

Committee Agenda



**Epping Forest
District Council**

Licensing Sub-Committee Thursday, 2nd July, 2009

Place: Council Chamber, Civic Offices, High Street, Epping

Time: 10.00 am

Democratic Services Officer: Gary Woodhall
Tel: 01992 564470
Email: gwoodhall@eppingforestdc.gov.uk

Members:

Councillors D Dodeja, Mrs R Gadsby, J Hart and Ms J Hedges

PLEASE NOTE THE START TIME OF THE MEETING

1. ELECTION OF CHAIRMAN

Under the terms of reference for the Licensing Committee each Sub-Committee is required to elect a Chairman on an ad hoc basis for the duration of the meeting.

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

(Assistant to the Chief Executive) To declare interests in any item on this agenda.

4. PROCEDURE FOR THE CONDUCT OF BUSINESS (Pages 5 - 10)

5. 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):

Agenda Item No	Subject	Exempt Information Paragraph Number
6	Hackney Carriage Driver's Licence – Mr R Mennie	1
7	Hackney Carriage Driver's Licence – Mr B Sheikh	1

8	Hackney Carriage Driver's Licence – Mr U Nawaz	1
9	Hackney Carriage Driver's Licence – Mr R Thomas	1

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.

Confidential Items Commencement: Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

Background Papers: Paragraph 8 of the 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 (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.

6. APPLICATION FOR A HACKNEY CARRIAGE DRIVER'S LICENSE - MR R MENNIE (Pages 11 - 18)

(Director of Corporate Support Services) To consider the attached application in accordance with the Local Government (Miscellaneous Provisions) Act 1976.

7. APPLICATION FOR A HACKNEY CARRIAGE DRIVER'S LICENSE - MR B SHEIKH (Pages 19 - 26)

(Director of Corporate Support Services) To consider the attached report in accordance with the Local Government (Miscellaneous Provisions) Act 1976.

8. APPLICATION FOR A HACKNEY CARRIAGE DRIVER'S LICENCE - MR U NAWAZ (Pages 27 - 34)

(Director of Corporate Support Services) To consider the attached application in accordance with the Local Government (Miscellaneous Provisions) Act 1976.

9. APPLICATION FOR A HACKNEY CARRIAGE DRIVER'S LICENCE - MR R THOMAS (Pages 35 - 38)

(Director of Corporate Support Services) To consider the attached application in accordance with the Local Government (Miscellaneous Provisions) Act 1976.

10. INCLUSION OF PUBLIC AND PRESS

That the public and press be invited back into the meeting for the following item of business.

11. VARIATION OF THE DESIGNATED PREMISES SUPERVISOR - THE FOOTBALL ACADEMY (LANGSTON ROAD, LOUGHTON) (Pages 39 - 60)

(Director of Corporate Support Services) To consider the attached application in accordance with the Licensing Act 2003.

12. 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):

Agenda Item No	Subject	Exempt Information Paragraph Number
13	Review of a Premises Licence – The Football Academy (Langston road, Loughton)	2 & 7

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.

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- (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 (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.

13. REVIEW OF A PREMISES LICENCE - THE FOOTBALL ACADEMY (LANGSTON ROAD, LOUGHTON) (Pages 61 - 142)

(Director of Corporate Support Services) To consider the attached application in accordance with the Licensing Act 2003.

Agenda Item 4

PART 3(2) - RESPONSIBILITY FOR COUNCIL FUNCTIONS

LICENSING COMMITTEE – TERMS OF REFERENCE

(1) The full Committee shall comprise 11 Councillors appointed by the Council at its annual meeting, including a Chairman and Vice-Chairman.

... (2) For the functions set out in Annex 1, and the legislation listed in Annex 2, a Sub-Committee consisting of no more than any three Councillors drawn, in alphabetical order, from the members of the full Committee shall be formed. Any such Sub-Committee shall elect a Chairman on an ad-hoc basis.

(3) For the transaction of business at full Committee meetings, the quorum shall be a minimum of five Committee members 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 Head of Environmental Services taken under delegated authority on licensing applications.

... (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 Annex 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 Annex 3.

**PART 3(2) – RESPONSIBILITY
FOR FUNCTIONS
LICENSING COMMITTEE**

Licensing Act 2003 – LIST OF FUNCTIONS AND DELEGATED AUTHORITY

Matter to be dealt with	Full Committee	Sub Committee	Officers
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		

**PART 3(2) – RESPONSIBILITY
FOR FUNCTIONS
LICENSING COMMITTEE**

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
Game Licences Act 1860
Gaming Act 1968
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
Lotteries & Amusements Act 1976
Pet Animals Acts 1951 & 1981
Riding Establishments Acts 1964 & 1970
Scrap Metal Dealers Act 1964
The Game Act 1831
Town Police Clauses Act 1847
Town Police Clauses Act 1889
Zoo Licensing Act 1981

Part 3(2) – Responsibility for Functions

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 sub-committees.

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 and to advice from the Standard Board for England, details of which will be provided to those members.

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.

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.

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A of the Local Government Act 1972.

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Report to Licensing Sub-Committee
Date of meeting: 2 July 2009

Subject: Variation of a Designated Premises Supervisor – The Football Academy, Loughton

Responsible Officer: Kim Tuckey.

Democratic Services: Gary Woodhall.



Decision Required:

To grant permission for a Designated Premises Supervisor variation to an existing licence.

Report:

An application has been received by the licensing section for a change of DPS at the above premises. The licensing section have received a representation from Simon Fisher of Essex Police to the variation of the DPS (designated premises supervisor).

Attached documents below

1. Application for a change of DPS;
2. Representation from Simon Fisher of Essex police; and
3. Letters of invite to panel.

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Chelmsford, Essex CM2 6BQ
Telephone 01245 491491
Website: www.essex.police.uk
Facsimile: 01245 452259

Miss Nickie Glasscock,
Licensing Unit,
Epping Forest District Council,
Civic Offices,
High Street Epping
Essex, CM164BZ

Simon Fisher,
Licensing Unit Epping Police Station,
Epping
Essex,
CM16 4AP
01279 625405

24/03/2009.

Dear Madam,

An application has been received by Police for the variation of a Designated Premises Supervisor from Giles Christopher Perry on 12th March 2009 to change to Ryan James Folan at Football Academy Langston Road Loughton Essex, IG10 3TN.

I have sought the advice of Senior Officers on this matter and I am instructed to object to this person holding the position on the grounds of undermining the licensing objective of the prevention of crime and disorder.

The circumstances are exceptional in that a Temporary Event Notice was granted for 31/12/2008 to 01/01/2009 to cover New Year's Eve and DAY. In the early hours of New Year's Day Serious Public Disorder broke out in which a number of people were seriously hurt and extensive criminal damage occurred.

The responsibility for being in charge of such a large event weighs very heavily on the individual concerned for the safety of the event and the persons attending.

The applicant though having worked and been responsible for other licensed premises amounted to small bars and restaurants and was granted his personal license on 06/05/2008.

I have interviewed him at length and he admitted to me of being only responsible for small premises and had never been responsible for an event of several hundred people.

A great deal will be laid before the Licensing Panel by way of mitigation but Police feel that the post of Designated Supervisor should be held by someone of considerably more knowledge and experience, in order to ensure the events of the New Year never reoccur.

Yours Faithfully,

Simon Fisher Div Lic Officer.

Date: 3rd April 2009

Our ref:

Your ref:

Simon Fisher
Licensing Officer
Epping Police Station
High Street
Epping
Essex
CM16 4AP

Civic Offices High Street
Epping Essex CM16 4BZ

Telephone: 01992 564000
Facsimile: 01992 578018
DX: 40409 Epping

Director of Corporate Support
Services Colleen O'Boyle
Solicitor to the Council

Enquiries to:

Nicki Glasscock (01992) 564403
email: nglasscock@eppingforestdc.gov.uk

Dear Sir

Licensing Act 2003: The Football Academy, Langston Road, Loughton

Further to your letter concerning the application for a DPS Variation for the above.

A meeting to determine the application will be held on 28th May 2009 at the Civic Offices, High Street, Epping, Essex, CM16 4BZ at 10 a.m. As an interested party, you are entitled to attend the meeting and make comment. You may be represented either legally or otherwise. **Please note that there is no set time for hearings and therefore we cannot guarantee the time at which you will be required.**

If you do not attend the meeting the Committee members will determine the application based on the content of your letter alone.

On arrival please go to the first floor and wait in the seated area outside the council chamber until you are called for.

Please contact the number above if you are unable to attend the meeting or if you wish to discuss this matter further.

Yours sincerely

**Nicki Glasscock
Licensing Officer**

Date: 3rd April 2009

Our ref:

Your ref: FA/12669/KH

James Motion
Suite 1
Essex House
Station Road
Upminster
Essex
RM14 2SJ

Civic Offices High Street
Epping Essex CM16 4BZ

Telephone: 01992 564000
Facsimile: 01992 578018
DX: 40409 Epping

Director of Corporate Support
Services Colleen O'Boyle
Solicitor to the Council

Enquiries to:

Nicki Glasscock (01992) 564403
email: nglasscock@eppingforestdc.gov.uk

Dear Sir

Licensing Act 2003 – The Football Academy, Langston Road, Loughton

Further to your application for a DPS Variation, I can now advise you that we have received representations concerning your application from one Interested Party.

A meeting to determine the application will be held on 28th May 2009 at the Civic Offices, High Street, Epping, Essex, CM16 4BZ at 10 a.m. As the applicant you are entitled to attend the meeting and make comment. You may be represented either legally or otherwise.

Please note that there is no set time for hearings and therefore we cannot guarantee the time at which you will be required.

On arrival please go to the 1st floor and wait in the seated area outside the council chamber until you are called for.

Please contact me on 01992 564403 if you are unable to attend the meeting or if you wish to discuss this item further.

Yours sincerely

**Nicki Glasscock
Licensing Officer**

JAMES - MOTION

Incorporating: A.T. James & Sons (Est 1866) Murrow & Searle (Est 1870) Motion & Mason (Est 1957)

LICENSED PROPERTY VALUERS & BROKERS

Suite 1, Essex House, Station Road, Upminster, Essex RM14 2SJ
Tel: 01708 229955 Fax: 01708 228866 khoddinott@james-motion.co.uk
www.james-motion.co.uk

Our REF: FA/12669/KH

11TH March 2009.

Dear Sirs.

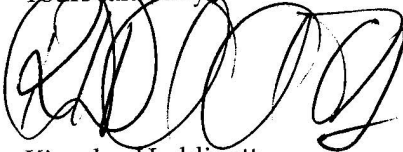
Re: The "Football Academy"
Application to Vary a Premises Licence to specify an individual as
Designated Premises Supervisor under Section 37 of the Licensing Act 2003

We enclose herewith the following documentation in support of the variation of the above Premises Licence:

- (1) Completed Application form.
- (2) The current Premises Licence.
- (3) Proposed D.P.S. consent form.
- (4) Cheque in the sum of £23.00

May we ask you to forward the Premises Licence to our office and not the the Premises, and oblige.

Yours faithfully,



Kingsley Hoddinott
James-Motion

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

c.c. Simon Fisher. Licensing Officer. Epping Police Station.
High Street. Epping. Essex CM16 4AP. (letter and forms only)

Consent of individual to being specified as premises supervisor

I RYAN JAMES FOLAN
[full name of prospective premises supervisor]

of
24 Little Friday Road.
Chingford.
London E4 6EN.

[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

To vary a Premises Licence to specify a Designated Premises Supervisor (DPS)

[type of application]

by
THE FOOTBALL ACADEMY LIMITED

[name of applicant]

relating to a premises licence LN/210003171
[number of existing licence, if any]

for
THE FOOTBALL ACADEMY
LANGSTON ROAD
LOUGHTON.
ESSEX IG10 3TN.

[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

THE FOOTBALL ACADEMY LIMITED

[name of applicant]

concerning the supply of alcohol at

THE FOOTBALL ACADEMY
LANGSTON ROAD
LOUGHTON.
ESSEX IG10 3TN.

[name and address of premises to which application relates]

I also confirm that I am applying for, intend to apply for or currently hold a personal licence, details of which I set out below.

Personal licence number

Z01N0424L1/2

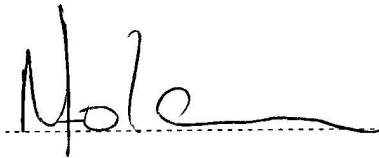
[insert personal licence number, if any]

Personal licence issuing authority

London Borough of Waltham Forest

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

Signed



Name (please print)

RYAN SEAN

Date

11th March 2009

Application to vary a premises licence to specify an individual as designated premises supervisor under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/we THE FOOTBALL ACADEMY LIMITED

(full name(s) of premises licence holder)

being the premises licence holder, apply to vary a premises licence to specify the individual named in this application as the premises supervisor under section 37 of the Licensing Act 2003

Premises licence number

LN/210003171

Part 1 – Premises details

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

LANGSTON ROAD

Post town

LOUGHTON. ESSEX

Post code (if known)

IG10 3TN.

Telephone number (if any)

0870 084 2111

Description of premises (please read guidance note 1)

Sports Pavillion with Bar/Restaurant and extensive sports facilities and outside pitches.

Part 2

Full name of proposed designated premises supervisor
RYAN JAMES FOLAN

Personal licence number of proposed designated premises supervisor and issuing authority of that licence (if any)
Z01NO424L1/2. LONDON BOROUGH OF WALTHAM FOREST

Full name of existing designated premises supervisor (if any)
GILES CHRISTOPHER PERRY

Please tick yes

I would like this application to have immediate effect under section 38 of the Licensing Act 2003

I have enclosed the premises licence or relevant part of it

(If you have not enclosed the premises licence, or relevant part of it, please give reasons why not)

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

Please tick yes

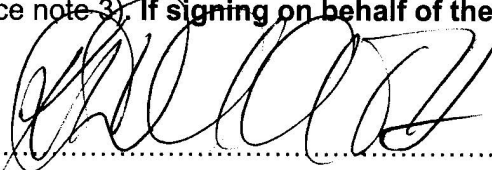
- I have made or enclosed payment of the fee
- I will give a copy of this application to the chief officer of police
- I have enclosed the consent form completed by the proposed premises supervisor
- I have enclosed the premises licence, or relevant part of it or explanation
- I will give a copy of this form to the existing premises supervisor, if any
- I understand that if I do not comply with the above requirements my application will be rejected

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 3 – Signatures (please read guidance note 2)

Signature of applicant or applicant's solicitor or other duly authorised agent
(See guidance note 3). **If signing on behalf of the applicant please state in what capacity.**

Signature



..... Kingsley Hoddinott.....

Date

11TH MARCH 2009

Capacity

AUTHORISED AGENT FOR THE APPLICANT

For joint applicants signature of 2nd applicant 2nd applicant's solicitor or other authorised agent (please read guidance note 4). **If signing on behalf of the applicant please state in what capacity.**

Signature

Date

Capacity

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 5)

JAMES-MOTION
SUITE 1
ESSEX HOUSE
STATION ROAD.

Post town

UPMINSTER. ESSEX

Post Code

RM14 2SJ

Telephone number (if any) 01708 229955

If you would prefer us to correspond with you by e-mail your e-mail address (optional)

Guidance notes

1. Describe the premises. For example the type of premises it is.
2. The application form must be signed.
3. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
4. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
5. This is the address which we shall use to correspond with you about this application.

By virtue of paragraph(s) 2, 7 of Part 1 of Schedule 12A of the Local Government Act 1972.

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By virtue of paragraph(s) 2, 7 of Part 1 of Schedule 12A
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