

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 DEAN FLOYD 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>The Light Tree Bistro</u> <u>262 HIGH ROAD</u>	
Post town <u>LOUGHTON</u>	Post code <u>IG10 1RB</u>

Telephone number at premises (if any)

020 8508 9911

Non-domestic rateable value of premises

£ 21,000

Part 2 - Applicant details

Please state whether you are applying for a premises licence as

Please tick ✓ yes

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

I am 18 years old or over Please tick ✓ yes

Current postal address if different from premises address

Post Town Postcode

Daytime contact telephone number

E-mail address (optional)

SECOND INDIVIDUAL APPLICANT (if 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)

(B) OTHER APPLICANTS.

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

Name	LIGHT TREE BRASSERIE LTD
Address	UNIT 8 HAINAULT BUSINESS PARK FOREST ROAD HAINAULT IG6 3JP
Registered number (where applicable)	9852726
Description of applicant (for example partnership, company, unincorporated association etc)	COMPANY
Telephone number (if any)	N/A
E-mail address (optional)	

Part 3 Operating Schedule

When do you want the premises licence to start?

Day	Month	Year
01	07	2017

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)

SMALL CAFE, FORMING PART OF A TERRACE AT 262 HIGH ROAD LOUGHTON. THE CAFE IS ON THE GROUND FLOOR AND CURRENTLY HAS 30 COVERS INSIDE AND 16 COVERS OUTSIDE ON THE TERRACE AT THE FRONT. THE CAFE HAS BI-FOLD DOORS OPENING. THE GROUND FLOOR COMPRISES A SMALL BAR AREA / SERVERY, ONE UNISEX TOILET CUBICLE AND KITCHEN TO THE REAR. THE FLOORS ABOVE ARE RESIDENTIAL. THE AREA SURROUNDING IS MIXED RESIDENTIAL / COMMERCIAL, SHOPPING AREA. THE CAFE SERVES, BREAKFAST, LUNCH & EVENING MEAL TOGETHER WITH CAKES AND PASTRIES.

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)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g)
(if ticking yes, fill in box H)

Provision of entertainment facilities for:

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j)
(if ticking yes, fill in box K)

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 <u>indoors or outdoors or both</u> – 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 performing plays (please read guidance note 4)		
Thur						
Fri				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						
Sun						

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place <u>indoors or outdoors or both</u> – 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 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)			<u>Please give further details (please read guidance note 3)</u>
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed			
Thur			<u>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)</u>
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick [Y](please read guidance note 2)</u>	
Day	Start	Finish	Indoors	
Mon				
Tue				
Wed				
Thur				
Fri				
Sat				
Sun				

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick [Y](please read guidance note 2)</u>	
Day	Start	Finish	Indoors	
Mon				
Tue				
Wed				
Thur				
Fri				
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	Y
Day	Start	Finish		Outdoors	
Mon	1800	2200	Please give further details here (please read guidance note 3)		
Tue	1800	2200			
Wed	1800	2200	State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur	1800	2200			
Fri	1800	2200	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)		
Sat	1800	2200			
Sun	1800	2200			

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	Y
Day	Start	Finish		Outdoors	
Mon	0800	2300	Please give further details here (please read guidance note 3) Background music		
Tue	0800	2300			
Wed	0800	2300	State any seasonal variations for playing recorded music (please read guidance note 4)		
Thur	0800	2300			
Fri	0800	2300	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)		
Sat	0800	2300			
Sun	0800	2300			

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		
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 3)	Both		
Tue						
Wed				State any seasonal variations for the performance of dance (please read guidance note 4)		
Thur						
Fri				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						
Sun						

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				Please give further details here (please read guidance note 3)	Outdoor	
Tue			Both			
Wed			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)			
Thur						
Fri						

Sat			<p>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)</p>
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)	Indoors	
				Outdoors	
			Both		
Day	Start	Finish	Please give further details here. (please read guidance note 3)		
Mon					
Tue			State any seasonal variations for the provision of facilities for making music (please read guidance note 4)		
Wed					
Thur			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					
Sat					
Sun					

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)		
			Indoors		
			Outdoors		
			Both		
Day	Start	Finish	Please give a description of the facilities for dancing you will be providing		

Mon			Please give further details here (please read guidance note 3)
Tue			
Wed			State any seasonal variations for providing dancing facilities (please read guidance note 4)
Thur			
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)
Sat			
Sun			

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
Mon				Outdoor
				Both
Tue			Please give further details here (please read guidance note 3)	
Wed				
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)	
Fri				
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)	
Sun				

L

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment 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 the provision of late night refreshment (please read guidance note 4)		
Thur						
Fri						
Sat				Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5)		
Sun						


M


Supply of alcohol Standard days and timings (please read guidance note 6)			Will the sale of alcohol be for consumption (Please tick box Y) (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
Day	Start	Finish		Off the premises	
Mon	12.00	23.00	State any seasonal variations for the supply of alcohol (please read guidance note 4)	Both	Y
Tue	12.00	23.00			
Wed	12.00	23.00			
Thur	12.00	23.00	Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)		
Fri	12.00	23.00			
Sat	12.00	23.00			

Sun	12:00	23:00	
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State the name and details of the individual whom you wish to specify on the licence as premises supervisor

Name..... GLEN O'CONNOR

Address..... 

Postcode..... 

Personal Licence number(if known) 5426

Issuing licensing authority (if known)..... LONDON BOROUGH OF HAVERING

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)

NIA

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	0800	23.30	<u>NONE</u>
Tue	0800	2330	
Wed	0800	23.30	
Thur	0800	2330	
Fri	0800	2330	
Sat	0800	2330	
Sun	0800	2330	

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)

NIA

Epping Forest District Council

Consent of individual to being specified as premises supervisor

I GLEN O'CONNOR (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 DEAN FLOYD (name of applicant)

relating to premises licence 3 (number of existing licence if any)

for

..... LIGHT TREE BISTRO
..... 262 HIGH ROAD
..... LOUGHTON 1910 12B
(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 5426 (insert personal licence number, if any)

Personal licence issuing authority HAVERING
(insert name, address and telephone number of issuing authority, if any)

Signed
.....

Print Name GLEN O'CONNOR

Dated 6/6/17

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)

See attached

b) The prevention of crime and disorder

See attached

c) Public safety

See Attached

d) The prevention of public nuisance

See Attached

e) The protection of children from harm

See Attached

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 

Date.....

Capacity PROPRIETOR, DIRECTOR

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

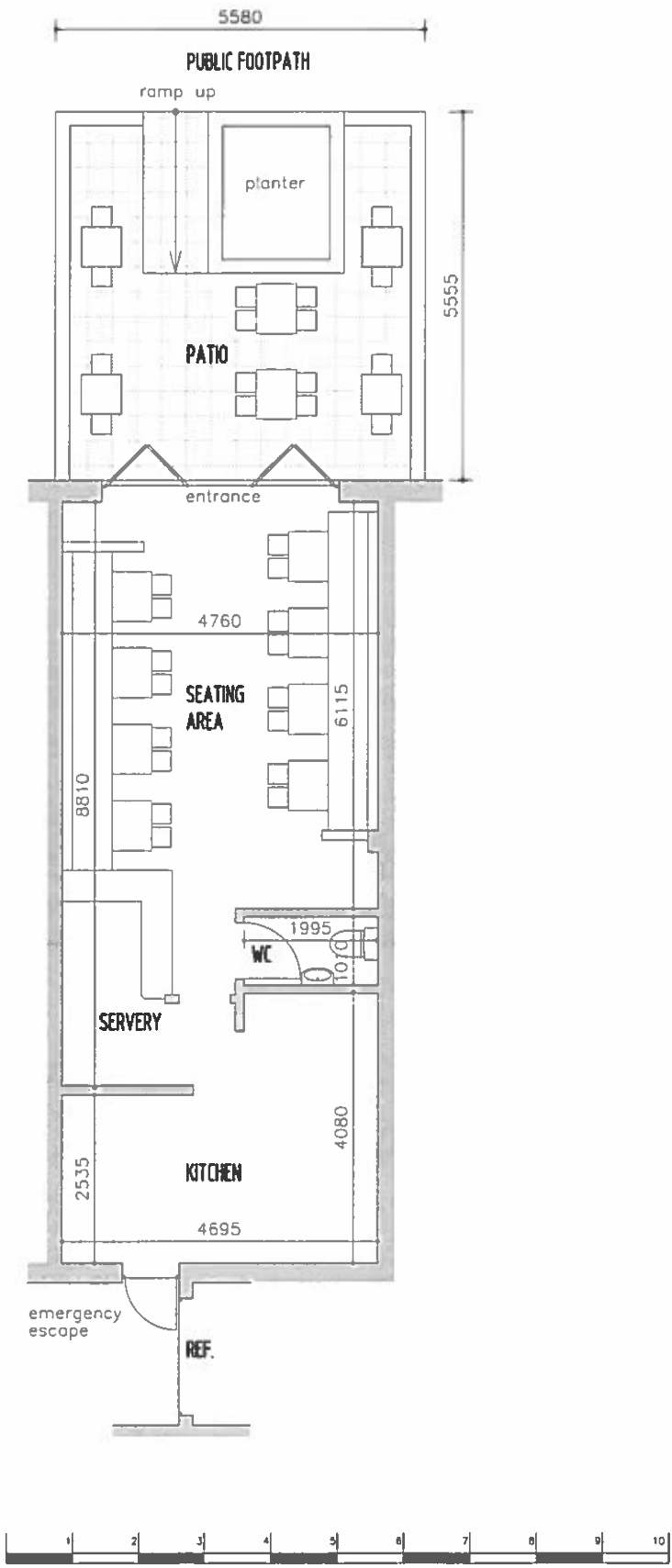
Date.....

Capacity

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)	
Post town	Post code
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail your e-mail address (optional)	

Conditions consistent with the Operating Schedule

1. The premises licence holder shall ensure that notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and leave the area quietly.
2. The premises licence holder shall ensure that staff shall be vigilant in relation to litter issues and routinely check the premises frontage during opening hours to ensure it is clean and tidy.
3. The premises licence holder shall ensure that reasonable and adequate staff training shall be carried out and properly documented in relation to, dealing with incidents and prevention of crime and disorder; sale of alcohol (to underage persons; persons over 18 purchasing for underage; drunks etc) prior to being allowed to sell alcohol.
4. The premises licence holder shall ensure that all training records shall be retained for 12 months and made available to police and local authority officers upon reasonable request.
5. The premises licence holder shall ensure that refresher training shall be satisfactorily completed every 12 months for all staff and documented as above.
6. The premises licence holder shall ensure that the premises shall install and maintain a Closed Circuit Television (CCTV) system.
7. The premises licence holder shall ensure that the CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises and signage to this effect is to be displayed.
8. The premises licence holder shall ensure that a staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public.
9. The premises licence holder shall operate a 'Challenge 25', or similar, scheme at the premises whereby anyone who appears to be under the age of 25 shall be asked to provide proof of age that he or she is over 18. Proof of age shall only comprise of a passport, a photo-card driving licence or an industry approved proof of age identity card.
10. The premises licence holder shall ensure that notices shall be prominently displayed in the premises to advise patrons and staff that a 'Challenge 25', or similar, scheme operates in the premises.
11. The premises licence holder shall ensure that any refusals of sale of age-related products are recorded in a refusals log as soon as is reasonably practicable after the sale is refused. The log should show the date and time of the event; the product(s) sought; the gender and approximate age of the customer together with a description of the customer. The refusals log shall be made available for inspection by the licensing team, police or trading standards.



NOTES



Do not scale from this drawing
 Check all dimensions on site
 This drawing is prepared for -
 Planning application and/or,
 Building Regulations application purposes only
 Read this drawing with others in series
 Read this drawing with consultants' drawings
 where provided/available

REVISIONS

A 25.05.2017
 dimensions and external furniture added

PROJECT

LIGHT TREE BISTRO
262 HIGH ROAD
LOUGHTON IG10 1RB

DRAWING

GROUND FLOOR PLAN

SCALE

1:100 @ A4

DATE

JULY 2017

DRAWN BY

BD

17.013	001	A
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BRIAN DAGWORTHY
 REGISTERED ARCHITECT

27 HELMSDALE ROAD RISE PARK ROMFORD ESSEX RM1 4DW 07762 561675
 brian.dagworthy@gmail.com

Example: Must be on Blue Paper

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

Notice is given this day, 11th July 2017 that *The Light Tree
Bistro Limited* of 262 High Road, Loughton, Essex, IG10
1RB has applied to the Licensing Office of Epping Forest
District Council for a Premises Licence in respect of *The
Light Tree Bistro* of 262 High Road, Loughton, IG10 1RB.

The proposed licence is for the sale of alcohol until
2300hrs Monday to Sunday.

The register of licensed premises is maintained at the
Licensing Office of Epping Forest District Council, Civic
Offices, High Street, Epping, Essex, CM16 4BZ.
Applications for premises licences may be inspected at
this office during office hours. Anyone wishing to oppose
this application must give written notice to the Licensing
Office within 28 days of this notice.

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



Handan Ibrahim

From: Licensing Epping and Brentwood <licensing.epping.and.brentwood@essex.pnn.police.uk>
Sent: 18 July 2017 12:15
To: [REDACTED]
Cc: Licensing
Subject: Light Tree Bistro, 262 High Road, Loughton

Good Afternoon,

I am currently dealing with your application for a Premises Licence at Light Tree Bistro, 262 High Road, Loughton.

Whilst you offer a number of measures to promote the licensing objectives, it appears that you intend to operate as a café/restaurant. With that in mind I would request you consider the following conditions to be added to the premises licence if granted.

1. The premises must operate as a restaurant:
 - i. In which customers must be seated at a table;
 - ii. Which provides substantial table meals that are prepared on the premises and are served and consumed at the table;
 - iii. Which do not provide any take away service of food or drink for immediate consumption; and
 - iv. Where alcohol must not be sold, supplied, or consumed on the premises otherwise than to persons who are taking substantial table meals and provided always that the consumption of alcohol by such persons is ancillary to taking such meals.
2. Service of alcohol shall be by waiter/waitress only.

Should you be happy to agree this then Essex Police will make no further comment on the application.

All correspondence should include the Licensing Authority licensing@eppingforestdc.gov.uk

Kind regards,

Peter

Peter Jones MIOL, ABII (7706)

Epping & Brentwood Licensing Officer
Epping Forest & Brentwood Local Policing Hub
West LPA
Tel: 101 (Ext. 313604) or 01279 625405
<http://www.essex.police.uk>
Loughton Police Station, 158 High Road, Loughton, Essex, IG10 4BE

To find out what is happening in your neighbourhood and all about your local neighbourhood policing team visit www.essex.police.uk/yourarea and enter your postcode.



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Handan Ibrahim

From: Sarah Rosenbloom [REDACTED]
Sent: 13 July 2017 19:42
To: Licensing
Subject: Light tree

I would like to object to the light tree application to play loud music till 11pm on the weekend.

We live at [REDACTED] habgood road with young children and feel this would be very disruptive with noise pollution.

Kind regards
Sarah Trenam