

Epping Forest District Council

Application for a premises licence to be granted 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 ST. JOHN'S SCHOOL..... apply for a premises licence under section 17 of
(Insert name(s) of applicant)
the Licensing Act 2003 for the premises described in Part 1 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

Part 1 - Premises details

Postal address of premises or, if none, ordnance survey map reference or description <u>TOWER ROAD</u>	
Post town <u>EPPING</u>	Post code <u>CM16 5EN</u>

Telephone number at premises (if any)

01992 573028

Non-domestic rateable value of premises

£

Part 2 - Applicant details

Please state whether you are applying for a premises licence as

Please tick ✓ yes

- | | | |
|---|--------------------------|-----------------------------|
| a) an individual or individuals* | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual* | | |
| i. as a limited company | <input type="checkbox"/> | please complete section (B) |
| ii. as a partnership | <input type="checkbox"/> | please complete section (B) |
| iii. as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv. other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |
| d) a charity | <input type="checkbox"/> | please complete section (B) |

- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

*If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr Mrs Miss Ms Other title (for example, Rev)

Surname First names

Please tick yes

I am 18 years old or over

Current postal address if different from premises address

Post Town Postcode

Daytime contact telephone number

E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

Day	Month	Year

AS SOON AS POSSIBLE.

If you wish the licence to be valid only for a limited period, when do you want it to end?

Day	Month	Year

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

N/A.

Please give a general description of the premises (please read guidance note1)

LICENCED AREA TO BE MAIN SCHOOL HALL.

What licensable activities do you intend to carry on from the premises?
(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Please tick yes

Provision of regulated entertainment

- | | |
|--|-------------------------------------|
| a) plays (if ticking yes, fill in box A) | <input checked="" type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input checked="" type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input checked="" type="checkbox"/> |
| g) performances of dance (if ticking yes, fill in box G) | <input checked="" type="checkbox"/> |
| h) anything of a similar description to that falling within (e), (f) or (g)
(if ticking yes, fill in box H) | <input type="checkbox"/> |

Provision of entertainment facilities for:

- | | |
|--|-------------------------------------|
| i) making music (if ticking yes, fill in box I) | <input checked="" type="checkbox"/> |
| j) dancing (if ticking yes, fill in box J) | <input checked="" type="checkbox"/> |
| k) entertainment of a similar description to that falling within (i) or (j)
(if ticking yes, fill in box K) | <input type="checkbox"/> |

Provision of late night refreshment (if ticking yes, fill in box L)

Supply of alcohol (if ticking yes, fill in box M)

In all cases complete boxes N, O and P

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick [X] (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>	
Day	Start	Finish		Outdoors		
Mon	08-00	00-00	Please give further details here (please read guidance note 3)	Both		
Tue	08-00	00-00				
Wed	08-00	00-00		State any seasonal variations for performing plays (please read guidance note 4)		
Thur	08-00	00-00				
Fri	08-00	00-00		Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	08-00	00-00				
Sun	09-00	23-00				

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick [X] (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 3)	Both		
Tue						
Wed				State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur						
Fri				Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat						
Sun						

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3) OCCASIONAL MINI TOURNAMENTS - TABLE TENNIS ETC.
Day	Start	Finish	
Mon	08-00	22-00	State any seasonal variations for indoor sporting events (please read guidance note 4)
Tue	08-00	22-00	
Wed	08-00	22-00	Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 5)
Thur	08-00	22-00	
Fri	08-00	22-00	
Sat	08-00	22-00	
Sun	09-00	22-00	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick [Y](please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 3)	Both		
Tue						
Wed				State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)		
Thur						
Fri				Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat						
Sun						

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>	
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 3)	Both		
	08-00	00-00				
Tue						
	08-00	00-00				
Wed				State any seasonal variations for the performance of live music (please read guidance note 4)		
	08-00	00-00				
Thur						
	08-00	00-00				
Fri			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)			
	08-00	00-00				
Sat						
	08-00	00-00				
Sun						
	09-00	23-00				

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>	
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 3)	Both		
	08-00	00-00				
Tue						
	08-00	00-00				
Wed				State any seasonal variations for playing recorded music (please read guidance note 4)		
	08-00	00-00				
Thur						
	08-00	00-00				
Fri			Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)			
	08-00	00-00				
Sat						
	08-00	00-00				
Sun						
	09-00	23-00				

G

Performances of dance Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick [Y]. (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	
Mon	08-00	00-00	Please give further details here (please read guidance note 3)	Both	
Tue	08-00	00-00			
Wed	08-00	00-00	State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur	08-00	00-00			
Fri	08-00	00-00	Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	08-00	00-00			
Sun	09-00	23-00			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick [Y]. (please read guidance note 2)	Indoor	
Mon				Outdoor	
Tue				Both	
Wed			Please give further details here (please read guidance note 3)		
Thur					
Fri			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g). (please read guidance note 4)		

Sat			Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5)
Sun			

Provision of facilities for making music Standard days and timings (please read guidance note 6)			Please give a description of the facilities for making music you will be providing						
Will the facilities for making music be indoors or outdoors or both – please tick [Y] (please read guidance note 2)			<table border="1"> <tr> <td>Indoors</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Outdoors</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Both</td> <td><input type="checkbox"/></td> </tr> </table>	Indoors	<input checked="" type="checkbox"/>	Outdoors	<input type="checkbox"/>	Both	<input type="checkbox"/>
Indoors	<input checked="" type="checkbox"/>								
Outdoors	<input type="checkbox"/>								
Both	<input type="checkbox"/>								
Day	Start	Finish	Please give further details here (please read guidance note 3)						
Mon	08-00	00-00							
Tue	08-00	00-00	State any seasonal variations for the provision of facilities for making music (please read guidance note 4)						
Wed	08-00	00-00							
Thur	08-00	00-00	Non standard timings. Where you intend to use the premises for provision of facilities for making music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)						
Fri	08-00	00-00							
Sat	08-00	00-00							
Sun	09-00	23-00							

Provision of facilities for dancing Standard days and timings (please read guidance note 6)			Will the facilities for dancing be indoors or outdoors or both – please tick [Y] (see guidance note 2)						
Please give a description of the facilities for dancing you will be providing			<table border="1"> <tr> <td>Indoors</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Outdoors</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Both</td> <td><input type="checkbox"/></td> </tr> </table>	Indoors	<input checked="" type="checkbox"/>	Outdoors	<input type="checkbox"/>	Both	<input type="checkbox"/>
Indoors	<input checked="" type="checkbox"/>								
Outdoors	<input type="checkbox"/>								
Both	<input type="checkbox"/>								
Day	Start	Finish							

Mon			Please give further details here (please read guidance note 3)
	08-00	00-00	
Tue			Please give further details here (please read guidance note 3)
	08-00	00-00	
Wed			State any seasonal variations for providing dancing facilities (please read guidance note 4)
	08-00	00-00	
Thur			State any seasonal variations for providing dancing facilities (please read guidance note 4)
	08-00	00-00	
Fri			Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)
	08-00	00-00	
Sat			Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)
	08-00	00-00	
Sun			Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)
	09-00	23-00	

K

Provision of facilities for entertainment of a similar description to that falling within I or J Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment facility you will be providing	
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoor
				Outdoor
Mon			Will the entertainment facility be indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Both
Tue			Please give further details here (please read guidance note 3)	
			Please give further details here (please read guidance note 3)	
Wed			Please give further details here (please read guidance note 3)	
			Please give further details here (please read guidance note 3)	
Thur			State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within j or k (please read guidance note 4)	
			State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within j or k (please read guidance note 4)	
Fri			State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within j or k (please read guidance note 4)	
			State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within j or k (please read guidance note 4)	
Sat			Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within I or J at different times to those listed in the column on the left, please list (please read guidance note 5)	
			Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within I or J at different times to those listed in the column on the left, please list (please read guidance note 5)	
Sun			Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within I or J at different times to those listed in the column on the left, please list (please read guidance note 5)	
			Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within I or J at different times to those listed in the column on the left, please list (please read guidance note 5)	

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

Name..... RAY ANDREWS

Address..... SCHOOL HOUSE, ST JOHN'S SCHOOL
TOWER ROAD, EPPING, ESSEX

Postcode..... CM16 5EN

Personal Licence number (if known)

Issuing licensing authority (if known).....

N

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

O

Hours premises are open to the public Standard timings (please read guidance note 6)			State any seasonal variation (please read guidance note 4)
Day	Start	Finish	
Mon	08-00	00-00	Non standard timings. Where you intend to use the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)
Tue	08-00	00-00	
Wed	08-00	00-00	
Thur	08-00	00-00	
Fri	08-00	00-00	
Sat	08-00	00-00	
Sun	09-00	23-00	

P

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

a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)

WE ARE NOW ALLOWED TO ACCEPT BOOKINGS FOR OUR PREMISES FROM POLITICAL PARTIES & THEREFORE CAREFULLY VET ALL APPLICANTS BEFORE BOOKINGS ARE TAKEN.

b) The prevention of crime and disorder

WE REFUSE TO ACCEPT BOOKINGS FOR GROUPS THAT WE DEEM LIKELY TO CAUSE PROBLEMS TO EITHER US OR OUR NEIGHBOURS

c) Public safety

WE ENSURE THAT WE DO NOT EXCEED THE STATED NUMBER OF PEOPLE WHO USE THE LICENSED AREA AT ANY TIME.

d) The prevention of public nuisance

BY CAREFUL VETTING OF HIRERS WE ARE ABLE TO AVOID PROBLEMS

e) The protection of children from harm

WE CHECK CREDENTIALS OF PEOPLE WHO HIRE OUR PREMISES.

Please tick ✓ yes

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable
- I understand that I must now advertise my application
- 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 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent. (See guidance note 11) If signing on behalf of the applicant please state in what capacity.

Signature *Mark Smith*

Date *6/2/06*

Capacity *BUSINESS MANAGER*

For joint applications signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent. (please read guidance note 12) If signing on behalf of the applicant please state in what capacity.

Signature

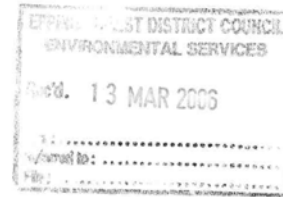
Date

Capacity

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13) <i>MARK SMITH ST JOHNS SCHOOL TOWER ROAD</i>	
Post town <i>EPPING</i>	Post code <i>CM16 5EN</i>
Telephone number (if any) <i>01992 577631</i>	
If you would prefer us to correspond with you by e-mail your e-mail address (optional) <i>admin@st-johns-epping-essex.sch-uk</i>	

68, Tower Road,
Epping,
Essex,
CM16 5EN.

Ms K Tuckey,
Environmental Services,
Epping Forest District Council,
Civic Offices,
High Street, Epping,
CM16 4BZ.



11th March 2006.

Dear Ms Tuckey,

I was surprised to see a notice posted on the railings of St John's School this morning stating that the school is seeking a licence for events that could be held seven days a week, and up until midnight. In a residential area?! This is totally unacceptable.

Your notice is dated 6th February, but it has certainly not been posted at St John's for that long. Like many people in Tower Road, I leave for work in the morning (when it is dark) and return home after dark. It's absurd to expect residents to see a notice like this under such circumstances. I would therefore be surprised if anyone has contacted you to object to the school's request, as they are unlikely to have noticed it. However, if given a few days grace, I can easily supply you with a petition against the school's plan.

I strongly object to the school's application, and for several reasons.

1. Tower Road residents already have to tolerate considerable activity at the school during the day, evening and often at weekends.
2. Further activity at the school will only exacerbate the problem, particularly if events are allowed to go on until midnight when most residents are asleep.
3. Visitors to the school often exit through the school entrance, worsening an already dangerous traffic situation in Tower Road.
4. Noise pollution is a major consideration. The slamming of car doors and revving engines late in the evening will disturb residents.

5. Crime – the school installed security gates last year following complaints from residents fed up with teenagers congregating in the expansive school grounds at night. If the gates are left open in the evening, there is a real concern that this problem will return.

I believe there are some very valid reasons here for denying the school's application, and I would appreciate the opportunity of discussing them further.

I look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'D. Clancy', written in a cursive style.

DAVID CLANCY