

\* required information

**Section 1 of 21**

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

System reference

Not Currently In Use

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

Your reference

Loughton Club Ltd Station Road Licence App

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

Tracy

\* Family name

Braniff

\* E-mail

Main telephone number

+44 (0)20 8925 4172

Include country code.

Other telephone number

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

Are you:

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

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

**Applicant Business**

Is your business registered in the UK with Companies House?

☒ Yes ☐ No

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

Registration number

IP031340

Business name

The Loughton Club Limited

If your business is registered, use its registered name.

VAT number

GB

246502867

Put "none" if you are not registered for VAT.

Legal status

Charity or Association

*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

**Premises Address**

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

☒ Address ☐ OS map reference ☐ Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

### Section 3 of 21

#### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

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

### Section 4 of 21

#### NON INDIVIDUAL APPLICANTS

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

##### Non Individual Applicant's Name

Name

##### Details

Registered number (where applicable)

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

Loughton Club Ltd is registered with the FCA Under the Co-operative and Community Benefit Societies Act 2014.

Continued from previous page...

### Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

### Contact Details

E-mail

Telephone number

Other telephone number

\* Date of birth  /  /

\* Nationality

Documents that demonstrate entitlement to work in the UK

Add another applicant

## Section 5 of 21

### OPERATING SCHEDULE

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

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

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies you must include a description of where the place will be and its proximity to the premises.

We are a private members club but also provide space for community clubs. We now wish to hold a Premises License so that we may extend invitations to certain functions to non-members.

**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 21

##### PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

☐ Yes

☒ No

#### Section 7 of 21

##### PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

☐ Yes

☒ No

#### Section 8 of 21

##### PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

☐ Yes

☒ No

#### Section 9 of 21

##### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

☐ Yes

☒ No

#### Section 10 of 21

##### PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

☒ Yes

☐ No

##### Standard Days And Timings

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

Continued from previous page...

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 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.

The Loughton Club already provides live music to members and their guests from time to time and we plan to extend this to non-members for music nights. Current community Folk club is moderate and can't be heard outside the Room. Sunday lunchtimes also tends to be sedate, such as Spanish Guitar or a keyboard player etc. Friday & Saturday evening we would sometimes have live bands with amplified music but we will maintain our current license timing for weekends.

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.

There is no seasonal variation intended.

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

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

Christmas Eve & Boxing Day 11:00-00:00

Christmass Day 12:00-14:30

New Years Eve 11:00-01:30

Continued from previous page...

New years Day 11:00-00

Bank Holiday weekends (Friday, Saturday, Sunday & Monday) 11:00-00:00

## Section 11 of 21

### PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

☒ Yes

☐ No

#### Standard Days And Timings

##### MONDAY

Start 11:00

End 23:00

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.

##### TUESDAY

Start 11:00

End 23:00

Start

End

##### WEDNESDAY

Start 11:00

End 23:00

Start

End

##### THURSDAY

Start 11:00

End 23:00

Start

End

##### FRIDAY

Start 11:00

End 24:00

Start

End

##### SATURDAY

Start 11:00

End 24:00

Start

End

##### SUNDAY

Start 11:00

End 23:00

Start

End

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

☒ Indoors

☐ Outdoors

☐ Both

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

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

Continued from previous page...

State any seasonal variations for playing recorded music

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

Non Expected

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.

Christmas Eve & Boxing Day 11:00-00:00

Christmass Day 12:00-14:30

New years Eve 11:00-01:30

New years Day 11:00-00:00

Bank holidays (Friday Saturday Sunday and Monday) 11:00-12:00

## Section 12 of 21

### PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

☒ Yes

☐ No

#### Standard Days And Timings

##### MONDAY

Start 11:00

End 23:00

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.

##### TUESDAY

Start 11:00

End 23:00

Start

End

##### WEDNESDAY

Start 11:00

End 23:00

Start

End

##### THURSDAY

Start 11:00

End 23:00

Start

End



Continued from previous page...

FRIDAY

Start 11:00

End 00:00

Start

End

SATURDAY

Start 11:00

End 00:00

Start

End

SUNDAY

Start 11:00

End 23:00

Start

End

Will the performance of dance 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.

Dance Classes of various types and dance shows on the odd occasion

State any seasonal variations for the performance of dance

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

Non-standard timings. Where the premises will be used for the performance of dance 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 13 of 21

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

See guidance on regulated entertainment

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

☐ Yes

☒ No

### Section 14 of 21

Continued from previous page...

### LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes

☒ No

### Section 15 of 21

### SUPPLY 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

##### WEDNESDAY

Start

End

Start

End

##### THURSDAY

Start

End

Start

End

##### FRIDAY

Start

End

Start

End

##### SATURDAY

Start

End

Start

End

##### SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

☒ On the premises

☐ Off the premises

☐ Both

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

**Continued from previous page...**

State any seasonal variations

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

None

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.

Christmass Eve & Boxing Day 11:00-00:00

Christmas Day 12:00-14.30

New Years Eve 11:00-01:30

New years Day 11:00-00:00

Bank Holiday Weekends (Friday, Saturday, Sunday & Monday) 11:00-00:00

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

**Name**

First name

Tracy

Family name

Braniff

Date of birth

/

/

dd

mm

yyyy

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

Personal Licence number  
(if known)

L/N000003917

Issuing licensing authority  
(if known)

Epping Forest District Council

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

*Continued from previous page...*

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'.

#### Section 16 of 21

##### ADULT ENTERTAINMENT

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

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

None

#### Section 17 of 21

##### HOURS PREMISES ARE OPEN TO THE PUBLIC

###### Standard Days And Timings

###### MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

###### TUESDAY

Start

End

Start

End

###### WEDNESDAY

Start

End

Start

End

###### THURSDAY

Start

End

Start

End

###### FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start 09:00

End 00:30

Start

End

SUNDAY

Start 09:00

End 23:30

Start

End

State any seasonal variations

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

None. Note that the premises are open from 9-00 as our rooms in the club are used for the running of community club however the license applies to the hours of selling alcohol.

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.

Christmass Eve & Boxing Day 11:00-00:00

Christmas Day 12.00-14.30

New Years Eve 11:00-01:30

New Years Day 11:00-00:00

Bank holiday weekends (Friday, Saturday, Sunday & Monday) 11:00-00:00

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LICENSING OBJECTIVES

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

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

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

Our procedures have been updated to ensure regular staff training in relation to the licensing act, given by our two personal license holders. The Management Committee are also given the same training as they also carry authority on the premises and will attend functions where non-members (and guests) are present. Training is comprehensive but in particular covers "Challenge 25", vigilance as to drugs offences, prevention of violent or anti-social behaviour and operating within the licensed hours. The Designated Premises Supervisor and The Management Committee are committed to promoting the four licensing objectives and welcome any additional advice or guidelines that may be given by relevant authorities.

b) The prevention of crime and disorder

2 personal license holders on the premises to provide advice and guidance on policies and responsible drinking: We have a door entry system including cctv operating at the entrance with records kept for 31 days. We have a burglar alarm system. Clear notices are posted in the Club to confirm our opening hours, our policies in relation to drugs intoxication and the fact that cctv is in operation.

Our procedures require staff to log incidents of disorder on the premises.

c) Public safety

*Continued from previous page...*

We have a maximum capacity of 150 people in our main hall at the rear with smaller bars also having maximum limits. Recently had new fire extinguishers and certificates updated along with H&S Risk assessments.

**d) The prevention of public nuisance**

Notices have been posted to remind users of the premises to respect our neighbours by leaving the premises quietly. This also forms part of staff training. We are also very conscious of ensuring that deliveries and collections are made after 7am, including the recycling of bottles so as not to interrupt neighbours sleep in the early hours. We deliberately do not have a late license so minimise disruption post midnight and we expect to continue this in the future.

**e) The protection of children from harm**

Adherence to the Challenge 25 policy minimises the risk of alcohol being served to Children. Our Members are permitted to bring their children to the Club paying adherence to our constitutional rules number 39 which states the following: No one under the age of 18 is allowed to drink alcohol on the premises. Alcohol shall not be supplied directly or indirectly to persons under the age of 18 whilst on the premises.". We ensure that parents of young children are the responsibility of the parents and if attending a party must remain in the main hall at all times.

**Section 19 of 21**

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

*Continued from previous page...*

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

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

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

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

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

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

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

*Continued from previous page...*

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

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

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

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



**Continued from previous page...**

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

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

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

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

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

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

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

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

*Continued from previous page...*

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

- **Plays:** no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- **Films:** no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- **Indoor sporting events:** no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- **Boxing or Wrestling Entertainment:** no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- **Live music:** no licence permission is required for:
  - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- **Recorded Music:** no licence permission is required for:
  - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

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

## Section 21 of 21

### PAYMENT DETAILS

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

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

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

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00\*

Band E - £125001 and over £635.00\*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then 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

**Continued from previous page...**

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

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

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

\* Full name

\* Capacity

\* Date  /  /

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

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

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

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

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

**OFFICE USE ONLY**

Applicant reference number	Loughton Club Ltd Station Road Licence App
Fee paid	
Payment provider reference	
ELMS Payment Reference	
Payment status	
Payment authorisation code	
Payment authorisation date	
Date and time submitted	
Approval deadline	
Error message	
Is Digitally signed	<input type="checkbox"/>

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [Next >](#)

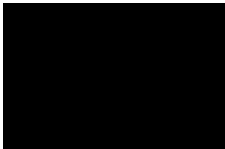
**Consent of individual to being specified as premises supervisor**

Tracy Braniff

I

.....  
*[full 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

Premises License

.....  
*[type of application]*

by

Loughton Club Limited

.....  
*[name of applicant]*

relating to a premises licence

.....  
*[number of existing licence, if any]*

for

Loughton Club Limited  
8 Station Road  
Loughton  
Essex  
IG10 4NX

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

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

Loughton Club Limited

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

concerning the supply of alcohol at

8 Station Road  
Loughton  
Essex  
IG10 4NX

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

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

Personal licence number

LN/000003917

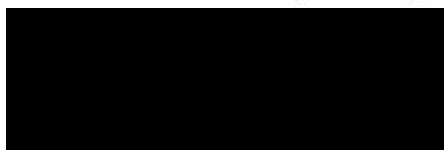
-----  
*[insert personal licence number, if any]*

Personal licence issuing authority

Epping Forest District Council

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

Signed

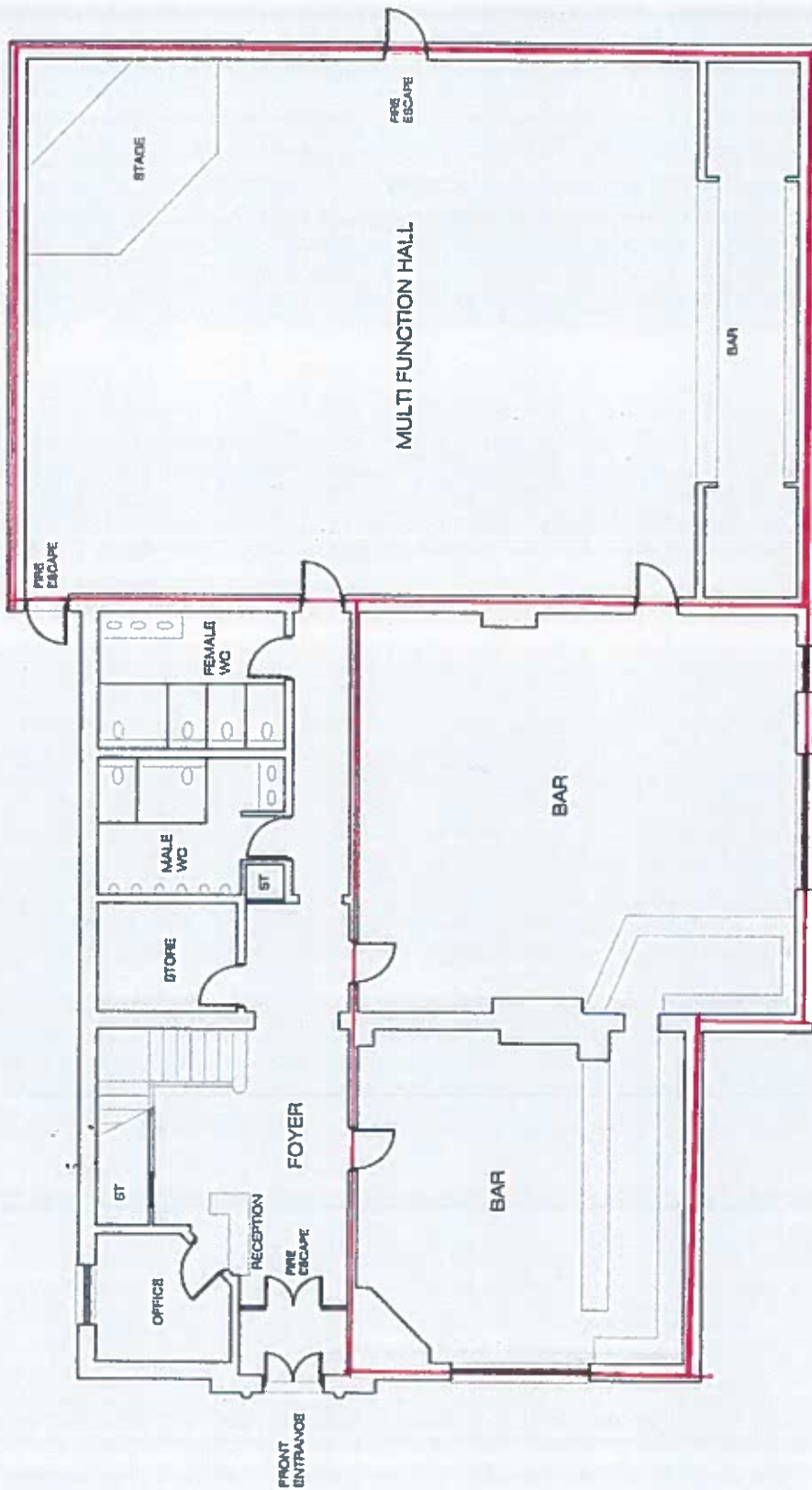


Name (please print)

Mrs Tracy Brown

Date

25th July 2019



# EXISTING GROUND FLOOR PLAN

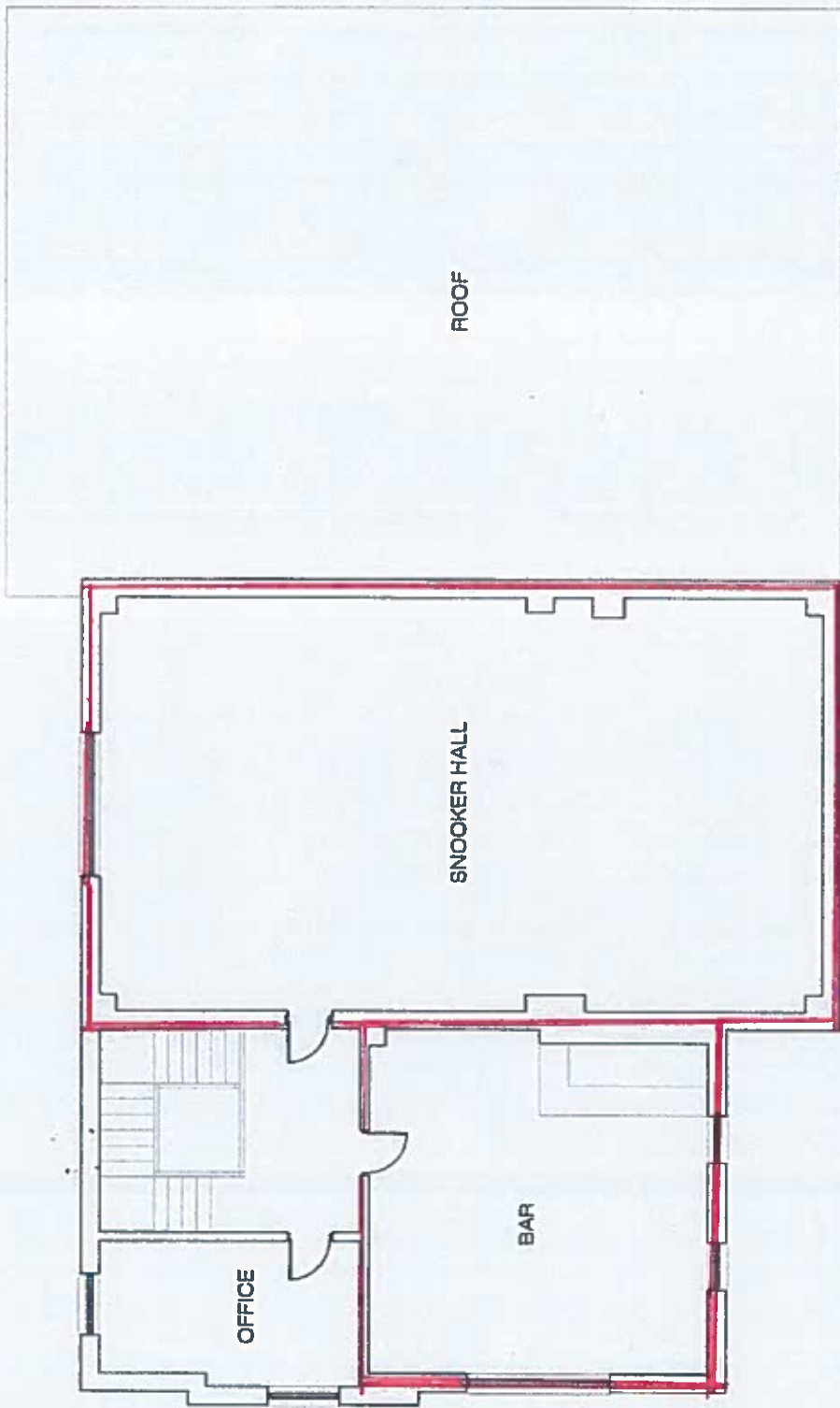


MARK GARROD ARCHITECT  
 81 The Drive Loughton Essex IG10 1HL  
 tel 020 8325 1780 email m@garrodarchitect.com

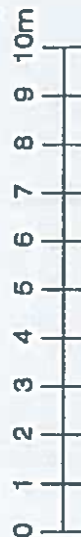
Product  
 LOUGHTON CLUB  
 8 STATION ROAD LOUGHTON  
 ESSEX IG10 4NX

Drawing Title  
 EXISTING GROUND FLOOR PLAN  
 Scale 1:100 @A3  
 Date August 2018 Drawing No  
 1923-01  
 This drawing is the copyright of Mark Garrod Architect





EXISTING 1ST FLOOR PLAN



Drawing Title  
**EXISTING 1ST FLOOR PLAN**  
 Scale 1:100 @A3  
 Date August 2010 Drawing No  
**1923-02**  
 This drawing is the copyright of Mark Garrod Architect

Project  
**LOUGHTON CLUB**  
**8 STATION ROAD LOUGHTON**  
**ESSEX IG10 4NX**

MARK GARROD ARCHITECT  
 81 The Drive Loughton Essex IG10 1HL  
 tel 020 8529 1760 email mark@markgarrod.co.uk

# Announcements • Public Notices

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

Notice is given that on 1st September 2019 that The Loughlin (Club Ltd) of 8 Station Road, Loughlin, Essex, IG10 4YB has applied to the Licensing office of Epping Forest District Council for a Premises Licence in respect of the Loughlin Club, 8 Station Road, Loughlin, Essex, IG10 4YB. The proposed licence is for: The provision of Live Music - Thursday 20.00 to 23.00, Friday and Saturday 18.30 to 00.00 and Sunday 12.00 to 18.00; The provision of Recorded Music and The provision of Performance of Dance - Monday to Thursday 11.00 to 23.00, Friday and Saturday 11.00 to 00.00 and Sunday 11.00 to 23.00; Supply of Alcohol - Monday to Thursday 11.00-23.00, Friday and Saturday 11.00 to 00.00, Sunday 11.00 to 23.00, on the premises only; Hours Premises Are Open To The Public - Monday to Thursday 08.00 to 23.30, Friday and Saturday 08.00 to 00.30, Sunday 08.00 to 23.30; Non standard Timings: Christmas Eve and Boxing Day 11.00 to 00.00, Christmas Day 12.00 to 14.30, New Year's Eve 11.00 to 01.30, New Year's Day 11.00 to 00.00 and Bank Holiday weekends (Friday, Saturday, Sunday and Monday) 11.00 to 02.00. The register of licensed premises is maintained at the Licensing Office of Epping Forest District Council, Civic Offices, High Street, Epping, Essex, CM16 4BZ. Applications for premises licences may be inspected at this office during office hours. Anyone wishing to oppose this application must give written notice to the Licensing Office within 28 days of this notice. It is an offence knowingly or recklessly to make a false statement in connection with an application which could lead to a fine on summary conviction (maximum £5000).

**SPECIAL TREATMENTS LICENCE**

NOTICE IS GIVEN THAT Asha Kaur has applied to the London Borough of Waltham Forest for a Special Treatments Licence for Waxing, Manicure Licence for the premises Beauty Box by AK, 9 Civic Building, 28 St James Street, Waltham Forest, London E17 7YF. Anyone wishing to oppose the application must give notice in writing to the Licensing Officer, Neighbourhoods and Commercial Services, Magistrates Buildings, 1 Fernet Avenue, Waltham Forest, London E17 4DX within 28 days of publication specifying the grounds of opposition. Persons Objecting to the grant of a licence must be prepared to stand in person before a Committee of the Council.

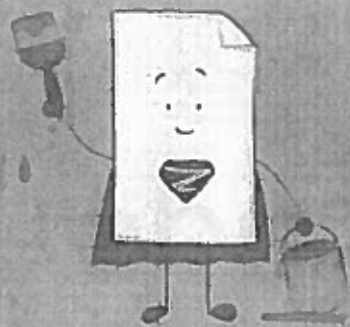
**NOTICE** 12/09/2019

Prostate Limited is applying for a new premises licence at the premises, 222 High Road, Loughlin, IG10 1ET. My submission is made to Epping Forest District Council Licensing, Civic Offices, High Street, Epping, Essex, CM16 4BZ. I am applying for the following licensable activities Sale of Alcohol off the Premises between 11.00pm and 11.00pm on Mondays to Saturdays, and between 11.00pm and 11.00pm on Sundays. The hours of the premises open to the public will be between 11.00pm and 11.00pm from Monday to Saturday, and between 11.00pm and 11.00pm on Sundays. Should you wish to make representations to the council it must be in writing and/or you can view my application by contacting the council on 01882 564000 by 28 days after the date of this notice (i.e. 10/10/2019). It is an offence knowingly or recklessly to make a false statement in connection with an application. A person guilty of an offence under this section is liable on summary conviction to a fine not exceeding £5,000. For more information contact Licensing Services on 01882 564000 or by emailing licensing@epplingforest.gov.uk Write to Licensing, Civic Office, High Street, Epping, Essex CM16 4BZ

**Epping Forest District Council**

Planning applications affecting a Conservation Area

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PASSIONATE**



## Data, Assessment and Reporting Manager

501, Pt 23-25: £27,174.17 - £28,034.15 pa • Term time plus two weeks (47.6 weeks)

We are seeking to recruit a highly motivated and organised person to be responsible for our Management Information Systems, Data Management, Analysis and External Reporting. Previous experience of working in a school would be useful but is not essential.

Do you have?

- Excellent IT skills
- Experience of working with a management information system such as SIMS
- Experience of working in an educational environment
- Flexibility and the ability to work on own initiative
- The ability to form excellent professional relationships
- Excellent communication skills both verbally and in writing
- The ability to prioritise workload and manage conflicting deadlines.

We are:

- 'a good school' - OFSTED, June 2016
- a specialist partner of UCL - Institute of Education
- active partners in the Seven Kings, Waltham Forest and Whitefield's Teaching School Alliances
- holder of the Platinum Quality Mark for Professional Development.

Closing date: Noon, Thursday 26 September 2019.

Visits are warmly welcomed and encouraged. Please contact Janice Feltham, Head's PA at the school to arrange an appointment on 020 8527 4065. Alternatively, to request a recruitment pack and application form (C.V.s are not accepted) or to find out more about what we can offer email us at: [janice.feltham@willowfield-school.co.uk](mailto:janice.feltham@willowfield-school.co.uk)

Willowfield School as an equal opportunity employer is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults in its nurture day nursery and we expect all staff and volunteers to share this commitment. A DBS check will be taken up on the successful candidate.

[www.willowfield-school.co.uk](http://www.willowfield-school.co.uk)



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

Notice is given this day 5<sup>th</sup> September 2019 that The Loughton Club Ltd of 8 Station Road, Loughton, Essex, IG10 4NS has applied to the Licensing office of Epping Forest District Council for a Premises Licence in respect of The Loughton Club, 8 Station Road, Loughton, Essex, IG10 4NX

The proposed licence is for:

**The provision of Live Music** – Thursday 20:00 to 23:00, Friday and Saturday 19:30 to 00:00 and Sunday 12:00 to 16:00

**The provision of Recorded Music and The provision of Performances of Dance** – Monday to Thursday 11:00 to 23:00, Friday and Saturday 11:00 to 00:00 and Sunday 11:00 to 23:00

**Supply of Alcohol** – Monday to Thursday 11:00-23:00, Friday and Saturday 11:00 to 00:00, Sunday 11:00 to 23:00, on the premises only

**Hours Premises Are Open To The Public**– Monday to Thursday 09:00 to 23:30, Friday and Saturday 09:00 to 00:30, Sunday 09:00 to 23:30

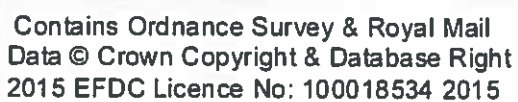
**Non standard Timings**

Christmas Eve and Boxing Day 11:00 to 00:00, Christmas Day 12:00 to 14:30, New Year's Eve 11:00 to 01:30, New Year's Day 11:00 to 00:00 and Bank Holiday weekends (Friday, Saturday, Sunday and Monday) 11:00 to 00:00

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

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





**Denise Bastick**

---

**From:** Johnny Warman [REDACTED]  
**Sent:** 01 October 2019 16:26  
**To:** Licensing; Johnny Warman  
**Subject:** LOUGHTON LEISURE CLUB LTD. Debra Elster and John Waighman wish to make a representation at the meeting on 5th November 2019 please?

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

---

Debra Elster / John Waighman



1st October 2019

Dear Sirs,

We wish to make a representation regarding the proposed Changes of Licence application to the Loughton Club in Station Road. We have lived at [REDACTED] [REDACTED] for 21 years and our house is adjacent to the Club Building and my front Garden / Driveway is adjacent to the Club Car Park.

We are very strongly opposed to this Application to extend Licensing hours? And we have laid out our reasons and serious concerns under the headings listed below.

#### The Prevention of Public Nuisance

We strongly feel the Clubs existing Drinks / Live Music License is more than adequate. It must be remembered that we live in a residential area !! We are mindful of the fact that it is a Club and have always respected that Live and recorded music are a part of that. However, we have often thought that the Club showed a distinct lack of consideration to its neighbours. Many time's we have had to contact Noise Pollution Enforcement at Epping District Council because of excessive noise levels and leaving doors open at the rear of their property that face our home because of hot temperatures inside their premises. There have been occasions where my windows were closed and I could hear the



music inside my home. The Club was told to keep the exit doors at the rear of the Club closed at all times to keep music levels to a minimum but this was never enforced and so we would either phone them? or we would have to walk to the Club to politely ask them to turn it down? On many occasions they did not answer their phone line when we were calling them. This was extremely frustrating for us!! There were so many occasions especially in hot weather when we had these problems and on a couple of occasions their answer to us has been "This Club has been here since 1904, why did you move here?"

We understand that the Club is renting out car spaces for local business's and the car park photo supplied shows this. On a daily basis, especially during the summer months, I am really affected by this whilst sitting in my garden. I have to endure the constant sound of cars coming in and out, engines left running and the smell of petrol fumes. Occupants having conversations on their mobile phones which are clearly audible and the slamming of car doors. At weekends the club members often bring their children and they let them play shout scream play football and go crazy in the Club Carpark whilst their parents enjoy their drinks inside the club leaving their children completely unsupervised. Occasionally I also have to put up with the sounds of a mobile car cleaner's generator and water jet's.. Surely this should not be allowed? When I have contacted the local council about this? I have had conflicting information as to whether this is allowed or not? I am really concerned that if this Club becomes public? If this license is passed? It can only exacerbate the problems we are having to suffer.

We already have to put up with a lot of loud Drunken and unruly behaviour from the Club at closing time!! Extending their license will only exasperate the problem.

Our quality of life and legal rights to be able to enjoy our Home and Garden will be very seriously affected as will our lack of sleep? Loughton has changed a lot over the past few years and not for the better in so many ways. We have plenty of Bars, Pubs and restaurants in the High Street and for that reason there is far more late night activity and we do not need "The Loughton Club" turning into a "Night Club." We are seriously getting to the point already where "Noise Pollution" is having a stressful effect on all residents, especially those living in the closest proximity to the Club.

Monday 23<sup>rd</sup> September 2019 at 06.05.am we were woken up by loud noise of a delivery lorry at Loughton Leisure Club off loading new barrels and loading

empty barrels that went on for 40 minutes. This cannot be acceptable at this time of the morning ?

We have 3 live recordings but we have been told that we are not allowed to use them?.

1 One of excessively loud live music emanating from the Club

2 A recording of drunken loud arguing and a fight at 2.30am in the morning.

3 At 10.45pm on a Friday night a loud drunken party and arguing heard from the walkway and people shouting whilst carrying drinks and taking drugs because their members sometimes park in our road.

Recently in the last 2 weeks on the weekends they have left the backdoor's open when bands are arriving with their equipment and doing "sound checks" and we can hear this clearly in our back garden. This should not be happening as they should just get all their equipment in and shut the doors and then it would not affect us but it is just selfish and people not caring about our peace and quiet.

### Prevention of Crime and Disorder

The Club has had problems in the past with drunken fights and unsociable loud behaviour. We feel that extending The License will just make this even more of a problem, My property is next to Brook Path which leads into the High Street. We already have a problem with discarded gas canisters from drug use and we have supplied photographic evidence, empty beer cans, and the drug dealing which goes on along this walkway day and night. The Street Lighting is so dimly lit it actually feels unsafe to walk along in the Evenings. We often see drunk people sitting on the benches and smoking drugs day and night. There has definitely been a marked increase in crime and unsociable behaviour and we are very concerned that an extended license will make the situation even worse.

### The Protection of Children from Harm

My young Grand daughters regularly stay with us. We are very concerned about them having to witness and hear unsociable behaviour. The noise from Loud Music and drunken behaviour from customers leaving the Club at night has at times really disrupted their and our ability to sleep at night. My Granddaughters sleep in the bedroom next to the side of the Club and Carpark. Slamming of car doors engines starting Loud Shouting and arguments have often woken them up at night when they stay.

With the proposed drinks License running to 12pm. By the time everyone has finished drinking and vacates the Club and car park this disruption would and indeed could be going on until about 1am in the morning??

We feel that this is completely unacceptable. We will be happy to speak about our concerns at the meeting as we feel so strongly about this.

Kindest Regards

Debra Elster / John Waughman

Further photographic evidence and videos of our deep concerns regarding the extension of their Drinks License. We strongly feel that the problems we have already will only get much worse.





GAR PARK PHOTO and my garden is on the left.



DRUG PARAPHERNALIA



MORE DRUG PARAPHERNALIA IN THE WALK WAY

## Denise Bastick

---

**From:** Nick Darrant [REDACTED]  
**Sent:** 29 September 2019 17:37  
**To:** Handan Ibrahim  
**Cc:** Denise Bastick  
**Subject:** Application WK/201924703 - Objection

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

---

Dear Sir or Madam,

I wish to register a strong objection to the application referenced above, regarding the Loughton Club, 8 Station Road.

My wife and I moved to [REDACTED] some years ago after careful deliberation, attracted by the tranquil family atmosphere of the neighbourhood. Despite being very close to the high road we are blessed to be able to sit in our garden late into the evening, enjoying birdsong, sunsets and stargazing, without the merest hint of noise pollution, thanks to the situation of houses and trees in the vicinity.

Our two young children, aged seven and five, may sleep soundly in their beds, with the windows open on a hot summer's evening, awaking refreshed for the day ahead, without the threat of unwelcome disturbance. Having enjoyed our home for these past few years, we are very much looking forward to enjoying it for the next twenty years or more.

I am therefore utterly appalled to learn of an application by a venue which is located a literal stone's throw away from our house, seeking to play music late in the evening, a time when all residents in the area are exercising a basic right to relax peacefully at home.

Having lived in central London for a number of years prior to settling down in Loughton I am all too familiar with the liberties that drinking establishments take in terms of music licenses, as well as the associated anti-social effects that they attract. It would be little short of social vandalism to allow the neighbourhoods of Station Road and Brook Road to be blighted by the granting of this application. Residents would suffer immeasurably. We would have no option but to leave our home and relocate to an area suitable for the raising of a young family, which is what we all have now. What a terribly sad situation this would create. And for what? Just because the landlord of a club/bar wants to attract more late-night partygoers to boost revenues.

I humbly and sincerely urge you to reject this application.

Nick Darrant  
[REDACTED]

## Denise Bastick

---

**From:** [REDACTED]  
**Sent:** 29 September 2019 16:56  
**To:** Licensing  
**Subject:** New Premises Licence application from The Loughton Club Ltd.

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

---

**To:**  
The Licensing Team,  
Epping Forest District Council,  
Civic Offices,  
High Street, Epping,  
Essex, CM16 4BZ

Kindly accept this email as our representation against the application you received on 5th September, 2019 from The Loughton Club Ltd., Station Road, Loughton for a new Premises Licence.

The grounds on which we base our representation relate to the prevention of public nuisance.

Our main concerns focus on the proposed closing times for the provision of live and recorded music, dance performance and the supply of alcohol. These times go beyond an acceptable hour by which such activity should cease.

The Loughton Club is situated in and surrounded by residential roads. In our opinion, the proposed closing times are anti-social and will create an unacceptable nuisance to many, if not all, of the numerous nearby residents.

Please note that, a number of years ago, this same club had a similar licence which did cause a public nuisance, resulting in regular complaints from neighbouring residents and police visits to the club. As a consequence, the licence was revoked.

We would appreciate your informing us of the date, time and venue of the Licensing Sub Committee hearing being held to discuss this application at which we intend to be present. Thank you.

Mr & Mrs F N Tisi,  
[REDACTED]

## Denise Bastick

---

**From:** ian thomas [REDACTED]  
**Sent:** 29 September 2019 15:25  
**To:** Licensing  
**Subject:** WK/201924703 - The Loughton Club, 8 Station Road, IG104NX

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I wish to register my objections to the above application.

Loughton Club is situated within yards of residential properties, it is not sited away from residential properties. They have applied to play music 7 days a week until late. This will cause a public nuisance to the many residents living within hearing distance of the club as from experience the noise from the club carries a long distance. Residents enjoy the peace and quiet of their gardens which is why they live in Loughton and any increased noise from the club will affect their lives. There is also a likelihood that residents' sleep patterns will be disrupted by the noise late at night affecting their mental health.

The supply of alcohol for extended hours will result in public nuisance, as it is inevitable that some people leaving the club will be speaking / yelling loudly, and in all likelihood increased crime and disorder.

It is inappropriate, on the basis of prevention of crime and disorder and prevention of public nuisance, that a premises located so close to residential premises should be granted this licence application.

Ian Thomas  
[REDACTED]

## Denise Bastick

---

**From:** ROY WAITT [REDACTED]  
**Sent:** 29 September 2019 13:17  
**To:** Handan Ibrahim  
**Cc:** Denise Bastick  
**Subject:** Application of premises licences

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

---

your ref: WK/201924703

Regarding Applicant name, The Loughton Club  
Applicant address, 8 Station Road IG10 4NX

I am strongly against the application of premises licences to The Loughton Club in respect of the grounds listed below.

The prevention of public nuisance.

Having lived at my current address for more than 25 years, the playing of loud music by The Loughton Club has been suffered many times before. it is always played so loud it becomes an intolerable nuisance even though you're told it will be kept to a lower level it is never adhered to. When the music ends there is at least another half an hour of noise from people getting into their cars, the breaking of glass being thrown into bins and generally shouting their goodbyes before they drive away. This has happened when residents are still trying to get to sleep to go to work or for school the next day. In the past it's happened a few times a year. I can't imagine what it would be like on a regular basis. I've Spoken to neighbours in the past who have threatened to move away over the loudness of the music from this establishment. This is not right for residence to suffer like this. I know they would move away if this licence is granted and I was seriously considering it myself.

If I was to fill my shed with loud speakers and play music at the times you have suggested at the level we have experienced in the past I would soon be subject to police investigation.

Public safety

Mental health is a topic being taken more seriously these days as it is more understood how much of an impact it has on family life. Surely good mental health is essential in our community, this must be helped by having a home and garden that is quiet and that you can relax in. As I am a long term resident and not looking to change the environment I hope you will respect my request to maintain a peaceful environment to bring up my family. This is why I chose to live here 25 years ago.

I think loud music played at any time is an intrusion and should be discouraged.

I often see broken glass, bottles and glasses left along the pathway to the rear of The Loughton club Ltd car park.

The protection of children from harm.

Broken glass along the pathway to the rear of the Loughton Club Ltd car park. Also children not being able to get to sleep due to loud music impacts on their learning when they have school the next day. As far as I know, there are at least eight families in the immediate area (Brook Road and Station Road) with very young and school age children who would suffer as a result of music disturbance day and night.

Roy Waitt  
[REDACTED]



## Denise Bastick

---

**From:** K ASHWORTH [REDACTED]  
**Sent:** 20 September 2019 14:53  
**To:** Denise Bastick  
**Subject:** Re: Notification of Consultation - The Loughton Club, 8 Station Road, Loughton, Essex IG10 4NX

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Dear Denise,

I would like my representation to be included and it is set out in the email trail below.

I have independently been told that the Loughton Club are interested in changing their status from a club basis to one where members of the public can access the facility and I would see this as magnifying the problem we already have.

If so, It would become a late night music and fully licenced drinking establishment where any member of the public can drink til late after public houses have closed.

This would increase the public nuisance problems set out below.

Please let me know if you need any more input.

Kind regards,

Keith Ashworth

Sent from Yahoo Mail for iPad

On Friday, September 20, 2019, 2:40 pm, Denise Bastick <[dbastick@eppingforestdc.gov.uk](mailto:dbastick@eppingforestdc.gov.uk)> wrote:

Good afternoon

The application referred to below has been resubmitted to this authority. If you wish your representation to be included then I would be grateful if you could please email it to me again confirming that you would like the representation to stand.

Kind regards.

Denise Bastick  
Licensing Compliance Officer  
Commercial and Regulatory Service Directorate  
[dbastick@eppingforestdc.gov.uk](mailto:dbastick@eppingforestdc.gov.uk)  
Tel: 01992 564334  
Working hours Wednesday – Friday

Please contact Mrs Handan Ibrahim, Licensing Compliance Officer  
[hibrahim@eppingforestdc.gov.uk](mailto:hibrahim@eppingforestdc.gov.uk) Tel: 01992 564153  
Monday – Wednesday

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

From: Denise Bastick

Sent: 15 August 2019 14:56

To: 'Keith Ashworth'

Subject: RE: Notification of Consultation - The Loughton Club, 8 Station Road, Loughton, Essex IG10 4NX

Good afternoon

Further to your objection regarding the above application for a new premises licence, I am emailing you to advise that this application has been cancelled as the application has not been advertised in a local newspaper in accordance with the relevant legislation.

The applicant informs me that the application will be resubmitted shortly. When we receive the new application, you will have the opportunity to make a representation again if you wish to.

I trust the above is satisfactory, however if you would like to discuss this matter further please do not hesitate to contact me or my colleague Mrs Handan Ibrahim.

Kind regards.

Denise Bastick

Licensing Compliance Officer

Commercial and Regulatory Service Directorate

[dbastick@eppingforestdc.gov.uk](mailto:dbastick@eppingforestdc.gov.uk)

Tel: [01992 564334](tel:01992564334)

Working hours Wednesday – Friday

Please contact Mrs Handan Ibrahim, Licensing Compliance Officer

[hibrahim@eppingforestdc.gov.uk](mailto:hibrahim@eppingforestdc.gov.uk) Tel: [01992 564153](tel:01992564153)

Monday – Wednesday

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

From: Keith Ashworth [REDACTED]

Sent: 12 August 2019 16:36

To: Licensing

Subject: Notification of Consultation - The Loughton Club, 8 Station Road, Loughton, Essex IG10 4NX

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Dear Sirs,

My name is Keith Ashworth and I live with my wife, Susan Ashworth in [REDACTED]  
[REDACTED]

Our property is directly behind The Loughton Club, separated by Brook Path (a narrow walkway), which already suffers from late night anti-social behaviour, including rowdiness,

drunkenness, (evidence of) drug taking, broken glass including drink bottles and drinking glasses), rubbish strewn around (especially take away packaging) and, from time to time, graffiti.

We would like to make representations against this application as follows:

The Club site is in a residential location, surrounded by houses on three sides.

We already suffer from the above-mentioned problems related to Brook Pass and would propose that evening live or recorded music and performance of dance is inappropriate to this residential location, additionally considering children's sleep patterns, living in the immediate area now and in the future. It would also clearly exacerbate the existing Brook Path problems.

I do not object to supply of alcohol, up to say 10.30PM, nor would I object to day time provision (say before 6PM) of live or recorded music or the performance of dance.

We already tolerate night time noise especially from the Loughton Club premises car park, abutting Brook Path and we are certain that this problem would be substantially increased and extended by the proposed new premises license application.

Please do not hesitate to ask any questions you may have.

Best regards,

Keith Ashworth

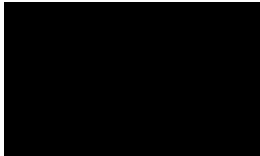


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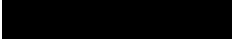
  
16<sup>th</sup> Sept. 2019  
~~8<sup>th</sup> August 2019~~

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

Dear Sirs

**YOUR REF: WK/201924703 THE LOUGHTON CLUB LTD  
APPLICATION FOR NEW PREMISES LICENCE .**

I wish to object most strongly to the application from Loughton Club for a Premises Licence on the grounds of **Prevention of Public Nuisance**.

I live  to the Loughton Club at  and would be severely affected by any loud music (live or recorded) and any performance of dance at any time and particularly Sunday afternoons and late evenings. Under the terms of this application this would take place from 11.00am to the early hours of the morning each and every day and Bank holidays and the Christmas period, this is totally unacceptable in a residential road.

As this licence applies to the public use of the Club and not only members, there would be no control of the volume of sound and this would affect me greatly. It would be impossible to enjoy my garden with unwelcome loud amplified music blaring from next door and my windows would have to remain shut in an effort to reduce such unbearable disturbance.

In addition to this, there is likely to be increased nuisance from people under the influence of alcohol spilling out of this venue in the early hours, loudly shouting, singing and slamming car doors all of which disturbs me as a next door neighbour.

It is my intention to attend the meeting to witness the consideration of this unreasonable proposal, along with my neighbours who share my anxiety and concern.

Yours faithfully



SHEILA WITTS (MRS)

## Denise Bastick

---

**From:** Andrew Ellis [REDACTED]  
**Sent:** 14 September 2019 11:28  
**To:** Licensing  
**Cc:** Adele ellis; Andrew Ellis  
**Subject:** Fwd: Loughton Club Ltd License of Application

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Dear Sir / Madam

Re: register of licence applications received: Loughton Club

Having received a renewed application notice this week (having been placed by the Loughton Club on 5 Sept), I'd like to refer you to my original objection, and reasons for this, outlined in the email below.

This objection and comments still stand. And therefore can be taken as our formal objection.

I'd be grateful for acknowledgment of receipt of our objection.

Regards

Andrew and Adele Ellis

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**From:** Andrew Ellis [REDACTED]  
**Sent:** Friday, August 2, 2019 1:01 pm  
**To:** licensing@eppingforestdc.gov.uk  
**Cc:** adele tuvey  
**Subject:** Loughton Club Ltd License of Application

Dear Sir/ Madam,

Re: Loughton Club Ltd License application received (5 proposed change of use applications)

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

We wish to make representation at any meeting/ hearing on to strongly oppose changes of use. I believe this is a feeling strongly felt with other residents in Station Road.

We are surprised that this is even being considered as an application. And not rejected out of hand. For a couple of clear reasons:

- Station Road is a residential area, where the residents have a legal right to peaceful enjoyment of their properties without disturbance
  - This application is incongruous with that. And is entirely inappropriate to a residential area
- Several other “clubs/ venues” have already been forced to close down – Luxe, Nu Bar, due to the disturbance, noise pollution and disturbance they have caused
  - Why would you replace them with another one?

There are a number of objections:

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

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

The Loughton Club was designed to be a quiet working mans club. Music and events at the venue already cause issues with noise and disturbance.

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

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

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

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

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

A late night venue in a residential area is only going to increase the chances of this behaviour, and the need for more police presence – due to the danger to residents if they need to step in themselves. And to protect our family we would have to step in – which is not safe.

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

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

### **Protection of Children**

There are children of varying ages in the very near locality.

We are two doors down, with 2 young children. It would be completely unacceptable for them to have to endure disturbed sleep, be awoken to loud music/ disturbance, shouting, swearing, and other harmful disturbances.

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

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

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

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

We are very happy to discuss.

Please acknowledge receipt of this email.



Regards

Andrew and Adele Ellis



## Denise Bastick

---

**From:** A R [REDACTED]  
**Sent:** 12 September 2019 15:46  
**To:** Licensing  
**Cc:** Alano Regueiro; Amy Regueiro  
**Subject:** Fwd: Application for a new Premises Licence - The Loughton Club, 8 Station Road, Loughton

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Please confirm receipt of this email. Thank you!

Dear Licensing Team at EFDC

Re: Your ref: WK/201924703

Today (11 Sep 2019) we just received the new notification of Loughton Club's new licensing application for multiple changes in use. Please resubmit our strong objections to all of their multiple changes in use application. Again, my wife and I are happy to speak at the licensing meeting once notified of the date and time. Please confirm you have resubmitted our objections, with the same grounds for objection as before which you should be able to see on the email chain. My mobile is [REDACTED]. I would add that recently we had to endure a couple of incidences of loud music spewing out of the Loughton Club on Saturday evenings til 11:30pm. When approached about the noise pollution problem, they refused to turn the music down saying they had the right to the loud music as they had a license for music til Saturday at 11:30pm. A license for music does Not mean a license to make a public nuisance, ruin people's ability to sleep. Fyi, I and at least one neighbour called and made complaints to the EFDC noise pollution dept (Chris Smith and Mike Richardson) and I know of more neighbours who were very upset about the noise those evenings who didn't know whom to complain to.

Kind regards

Alano Regueiro  
[REDACTED]

On Thu, Aug 15, 2019 at 2:50 PM Denise Bastick <[dbastick@eppingforestdc.gov.uk](mailto:dbastick@eppingforestdc.gov.uk)> wrote:

Good afternoon

Further to your objection regarding the above application for a new premises licence, I am emailing you to advise that this application has been cancelled as the application has not been advertised in a local newspaper in accordance with the relevant legislation.

The applicant informs me that the application will be resubmitted shortly. When we receive the new application, you will have the opportunity to make representation again if you wish to.

I trust the above is satisfactory, however if you would like to discuss this matter further please do not hesitate to contact me or my colleague Mrs Handan Ibrahim.

Kind regards.

Denise Bastick

Licensing Compliance Officer

Commercial and Regulatory Service Directorate

[dbastick@eppingforestdc.gov.uk](mailto:dbastick@eppingforestdc.gov.uk)

Tel: 01992 564334

Working hours Wednesday – Friday

Please contact Mrs Handan Ibrahim, Licensing Compliance Officer

[hibrahim@eppingforestdc.gov.uk](mailto:hibrahim@eppingforestdc.gov.uk) Tel: 01992 564153

Monday – Wednesday

**From:** A R [REDACTED]  
**Sent:** 30 July 2019 17:53  
**To:** Licensing  
**Cc:** Amy Regueiro; Alano Regueiro  
**Subject:** Fwd: Loughton Club Ltd License of application received (5)

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Dear Sir/Madam

Re: Loughton Club Ltd License application received (5 proposed change of use applications)

We wish to make a representation at the meeting on August 22nd as we and other members of this residential road (Station Road) strongly oppose these proposed changes of use!

We live across the street on Station Road from the Loughton Club at [REDACTED] and are most affected by these proposed changes of use. We strongly oppose these change of use applications, especially involving any Music and Dance, whether Live or Recorded!!! Adding inexpensive alcohol to the mix especially at late hours just invites additional multiple problems with public safety and crime and disorder, not to mention extreme noise disturbances/pollution to neighbours!

We have lived at [REDACTED] since December 1995 and remember the occasions many years ago when the Loughton Club had their music evenings. The basis of our objections includes:

- 1- Public Safety
- 2- Prevention of crime and disorder
- 3- Extreme Noise pollution and disturbance to the many residential neighbours
- 4- Protection of children from harm

We were forced to register many complaints against them with the Club itself, the Police and the Noise pollution enforcement arm of Epping Forest District Council. As a consequence of these frequent complaints, they were forced to discontinue precisely these types of events involving live and recorded music, dance coupled with late hours with access to inexpensive alcohol.

The problems were numerous:

**1- Severe Noise Pollution/Prevention of Public Nuisance:**

It would be difficult to find a more clear cut example of a public nuisance if we tried. Loud music with noise spilling out of the building from both ground floor or the first floor would make it impossible for our family to sleep. In addition, years ago when they had similar events, their clientele used to spill out onto the forecourt of the Loughton Club talking loudly, shouting, laughing or even crying very loudly for long periods of time after closure. We then we had to endure the constant slamming of doors, inhalation of gas canisters, laughing and shouting right outside our bedroom window. This would mean that we would have to endure this torture until the wee hours of the morning. The noise pollution would truly destroy our family's health and our legal right to peaceful enjoyment of our home.

**2- Prevention of crime and disorder/Public Safety/Hooliganism:** They have also had problems with disorderly conduct in the past especially when numerous people assemble on their large forecourt/front parking lot and fights have broken out and loud shouting has occurred especially by drunken youths and young adults. We and our neighbours were forced to call out the Police on a number of occasions to sort the situations out. The Loughton Club manager at that time told us "It isn't our problem once we kick the disorderly people out of the Club."

Station Road has also become a rat run/drag strip to the tube stop. As there are no speed restrictions on the road, such as sleeping policemen, cars often speed very fast down the road in order to drop off/pick up travellers at the tube. It would not be safe to add more inebriated pedestrians and vehicle traffic to the mix. Already dozens of gas canisters are frequently found outside our property from youths exiting local pubs.

**3- Protection of children from harm:** Underage drinking, frequent drunk driving, multiple gas canisters for inhalation by youths, shouting, fights and other mayhem was often the consequence of these parties, celebrations and entertainment evenings. We don't need yet another establishment offering cheap booze and loud music to attract youths and young adults when we already have to contend with drunks pouring out of the Holly Bush and the Last Post. Despite complaints to the police, they make zero effort in policing Station Road before, during or after closing hours with consequences of frequent loud shouting, drunk drinking, and youths taking gas canisters before driving off at breakneck speed. Just perfect if you want to turn Loughton into Newcastle! Let us not forget the incident when someone had their hand chopped off outside a local club and had it thrown into someone's garden on Station Road. We have had CID officers knock on our door several times regarding violent assault incidences occurring on Station Road and on the High Street when investigating crimes committed by people attending local pubs! We don't want it to get any worse than it already is!!

This Loughton Club was designed to be a quiet Working Man's club and not a nightclub nor a discoteque! Their greed for more money from change of use is entirely at our expense by destroying our legal right to peaceful enjoyment of our own home without disturbances.

My wife and I would be happy to speak at this meeting to verbalise the these very real dangers and negative impact of allowing these changes of use.

Any questions, please don't hesitate to ring me at [REDACTED]

Best regards

Alano Regueiro

[REDACTED]

We will fight these applications by all legal means!



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## Denise Bastick

---

**From:** Peter Jones 42007706 [REDACTED]  
**Sent:** 27 September 2019 10:49  
**To:** Loughton Club  
**Cc:** Licensing  
**Subject:** FW: Loughton Club - Premises Licence Application  
**Attachments:** Loughton Club - Conditions.docx

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Hi Tracy,

Thank you for taking the time to consider and agree these. I have copied the council in so they can see the conversation and agreement.

With this in mind; Essex Police make no further representations to the application.

Regards,

Peter



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

**From:** Loughton Club <loughtonclub@gmail.com>  
**Sent:** 24 September 2019 09:23  
**To:** Peter Jones 42007706 [REDACTED]  
**Subject:** Fwd: Loughton Club - Premises Licence Application

Morning Peter,

I have discussed this with committee members and we don't have any problems with these - Jackie is our full time lead bar person and is also happy to work with on implementing these.

Do we need to meet to discuss and confirm - I live on [REDACTED] and around tomorrow am if that suits ....  
Tracy

----- Forwarded message -----

**From:** Loughton Club <loughtonclub@gmail.com>  
**Date:** Wed, 11 Sep 2019 at 12:01  
**Subject:** Fwd: Loughton Club - Premises Licence Application  
**To:** Karl Britz [REDACTED]  
[REDACTED]

I don't have any problem with these however committee members need to police it with the support of Jackie.

I'll speak to her about it tomorrow

Tracy



----- Forwarded message -----

From: **Peter Jones 42007706** [REDACTED]  
Date: Wed, 11 Sep 2019 at 10:16  
Subject: RE: Loughton Club - Premises Licence Application  
To: Loughton Club <[loughtonclub@gmail.com](mailto:loughtonclub@gmail.com)>  
Cc: EFDC Licensing <[licensing@eppingforestdc.gov.uk](mailto:licensing@eppingforestdc.gov.uk)>

Tracy, thank you for your reply.

I would like to agree some addition conditions with you to attach to the premises licence; some of which you have already made reference to. Please take a look at the attached and advise by return email whether you are happy to agree to these conditions.

If you have any comments or questions regarding them; don't hesitate to contact me further. They are recommendations and so are negotiable.

My regards,

Peter



**Peter Jones (7706) MIOL MBII**

Licensing Officer – Epping Forest & Harlow

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

From: Loughton Club <[loughtonclub@gmail.com](mailto:loughtonclub@gmail.com)>  
Sent: 09 September 2019 12:43  
To: Peter Jones 42007706 <[Peter.Jones@essex.police.uk](mailto:Peter.Jones@essex.police.uk)>  
Subject: Re: Loughton Club - Premises Licence Application

Hi Peter, please see responses below from our management committee,

1. We have cctv in door entry system (swipe card) only at present but we are currently out to tender (quotes) for CCTV inside the building with site visits booked week commencing 9th September.

Faces are clearly visible when customers face the camera on entry. Data recording is 3 months.

2. We have not as yet employed door supervisors as we have never had a need for them. For events open to non members in the future committee members will be present and should we require supervisors we will most definitely consider this in advance if the event.

3. We currently host all sorts of events eg. Birthdays (all ages); wedding parties ; wakes; anniversaries; retirement; baby showers.; bands; singers and DJs.

Excluded events: political organisations; Hen parties and stag parties; obviously under 18yr olds. We insist that 18 and 21st are attended by the parents as well and generally have no problems with these as they are members.

thanks

Tracy

[REDACTED]

On Fri, 6 Sep 2019 at 08:59, Peter Jones 42007706 [REDACTED] > wrote:

Dear Tracy,

I am in receipt of the Premises Licence application for Loughton Club and wish to ask a couple of questions before responding further.

1. Does the premises have CCTV installed? If so, what/where does it cover, how long are recordings kept, and what is the quality (e.g. can faces clearly be seen?)
2. Does the premises ever employ door supervisors? If so which company, and when?
3. What type of events are permitted/excluded (e.g. 18<sup>th</sup> birthdays etc.)?

I look forward to hearing from you.

Kind regards,



**Peter Jones (7706) MIOL MBII**

**Licensing Officer – Epping Forest & Harlow**

**☎ 01279625405 (Ext: 313604) [REDACTED]**

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

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### **Prevention of Crime & Disorder**

1. No alcohol may be supplied by an individual unless that individual has the written consent of the Designated Premises Supervisor or other employed Personal Licence Holder. A written record of this consent must be retained on the premises at all times when such an individual supplies or proposes to supply alcohol and be made available immediately upon reasonable request of the police or licensing authority.
2. In addition to water, other non-alcoholic beverages shall be available at all times whilst alcohol sale or supply takes place.
3. An incident log shall be kept at the premises, and made immediately available to police or licensing authority staff upon reasonable request. The log must be completed as soon as is possible and within any case within 4 hours of the occurrence and shall record the following:
  - a) all crimes reported to the venue
  - b) all ejections of patrons
  - c) any complaints received concerning crime and disorder
  - d) any incidents of disorder
  - e) all seizures of drugs or offensive weapons

The incident log shall either be electronic or maintained in a bound document with individually numbered pages and be retained for at least 12 months from the date of the last entry.

4. Where SIA licensed door supervisors are used at the premises a record shall be maintained (on the premises) which is legible and details:
  - i. The day and date when door supervisors were deployed;
  - ii. The name and SIA registration number of each door supervisor on duty at the premises; and
  - iii. The start and finish time of each door supervisor's worked duty period.

This record shall be retained on the premises for 31 days and be immediately provided to police or licensing authority staff upon reasonable request.

### **Public Safety**

5. At all times no persons shall be permitted to take bottles, glasses or drinking vessels from the premises.

### **Prevention of Public Nuisance**

6. Clear and legible notices must be prominently displayed at all exits requesting customers to respect local residents and leave the area quietly.
7. Clear and legible notices must be prominently displayed at any area used for smoking requesting customers to respect local residents and use the area quietly.

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

8. A Challenge 25 scheme shall be operated, whereby any person who appears to be under the age of 25 years of age is required to produce on request an item which meets the mandatory age verification requirement **and** is either a:
  - Proof of age card bearing the PASS Hologram;
  - Photocard driving licence;
  - Passport; or
  - Ministry of Defence Identity Card.

9. The premises shall clearly display signs at the each point of sale advising customers that a 'Challenge 25' policy is in force.
10. A refusals record shall be maintained at the premises which details all refusals to sell alcohol. Each entry shall, as a minimum, record the date and time of the refusal and the name of the staff member refusing the sale. All entries must be made as soon as possible and in any event within 4 hours of the refusal and the record must be made immediately available to police, trading standards or licensing authority staff upon reasonable request. The refusals record shall either be electronic or maintained in a bound document and retained for at least 12 months from the date of the last entry.
11. All staff engaged in the sale or supply of alcohol on the premises shall have received training in relation to the protection of children from harm (including under-age sales), how to recognise drunkenness and the duty not to serve drunk persons. Refresher training shall be carried out at least every six months. Training records shall be kept on the premises (or otherwise be accessible on the premises) for a minimum of 12 months and made immediately available to police, trading standards or licensing authority staff upon reasonable request.