applications are available to be viewed by members of the public can be accessed online by visiting at [www.eastherts.gov.uk](http://www.eastherts.gov.uk) and following the links to the public register.

The Licensing Authority must receive representations by the date given above. The Licensing Authority will have regard to any such representation in considering the application. It is an offence, under section 158 of the Licensing Act 2003, to knowingly or recklessly make a false statement in or in connection with an application for premises licence and the maximum fine on being convicted of such an offence is £5000.

**Licensing Act 2003:**  
**Full Variation of a Premises Licence**  
NOTICE IS GIVEN THAT McMullen & Sons, Ltd of 26 Old Cross, Hertford, SG14 1RD has made application to Epping Forest District Council to vary the following licensable activities/conditions in respect of The Hollybush, 140 High Road, Loughton, IG10 4BE.

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# Loughton Residents Association Plans Group



[REDACTED]  
020 8508 2932  
23 October 2019

[REDACTED]  
Loughton,  
Essex [REDACTED]

## LICENSING APPLICATION, Hollybush, 140 High Road, Loughton

We object to this application on the basis of the prevention of public nuisance.

This property has residential units nearby. There are flats above the shops on both sides of the High Road, and residents in the properties behind the Hollybush in Smarts Lane.

Under the provisions relating the prevention of public nuisance, we object to the proposed hours for opening, supplying alcohol and providing live or recorded music.

We think that 11pm is the latest that the business should be providing alcohol and any form of music and 11.30pm is the latest closing time which should be permitted.  
Many residents will be in bed by 11pm, and most by midnight.

Customers leaving up to and at closing time will congregate outside the premises waiting for taxis, or will drive away along the High Road. Staff will of course leave some time after closing time, and will also congregate outside the premises waiting for taxis, or will drive away along the High Road. Even if the premises are well-sound-proofed and windows are kept closed, the noise of customers and staff leaving after 11.30pm (and particularly after midnight), at a time when other daytime noises are much reduced, would obviously disturb High Road residents

If the Licensing sub-committee intend to approve the application, then we urge them to impose earlier licensing hours than have been requested, and to retain the condition that any live or recorded music should cease an hour before the terminal hour for the sale of alcohol.

Yours sincerely

[REDACTED]  
David Linnell, for LRA Plans Group.

## Denise Bastick

---

**From:** Daphne Wakeling [REDACTED]  
**Sent:** 06 November 2019 09:28  
**To:** Licensing  
**Subject:** Application for extension of licence premises at The Hollybush, 140 High Road, Loughton IG10 4BE

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Please record our objection to the granting of the Licence applied for.

The grounds on which we object are :-

The prevention of crime and disorder;  
Public Safety,  
The prevention of public nuisance.

We previously experienced the night-time noise coming from two neighbouring premises. As a result of turning out time and the noise in High Beech Road coming from slamming car doors and shouting. We understand that there were also running fights from time to time.

Mr A and Mrs D Wakeling

[REDACTED]  
Loughton  
[REDACTED]

## Denise Bastick

---

**From:** Stuart [REDACTED]  
**Sent:** 06 November 2019 08:42  
**To:** Licensing  
**Subject:** Ref: WK/201934362 The Holly Bush Licence Application 14October2019

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Hello,

I'd like to make representation on the licensing application (by McMullen & Sons Limited) for The Holly Bush public house about extending their Live and Recorded Music license hours.

Since the refurbishment of the pub in November 2018, when McMullens:

- removed the soundproofing within the interior of the pub i.e. the carpet in the rear bar area,
- put corrugated iron over the glass verandah outside the rear,
- did not replace the glass windows with any new triple glazed soundproofed windows,
- decided to have a DJ on Friday and Saturday nights

The noise from the live and recorded music on Friday and Saturday nights from 9pm until 1am, is excessive and makes sleeping for adults and children (unless they are deaf) impossible until the noise has ceased.

Hence any notion/application of extending these hours to school nights (Sunday to Thursday) should be rejected to protect children from harm.

Similarly the attempt to remove the condition about music stopping an hour before the terminal hour for the sale of alcohol, should be rejected on the same basis.

Regards

Stuart Richardson

[REDACTED]  
Loughton

Essex [REDACTED]



## Denise Bastick

---

**From:** Andrew Ellis [REDACTED]  
**Sent:** 04 November 2019 13:02  
**To:** Denise Bastick; Licensing  
**Cc:** adele tuvey  
**Subject:** HollyBush licence application

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Dear Sir/ Madam,

**Re: HollyBush licence change application**

Thank you for the notice of the above application. And the opportunity to influence the consultation/ contest the application.

We wish to make representation at any meeting/ hearing on to strongly oppose the applicaiton.

There are a number of objections:

- Extreme Noise Pollution and disturbance of peace for residents
- Prevention of crime and disorder
- Protection of children from harm

### **Extreme Noise Pollution / Public nuisance**

We have a young family, boys of 6 and 3. And their sleep is often disturbed. Either by music, or by shouting/ noise both whilst the venue is open, and for some time after it has finished. This is then exacerbated by the disturbance caused by cars/ taxis picking people up. And travelling at high speed down the road.

The road is already littered with gas cannisters, glass, litter etc from the various establishments in Loughton.

This situation is extremely detrimental to family physical and mental health, and the legal right to peaceful enjoyment.

### **Prevention of Crime and Disorder**

There have been numerous incidents of varying levels of seriousness in the local area since we have been living in our house. Ranging from drunken noise/ fights etc, to extreme criminal behaviour (the cutting off of someones' hand and dumping in a local garden).

A late night venue in a residential area is only going to increase the chances of this behaviour, and the need for more police presence – due to the danger to residents if they need to step in themselves.

The police have been unable to police the local area effectively previously, and therefore it is unlikely that they are going to be stationed in the street ensuring safety for local residents at each event. Who is going to be responsible for ensuring that residents are not disturbed, are safe, and can enjoy their legal right to peaceful enjoyment of their properties? The public purse will not stretch to cover it, unless the council miraculously has discovered a cash pot to do this.

There is also a real risk that should the council licensing department take a very unusual decision and grant a the application in a residential area, despite the obvious risks, then it itself would be a real risk of a legal case in the event of any serious harm to a resident.

## Protection of Children

There are children of varying ages in the locality. It would be completely unacceptable for them to have to endure disturbed sleep, be awoken by disturbance, shouting, swearing, and other harmful disturbances.

There is also drug paraphernalia, frequent multiple gas cannisters, and dangerous litter (such as broken glass) in the street, that would potentially cause great injury to my children the following day. There is absolutely no possible excuse for allowing even this potential risk to them to prevail.

It is unacceptable to allow their physical and mental well being to be put at risk.

We already have issues with late night drinking and the aftermath. And there has been a history of issues in the neighbourhood. To allow this to come to the doorstep of residential area would be negligent at best, and not fulfilling the duty of care that is required for residents.

We will obviously defend this position through any necessary legal means.

We are very happy to discuss.

Please acknowledge receipt of this email.

Regards

Andrew and Adele Ellis

[REDACTED]

Loughton

Essex

[REDACTED]

## Denise Bastick

---

**From:** Charlotte Cantwell [REDACTED]  
**Sent:** 04 November 2019 09:47  
**To:** Licensing  
**Subject:** Your ref: WK/201934362 - Application to vary the Premises Licence for The Hollybush, 140 High Road, Loughton IG10 4BE

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Dear Sir/Madam,

I live on Smarts Lane, close to the back patio area/garden of The Hollybush.

I am objecting to their request to extend their licensing hours on the basis of *Prevention of Public Nuisance*.

The patrons of The Hollybush are extremely noisy when using the back patio area/garden and it is already enough of a nuisance during their current opening hours. Extending to 00:00 Sunday to Thursday and 01:00 on Fridays and Saturdays would be unbearable. Even with windows shut, you can still clearly hear their patrons chatting - often very noisily. There are older residents and young families at the lower end of Smarts Lane and all of us would be adversely affected by this change.

I would be grateful if you would not proceed with extending their licence.

Kind regards

Charlotte Cantwell

## Denise Bastick

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**From:** roger baldwin [REDACTED]  
**Sent:** 26 October 2019 14:34  
**To:** Handan Ibrahim; Denise Bastick  
**Subject:** Re: FW: Application to Vary premises licence for The Hollybush, 140 High Road, Loughton, IG10 4BE

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Dear Handan Ibrahim and Mrs Denise Bastick

I am writing to you in order to voice my strong objections to the proposed change to the licence of the Holybush Pub in Loughton High Road. The licence number is LN/210001316 and a variation is sought for the hours that live and / or recorded music can be performed on the premises.

The Holybush pub is in close proximity to Loughton Underground Station and attracts / can attract visitors from outside the area. There have been many many well documented and recorded cases, some exceedingly serious, of antisocial behaviour in this particular area of Loughton High Road. The issues were so acute that two nightclubs had their licences suspended and eventually closed to reopen later as restaurants. I deem this to be a good outcome for the area as they attract less rowdy and antisocial behaviour.

Please do not grant an extension to the licencing hours for the Holybush Pub as this will provide a real risk and danger of attracting antisocial elements and causing antisocial behaviour in the High Road after much upheaval and upset in the past. I do not need to remind the committee of the incidents and police interventions that were required. This entailed the diversion of police time and resources which could be better deployed elsewhere.

I'm 100% sure that the residents of Forest Ward, Loughton whom I represent would be absolutely horrified if this extension of hours goes ahead and I urge the committee not to grant it for the reasons stated above. It is my hope that we can make the High Road and safe and attractive place for shopping and leisure activities but without nurturing a club culture. Live music provided later will in effect turn a pub into a club with all that implies for noise, pollution and antisocial behaviour.

Thank you for your attention to this matter.

Cllr Roger Baldwin  
LRA Forest Ward

On Mon, 14 Oct 2019 at 12:03, Handan Ibrahim <[hibrahim@eppingforestdc.gov.uk](mailto:hibrahim@eppingforestdc.gov.uk)> wrote:

## Denise Bastick

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**From:** Patricia Kelly [REDACTED]  
**Sent:** 25 October 2019 10:55  
**To:** Licensing  
**Subject:** Your ref: WK/201934362 - McMullen & Sons Ltd - The Hollybush Loughton

**CAUTION:** This Message originated outside of Epping Forest District Council. Do not click links or open attachments unless you recognise the sender and know the contents is safe.

Dear Sirs

We have received a Notice of Consultation regarding the above premises and wish to submit a representation against the application on the following grounds:

- 1) the prevention of crime and disorder
- 2) the prevention of public nuisance
- 3) public safety

It is well documented that local residents have suffered extensively at the hands of local bars and clubs being allowed such variations in licensing hours and we cannot understand why such applications are even considered. Does EFDC have a short memory of the events that continued for several miserable years because of establishments such as Luxe Bar and Nu Bar being allowed to trade beyond normal hours? Currently, the noise and disturbance emanating from The Hollybush is more than enough. Apart from the drug trading and violent incidents which frequently occur, and the resultant costs of police and ambulance services, the impact on local residents has been severe and should not be allowed to happen again.

Yours faithfully

Patricia Kelly  
[REDACTED]

Loughton

Sent from my iPad

## Denise Bastick

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**From:** Darren Stetzel [REDACTED]  
**Sent:** 22 October 2019 10:22  
**To:** Licensing; contact@LoughtonResidents.co.uk  
**Subject:** Licensing application objection - The Hollybush, 140 High Road

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District Council,

As the owner of [REDACTED] Smarts Lane opposite the Hollybush beer garden, I strongly object to the playing of music from Sunday to Thursday until midnight; Friday to Saturday until 1am. I also object to removing the condition that currently requires any live or recorded music to end one hour before the end of the period for the sale of alcohol.

Firstly, I have already been forced to vacate the master bedroom at the front of the house due to staff leaving after midnight and me having to wake for work at 6am on weekdays. I have raised this to the pub a number of times, but the situation hasn't changed. There were also instances of nuisance due to some cars having oversized exhausts, which was ignored, while there is the slamming of doors and shouting without regard to the neighbours. This got worse when the pub was allowed by the council to increase the parking capacity for staff at the rear. Furthermore, the pub is not soundproof and the crowds inside can be heard across the road. Loud music will be easily heard also inside peoples houses, which will cause disturbance. This worsens in the summer when the back doors are open and the crowds fill the garden.

The encouragement of drinking in the late hours also encourages the use of drugs and urinating by drunk people at the rear of the pub where there is no CTV coverage. Crowds gather there outside our houses due to the proximity of the car park, and we have had instances of people going to the toilet in the driveways of our properties toward the end of the row of houses. Ideally I would like to see the car park closed at night, but the council feel this would be a waste of resource. Encouraging what should be considered a local pub for local people into becoming another late night venue for people in the wider area to attend at the weekends, is somewhat of a backward step in regard to the progress that has been made in the area the past few years.

Since the restrictions placed on Luxe bar and Nu bar and their evolution into becoming eateries...violence and public disorder has decreased in the High Road, as has the unnecessary use of police resources. It has been refreshing not to see bleeding faces out of my window and not to have police knocking on my door looking for discarded knives on my property in the past year. By reintroducing late night music licenses to the area, you will completely eradicate the efforts made by local residents and resources used by yourselves to reduce that exact public disorder in the area...instead reattracting the party culture to Loughton town centre. You have very recent examples of the downside to such licenses in the area.

I consider Loughton to be an area for local people, young, old and families, mostly due to the close proximity of homes to the High Road. The daytime culture is wonderful in the area, but that same respect should applied to the local residents during the night time as well, keeping it a safe place for all to live, where they can work, socialise and relax together in sensible measure.

Regards,

Darren Stetzel

## Denise Bastick

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**From:** Sharon Famiglietti [REDACTED]  
**Sent:** 20 October 2019 18:46  
**To:** Licensing  
**Subject:** Hollybush

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Hi  
I object to the extended licence of The Hollybush due to the number of fights and incidents that occur outside these premises on a regular basis. There are always large numbers of people on the pavement outside the pub and frequent disturbances for local residents. We live on Station Road and already have enough anti social behaviour to put up with.

Kind regards  
Sharon Famiglietti  
[REDACTED]

Loughton  
[REDACTED]

Sent from Yahoo Mail on Android

Lower Bury Lane  
Epping  
Essex

10/11/19.

Dear Sir or Madam

Re: Proposed Licence Variation for the Hollybush Pub, Loughton, Essex  
IG10 4BE

I am writing as property owner of Smarts Lane, Loughton, Essex that is more or less adjacent to the rear of the Hollybush. I wish to object to the proposed extension to the hours for live and recorded music at the premises, until midnight Sunday to Thursday and 1am on Friday and Saturday.

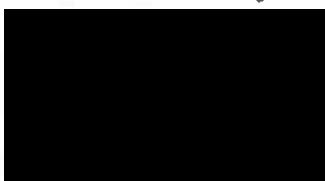
I have formerly been resident at Smarts Lane, although the house is currently rented out.

The pub lies within a residential area to its rear and is not sound-proofed sufficiently to prevent disturbance. The use of the beer garden at the rear also allows for extra noise and disturbance in the evening.

The current arrangements with a curfew on the use of the beer garden after 11pm and the sound system being shut off seem to me to be a fair compromise, given the interests of the pub and the need for sleep for residents and rights to quiet enjoyment.

I hope that you will refuse the application.

Yours Sincerely



Andrew Buchan



## Denise Bastick

---

**From:** Peter Jones 42007706 [REDACTED]  
**Sent:** 06 November 2019 08:26  
**To:** Licensing  
**Cc:** Steven Gill; Sandra Sheahan  
**Subject:** Hollybush, Loughton - Application to Vary Premises Licence  
**Attachments:** Hollybush - Recommended Conditions (Revised).docx

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Good morning Denise & Handan,

As a result of the below correspondence and agreement to the attached conditions being attached to the premises licence; Essex Police make no formal representations in respect of the application to vary the premises licence for Hollybush, 140 High Road, Loughton.

Kind regards,

Peter



**Peter Jones (7706) MIOL MBII**  
Licensing Officer – Epping Forest & Harlow  
☎ 01279625405 (Ext: 313604) [REDACTED]  
📍 Loughton Police Station, 158 High Road, Loughton, IG104BE

---

**From:** Steven Gill <sgill@mcmullens.co.uk>  
**Sent:** 05 November 2019 16:07  
**To:** Peter Jones 42007706 [REDACTED]  
**Cc:** Sandra Sheahan <ssheahan@mcmullens.co.uk>  
**Subject:** RE: 17-10-2019 - Hollybush, Loughton - Application to Vary Premises Licence

Hello Peter.

We are happy with the revised conditions and that they are included in our Premises Licence

Thank you

Kind Regards

Steven

---

**From:** Peter Jones 42007706 [REDACTED]  
**Sent:** 31 October 2019 12:22  
**To:** Steven Gill <sgill@mcmullens.co.uk>  
**Cc:** Sandra Sheahan <ssheahan@mcmullens.co.uk>  
**Subject:** RE: 17-10-2019 - Hollybush, Loughton - Application to Vary Premises Licence

Dear Steven,

Thank you for your consideration of the recommended conditions and accept your responses accordingly. If I may be so bold I have attached the original recommendations, along with a revised version which amends those you raised concerns with; and removing the others (therefore the numbering is slightly changed).

Could you please respond further whether you agree to the 'revised' version.

Kind regards,

Peter



**Peter Jones (7706) MIOL MBII**  
Licensing Officer – Epping Forest & Harlow  
☎ 01279625405 (Ext: 313604) [REDACTED]  
📍 Loughton Police Station, 158 High Road, Loughton, IG104BE

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**From:** Steven Gill <[sgill@mcmullens.co.uk](mailto:sgill@mcmullens.co.uk)>  
**Sent:** 28 October 2019 13:17  
**To:** Peter Jones 42007706 [REDACTED]  
**Cc:** Sandra Sheahan <[ssheahan@mcmullens.co.uk](mailto:ssheahan@mcmullens.co.uk)>  
**Subject:** FW: 17-10-2019 - Hollybush, Loughton - Application to Vary Premises Licence

Hello Peter

Sandra has forwarded your email to me to respond.

You have asked for 20 or more signs to be put up.....I think we are going to have to extend the building to accommodate them all! As experienced operators of pubs we have a very good understanding of the impact that signs have on people's behaviours, and to be honest we find there is very little correlation between the presence of signs and our guests behaviour. In fact for a business trying to attract guests who value of a safe, friendly hospitable environment to have a drink of a meal we find the presence of many of the signs that you are suggesting are counter-productive to attracting that type of person. I regard myself as decent law abiding citizen but if I took my wife into a pub displaying the signage you are proposing about drugs and searching for drugs I would leave immediately thinking I walked into a den of inequity!

It is how we run and manage our pubs that will make a difference, not the presence of 20+ signs dotted around the building. I therefore have to resist couple of your proposals, namely:

The signs referred to in section 6

The posters referred to in section 9

With regard the proposed conditions I would respond as follows

1. Agreed
2. Agreed
3. Agreed
4. Agreed
5. Agreed
6. I agree to the operational procedure proposed but cannot agree to the signage referred to in this proposal
7. We can't agree to this as a condition on our licence. This is new technology, there are in my view potential issues related to invasion of privacy, capturing images without consent. It is all very unsafe and I wouldn't want it on our licence. At our meeting I think we agreed to trial this at the Hollybush, which we will do, but I want us to have the option to continue with it or otherwise.
8. Agreed
9. We can agree to the content and practices indicated in this clause but for the reasons stated above we are not prepared to post notices advertising these practices
10. We can't agree to such a prescriptive condition as to how we run our pubs and certainly we are not going to agree to a condition that would require us to have two members of staff on the bar between say 11am and 12pm on a Monday morning just so one can go check the toilets and one stay on the bar to guard the stock. Can you let me have some evidence where the prescriptive checking and logging of toilets has been used in a prosecution. I can see it as a stick to beat us with but other than that I can't see how it aids the prevention crime.
11. We cannot agree to this as it is not something we can guarantee. Friday and Saturdays we can agree to but not every day.
12. Whilst we have agreed to install an IDSCAN or similar we are not prepared to include it as a condition on our licence.
13. Agreed
14. Agreed
15. We cannot agree to this, this is outside the scope of anything you or the police can enforce. Who we use as suppliers is down to us, how they advertise and market what we contract them to do, as long as it is agreed with us is also down to us.

16. Agreed
17. Agreed
18. Agreed
19. Agreed
20. Agreed
21. Agreed
22. Agreed
23. Agreed
24. Agreed
25. As a company we currently operate Challenge 21 and would not want to switch this site to a policy that conflicts with our company policy. We are happy to commit to take reasonable steps to require any person that is believed to be under the age of 18 to provide ID as outlined in your proposal.
26. We will display signs advising customers of our age verification policy.
27. Agreed
28. Agreed
29. We are happy to include as a condition the requirement to give training to staff and to maintain records, but we are not prepared to agree to mandatory refresher training and maintenance in respect of this.
30. Not agreed. This a well-run pub, not a knocking shop. This condition is not appropriate a condition of a licensed premises that has no history of issues of this nature.

---

**From:** Sandra Sheahan <[ssheahan@mcmullens.co.uk](mailto:ssheahan@mcmullens.co.uk)>

**Sent:** 18 October 2019 10:42

**To:** Steven Gill <[sgill@mcmullens.co.uk](mailto:sgill@mcmullens.co.uk)>

**Subject:** FW: 17-10-2019 - Hollybush, Loughton - Application to Vary Premises Licence



**Sandra Sheahan | Group HR Manager**

**McMullen & Sons | The Whole Hop Brewery | 26 Old Cross | Hertford | SG14 1RD**

**██████████ | [www.mcmullens.co.uk](http://www.mcmullens.co.uk)**

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**From:** Peter Jones 42007706 [<mailto:██████████>]

**Sent:** 18 October 2019 10:19

**To:** Sandra Sheahan <[ssheahan@mcmullens.co.uk](mailto:ssheahan@mcmullens.co.uk)>

**Subject:** FW: 17-10-2019 - Hollybush, Loughton - Application to Vary Premises Licence

Forwarded as discussed.

Peter

---

**From:** Licensing Epping and Brentwood

**Sent:** 17 October 2019 11:48

**To:** [ssheahan@mcmullens.co.uk](mailto:ssheahan@mcmullens.co.uk)

**Cc:** EFDC Licensing <[licensing@eppingforestdc.gov.uk](mailto:licensing@eppingforestdc.gov.uk)>; [csmith@eppingforestdc.gov.uk](mailto:csmith@eppingforestdc.gov.uk)

**Subject:** 17-10-2019 - Hollybush, Loughton - Application to Vary Premises Licence

Dear Sandra

I am contacting you in respect of the application you make in respect of Hollybush, Loughton to extend the times for the licensable activities of live and recorded music to 0100 on Friday and Saturday.

You will be aware that I have had meetings with the premises and McMullen's recently; and that the premises had unlawfully played music to 0100 previously; which has been rectified. It was also reported at the latest meeting; that when the music did cease as per the current licence, that the police concerns regarding crowding, dispersal and associated crime, disorder and public nuisance were reduced.

With this in mind Essex Police seek to agree additional conditions with the premises licence holder in order to further promote the licensing objectives. I attach a schedule of 'recommended conditions' and hope that you will be able to agree some; if not all of these.

I look forward to hearing from you in a timely manner so we can discuss and negotiate during the consultation period without the need for formal representations to be made.

Kind regards,



**Peter Jones (7706) MIOL MBII**

Licensing Officer – Epping Forest & Harlow

☎ 01279625405 (Ext: 313604) [REDACTED]

📍 Loughton Police Station, 158 High Road, Loughton, IG104BE

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### Prevention of Crime and Disorder

1. The premises shall have installed and maintain a closed circuit television surveillance (CCTV) system which at all times complies with the below requirements:
  - i. CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition;
  - ii. CCTV cameras shall cover all public areas including all entrances and exits and all areas where the sale of alcohol takes place;
  - iii. Equipment must be maintained in good working order, be correctly time and date stamped, recordings must be kept in good working order and kept for a minimum period of 31 days;
  - iv. At all times, whilst the premises is open for licensable activities, there are members of staff able to immediately provide viewable copies of recordings to the police or licensing authority staff upon reasonable request;
  - v. The recording equipment and data storage devices shall be kept in a secure environment and fitted with security functions (such as passwords) to prevent recordings being tampered with;
  - vi. An operational daily log report must be maintained endorsed by signature, indicating the system has been checked and is compliant: in the event of any failure this will be recorded immediately.
2. Signs must be displayed at all entrances and exits advising customers that CCTV is operating at the premises and shall be a minimum size of 200 x 148 mm and clearly legible at all times when the premises conducts licensable activities.
3. An incident log shall be kept at the premises, and made immediately available to police or licensing authority staff upon reasonable request. The log must be completed as soon as is possible and within any case within 4 hours of the occurrence and shall record the following:
  - a) all crimes reported to the venue
  - b) all ejections of patrons
  - c) any complaints received concerning crime and disorder
  - d) any incidents of disorder
  - e) all seizures of drugs or offensive weapons
  - f) any faults in a CCTV system, searching equipment or scanning equipment mandated as a condition of the licence

The incident log shall either be electronic or maintained in a bound document with individually numbered pages and be retained for at least 12 months from the date of the last entry.
4. On any occasion where the premises conducts licensable activities past 00:00 hours, at least 2 SIA licensed door supervisors must be on duty from 20:00 hours until at least 30 minutes after the premises closes.
5. Where SIA licensed door supervisors are used at the premises a record shall be maintained (on the premises) which is legible and details:
  - i. The day and date when door supervisors were deployed;
  - ii. The name and SIA registration number of each door supervisor on duty at the premises; and
  - iii. The start and finish time of each door supervisor's worked duty period.

This record shall be retained on the premises for 31 days and be immediately provided to police or licensing authority staff upon reasonable request.
6. When SIA licensed door supervisors are on duty all persons entering or re-entering the premises shall be searched by a SIA licensed door supervisor for drugs and concealed weapons.

7. All SIA licensed door supervisors engaged at the premises for the purpose of supervising or controlling queues or customers must wear high visibility jackets or vests.
8. The premises shall have in place, and operate, a zero tolerance policy with regard to the use/possession of controlled drugs and psychoactive substances. This policy shall specifically include but not be limited to:
  - i. Searching practices upon entry;
  - ii. Dealing with patrons suspected of using drugs on the premises;
  - iii. Scrutiny of spaces including toilets or outside areas;
  - iv. Clear expectations of staff roles (including the DPS, managers/supervisors and door supervisors);
  - v. Staff training regarding identification of suspicious activity and what action to take;
  - vi. The handling of items suspected to be illegal drugs or psychoactive substances
  - vii. Steps taken to discourage and disrupt drug use on the premises
  - viii. Steps to be taken to inform patrons of the premises drug policy/practices
 A copy of this policy document shall be lodged with the police and licensing authority.
9. No alcohol may be supplied by an individual unless that individual has the written consent of the Designated Premises Supervisor or other employed Personal Licence Holder. A written record of this consent must be retained on the premises at all times when such an individual supplies or proposes to supply alcohol and be made available immediately upon reasonable request of the police or licensing authority.

### **Public Safety**

10. After 21:00 hours no persons shall be permitted to take bottles, glasses or drinking vessels from the premises. Conspicuous signage (of a minimum size of 200mm x 148 mm) shall be displayed, at each ingress/egress point explaining this policy.
11. In addition to water, other non-alcoholic beverages shall be available at all times whilst alcohol sale or supply takes place.

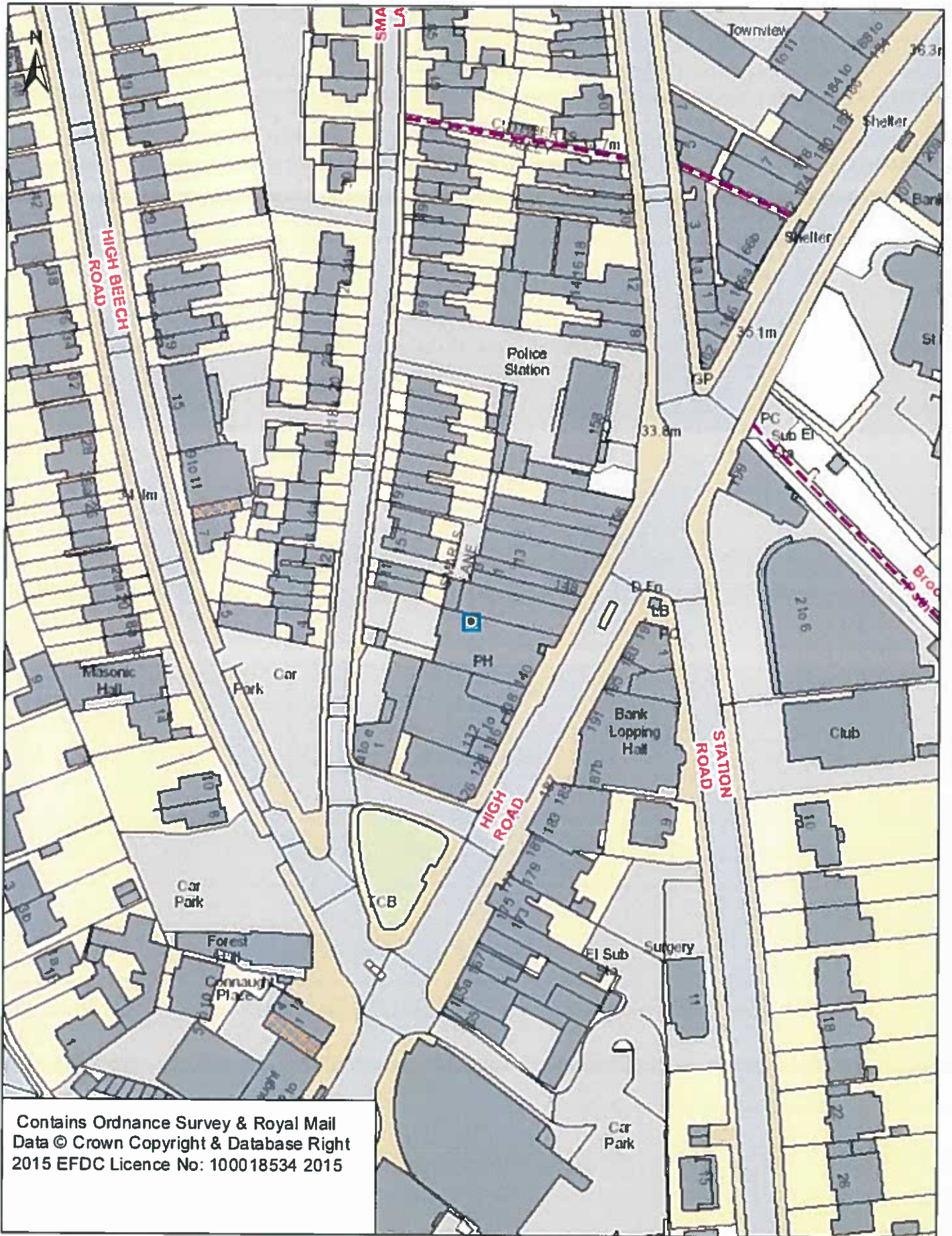
### **Prevention of Public Nuisance**

12. Clear and legible notices must be prominently displayed at any area used for smoking requesting customers to respect local residents and use the area quietly. These signs shall be a minimum size of 200mm x 148 mm.
13. Clear and legible notices must be prominently displayed at all exits requesting customers to respect local residents and leave the area quietly. These signs shall be a minimum size of 200mm x 148 mm.
14. After 00:00 no persons shall be admitted or re-admitted to the premises except for persons who have temporarily left the premises to smoke. Notices to that effect (of a minimum size of 200mm x 148mm) will be displayed at the premises' exits.
15. After 21:00 patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall not be permitted to take drinks or glass containers with them. Notices to that effect (of a minimum size of 200mm x 148mm) will be displayed at the premises' exits.
16. After 21:00 patrons permitted to leave to smoke shall do so in a dedicated area. A maximum of 20 persons to be permitted in this area at any time. This area shall be monitored by staff and/or SIA licensed door staff to ensure it is used quietly.
17. Except when being used for entry or egress by a patron, all external windows and doors shall be kept shut at all times when music is being played after 21:00 hours.

18. No music shall be provided to external areas after 21:00 hours.
19. A written dispersal policy will be formulated and provided to the police and licensing authority which amongst other things details:
- How patrons leaving the premises shall be directed away from the premises;
  - How patrons will be informed of the services of taxi and private hire operators;
  - What staff will be responsible for supervising those leaving the premises and how they will supervise such persons;
  - Any 'wind' down periods;
  - Methods to prevent re-entry to the premises;
  - How bottles and glasses will be prevented from being removed from the premises at closing time.

### **Protection of Children from Harm**

20. A Challenge 21 scheme shall be operated, whereby any person who appears to be under the age of 25 years of age is required to produce on request an item which meets the mandatory age verification requirement and is either a:
- Proof of age card bearing the PASS Hologram;
  - Photocard driving licence;
  - Passport; or
  - Ministry of Defence Identity Card.
21. The premises shall clearly display signs advising customers that a 'Challenge 21' policy is in force.
22. The premises shall display prominent signage indicating that it is an offence:
- for a person under the age of 18 to buy or attempt to buy alcohol; and
  - for a person to buy, or attempt to buy, alcohol for a person under the age of 18.
23. A refusals record shall be maintained at the premises which details all refusals to sell alcohol. Each entry shall, as a minimum, record the date and time of the refusal and the name of the staff member refusing the sale. All entries must be made as soon as possible and in any event within 4 hours of the refusal and the record must be made immediately available to police, trading standards or licensing authority staff upon reasonable request. The refusals record shall either be electronic or maintained in a bound document and retained for at least 12 months from the date of the last entry.
24. All staff engaged in the sale or supply of alcohol on the premises shall have received training in relation to the protection of children from harm (including under-age sales), how to recognise drunkenness and the duty not to serve drunk persons.



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**Denise Bastick**

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**From:** Spencer Webb [REDACTED]  
**Sent:** 10 November 2019 23:31  
**To:** Licensing  
**Subject:** Representation against application WK/201934362

**CAUTION:** This Message originated outside of Epping Forest District Council. Do not click links or open attachments unless you recognise the sender and know the contents is safe.

FAO The Licensing Team

TWIMC,

I raise the following objections to the above application of 14th October:

- The Hollybush (notably their rear 'beer garden') borders the quiet residential areas of Smarts Lane & High Beech Road. The provision of music to such a late hour, especially on Friday & Saturday nights, could generate considerable public nuisance. Restricting end times to no later than 23:30 would not be unreasonable & be more in keeping with other establishments nearby.
- The hours for sale & availability of alcohol are already very generous; relatively low-grade public disorder is currently problematic from intoxicated patrons, as witnessed in the above streets, particularly in the small hours at the weekend. Ramping this up further, with extended enlivening entertainment, does not seem wise.

Yours faithfully,  
Mr A Webb (of High Beech Road)

Sent from my iPad

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## **Report to the Licensing Sub-Committee**

**Date of meeting: 3 December 2019**



**Epping Forest  
District Council**

**Subject: New Premises Licence application – Wo Fat Restaurant, 270-272 High Road, Loughton, Essex, IG10 1RB**

**Responsible Officer: Denise Bastick (01992 564334).**

**Democratic Services: Gary Woodhall (01992 564470).**

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### **Decisions Required:**

**To determine the application for a new Premises Licence under the Licensing Act 2003**

### **Report:**

#### **Application**

1. An application has been made by Win Rise Ltd for a new premises licence at 270-272 High Road, Loughton, Essex, IG10 1RB. The application is for a new premises licence to include the sale of alcohol Monday to Thursday 12:00 to 14:30 and 17:00 to 23:00, Friday and Saturday 12:00 to 14:30 and 17:00 to 23:30 and Sunday 12:00 to 23:00. The provision of recorded music Monday to Thursday 12:00 to 14:30 and 17:00 to 23:00, Friday and Saturday 12:00 to 14:30 and 17:00 to 23:30 and Sunday 12:00 to 23:00. Late Night refreshment Friday and Saturday 23:00 to 23:30. The opening hours of the premises are Monday to Thursday 12:00 to 14:30 and 17:00 to 23:00, Friday and Saturday 12:00 to 14:30 and 17:00 to 23:30 and Sunday 12:00 to 23:00. The application was received on the 28<sup>th</sup> October 2019.
2. The Operating Schedule sets out conditions which will be attached to the licence if this application is granted.

#### **Licensing Act 2003**

- 3 When considering an application for a licence the licensing authority must have regard to steps that are appropriate to promote of the licensing objectives. These are—
  - (a) the prevention of crime and disorder;
  - (b) public safety;
  - (c) the prevention of public nuisance; and
  - (d) the protection of children from harm.
- 4 It must also have regard to its Statement of Licensing Policy and any guidance issued by the Secretary of State.

#### **Consultation**

- 5 The Responsible Authorities have received a copy of the application, it was also advertised at the premises and in a local newspaper.

- 6 All residences and businesses within 150 meters radius of the premises were individually consulted.
- 7 The authority has received one representation from Loughton Town Council, one representation from Loughton Residents Association Plans Group and one representation from a local resident, which are also attached. Essex Police have agreed conditions with the applicant, which are also attached. A response has been received from Essex County Fire & Rescue Service, who have no objections.
- 8 The objections relate to the prevention of the prevention of public nuisance.

### **Guidance Issued by the Secretary of State**

- 9 The Licensing Act 2003 provides that the licensing authority must 'have regard to guidance issued by the Secretary of State under section 182.
- 10 Sections 2.15 to 2.21 of the Guidance are relevant to this application.

### **Options**

In determining this application the Sub-Committee may take any of the following steps as it considers necessary for the promotion of the licensing objectives, namely:

- (a) to grant the licence as applied for subject to
  - the conditions mentioned in the Operating Schedule modified as the Sub-committee considers necessary for the promotion of the licensing objectives, and
  - the mandatory conditions specified in the Licensing Act 2003, or
- (b) to exclude from the scope of the licence any licensable activities to which the application relates, or
- (c) refuse to specify a person as the premises supervisor, or
- (d) reject the application

### **Determination**

The Sub-committee is asked to determine the application having regard to

- (a) the content of this report and representations
- (b) any additional information obtained from the hearing
- (c) the Council's statement of licensing policy
- (d) Guidance issued by the Secretary of State, and
- (e) the steps appropriate to promote the licensing objectives.

### **Appeal**

If any party is aggrieved with the decision they can appeal to Magistrates court. The appeal period is 21 days from notification of the decision.

### **Background Papers Used In Preparing This Report:**

- The Licensing Act 2003  
<http://www.legislation.gov.uk/ukpga/2003/17/contents?view=plain>
- The Secretary of State's Guidance issued under Section 182 Licensing Act 2003
- Epping Forest District Council's statement of licensing policy.  
<http://www.eppingforestdc.gov.uk>

### **Attached documents**

- Application for premises licence
- Plan of the premises
- Newspaper advert
- Blue Notice
- Map of the area
- Public Notice
- One representation from Loughton Town Council, one representation from Loughton Residents Association Plans Group and one representation from a local resident
- Email from Essex Police agreeing conditions with the applicant.

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**Epping Forest  
Application for a premises licence  
Licensing Act 2003**

For help contact  
[licensing@eppingforestdc.gov.uk](mailto:licensing@eppingforestdc.gov.uk)  
Telephone: 01992 564000

\* required information

**Section 1 of 21**

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference  This is the unique reference for this application generated by the system.

Your reference  You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

- Yes
- No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

**Applicant Details**

\* First name

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

- Applying as a business or organisation, including as a sole trader
- Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

**Applicant Business**

Is your business registered in the UK with Companies House?  Yes  No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name

VAT number

Legal status

If your business is registered, use its registered name.  
Put "none" if you are not registered for VAT.

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

**Premises Address**

Are you able to provide a postal address, OS map reference or description of the premises?

Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)



**Section 3 of 21**

**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

**Confirm The Following**

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

**Section 4 of 21**

**NON INDIVIDUAL APPLICANTS**

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

**Non Individual Applicant's Name**

Name

**Details**

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Contact Details**

E-mail

Telephone number

Other telephone number

\* Date of birth  /  /   
dd mm yyyy

\* Nationality  Documents that demonstrate entitlement to work in the UK

**Section 5 of 21**

**OPERATING SCHEDULE**

When do you want the premises licence to start?  /  /   
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end  /  /   
dd mm yyyy

Provide a general description of 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.

WE ARE APPLYING A PREMISES LICENCE FOR A CHINESE RESTAURANT SITUATES AT 270-272 HIGH ROAD IN LOUGHTON IG10 1RB. THE NAME OF THE RESTAURANT IS WO FAT. WO FAT PROVIDES HOT FOODS FOR SIT IN CUSTOMERS AND ALSO HAVE TAKEAWAY SERVICES.

*Continued from previous page...*

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

65

**Section 6 of 21**

**PROVISION OF PLAYS**

See guidance on regulated entertainment

Will you be providing plays?

Yes

No

**Section 7 of 21**

**PROVISION OF FILMS**

See guidance on regulated entertainment

Will you be providing films?

Yes

No

**Section 8 of 21**

**PROVISION OF INDOOR SPORTING EVENTS**

See guidance on regulated entertainment

Will you be providing indoor sporting events?

Yes

No

**Section 9 of 21**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

Yes

No

**Section 10 of 21**

**PROVISION OF LIVE MUSIC**

See guidance on regulated entertainment

Will you be providing live music?

Yes

No

**Section 11 of 21**

**PROVISION OF RECORDED MUSIC**

See guidance on regulated entertainment

Will you be providing recorded music?

Yes

No

**Standard Days And Timings**

Continued from previous page...

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other  
structure tick as appropriate. Indoors may  
include a tent.

State 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.

NOT APPLY

State any seasonal variations for playing recorded music

For example (but not exclusively) where the activity will occur on additional days during the summer months.

NOT APPLY

Continued from previous page...

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

NOT APPLY

**Section 12 of 21**

**PROVISION OF PERFORMANCES OF DANCE**

See guidance on regulated entertainment

Will you be providing performances of dance?

Yes

No

**Section 13 of 21**

**PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE**

See guidance on regulated entertainment

Will you be providing anything similar to live music, recorded music or performances of dance?

Yes

No

**Section 14 of 21**

**LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

Yes

No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

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.

Continued from previous page...

FRIDAY

Start 23:00

End 23:30

Start

End

SATURDAY

Start 23:00

End 23:30

Start

End

SUNDAY

Start

End

Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

- Indoors       Outdoors       Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

SUPPLY NORMALLY RESTAURANT MEAL ONLY NO AMPLIFIED MUSIC.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

NA

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

NA

Section 15 of 21

SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes       No

Continued from previous page...

**Standard Days And Timings**

**MONDAY**

Start

End

Start

End

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.

**TUESDAY**

Start

End

Start

End

**WEDNESDAY**

Start

End

Start

End

**THURSDAY**

Start

End

Start

End

**FRIDAY**

Start

End

Start

End

**SATURDAY**

Start

End

Start

End

**SUNDAY**

Start

End

Start

End

Will the sale of alcohol be for consumption:

- On the premises     Off the premises     Both

If the sale of alcohol is for consumption on  
the premises select on, if the sale of alcohol  
is for consumption away from the premises  
select off. If the sale of alcohol is for  
consumption on the premises and away  
from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

NA

Continued from previous page...

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

NA

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

**Name**

First name

Family name

Date of birth  /  /   
dd mm yyyy

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.



Continued from previous page...

**Section 16 of 21**

**ADULT ENTERTAINMENT**

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

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 etc gambling machines etc.

NA

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

**MONDAY**

Start

End

Start

End

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.

**TUESDAY**

Start

End

Start

End

**WEDNESDAY**

Start

End

Start

End

**THURSDAY**

Start

End

Start

End

**FRIDAY**

Start

End

Start

End

**SATURDAY**

Start

End

Start

End

**SUNDAY**

Start

End

Start

End

State any seasonal variations

*Continued from previous page...*

For example (but not exclusively) where the activity will occur on additional days during the summer months.

NA

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

NA

### **Section 18 of 21**

#### **LICENSING OBJECTIVES**

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

WE WILL TRAIN ALL STAFFS WORKING IN THE RESTAURANT : DO NOT SELL ALCOHOLIC DRINK TO PERSON UNDER THE AGE OF 18 YEAR OLD. (REQUEST FOR ID IF IN DOUBT). DO NOT SELL ALCOHOLIC DRINK TO A PERSON APPEARS TO BE VERY DRUNK.

b) The prevention of crime and disorder

WE WILL INSTALL VIDEO/CCTV EQUIPMENT INSIDE AND OUTSIDE THE PREMISES AND ENSURE THAT IT IS MAINTAINED IN WORKING ORDER.

WE WILL SET VIDEO/CCTV EQUIPMENT TO RECORD 24 HOURS A DAY.

c) Public safety

WE WILL BE RESPONSIBLE FOR THE DISPOSAL OF WASTE ON THE FRONTAGE OF THE PREMISES.

WE WILL ENSURE THAT THE MAXIMUM OCCUPANCY OF THE LICENCE PREMISES IS RESTRICTED TO 80 PEOPLE AT ANY TIME.

d) The prevention of public nuisance

WE WILL ENSURE THAT THE CONSUMPTION OF ALCOHOL IS RESTRICTED TO THE RESTAURANT AREA (CUSTOMER SEATING) AS INDICATED ON THE GROUND FLOOR PLAN DRAWING.

e) The protection of children from harm

WE WILL ENSURE THAT ANY PERSON SELLING OR SUPPLYING ALCOHOLIC DRINK UNDER THE AUTHORITY OF A PERSONAL LICENCE HOLDER ASKS FOR A PHOTO ID PROOF OF AGE WHERE THEY HAVE REASON TO SUSPECT THAT THE INDIVIDUAL

Continued from previous page...

MAY BE UNDER 18 YEARS OF AGE.

## Section 19 of 21

### NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

#### Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

#### Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

*Continued from previous page...*

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

*Continued from previous page...*

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

#### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

#### **Section 20 of 21**

#### **NOTES ON REGULATED ENTERTAINMENT**

*Continued from previous page...*

In terms of specific **regulated entertainments** please note that:

- **Plays:** no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 500.
- **Films:** no licence is required for 'not-for-profit' film exhibition held in community premises between 08:00 and 23:00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- **Indoor sporting events:** no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000.
- **Boxing or Wrestling Entertainment:** no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- **Live music:** no licence permission is required for:
  - a performance of unamplified live music between 08:00 and 23:00 on any day, on any premises.
  - a performance of amplified live music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - a performance of amplified live music between 08:00 and 23:00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - a performance of amplified live music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - a performance of amplified live music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- **Recorded Music:** no licence permission is required for:
  - any playing of recorded music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - any playing of recorded music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - any playing of recorded music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

## Section 21 of 21

### PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00\*

Band E - £125001 and over £635.00\*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

315.00

### ATTACHMENTS

### AUTHORITY POSTAL ADDRESS

Continued from previous page...

**Address**

Building number or name	270 - 272
Street	HIGH ROAD
District	
City or town	LOUGHTON
County or administrative area	ESSEX
Postcode	IG10 1RB
Country	United Kingdom

**DECLARATION**

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK. The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name	YING LEUNG TOM CHEUNG
* Capacity	DIRECTOR
Date (dd/mm/yyyy)	25/10/2019

Add another signatory

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/epping-forest/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

**IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED**



**Consent of individual to being specified as premises supervisor**

I YING LEUNG TOM CHEUNG  
[full name of prospective premises supervisor]

Of [REDACTED]

[home address of prospective premises supervisor]

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for

PREMISES LICENCE

[type of application]

By YING LEUNG TOM CHEUNG

[name of applicant]

relating to a premises licence [number of existing licence, if any]

for WO FAT RESTAURANT  
270 – 272, HIGH ROAD, LOUGHTON, ESSEX, IG10 1RB.

[name and address of premises to which the application relates]

and any premises licence to be granted or varied in respect of this application made by

YING LEUNG TOM CHEUNG

-----  
*[name of applicant]*

concerning the supply of alcohol at

WO FAT RESTAURANT, 270 – 272, HIGH ROAD LOUGHTON  
ESSEX, IG10 1RB.

-----  
*[name and address of premises to which application relates]*

I also confirm that I am entitled to work in the United Kingdom and am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

████████████████████

-----  
*[insert personal licence number, if any]*

Personal licence issuing authority

██

-----  
*[insert name and address and telephone number of personal licence issuing authority, if any]*

| Signed

CAR

████████████████████

Name (please print)

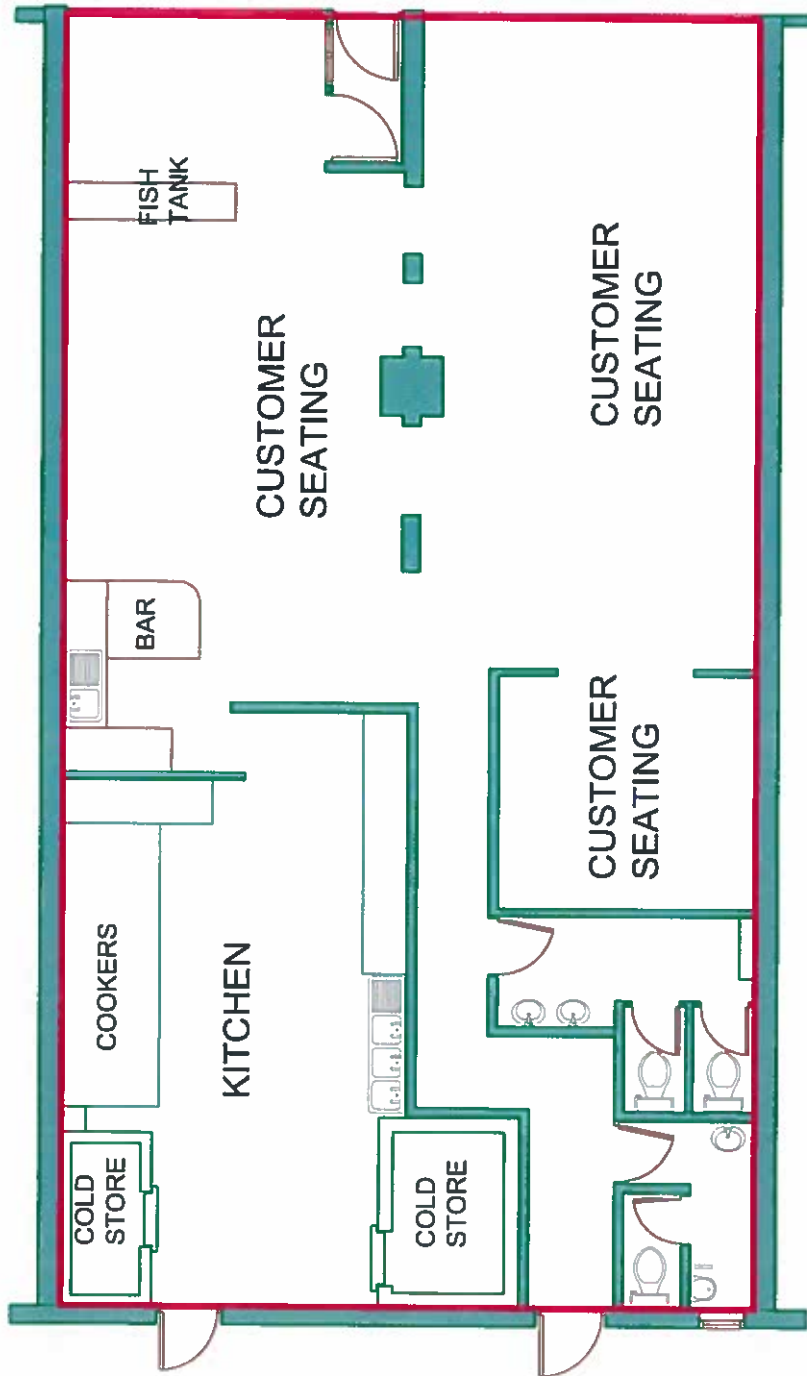
\_\_\_\_\_YING LEUNG TOM CHEUNG

| Date

1\_\_\_\_9-10-2019

**LEGEND**

— Restaurant area



# 1:100 GROUND FLOOR PLAN

B	Restaurant Area defined	16.05.2019	
A	Customer Area shown	16.05.2019	
Rev	By	Description	Date

Client: **Wo Fat Restaurant**

Project: **Wo Fat Restaurant,  
270-272 High Road,  
Loughton, IG10 1RB**

Task: **Existing ground floor layout**

Date: **04 2019** Scale: **A4 1:100**

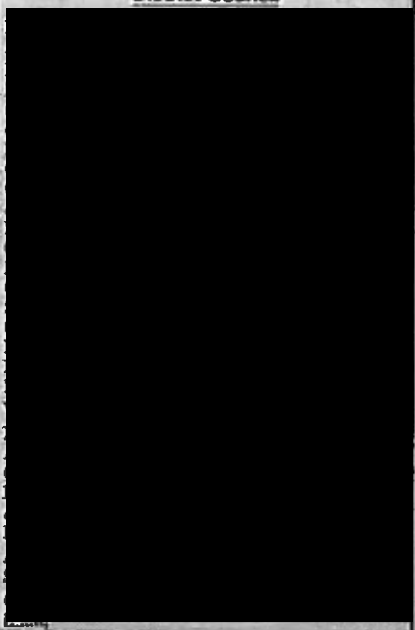
Drawn: - Checked: -

Dwg. No: **WF-010** Rev **B**

► Announcements - Public Notices



Epping Forest District Council



Notice of Application for a New Premises Licence under the Licensing Act 2003

Notice is given this day 28th October 2019 that Win Rise Ltd of 138 Berkley Close, Highwoods, Colchester, Essex, CO4 9RR has applied to the Licensing Office of Epping Forest District Council for a Premises Licence in respect of Wo Fat Restaurant 270-272 High Road, Loughton, Essex IG10 1RB. The proposed licence is for recorded music, sale of alcohol on the premises from Monday to Thursday between 12:00 to 14:30 and 17:00 to 23:00, Friday and Saturday between 12:00 to 14:30 and 17:00 to 23:30, and Sunday between 12:00 to 23:00 and provision of late night refreshment Friday and Saturday between 23:00 to 23:30. The premises opening hours are Monday to Thursday between 12:00 to 14:30 and 17:00 to 23:00, Friday and Saturday between 12:00 to 14:30 and 17:00 to 23:30, and Sunday between 12:00 to 23:00. The register of licensed premises is maintained at the Licensing Office of Epping Forest District Council, Civic Offices, High Street, Epping, Essex, CM18 4BZ. Applications for premises licences may be inspected at this office during office hours. Anyone wishing to oppose this application must give written notice to the Licensing Office within 28 days of this notice. It is an offence knowingly or recklessly to make a false statement in connection with an application which could lead to a fine on summary conviction (maximum £5000)

# Working together to help businesses grow

# 819k+ pages viewed every month.

\*Source: Omniture Q3 2018

# EPPING FOREST Guardian

To discuss your requirements

## 020 8884 7420

saleseast@localiq.co.

Page 84

### BRICKIES: LEAFLETS BUILD YOUR BUSINESS



Notice of Application for a New Premises Licence under  
the Licensing Act 2003

Notice is given this day 28th October 2019 that Win Rise Ltd of 138 Barkley Close, Highwoods, Colchester, Essex, CO4 9RR, has applied to the Licensing Office of Epping Forest District Council for a Premises Licence in respect of Wo Fat Restaurant 270-272 High Road, Loughton, Essex IG10 1RB

The proposed licence is for recorded music, sale of alcohol on the premises from Monday to Thursday between 12:00 to 14:30 and 17:00 to 23:00, Friday and Saturday between 12:00 to 14:30 and 17:00 to 23:30, and Sunday between 12:00 to 23:00 and provision of late night refreshment Friday and Saturday between 23:00 to 23:30.

The premises opening hours are Monday to Thursday between 12:00 to 14:30 and 17:00 to 23:00, Friday and Saturday between 12:00 to 14:30 and 17:00 to 23:30, and Sunday between 12:00 to 23:00.

The register of licensed premises is maintained at the Licensing Office of Epping Forest District Council, Civic Offices, High Street, Epping, Essex, CM16 4BZ.

Applications for premises licences may be inspected at this office during office hours. Anyone wishing to oppose this application must give written notice to the Licensing Office within 28 days of this notice.

It is an offence knowingly or recklessly to make a false statement in connection with an application which could lead to a fine on summary conviction (maximum £5000)

## **Register of Licence applications received.**

Date application received: 28<sup>th</sup> October 2019

Applicant name: Win Rise Ltd

Address of Premises: Wo Fat Restaurant, 270-272 High Road, Loughton, Essex, IG10 1RB

Brief details of the nature of the application;

New premises licence application for a restaurant. The application is for the following:

**The provision of recorded music** – Monday to Thursday 12:00 – 14:30 and 17:00 – 23:00, Friday and Saturday 12:00 – 14:30 and 17:00 to 23:30 and Sunday 12:00 – 23:00

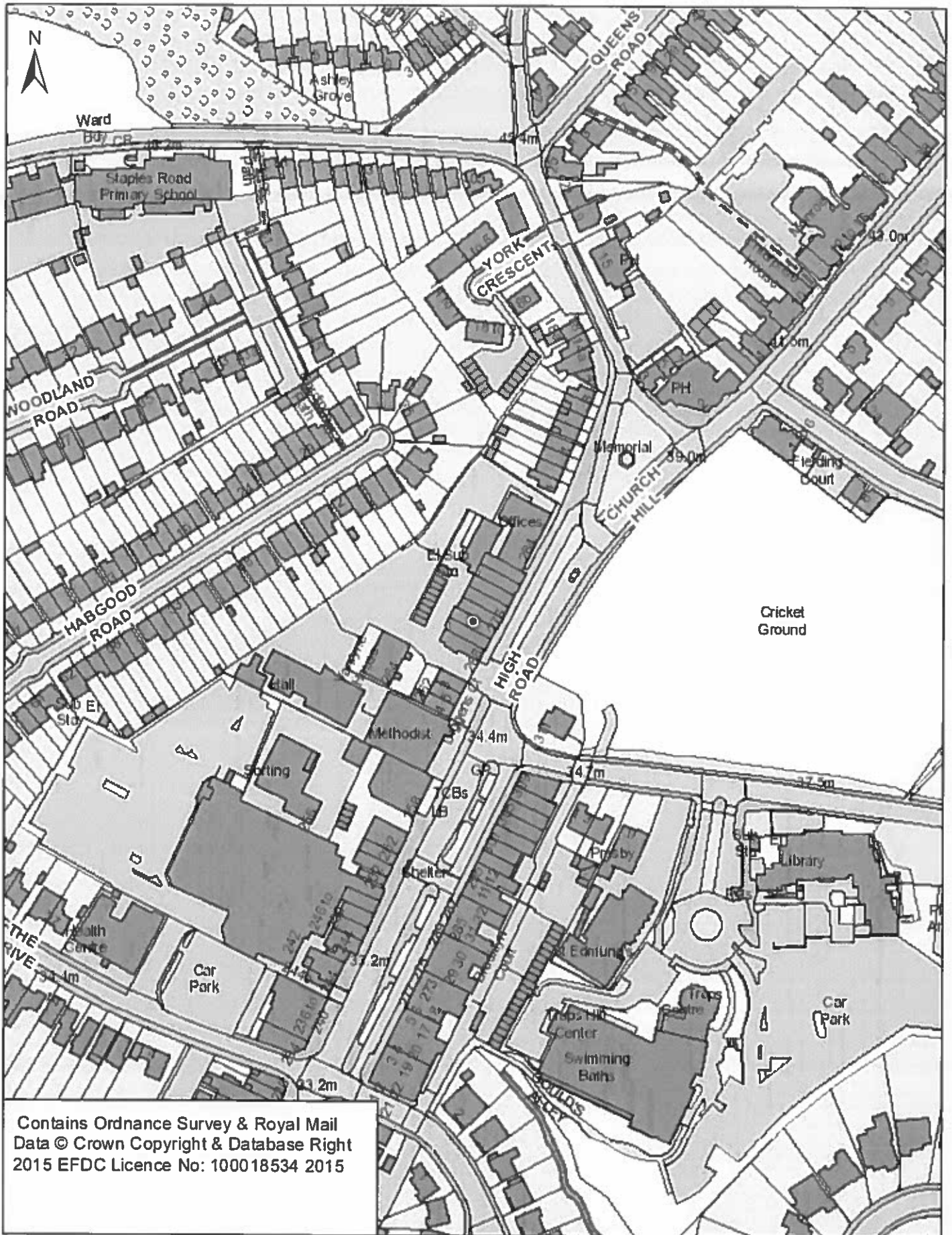
**Late night refreshment** – Friday and Saturday 23:00 – 23:30

**Supply of Alcohol** – Monday to Thursday 12:00 – 14:30 and 17:00 – 23:00, Friday and Saturday 12:00 - 14:30 and 17:00 – 23:30 and Sunday 12:00 – 23:00

**Hours Premises Are Open To The Public-** Monday to Thursday 12:00 – 14:30 and 17:00 – 23:00, Friday and Saturday 12:00 – 14:30 and 17:00 – 23:30 and Sunday 12:00 – 23:00

Any representations regarding the above application should be made within 28 days of the day above, to;

Epping Forest District Council  
Licensing Unit Civic Offices,  
High Street  
Epping  
Essex  
CM16 4BZ



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## Denise Bastick

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**From:** Debra Paris [REDACTED]  
**Sent:** 13 November 2019 12:43  
**To:** Handan Ibrahim; Denise Bastick  
**Subject:** Licensing Application: Wo Fat Restaurant

**CAUTION: This Message originated outside of Epping Forest District Council. Do not click links or open attachments unless you recognise the sender and know the contents is safe.**

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Dear Handan/Denise

Please see below the comments of our Planning & Licensing Committee, regarding the above application, following its meeting on Monday, 11 November:

**Notice of application for a new Premises Licence under the Licensing Act 2003 in respect of Wo Fat Restaurant, 270-272 High Road, Loughton, IG10 1RB.**

The Committee NOTED the contents of a letter of objection.

The Committee OBJECTED to this application on the grounds of the prevention of public nuisance. Members considered that 11pm was the latest closing time that should be permitted, to protect the amenity of residents living in neighbouring properties.

I would be most grateful if you could acknowledge receipt of this notification.

Kind regards  
Debra

Debra Paris  
Planning and Licensing Committee Clerk Loughton Town Council  
Loughton Library & Town Hall, Traps Hill, Loughton, IG10 1HD  
Tel: 020 8508 4200  
Fax: 020 8508 4400  
E-mail [contact@loughton-tc.gov.uk](mailto:contact@loughton-tc.gov.uk)  
Web: [www.loughton-tc.gov.uk](http://www.loughton-tc.gov.uk)



### COUNTDOWN TO CHRISTMAS

Remember the date – Friday 6 December 2019 from 3.30-5.30pm

Free entertainment, fun fair rides and lots more...

The Broadway, Debden, Loughton IG10 3SP



facebook

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# Loughton Residents Association Plans Group

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[REDACTED]  
02 November 2019

## **LICENSING APPLICATION, 270-272 High Road Loughton**

This restaurant has residential units above the premises and behind the premises. Indeed, all the roads leading to and from the restaurant are residential, including the High Road, which has residential units above and behind the shops.

Many residents will be in bed by 11pm, and most by midnight.

Under the provisions relating the prevention of public nuisance, we object to the proposal to vary the hours for the supply of alcohol, late night refreshments and the provision of recorded music beyond 11pm on any night of the week) because of the disturbance this would inevitably cause to residents nearby.

We think that 11pm is the latest that restaurant with residential accommodation above should be providing alcohol and recorded music, as even if the premises are well-sound-proofed the noise of such customers - and their vehicles - leaving late at night, at a time when other daytime noises are much reduced, would obviously disturb residents.

Customers leaving up to and at closing time will congregate outside the premises waiting for taxis, or will drive away along the High Road or Traps Hill. Staff will of course leave some time after closing time, and will also congregate outside the premises waiting for taxis, or will drive away along the High Road or Traps Hill.

Even if the premises are well-sound-proofed and windows are kept closed, the noise of customers and staff leaving after 11pm, at a time when other daytime noises are much reduced, would obviously disturb residents

If the Licensing sub-committee intend to approve the application, then we urge them to impose earlier licensing hours than have been requested.

Yours sincerely

[REDACTED]  
David Linnell, for LRA Plans Group.

## Denise Bastick

---

**From:** Sarah Rosenbloom [REDACTED]  
**Sent:** 02 November 2019 06:56  
**To:** Licensing  
**Subject:** re Wo Fat licence

CAUTION: This Message originated outside of Epping Forest District Council. Do not click links or open attachments unless you recognise the sender and know the contents is safe.

We received a letter stating that wo fat has applied for a late licence to serve alcohol. We live on habgood road, and we strongly feel that this will cause more noise disturbance to the local community which is already very loud during the weekend and bring in people who will cause anti social behaviour during this time, Therefore we contest the requested licence.

[REDACTED]  
Loughton  
Essex

Kind regards  
Sarah Trenam

Agreed conditions

**Denise Bastick**

---

**From:** Peter Jones 42007706 [REDACTED]  
**Sent:** 14 November 2019 08:29  
**To:** Licensing  
**Cc:** Tom CHEUNG  
**Subject:** RE: Wo Fat, 270-272 High Road, Loughton - Application for a Premises Licence  
**Attachments:** Wo Fat, Loughton - Recommended Conditions.docx

**CAUTION: This Message originated outside of Epping Forest District Council. Do not click links or open attachments unless you recognise the sender and know the contents is safe.**

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Good morning,

Further to the below correspondence and agreement to the recommended conditions. Essex Police make no representations.

Peter



**Peter Jones (7706) MIOL MBII**  
Licensing Officer – Epping Forest & Harlow  
☎ 01279625405 (Ext: 313604) [REDACTED]  
📍 Loughton Police Station, 158 High Road, Loughton, IG104BE

---

**From:** Tom CHEUNG [REDACTED]  
**Sent:** 13 November 2019 16:05  
**To:** Peter Jones 42007706 [REDACTED]  
**Cc:** EFDC Licensing <licensing@eppingforestdc.gov.uk>  
**Subject:** Re: Wo Fat, 270-272 High Road, Loughton - Application for a Premises Licence

Dear Mr Jones,

Thank you for your earlier phone call and the email as well as the schedule of recommendations sought by Essex Police.

I am writing to agree and confirmed we will follow the law compliance of recommendations of all the three main conditions, which is include the **Prevention of Crime and Disorder, Prevention of Public Nuisance, and Protection of Children from Ham.**

Actually, we have been installed the CCTV in the premise that cover all entrances and exits. The system can kept for a 31 days of data. Signs has been display on all entrances and exits.

We will display the clear and legible notice requesting customers to respect local residents and leave the area quietly, and any area used for smoking should respect local residents.

A Challenge 24 scheme shall be operated. Staff and new staff training of mandatory age verification will take place.

If you have any further concern, please do not hesitate to contact me by phone or email.

We look forward your confirmation soon.

With warmest regards

Ying Cheung

Mobile: [REDACTED]

On Wednesday, 13 November 2019, 10:32:03 GMT, Peter Jones 42007706 [REDACTED] wrote:

Dear Sir,

Further to my earlier telephone call; please find attached a schedule of recommendations sought by Essex Police in respect of your application for a premises licence at Wo Fat, 270-272 High Road, Loughton.

Please advise by return email whether you are able to agree to these or not.

Kind regards,



**Peter Jones (7706) MIOL MBII**

Licensing Officer – Epping Forest & Harlow

☎ 01279625405 (Ext: 313604) [REDACTED]  
📍 Loughton Police Station, 158 High Road, Loughton, IG104BE

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### **Prevention of Crime and Disorder**

1. The premises shall have installed and maintain a closed circuit television surveillance (CCTV) system which at all times complies with the below requirements:
  - i. CCTV will be provided in the form a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition;
  - ii. CCTV cameras shall cover all entrances and exits and the areas where alcohol sales take place;
  - iii. Equipment must be maintained in good working order, be correctly time and date stamped, recordings must be kept in good working order and kept for a minimum period of 31 days;
  - iv. Upon the reasonable request of the police or licensing authority staff, within 48 hours viewable copies of recordings will be provided.
2. Signs must be displayed at all entrances and exits advising customers that CCTV is operating at the premises and shall be a minimum size of 200 x 148 mm and clearly legible at all times when the premises conducts licensable activities.
3. Substantial food and non-intoxicating beverages shall be available in all parts of the premises where alcohol is sold or supplied for consumption on the premises at all times.
4. No alcohol may be supplied by an individual unless that individual has the written consent of the Designated Premises Supervisor or other employed Personal Licence Holder. A written record of this consent must be retained on the premises at all times when such an individual supplies or proposes to supply alcohol and be made available immediately upon reasonable request of the police or licensing authority.
5. In addition to water, other non-alcoholic beverages shall be available at all times whilst alcohol sale or supply takes place.

### **Prevention of Public Nuisance**

6. Clear and legible notices must be prominently displayed at all exits requesting customers to respect local residents and leave the area quietly.
7. Clear and legible notices must be prominently displayed at any area used for smoking requesting customers to respect local residents and use the area quietly.
8. The premises must operate as a restaurant:
  - i. In which customers must be seated at a table;
  - ii. Which provides substantial table meals that are prepared on the premises and are served and consumed at the table;
  - iii. Which do not provide any take away service of food or drink for immediate consumption; and
  - iv. Where alcohol must not be sold, supplied, or consumed on the premises otherwise than to persons who are taking substantial table meals and provided always that the consumption of alcohol by such persons is ancillary to taking such meals.
9. Service of alcohol shall be by waiter/waitress only to patrons seated at a table and who have or intend to have a substantial meal.

10. No persons shall be supplied with alcohol at a bar or place of similar description within or outside the premises.

#### **Protection of Children from Harm**

11. A Challenge 25 scheme shall be operated, whereby any person who appears to be under the age of 25 years of age is required to produce on request an item which meets the mandatory age verification requirement and is either a:

- Proof of age card bearing the PASS Hologram;
- Photocard driving licence;
- Passport; or
- Ministry of Defence Identity Card.

12. The premises shall clearly display signs at the entrance advising customers that a 'Challenge 25' policy is in force.

13. A refusals record shall be maintained at the premises which details all refusals to sell alcohol. Each entry shall, as a minimum, record the date and time of the refusal and the name of the staff member refusing the sale.

14. All entries must be made as soon as possible and in any event within 4 hours of the refusal and the record must be made immediately available to police, trading standards or licensing authority staff upon reasonable request. The refusals record shall either be electronic or maintained in a bound document and retained for at least 12 months from the date of the last entry.