



### **Licensing Sub-Committee** **Thursday, 19th February, 2015**

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 Thursday, 19th February, 2015**  
**at 10.00 am .**

**Glen Chipp**  
**Chief Executive**

**Democratic Services**  
**Officer**

J Leither (Direct Line 01992 564756)  
Email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk)

#### **Members:**

Councillors Mrs M Sartin (Chairman), K Adams, R Morgan and Ms G Shiell

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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**  
(Director of Governance) To declare interests in any item on this agenda.
- 3. PROCEDURE FOR THE CONDUCT OF BUSINESS (Pages 3 - 10)**  
(Director of Governance) See attached.
- 4. PREMISES LICENCE - JUBILEE PARK PAVILION, LOVE LANE, ONGAR (Pages 11 - 58)**  
(Director of Neighbourhoods) To consider the attached report and representations.
- 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
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.

**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.

## PART 3(2) - RESPONSIBILITY FOR COUNCIL FUNCTIONS

### APPENDIX 5

#### 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 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 include, by rota, one of the six Licensing Sub Committee Chairmen appointed at each Annual Council meeting.
- (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.
- (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).

**PART 3(2) -  
RESPONSIBILITY OF  
FUNCTIONS (LICENSING  
COMMITTEE)**

**APPENDIX 5 (ANNEX 1)**

**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		All cases	

event notice			
All policy matters except the formulation of the statement of licensing policy	All cases		

## RESPONSIBILITY

**PART 3(2) –  
FOR FUNCTIONS  
LICENSING COMMITTEE  
APPENDIX 5 (ANNEX 2)**

### 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  
The Game Act 1831  
Town Police Clauses Act 1847  
Town Police Clauses Act 1889  
Zoo Licensing Act 1981

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

**APPENDIX 5  
(ANNEX 3)**

**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.

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 Sub-Committee 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 Sub-Committee**

**Date of meeting: 19<sup>th</sup> February 2015**

**Subject: Jubilee Park Pavilion, Love Lane, Ongar  
Essex CM5 9BL**

**Responsible Officer: Nuala Clark 01992 564340  
Licensing Compliance Officer**

**Democratic Services: Jackie Leither 01992 564756**



**Epping Forest  
District Council**

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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 Ongar Town Council for a new premises licence for the above premises. The application was received on the 12<sup>th</sup> January 2015 and is attached to this report. Please note that the current club premises licence is non-effective from 11.2.2015

The application is for the following licensable activities:

Provision of Indoor Sporting Event, e.g Darts pool and billiard competitions: Monday to Sunday 09:00 to 23:00

Live Music: Monday to Saturday 09:00 to 24:00 Sunday 10:00 to 22:00

Recorded Music: Monday to Saturday 09:00 to 24:00 Sunday 10:00 to 22:00

Provision of regulated entertainment : Dancing Monday to Saturday 09:00 to 24:00 Sunday 10:00 to 22:00

Late Night Refreshment: Monday to Sunday 23:00 to 01:00 please note the form states 24.00 it should be 23:00.

Sale of Alcohol Monday to Sunday 11:00 to 24.00

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 properly advertised at the premises and in a local newspaper. A 150 metres radius consultation was also undertaken incorporating 71 properties.
- 6** The Licensing Unit received letters from Essex Police, and the Fire Service confirming no objections, the Child Protection Unit advised no objections providing that Challenge 25 is promoted. Cllr Brian Surtees advised that he declared an interest as Vice Chair of Ongar Town Council and would therefore make no comment.
- 7** The Licensing Unit has received 5 separate representations from individual local residents and 1 petition signed by 11 residents from Onslow Gardens.
- 8** The objection relates to all four licensing objectives as outlined above in **3**.

## **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 2.1 to 2.35 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
- Newspaper notice
- Map showing the area
- Letter from Essex Police
- Letter from Essex Fire & Recue Service
- E-mail from the Child Protection unit. (supporting)
- Seven representations from local residents.

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\* required information

**Section 1 of 19**

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

\* Is your business registered outside the UK?  Yes  No

\* Business name  If your business is registered, use its registered name.

\* VAT number   Put "none" if you are not registered for VAT.

\* Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

**Business Address**

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 19**

**REMISES 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 (£)



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**Section 3 of 19****APPLICATION DETAILS**

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In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company
- A partnership
- An unincorporated association
- 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
- Other (for example a statutory corporation)

**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

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**Section 4 of 19****NON INDIVIDUAL APPLICANTS**

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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

**Section 5 of 19**

**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.

(Sketch included). The Jubilee Park Pavilion (previously known as the Ongar Social and Sports Club) consists of a large and small lounge area adjacent to a kitchen and bar, ladies and gents toilets, changing facilities and showers for sportsmen and women and referees. The beer store is to the rear of the bar gantry. The building is attached to two squash courts and associated changing facilities. The Pavilion stands in its own sports grounds and services the needs of local football, tennis, cricket and rugby teams. The pavilion is of single story construction with front doors leading onto a small patio / spectator area. The pavilion is fitted with CCTV cameras and security and car park lighting. There is an automatic smoke and fire detection system in place.

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

**Section 6 of 19**

**PROVISION OF PLAYS**

Will you be providing plays?

- Yes  No

**Section 7 of 19**

**PROVISION OF FILMS**

Will you be providing films?

- Yes  No

**Section 8 of 19**

**PROVISION OF INDOOR SPORTING EVENTS**

Will you be providing indoor sporting events?

- Yes  No

**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

Continued from previous page...

SATURDAY

Start 09:00 End 23:00

Start End

SUNDAY

Start 09:00 End 23:00

Start End

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.

Seasonal activities such as darts, pool, bar billiard competitions.

State any seasonal variations for indoor sporting events

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

on-standard timings. Where the premises will be used for indoor sporting events 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.

Section 9 of 19

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

Will you be providing boxing or wrestling entertainments?

Yes No

Section 10 of 19

PROVISION OF LIVE MUSIC

Will you be providing live music?

Yes No

Standard Days And Timings

MONDAY

Start 09:00 End 24:00

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...

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

**Section 11 of 19**

**PROVISION OF RECORDED MUSIC**

Will you be providing recorded music?

Yes  No

**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 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.

Continued from previous page...

TUESDAY

Start	<input type="text" value="09:00"/>	End	<input type="text" value="24:00"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text" value="09:00"/>	End	<input type="text" value="24:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

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Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="09:00"/>	End	<input type="text" value="24:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="09:00"/>	End	<input type="text" value="24:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

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 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.

To include amplified and unamplified music to include discos, dances, birthday and celebratory parties, social gatherings

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.

Only during the summer season might there be infrequent events on the field such as Jazz in the Park and Summer Ball.

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

**Continued from previous page...**

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.

To include amplified and unamplified music to include discos, social events, birthday and celebratory gatherings and includes music being played through Pavilion music centre

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.

Only during the summer season might there be infrequent events on the field such as Jazz in the Park and Summer Ball.

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.

**Section 12 of 19**

**PROVISION OF PERFORMANCES OF DANCE**

Will you be providing performances of dance?

Yes  No

**Section 13 of 19**

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

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

Yes  No

**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

Continued from previous page...

WEDNESDAY

Start	<input type="text" value="09:00"/>	End	<input type="text" value="24:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

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FRIDAY

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Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="09:00"/>	End	<input type="text" value="24:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="22:00"/>
Start	<input type="text"/>	End	<input type="text"/>

Give a description of the type of entertainment that will be provided

Organised tea dances for the elderly, Salsa lessons and the likes

Will this entertainment 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.

State any seasonal variations for entertainment

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 entertainment at different times from those listed in the column on the left, list below



Continued from previous page...

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

**Section 14 of 19**

**LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(c.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

*Continued from previous page...*

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.

to the end of late functions hot drinks to be served to customers before departing the premises.

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 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.

**Section 15 of 19**

**PROVISION OF ALCOHOL**

Will you be selling or supplying alcohol?

- Yes                       No

**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

Continued from previous page...

WEDNESDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="24:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="24:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="24:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="24:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="24:00"/>
Start	<input type="text"/>	End	<input type="text"/>

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.

The attached drawing of the Pavilion shows the two main lounges.  
The attached drawing of the external view of the club shows the highlighted area suggested for the placement of temporary marquees etc to be used when special events are being organised.

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.

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

*Continued from previous page...*

**Name**

First name

Family name

**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'.

**Action 16 of 19**

**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.

**Action 17 of 19**

**OUR PREMISES ARE OPEN TO THE PUBLIC**

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

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 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.

Continued from previous page...

**Action 18 of 19**

**LICENSING OBJECTIVES**

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

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

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

The license holder will take comprehensive steps through the General Hire agreement, risk assessments and health and safety documents (all reviewed regularly) to promote the licensing objectives.  
Ongoing staff training with new and existing staff and using the British Institute of Innkeepers advice on preventing and dealing with violence, proof of age and drugs etc.

ii) The prevention of crime and disorder

Under the supervision of the DPS, there will always be a Duty management presence when the facilities are open.  
Challenge 21 (proof of identity) policy in place, in the form of age cards and photo ID. A records book maintained.  
CTV cameras on site with recording kept for 30 days available to the police upon demand.  
Becoming a member of the Epping Pub Watch scheme.

iii) Public safety

All staff during training will be made aware of the health and safety procedures and trained in the testing of all fire safety and electrical safety equipment.  
CTV cameras on site with recorded incidents kept for 30 days available to the police upon demand.

iv) The prevention of public nuisance

When open all doors will remain closed at all times except of access and egress to reduce any inconvenience to near neighbours.  
Notices on way out of Pavilion and in car park, requesting customers to leave the premises quietly to reduce inconvenience to near neighbours.  
Designated smoking area positioned away from the front door and in a position not to inconvenience near neighbours.  
The premises already has a sound inhibitor so as not to create any inconvenience to near neighbours.

v) The protection of children from harm

Staff trained to be aware of the signs of danger associated with alcohol sales and young children.  
Challenge 21 in place (already mentioned)  
Toilets monitored regularly for signs of alcohol or substance abuse.

**Action 19 of 19**

**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\*

**Continued from previous page...**

\*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

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 (£)

190.00

**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?"

\* Full name

Aimi Middlehurst

\* Capacity

Clerk to Ongar Town Council

\* Date

09 / 01 / 2015  
dd mm yyyy

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 ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING 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**

**OFFICE USE ONLY**

Applicant reference number	<input type="text"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
LMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Digitally signed	<input type="checkbox"/>



Epping Forest District Council

Consent of individual to being specified as premises supervisor

I ANGUS MCKENZIE.....(insert name of prospective premises supervisor)

Of

.....  
.....  
.....

(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 variation of designated premises supervisor

by ONGAR TOWN COUNCIL.....(name of applicant)

relating to premises licence TBA.....(number of existing licence if any)

for JUBILEE FIELD PAVILION  
HOVE LANE  
ONGAR

(name and address of premises to which application relates)

and any premises licence to be granted or varied in respect of this application made by the above applicant concerning the supply of alcohol at the above named premises.

I also confirm that I am applying for, intend to apply 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 EFDC.....  
(insert name, address and telephone number of issuing authority, if any)

Signed.....

Print Name A. MCKENZIE

Dated 29<sup>th</sup> January 2015

# Ongar Town Council



Aimi Middlehurst  
Town Clerk

20<sup>th</sup> January 2015

Dear Resident.

## **Re: Ongar Town Council Premises License application.**

You may have received a letter from Epping Forest District Council in relation to the Town Council's license application for the facility known as Ongar Social and Sports Club.

You may also be aware of the letter attached (for your reference) from Mr and Mrs Poulter of Love Lane, which effectively requests residents to oppose the application.

The application for a drinks license is a standard application required by the EFDC as the Licensing Authority. The times which are asked for by the Licensing Authority is a 'catch all' situation which alleviates the facility having to make a number of temporary license applications throughout the year when and if a later license is required.

The proposed application times for the sale of alcohol vary little from the current OSSC times. The proposed hours on a Friday and Saturday evening are actually **reduced**. The Club's current license allows it to serve alcohol to **12.30am on Friday and Saturday evenings**.

The normal bar closing time will be 11pm but on the occasions when a private booking is taken or a sports section have a fundraising event it might be open until midnight. On those occasions neighbours will be notified in advance.

There is reference in Mr Poulter's letter to the Club having no under 18's parties. This is also the ethos of OTC who have no intention of creating a party venue per se.

The Council fully empathise with Mr and Mrs Poulter regarding persons leaving the premises in a loud unsavory manner. The Town Council will be extremely responsible towards noise and public nuisance because bookings will be monitored very closely and the following adopted:

- Installation of additional safety lights and CCTV cameras
- Door security employed to ensure when party people leave they do so quietly and with concern for local residents,
- Signs installed requesting those leaving to do so quietly.
- Neighbours will be notified of forthcoming events

Management will also ensure the sound inhibitor is working effectively and a management presence will be on site that can respond to any calls from neighbours regarding noise.

The Town Council will also organise regular meetings with neighbours to discuss matters arising around the use of the facilities.



The times set out for the other licensable activities reflect Ongar Town Council's plans to open the facility during the day to cater for social and sporting groups. For example, holding a tea dance for a senior citizens group could not be held if there is no license permitting dancing. Since management of the facility cannot predict when activities will be taking place the application covers the hours the facility may be open.

The concern regarding late night refreshment refers to teas and coffees being served at the end of a function. OTC has no intention of applying this on any regular basis. The application merely covers a license requirement on the very limited time this may be used throughout the year.

The license application refers to an 11am start. This is no different to other licensed facilities in Ongar. The current OSSC License commences at 12noon, even though the Club does not use this license throughout the day, most days of the week. This does not reflect the statement "as we all know if it's there it's used"

As Manager of the facility, I have already met with two neighbours of the Club who have been content with my explanation as to why the applied hours have been arrived at. The near neighbours had some concern regarding the current license holder's response to complaints in the past. They (and you) have my assurance that you will be able to discuss all concerns with me personally.

Unlike the current Club Premises License, the Premises License applied for by OTC requires a Designated Premises Supervisor who is accountable for the licensable activities and this should provide an assurance of the Council's commitment to managing the facility in a right and proper manner.

I would welcome the opportunity to meet as many residents as possible, not only to discuss any license concerns but also plans for the building.

Should you want to meet to discuss this please call the Ongar Town Council offices on 365348 or e-mail [manager@ongartowncouncil.gov.uk](mailto:manager@ongartowncouncil.gov.uk)

Yours sincerely

Angus McKenzie  
Manager





Location	Length	Direction
Buckhurst Way/ Albert Road, Buckhurst Hill	From its junction with Elgar Close for 750 metres in a southerly direction to boundary at railway bridge, approximately 50 metres south of Station Way	B170 Palmerston Road, A121 High Road, A104 High Road Woodford Green, A1009 Broadmead Road, St Barnabas Road, Hillside Avenue, Buckhurst Way and vice versa
Centre Drive, Epping	From its junction with Bridge Hill for 450 metres in a northerly direction to Sunnyside Road.	Sunnyside Road, Bridge Hill and vice versa
Chigwell Park, Chigwell	Full Length	No diversion
Coolgardle Avenue, Chigwell	Full Length	No diversion
Dickens Rise, Chigwell	Full Length	No diversion
Dukes Avenue, Theydon Bois	From its junction with Harewood Hill for 600 metres in a easterly and south-easterly direction to Forest Drive	Woodland Way, Baldocks Road, Orchard Drive, Elizabeth Drive, Forest Drive and vice versa
Hazelwood, Loughton	Full Length	No diversion
High Ongar Road, Ongar	Full Length	No diversion
Lower Park Road, Loughton	Full Length	No diversion
Lyndhurst Rise, Chigwell	Full Length	No diversion
New Barns Way, Chigwell	Full Length	No diversion
Parklands, Waltham Abbey	From a point approximately 20 metres east of its junction with the Crooked Mile roundabout, north east then generally east for a distance of approximately 1200 metres.	Crooked Mile, Farm Hill Road, Honey Lane, A121 Honey Lane, Woodgreen Road, Upshire Road, Paternoster Hill and vice versa
Queens Road, North Weald Bassett	Full Length	Pump Hill, A121 Church Hill, Kings Green, York Hill and vice versa
Springfield, Epping	Full Length	Sunnyside Road
Sunnyside Road, Epping	Full Length	Bridge Hill, Centre Drive and vice versa
Upper Park, Loughton	Full Length	A121 High Road, Warren Hill, Nursery Road and vice versa

The closures are scheduled to commence within an 18 month period from 2 February 2015 or where appropriate signs are showing and weather permitting, and are required for the safety of the public and workforce while essential highway maintenance works are undertaken. Exact dates of the road closures will be notified via advanced warning signage on sites. Letters to residents and other affected or interested parties advising of the works/dates and other relevant information will also be sent out at least 2 weeks in advance.

Access for emergency service vehicles and pedestrians will be maintained at all times during the closure. The Order will come into effect on 2 February 2015 and may continue in force for 18 months or until the works have been completed, whichever is the earlier.

**(Mott Street, Waltham Abbey)  
(Temporary Prohibition of Traffic) Order 2015**

Notice is hereby given that the Essex County Council has made the above Order under section 14(1) of the Road Traffic Regulation Act 1984.

**Effect of the order:** To temporarily close that length of Mott Street, Waltham Abbey in the District of Epping Forest, from its junction with Lippitts Hill, east for a distance of approximately 40 metres.

The closure is scheduled to commence on 28 January 2015 for 3 days or where appropriate signs are showing and weather permitting.

The closure is required for the safety of the public and workforce while works to rectify a sunken hydrant cover are undertaken.

The alternative route will be via Lippitts Hill, Church Road, Mott Street and vice versa.

Access for emergency service vehicles and pedestrians will be maintained at all times during the closure.

The Order will come into effect on 28 January 2015 and may continue in force for 18 months or until the works have been completed, whichever is the earlier.

Dated: 22 January 2015

Liz Burr, Head of Network Management, County Hall, Chelmsford

Muswell Hill, N10; Priory Road, N8; Turnpike Lane, N8; Westbury Avenue, N22, between the southern end of the bridge; Boreham Road, N22; Bounds Green Road, N11/N22; High Road, N22; between the southern end of the bridge and Park Avenue; High Road, N22, between the Enfield boundary and Bounds Green Road; Lordship Lane, N22/N17; Alban's Crescent and High Road N17; The Roundway, N17; Ferry Lane, N17 and Watmead Way, N17.

3. Copy of the proposed Order and of the Council's statement of reasons for making the Order and a plan showing the location and effects of the Order shall be inspected during a period of 21 days from the date on which this Notice is published, during normal office working hours at Traffic Management Office, River Park House, 2nd Floor (North), 225 High Road, Wood Green at [www.haringey.gov.uk/traffic\\_orders](http://www.haringey.gov.uk/traffic_orders)

4. Any person desiring to object to the proposed Order or make other representations should send a statement in writing of either their objection and the reasons therefor to the Traffic Management Group, River Park House (North), 225 High Road, Wood Green, N22 8HQ or to [traffic.orders@haringey.gov.uk](mailto:traffic.orders@haringey.gov.uk) within 21 days of the date on which this Notice is published.

Dated: 23rd January 2015 - Ann Cunningham, Haringey Council, Transport Officer

**Epping Forest District Council**

**Planning applications affecting a Conservation Area or Setting of a Listed Building**

**EPF/2923/14** 15A Highbridge Street Waltham Abbey EN9 1BZ Extension for two residential units.

**EPF/2924/14** High Holly Kings Hill Loughton IG10 1JE Two storey side extension to replace garage and vehicle gates

**EPF/2963/14** Rear dormer roof

**EPF/2971/14** Nonsuch Cottage Back Lane Nazeing EN9 2RS Two bedroomed dwelling and vehicular access.

**EPF/2608/14** Travelyan House Arewater Green Loughton IG10 Demolition of three to be replaced by 10 new dwelling houses, new access road etc

**Major Application or of wider concern**

**EPF/2748/14** Debra 185 High Road Chigwell IG7 6NU 13 flats and ground floor retail space to replace existing building.

**EPF/2908/14** Silverdale Nursery Hoe Lane Nazeing EN9 2RJ Glasshouses and ancillary nursery.

**Works to Listed Buildings**

**EPF/2985/14** The Brewhouse Church Lane Greensted Road Ongar CM5 9LD External and internal alterations.

**EPF/3009/14** Rundells London Road North Weald CM17 9LH External and internal alterations.

Comment online at [www.eppingforestdc.gov.uk/Plan](http://www.eppingforestdc.gov.uk/Plan), or in writing to Director of Governance, Epping Forest District Council, Civic Offices, High Street, Epping, CM16 4BZ by: 03/02/15

For householder applications, make comments clear and full, because there is no opportunity again if it becomes an appeal.

**GRAHAM ROE (Deceased)**

Pursuant to the Trustee Act 1925 any persons having a claim against or an interest in the Estate of the aforementioned deceased, late of 5 Hutton Close Woodford Green Essex IG8 0EZ, who died on 03/02/2014, are required to send particulars thereof in writing to the undersigned Solicitors on or before 27/03/2015, after which date the Estate will be distributed having regard only to claims and interests of which they have had notice.

**COGENT LAW**  
Renaissance 12 Dingwall Road  
Croydon CR0 2NA

Tell us about your business

Do you have some news to share? It's never been easier. Just visit [guardian-series.co.uk/trade\\_directory](http://guardian-series.co.uk/trade_directory)

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

Notice is given this day 12th January 2015 that Ongar Town Council of Bannons Way, Ongar CM5 9AS, has applied to the Licensing office of Epping Forest District Council for a Premises Licence in respect of: Jubilee Park Pavilion, Love Lane, Ongar, CM5 9BL. The proposed licence is for: Sale of alcohol on the premises between the hours of, 11.00 and 24.00. Recorded and Live music on the premises between the hours of, 09.00 and 24.00, Monday to Saturday, Sunday 10.00 to 22.00. Indoor sporting events between the hours of, 09.00 and 24.00. Dancing on the premises between the hours of, 09.00 and 24.00, Monday to Saturday, Sunday 10.00 to 22.00. Late Night refreshment between the hours of, 24.00 to 01.00.

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.

Find whatever business you're looking for

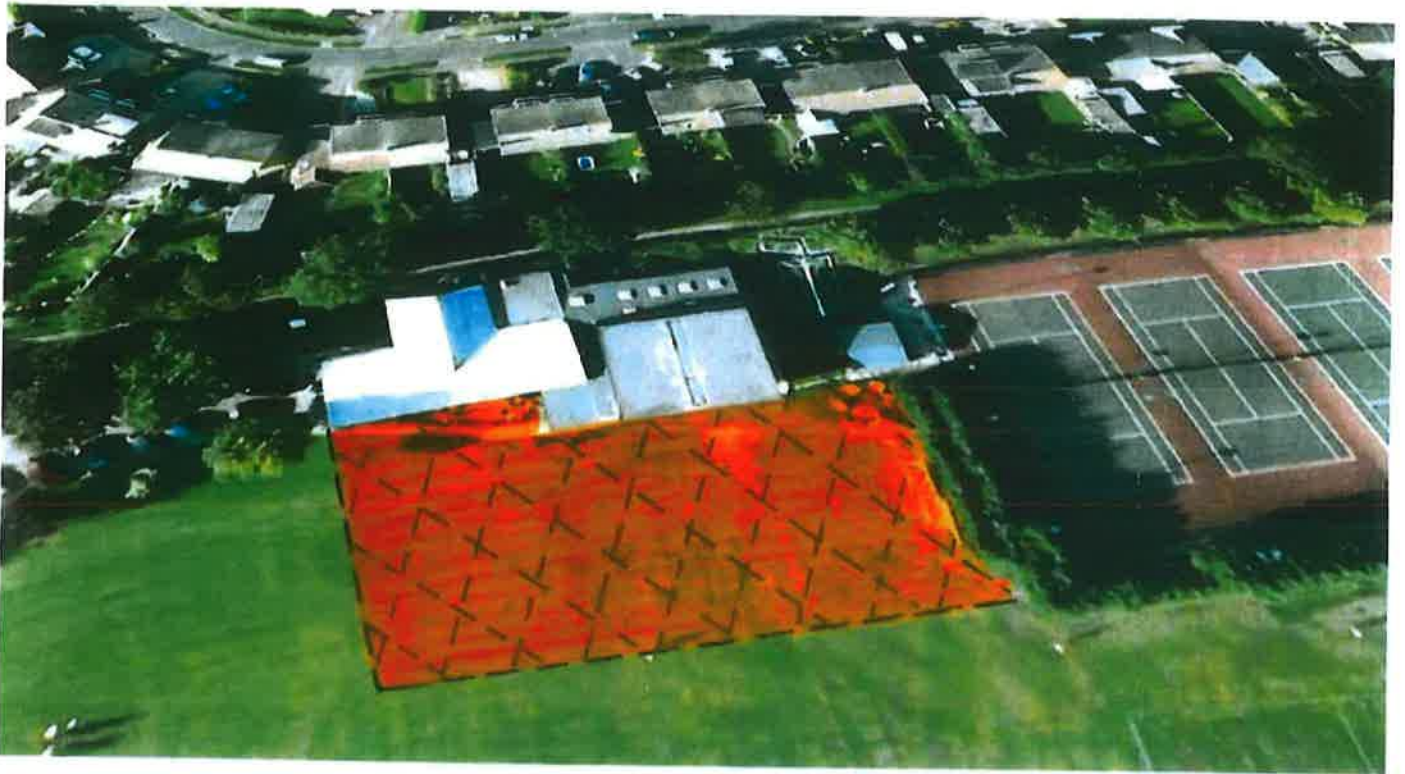
**It's the business directory for you!**

[guardian-series.co.uk/click2find](http://guardian-series.co.uk/click2find)

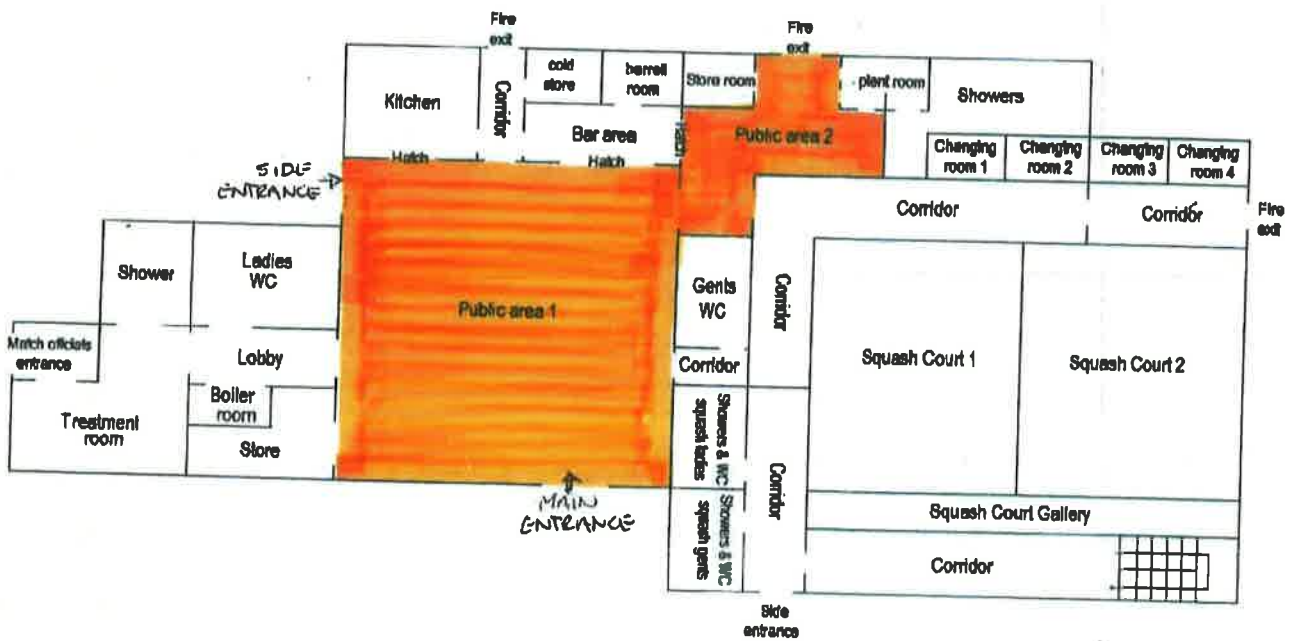
Want to add your business? It's free! Enhanced listings are available



Outdoor area to be used on occasions when special events will be organised such as; Magna Carta Celebration, Summer ball, Jazz in the park. On those occasions portable marquees and or beer tent and ancillary services brought in for the event.



Ground floor diagram of Jubilee Pavilion. The coloured area is the relevant areas for selling and consumption of alcohol.





Licensing Department, Loughton Police Station  
158 High Road, Loughton, IG10 4BE  
Telephone: 01279 625 405

Neighbourhoods Director  
Civic Offices High Street  
Epping Essex CM16 4BZ

Website: [www.essex.police.uk](http://www.essex.police.uk) Email: [Peter.Jones@essex.police.uk](mailto:Peter.Jones@essex.police.uk) Telephone: 01992 564000  
DX: 40409 Epping

Mrs Kim Tuckey  
Licensing Department  
Epping Forest District Council  
Civic Offices  
High Street  
Epping  
CM16 4BZ

Director of Neighbourhoods  
and Deputy Chief Executive  
Derek Macnab

Enquiries to:

30 January 2015

Dear Kim,

## LICENSING ACT 2003 – GRANT OF PREMISES LICENCE SECTION 17

**NEW PREMISE: Jubilee Park Pavilion**

**DPS: Angus McKenzie**

**APPLICANT: Ongar Town Council**

Further to the above application for the Grant of a Premises Licence received on 12 January 2015. I can now confirm that all my checks have been carried out and can confirm that Essex Police will not be making any representations or objections to this application in respect of the licensing objectives.

I trust the aforementioned will assist and look forward to receiving a copy of the Licence, if/when processed, in due course.

Yours sincerely,

Mr Peter Jones ABII  
Epping & Brentwood Licensing Officer  
West LPA

Cc. **Ms A Middlehurst**  
**Ongar Town Council**  
**Bansons**  
**Bansons Way**  
**Ongar**  
**Essex**  
**CM5 9AS**

Essex County  
Fire & Rescue Service

Mr David Johnson LL.B(Hons), BSc, MA, MSc, FCFI  
Chief Fire Officer & Chief Executive



Nuala Clark  
Licensing Compliance Officer  
Epping Forest District Council  
Civic Offices  
High Street  
Epping  
Essex  
CM16 4BZ

WEST AREA COMMAND  
Harlow Service Delivery Point  
Fourth Avenue  
HARLOW  
CM20 1DU  
☎ 01376 576800  
✉ westareacommand@essex-fire.gov.uk

Date: 16<sup>th</sup> January 2015  
Our Ref: 71/100091448569  
Enquiries to: Geoff Marler  
Technical Fire Safety Officer

Dear Madam,

**LICENSING ACT 2003**  
**THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005**  
**Premises: Jubilee Park Pavilion, Love Lane, Ongar, CM5 9BL**

Receipt is acknowledged of the above consultation, which will be audited by the Essex Fire Authority (The Authority).

Should there be any significant concerns regarding the application you will be notified in due course.

Yours faithfully

Geoff Marler  
Fire Safety Officer

ECFRS/294375/V2

L1

**Nuala Clark**

---

**To:** Licence Applications CYP  
**Subject:** RE: 01-2015/02 Jubilee Park Pavilion Licence Application

Good morning Sue,

Thank you for your very speedy response which has been duly noted.

Kind regards

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**From:** Sue Parker, Business Support Administrator [<mailto:Sue.Parker2@essex.gov.uk>] **On Behalf Of** Licence Applications CYP

**Sent:** 14 January 2015 13:16

**To:** Nuala Clark

**Cc:** [clerk@ongartowncouncil.gov.uk](mailto:clerk@ongartowncouncil.gov.uk)

**Subject:** 01-2015/02 Jubilee Park Pavilion Licence Application

**RE: Licensing Act 2003:- Jubilee Park Pavilion**

The licensing application received on 12/01/2015 has been assessed and we can confirm we have no objections to this licence application, as long as Challenge 25 is promoted.

Licensing Applications  
Quality Assurance & Safeguarding (inc IRO) Service  
Family Operations  
E2, County Hall  
Chelmsford CM1 1YS  
Tel: 033301 39797 Email: [LicenceApplications@essex.gov.uk](mailto:LicenceApplications@essex.gov.uk)

Regards

**Sue Parker**  
Business Support Administrator  
Business Support  
Corporate and Customer Services

**Essex County Council**  
Lync: 0333 01 31236  
Email: [sue.parker2@essex.gov.uk](mailto:sue.parker2@essex.gov.uk) | [www.essex.gov.uk](http://www.essex.gov.uk)

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Shakletons, Ongar, Essex,

Licensing Team  
Neighbourhoods Directorate  
EFDC  
Civic Offices  
High Street, Epping  
CM16 4BZ

21<sup>st</sup> January 2015

Der Sirs,

Application for a New Premises Licence  
By OTC at Jubilee Park pavilion, Love Lane, Ongar

As a resident whose property backs on to the fields in which the above is situated I was surprised that I was not officially informed of this application.

I have the following objections to this application:

I do not see the need to extend the alcohol licence to 24.00 on weekday nights, in my opinion this will only encourage unsocial behaviour by people leaving the premises and increase the noise of people leaving the club later into the night.

I also object to live music on the premises until 24.00 Monday - Saturday and 22.00 on Sundays. The pavilion is and always has been a social club for the use of the sports sections who, if I am correct, pay a membership fee for the facility.

It would seem that OTC are trying to turn this into some sort of party venue with no consideration to the community that surrounds the pavilion.

Again I object to dancing on the premises between the hours of 9.00 and 24.00 Monday to Saturday, and Sunday until 22.00. I do think that with houses so close 22.00 is late enough.

Late Night refreshment between the hours of 24.00 – 01.00 – does this include alcohol? Again I object to this. Once the word was about that there were 'refreshments' until that hour I think it would attract the wrong type of clientele.

I would ask you to bear in mind that there are no police on duty in Ongar to keep order and there would be little supervision of people leaving the pavilion particularly if they were not members of the social club. Houses in close proximity would be vulnerable.

During the summer there have been events held in the pavilion on some Friday and Saturday evenings and we can hear the music very clearly from our house and can hear people leaving slamming car door etc. Also on some occasions children and adults can be heard running around the field behind our garden screaming and shouting.

We put up with this because we realize that occasionally the sports sections will want to organize social events. However, if this licence were to be granted this would be intolerable.

When the existing car park is inadequate for sporting events the field directly behind our fence is used as an overspill but as the ground is a good 6 – 8 foot higher than our garden the cars are very evident. Again we put up with this when there is a sporting event during the day but late at night this would be unacceptable and we

would ask you to take this into consideration when granting a licence.

As previously mentioned the pavilion has always been a sporting venue for the members of the various sections and not a PARTY venue which seems to be the aim of the OTC.

There are enough pubs etc in the Ongar area to serve the needs of people and to increase the hours as stated would detract from the intended use of the pavilion.

Yours faithfully

James Cramp (Mr.)

## Nuala Clark

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**From:** John Reynolds  
**Sent:** 26 January 2015 13:40  
**To:** Nuala Clark  
**Subject:** Re: Application for a New Premises Licence from Ongar Town Council

Dear Sir/Madam,

Thank you for your informative response.

In the first instance, would it not have been prudent for Ongar Town Council (OTC) to have stated on the "Blue Notice" the criteria for objecting to a New Premises Licence  
Secondly, the "Blue Notice" only states that objections must be written. There is no mention of being able to submit an objection by e-mail.

Ongar Town Council have prematurely appointed a Manager for the Ongar Social & Sports Club building. (OSSC)  
This Manager, has produced a letter, dated the 20th, January 2015 referring to the OTC Premises Licence application, which has been distributed to residents whose properties are in close proximity of the OSSC Clubhouse  
In this letter he says, "You may have received a letter from Epping Forest District Council in relation to the Town Council's license application for the facility known as Ongar Social and Sports Club" It would appear that this letter from EFDC has not been generally received.  
I would appreciate if you would e-mail a copy of the EFDC letter to me.

I am aware of the current OSSC license conditions.

My objections to OTC having a license at all are these:-

1. At present, OSSC with a "Members License" controls who actually uses the bar and night closing to generally accepted hours.  
The OTC Manager, to accommodate what their business plan states is an increase of 63% increase in bar sales will have to try maximise turnover by using all of the available open times  
The end result will be increased vehicle movements and noise in what would be considered unacceptable hours.
2. Access to the OSSC premise is by Love Lane, a private and unadopted single track road.  
The nuisance of increased traffic and road surface wear and tear is inevitable
3. There is already a problem with vandalism in Ongar, most of which occurs late at night  
I hasten to add that none can be traced 'back to OSSC  
Again, it would be inevitable that vandalism would increase relative to the increased bar opening times and the clientele attracted to late night drinking.
4. The social problems of a parent who consumes too much alcohol, Waking children from their sleep, disruption in the home, and money not being available to be spent on the child.

Yours sincerely,

John R Reynolds

-----Original Message-----

Onslow Gardens  
Chipping Ongar  
Essex

The Licensing Team  
Epping Forest District Council  
Civic Offices  
High Street  
EPPING  
Essex  
CM16 4BZ

18<sup>th</sup> January 2015

Dear Sirs

**Re: Application from Ongar Town Council – New Premises Licence  
Jubilee Pavilion Love Lane Ongar Essex**

Thank you for your letter dated 12<sup>th</sup> January 2015.

I object to the above Licence being granted on the grounds of:-

1. The prevention of crime and disorder

There is already enough anti-social behaviour going on over at the sports ground, including youths throwing full large drink bottles over the tennis club fence and onto players as well as verbal abuse. Also, people riding motorbikes on the sports field. I feel any extension of the current licence would only make this situation worse and crime rate increase.

2. Public Safety

When events are held at the pavilion there is much littering following events, including broken bottles strewn all over the field. I feel that any increase in licensing hours at the club would only encourage more of this and all the kind of behaviors that comes with late night drinking. The pavilion is in very close proximity to the Castle Housing Estate and residents do not deserve to have such behaviour increase.

3. The prevention of public nuisance

The extension of licensing hours and types of function that can go on at the pavilion would only increase public nuisance. This includes anti social behaviour, which is already in existence and loud noise late into the night. My family and I are already

kept awake by current events that take place at the pavilion by music being played far too loudly and the anti social behaviour that takes place after such events. For example, shouting and unrest in the streets of the housing estate.

4. The protection of children from harm

As stated above, the pavilion is sited close to a residential estate and I am very concerned that any increase in licensing hours and type of events that take place at the pavilion will cause further risk to children that use the sports facilities at Love Lane. As already mentioned, full drink bottles have been thrown at children playing tennis and foul verbal abuse causing much distress to all concerned, including the tennis coach. I would also be concerned for children being able to sleep at night because of loud music late into the night and the increased risk of anti social behaviour in the area.

I look forward to hearing from you with how this application developments.

Yours faithfully

J M Edwards

Onslow Gardens  
Ongar,  
Essex.

22nd January 2015.

Re: Application from Ongar Town Council  
New Premises Licence Jubilee Pavilion  
Love Lane Ongar Essex.

Dear Sirs,

As one of the homeowners who has a greater interest with regard to this application and as a consequence would be most adversely affected, I wish to register my objections to an alcohol licence and also the playing of music as set out in your recent communication.  
My objections under the Licencing Act 2003, are outlined below.

#### Prevention of Public Nuisance

My property boundary and that of Jubilee Pavilion are separated only by Love Lane and in effect just several feet. This application is for live and/or recorded music to be played potentially 7 days a week and till 11pm at weekends with refreshments to be served until 1am! This is shocking and I object strongly to any such proposal.

Should this application be granted it would potentially have a severe impact on the quality of life of myself and my mother who is 73 years old and our ability to fully enjoy our home. Moreover, my partner who is disabled and prone to bouts of anxiety exasperated by exterior noise would potentially not be able to enjoy our outdoor space on a summers evening. We purchased this house primarily for its seclude location 3 years ago and over this time this seems to be diminishing. Unless you live in or about the proximity we do to Jubilee Pavilion you won't be aware of the anti social behaviour that occurs. I would question if this building is ultimately suitable as a pub music club when its original intention and structure was as a sports + social club (which we wholeheartedly support).

### Prevention of Crime and Disorder

Jubilee Pavilion is situated in a relatively sheltered location with residential housing only a few metres away. The potential for public disorder is greatly enhanced with this proposal which allows for alcohol to be served 7 days a week and from **Page 48!**

See page 2



The immediate area is already blighted with bouts of vandalism (OTC will verify this) and rowdy behaviour which I have both heard and witnessed on occasions. This proposal has the potential to also impact on minors who frequent the immediate area during the daytime and who would I suspect accompany adults on an evening.

I am fully in favour of Jubilee Pavilion to continue to be used as a sports facility as its purpose but not if this application is granted to the detriment of its immediate neighbours.

I respectfully implore that this wholly inappropriate application be turned down.

Yours Sincerely

(Sandra Marshall)

Date 29<sup>th</sup> JAN 2015

ONSLOW GOLF

ONEAN

CMS 909.

Dear Mrs Clark

I thank you for your letter dated the 26<sup>th</sup> JAN. I am rewriting my letter again so that you will accept it dated and signed.

RE. Application From ONEAN Town Council

New Premises Licence

Jubilee Pavilion

Love Lane CMS909

ONEAN

Our rear garden backs onto the corner of the cemetery, Approx 50<sup>m</sup> from car park and rear club door, when rear club door is open we have to close our windows

and doors to cut out the noise from club, after the bar has closed we have all the noise of car radios car wheels, skidding around the car park and people screaming and shouting for at least 1 hour this noise only seems to happen holiday Mondays and WEEK ENDS There is a short alleyway leading into onslow gardens from the rear of the club, we have shouting, screaming, flowers are pulled up, glass thrown down the street many hours after club bar has closed. We have never complained before we are both in our 70s and don't like trouble. The point we are making in this letter is we believe the BAR should be shut earlier, and most definitely not extend.

This club is a very good  
Sports club. Not a NLEHT club.

I hope this letter meets your  
satisfaction.

Awaiting your early reply

The Residents  
Onslow Gardens  
Ongar  
Essex

24<sup>th</sup> January 2015

Licensing Unit  
Epping Forest District Council  
Neighbourhoods Directorate

Civic Offices  
High Street  
Epping  
Essex CM16 4BZ

Dear Sir

We the residents of Onslow Gardens, overlooking the rear of the Sports Club and the car park, are in possession of your notice of Licence Application by Ongar Town Council for The Jubilee Pavilion Love Lane Ongar Essex. We do confirm that we are happy for the Love Lane venue to continue to supply entertainment and sell alcohol as has been carried out at this venue for many years and we see this is a welcome addition of services to the town. We do believe however that limits to timing etc. should apply. Some of the signatories noted below have had cause to complain to both Ongar Town, and previously, parish Council and also to the noise abatement personnel in Epping Forest District Council. This has been due to public nuisance being caused to date. The nuisance has been noise from music and television, general noise from the bar, which is greatly increased by the opening of side and rear doors and windows. Car radio music, and engine noise specifically late at night but also at other times and bad language. Finally the movement of cars from the Car Park late at night. We stress that we do want the Pavilion to operate as requested but to alleviate the nuisance to us as neighbours we propose that the council and manager of the Jubilee Park Pavilion have the following as a condition of any licence granted.

Live, Recorded and Provision of regulated entertainment to be:

Monday to Thursday	10.00 to 23.00
Friday and Saturday	10.00 to 23.30
Sunday	10.00 to 22.00

Sale of Alcohol to be:

Monday to Thursday	10.00 to 23.00
Friday and Saturday	10.00 to 23.30
Sunday	10.00 to 23.00

No late night refreshment later than the Sale of Alcohol times.

Also we believe that a condition for the licence should be;

All music should have noise limiters in use at all times.

Any special licences granted for events in addition to the above is limited to six a year.

The back doors, side door, side emergency door, to be kept shut at all times, and fully soundproofed. In fact all doors not opening out onto the actual Sports Field to be kept shut at all times to ensure music is not heard north of the lane between the houses and the Sports complex.

All windows to the back and side to be kept shut at all times and fully double glazed.

Signage is installed in the Car Parks in prominent positions reminding drivers to keep noise to a minimum as they are in a residential area.

Monitoring of the car park at all times, and in particular at the end of events, to inform drivers to reduce noise and not to cause a public nuisance to the local residents.

In summary we confirm that we are very happy with bar and music operations to continue at Love Lane but the noise should be reduced so as not to cause a public nuisance and should stop early enough in the evening to allow local residents not to be too disrupted.

If you require contact or clarification to the above then please contact  
Telephone Number

slow Gardens

Yours Faithfully

Onslow Gardens

Onslow Gardens

Onslow Garden:

Onslow Gardens

Onslow Gardens

Onslow Gardens

Onslow Gardens

Onslow Gardens

Onslow Gardens

15 GILDON 26/1/15

(A. HAMILTON) 25/1/15.

(V. FINBOO) 25.1.15

91 - JAN 2015

25<sup>th</sup> Jan 2015 D. ARNOLD

24 (JAN) 15 C. LANGSTON

26/1/15

■ Onslow Gardens

■ Onslow Gardens

28/10/15

STEVE YELLOP 26/01/15

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

Mr & Mrs Poulter

Love Lane  
Ongar  
Essex

Tel:  
Mob:

5th February 2015

Dear Sir/Madam,

**Re: Premises Licence – Jubilee Park Pavillion, Love Lane, Ongar CM5 9BL**

My family and I have lived in Love Lane since 1986, our property is situated at the High Street end of Love Lane. Also we are members of the present Ongar Social & Sports Club. During our residence here, like many of our neighbours, our lives have been interrupted and disturbed from anti-social behaviour during and after events held at OSSC.

But, in the interest of Community spirit, the Club was run on a non-profit basis by the Community, we accepted to a certain degree that we should support these community/social events'.

We have tolerated our gardens being damaged/trashed, our pot plants/garden ornaments distributed in the High Street, fights and people screaming abuse at each other, which has led to several calls to the Police.

However, Ongar currently does not have any Police stationed through the evening. When required they respond from 'nearby' stations, i.e. Loughton, Debden, Harlow. Therefore, the response time is Abysmal.

The access to the Club is poor, with only a single path leading to the entrance. Daytime use is not a problem, but busy late nights are.

With many vehicles leaving on a single lane, plus cabs arriving/departing from pick-ups - the Resident's drives have to be used as passing bays.

Due to the unsavoury behaviour, car engines revving, doors slamming & general noise - our school age children's bedrooms were moved to the rear of the house.

The Club is hired out to non-members. As a Club member and local resident, I have spoken up and fought against this type of clientele - as behaviour cannot be guaranteed.

The Club also has 'Local Knowledge'; and now refuse many Bookings.

Recently, the present Club banned all 'under 18' parties, NO exceptions. This action has been very successful in creating a more harmonious environment for the local residents, and the Community.

**Please note: there is now a large development 'Weighbridge Court' for elderly residents on the High Street, opposite the entrance to Love Lane.**

This application from OTC proposes to open for 'Late Night refreshment' between the hours of 24.00 to 01.00. The club as run by the OTC will become the latest opening Venue in the area.

Why serving 'refreshments' to 01.00 on the Weekday mornings is required, I don't know - as we all know if it's there it's used. **Also Alcohol from 11am???**

With regards to hours of opening during the Week, the present club strongly resists any late nights; it is rare that Friday night parties are allowed. The present Club Licence was also 'Too Late' for this Venue.

It is NOT NECESSARY for a weekday licence past 11pm as normal public houses in the area, with 24.00 the latest for Saturday & 10pm Sunday.

OTC is openly promoting a Non-membership Policy, and looks to make the Venue Financially Viable. It has stated that it intends to increase Takings by £35.000, which is a 37% increase in Trade.

That means a Party Party Venue. The present Club will have no Input as to who is allowed to Hire the Venue.

In the past for reasons stated above, we have put up with this, but the Council have publicly stated a Non-membership Club & a massive increase in Turnover.

THIS IS NOW A BUSINESS, NOT A NON-PROFIT CLUB

**WE STRONGY OBJECT TO THIS TYPE OF LICENCE, THIS IS A SOCIAL & SPORTS CLUB NOT A PUB /CLUB**

We have spoken to our District Counsellor Mr Paul Keska with regards to the above, who has agreed to represent our views at the meeting.

Yours trulv

Mr & Mrs David Poulter

cc. Mr Paul Keska, District Councillor