

* 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	<input type="text" value="Not Currently In Use"/>	This is the unique reference for this application generated by the system.
Your reference	<input type="text" value="Daniel Potter The Gallery"/>	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	<input type="text" value="Daniel"/>
Family name	<input type="text" value="Potter"/>
E-mail	<input type="text" value=""/>
Main telephone number	<input type="text" value=""/> Include country code.
Other telephone number	<input type="text" value=""/>

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

Are you:

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

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

Applicant Business

Is your business registered in the UK with Companies House? ☐ Yes ☒ No

Is your business registered outside the UK? ☐ Yes ☒ No

Business name	<input type="text" value="The Gallery"/>	If your business is registered, use its registered name.
VAT number	<input type="text" value="-"/> <input type="text" value="None"/>	Put "none" if you are not registered for VAT.
Legal status	<input type="text" value="Sole Trader"/>	

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Business Address

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

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

REMISES DETAILS

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

Premises Address

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

☒ Address ☐ OS map reference ☐ Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

Section 3 of 21

APPLICATION DETAILS

1 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

Confirm The Following

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

Section 4 of 21

INDIVIDUAL APPLICANT DETAILS

Applicant Name

Is the name the same as (or similar to) the details given in section one?

☒ Yes ☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

Family name

Is the applicant 18 years of age or older?

☒ Yes ☐ No

continued from previous page...

Current Residential Address

Is the address the same as (or similar to) the address given in section one?

☐ Yes ☒ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

☒ Yes ☐ No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

E-mail	<input type="text"/>
Telephone number	<input type="text"/>
Other telephone number	<input type="text"/>
Date of birth	<input type="text" value="dd"/> / <input type="text" value="mm"/> / <input type="text" value="yyyy"/>
Nationality	<input type="text" value="British"/>
Right to work share code	<input type="text"/>

Documents that demonstrate entitlement to work in the UK
Right to work share code if not submitting scanned documents

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

Continued from previous page...

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.

The premises is a ground floor unit based in a light industrial and retail area called The Maltings. This unit, Unit K is currently a gym. The current tenants are vacating on the 14th August 2022 with the expectation that the applicant takes over on 15th. The unit has toilet facilities, large ground floor space for approx 50-60 covers and allocated parking for three cars to the front though this area will likely have approx 4 picnic style benches for customers. The proposal is to sell alcoholic and non-alcoholic drinks to paying customers 7 days a week with late night opening only on Weds, Thurs, Fri, Saturday and Sundays. The unit will also host Jazz, Blues, Soul and other music twice a month with comedy nights taking place on the other weekends. This will ensure that any disturbance to the nearest residents is kept to a minimum. There will be some variations to this as detailed further in the application.

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

Continued from previous page...

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the day
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 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 proposal is to play live amplified music on Friday OR Saturday nights every other weekend. Live music will be played
every Sunday afternoon/evening. Live music will generally be (but not limited to) Blues, Jazz, Soul. The music on Friday OR
Saturday will be for ticket holders only whilst Sunday will be what is referred to as a Chill Out Session and will be free.

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.

The only variations will be Summer Bank Holidays in August where there is a possibility that live music will take place. This is
also to include Easter Monday and May bank holiday. The same timings would be in place for a Sunday session.

Continued from previous page...

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.

Live music will take place on Christmas Eve and New Years Eve until 00:30

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

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the day
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

Continued from previous page...

SUNDAY

Start 10:00

End 22:00

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.

Recorded music will be amplified but only via means of a standard record player. The only variation to this would be when a DJ would play amplified music instead of live music.

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-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.

Recorded music may be extended if for example through the use of a DJ on Christmas Eve or New Years Eve. There also may be recorded music played for private parties where the venue is exclusively hired to a one customer.

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☐ Yes

☒ No

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

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Continued from previous page...

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 day
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.

State any seasonal variations

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

Seasonal variations may include any bank holidays that fall on a Monday whereby the sale of alcohol will be extended to

Continued from previous page...

2:00hrs

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.

The sale of alcohol will be extended on Christmas Eve and New Years Eve to 00:30hrs

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

Name

First name

Daniel

Family name

Potter

Date of birth

dd / mm / yyyy

Enter the contact's address

Building number or name

Unit Z, The Maltings

Street

Station Road

District

City or town

Sawbridgeworth

County or administrative area

Epping Forest

Postcode

CM21 9JX

Country

United Kingdom

Personal Licence number
(if known)

Issuing licensing authority
(if known)

Epping Forest

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ☒ Electronically, by the proposed designated premises supervisor
- ☐ As an attachment to this application

Continued from previous page...

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

OURS 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 day 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

Continued from previous page...

SUNDAY

Start 10:00

End 22:00

Start

End

State any seasonal variations

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

All bank holidays that fall on a Monday the hours will be extended to close at 22:00hrs

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.

Christmas Eve and New Years Eve opening hours will be extended to 01:00hrs

Section 18 of 21

LICENSING OBJECTIVES

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

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

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

The Licensee, that is the person in whose name the premises licence is issued, shall ensure that all times when the premises are for any licensable activity, there are sufficient and competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the licence and for preventing crime and disorder. The Licensee shall ensure that all staff will undertake training in their responsibilities in relation to the sale of alcohol, particularly with regard to drunkenness and underage persons. This will include the strict implementation of the challenge 25 policy. Records will be kept of training and refresher training. CCTV will be installed and kept for no less than 30 days.

ii) The prevention of crime and disorder

The premise license holder shall ensure that CCTV cameras and recorders are installed at the premises and are of a standard acceptable to and approved by the police

1. The system shall be maintained in good working order and at all times the premise is open to the public, be fully operational covering both internal and external areas of the premises

2. The CCTV views are not to be obstructed, at least one CCTV camera is to be placed near to the exit in order to capture clear facial images of all patrons leaving the premises

3. A suitable trained staff member will be able to show and provide police or council licensing officers recent data footage with the minimum delay when requested.

4. All goods, including those subject to duty payments i.e. alcohol and tobacco products will be brought from cash and carries only an invoices will be available upon request. No alcoholic drinks or tobacco will be purchased by the premises from unannounced sellers calling at the premises

5. An incident/refusal log shall be kept at the premises, and made available for inspection on request to an authorized officer of the council of the police which will record the following:

i) All crimes reported at the venue

ii) Any complaints received, any faults in the CCTV system

Continued from previous page...

j) Any refusal of the sale of alcohol, any visit by a relevant authority

k) CAD reference number where police are called

;) Public safety

1. Installation of appropriate safety equipment

2. Fire exit signs displayed

3. To comply with all current, fire, health and safety laws

4. CCTV working at all times

l) The prevention of public nuisance

1. Notice displayed asking customers to leave quietly from premises also customers will be told in person to leave quietly and not to disturb the local neighborhood

2. Strict policy in place to tell all staff not to serve alcohol to drunks at all

3. Appropriate signage will be displayed, in prominent position informing customers they are being recorded on CCTV

m) The protection of children from harm

1. A challenge 25 policy will be in force, where any person looking under the age of 25 shall be asked to prove their age when attempting to purchase alcohol and signs to this effect will be displayed at the premises. Challenge 25 posters displayed where alcohol is sold.

2. The only acceptable ID will be those with photographic identification documents; including passport, photo-card, driving license or proof of age card bearing the PASS hologram.

3. No children under the age of 18 will be allowed on the premises after 1900hrs.

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.
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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.

Section 20 of 21

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 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

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 (£)

315.00

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	<input type="text" value="Daniel Potter"/>										
Capacity	<input type="text" value="Owner"/>										
Date	<table><tbody><tr><td><input type="text" value="21"/></td><td>/</td><td><input type="text" value="06"/></td><td>/</td><td><input type="text" value="2022"/></td></tr><tr><td>dd</td><td></td><td>mm</td><td></td><td>yyyy</td></tr></tbody></table>	<input type="text" value="21"/>	/	<input type="text" value="06"/>	/	<input type="text" value="2022"/>	dd		mm		yyyy
<input type="text" value="21"/>	/	<input type="text" value="06"/>	/	<input type="text" value="2022"/>							
dd		mm		yyyy							

[Add another signatory](#)

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

1. Save this form to your computer by clicking file/save as...
 2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/epping-forest/apply-1> to upload this file and continue with your application.
- Don't forget to make sure you have all your supporting documentation to hand.

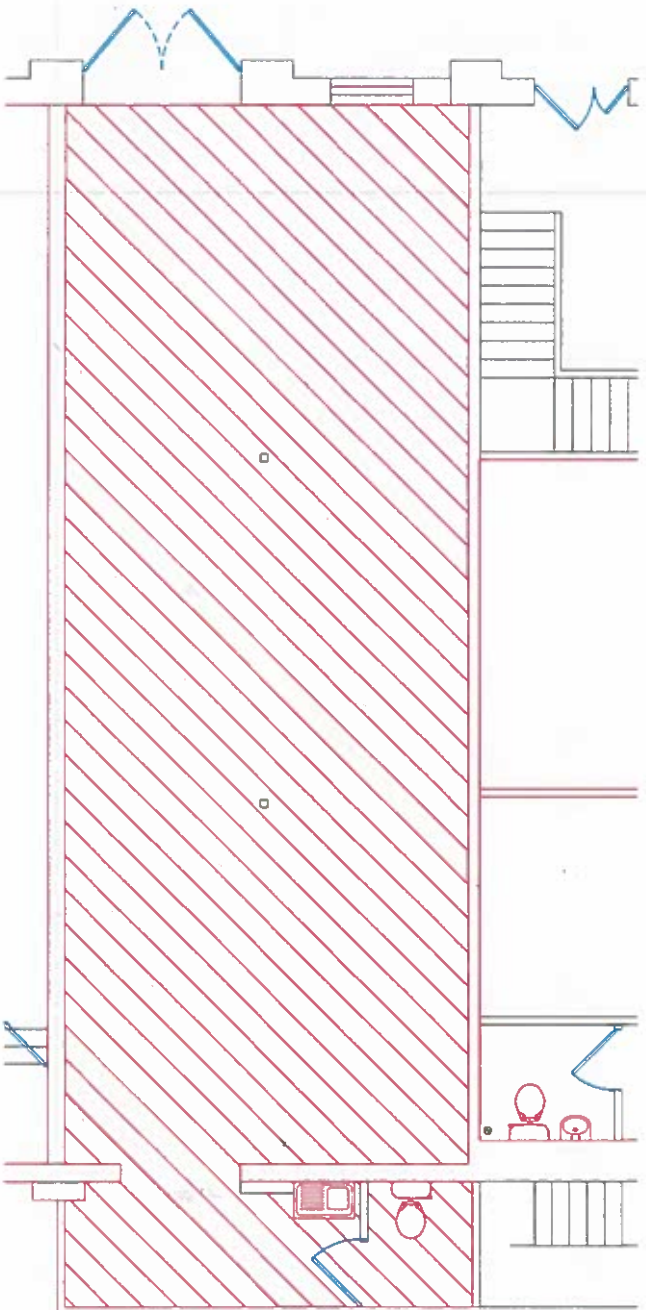
IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

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	<input type="text" value="Daniel Potter The Gallery"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
LMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
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 >](#)



Ground Floor - Scale 1:50

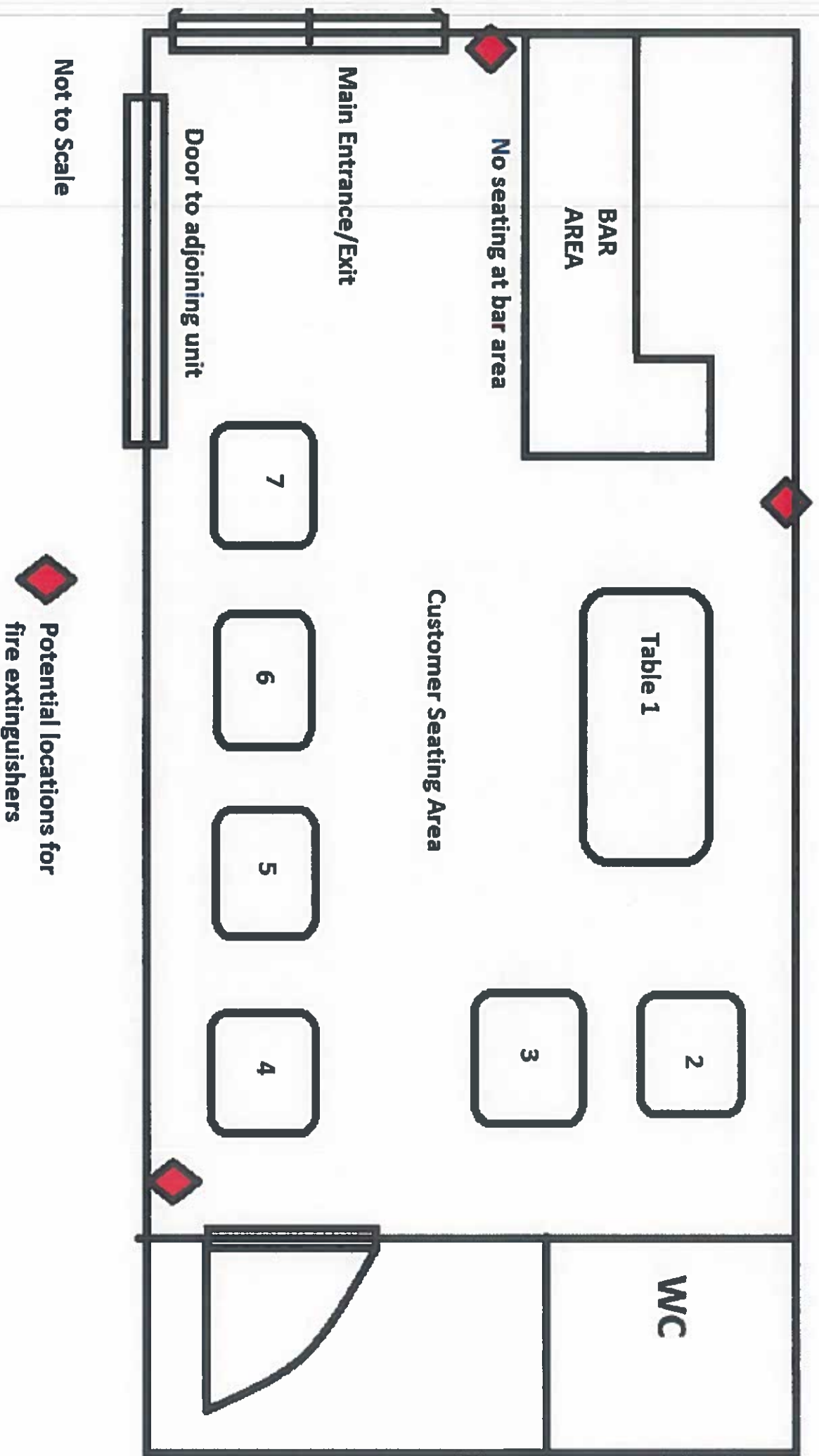
new

UNIT L3, 11
STATION F
SAVBRIDG
HERTS, C1
(T) 01279 4
(E) mho@nu

Scale

See Dwg :

Title





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www.larox.co.uk

First Floor

THE TRAINING

NO PARKING

optimus



(Lawns)

PUBLIC NOTICES

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

Notice is given this day 22/06/2022 that Daniel Potter of The Gallery, Unit 2 The Maltings, Station Road, Sawbridgeworth, CM21 9JX has applied to the Licensing office of Epping Forest District Council for a Premises Licence in respect of Unit K, The Maltings, Station Road, Sawbridgeworth, CM21 9JX.

The proposed licence is for the sale of alcohol on and off the premises Monday to Tuesday, 1200-1700hrs, Wednesday and Sunday 1200-2200hrs and Thursday to Saturday 1200-2300hrs.

The proposal also includes live music Friday to Saturday 18.00-23.00hrs and Sunday 12.00-22.00hrs.

Recorded music Monday to Tuesday 10.00 - 17.00hrs, Wednesday and Sunday 10.00-22.00hrs and Thursday to Saturday 10.00 - 23.00hrs.

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).

Debbie Houghton

From: Bruce Hall - [REDACTED]
Sent: 06 July 2022 19:41
To: Licensing
Subject: Representation Against Licence Application - Unit K, The Maltings, Station Road, Sawbridgeworth, Herts, CM21 9JX

Importance: High

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 content is safe.

Dear Sirs,

I am writing to make a strong representation against the licensing application at Unit K, The Maltings, Station Road, Sawbridgeworth, Herts, CM21 9JX.

The subject premises is in the immediate vicinity of where we reside, at Waterside Place, Sawbridgeworth. We can only surmise from the correspondence received, that the applicant, Mr Daniel Potter, intends to open up a bar, as the nature of the application relates to playing both live and recorded music as well as selling alcohol most days until 22:00/23:00.

As mentioned above, we write to strongly oppose this application from being granted. Music being played until late in to the evening would have a severe and adverse impact on both our quality of lives in general and mental wellbeing. This really would quite simply be an intolerable disturbance which would no doubt have an extremely negative impact on ourselves as well as the wider neighbourhood. The disturbance caused by live and recorded music playing for hours and hours at a time and late in to the evening would inevitably be made even worse by intoxicated customers of the venue producing additional unwelcome noise, loitering and possibly even behaving antisocially. Not only would a licence for music and alcohol for this venue adversely impact on our sleep, relaxation and mental health and wellbeing - it would also violate ours and our neighbour's human right to lead a relatively peaceful and quiet life.

Furthermore, as a professional in the property industry, I know that this licence being granted would have a negative impact on local property prices. The area is popular and is renowned for being a relatively peaceful and quiet neighbourhood that is safe and comfortable for families and elderly people. These appealing elements would be severely diminished by the introduction of a venue playing music and serving alcohol - which would have a negative knock-on effect on the neighbourhood's reputation and property prices.

Best wishes

Bruce Hall
Waterside Place
Sawbridgeworth
Herts
[REDACTED]

Debbie Houghton

From: simon muscatt [REDACTED]
Sent: 06 July 2022 21:07
To: Licensing
Subject: Re: License Application at Unit K, The Maltings, Station Road, Sheering, Sawbridgeworth CM21 9JX

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 content is safe.

Dear Sir

We wish to object to the above application on the following grounds:

Public Nuisance

The venue is likely to generate a significant volume of loud music late into the night which it will not be possible to avoid in our block of flats, which is situated adjacent to the railway line on the other side of which the sound will be emanating from. The Priors Court building opposite us would be unlikely to block out this noise as it lies between us and the station rather than the Maltings.

Public Safety

The venue is likely to generate a significant volume of traffic from attendees wishing to park their cars. Is there sufficient space for these and if not, where will any overflow cars park? Even if there is sufficient parking space, some attendees may seek to park in the surrounding roads to avoid having to pay, which could lead to dangerous situations developing, in particular in the parking areas provided for flats such as ours.

Yours faithfully

Simon & Jan Muscatt

[REDACTED] Waterside Place, Sheering Lower Road, Sawbridgeworth, [REDACTED]
[REDACTED]



12th July 2022

Allen House Business Centre
The Maltings, Station Road
Sawbridgeworth
Herts, CM21 9JX

RE: Premises License Application. Daniel Potter. Unit K, The Maltings, Station Rd, Sawbridgeworth, Essex, CM21 9JX.

Dear sirs,

We strongly object and would like to make a representation in respect of the application for a License at Unit K, The Maltings for a music venue with the sale of alcohol on the following grounds;

1. Public Nuisance

- A) There is no parking in this area of The Maltings. It is very likely that parked vehicles will cause an obstruction in the road making it difficult for those who do have a permit to park at the end of the Maltings difficult.
- B) Noise is a big concern disturbing local residents on both sides of The Maltings; Rail side and riverside. Loud, live music every weekend and on weekdays during which time many local businesses are still operating in this area, many have visiting clients.

2. Public Safety

- A) The Maltings road is a private road and no parking is permitted according to all freehold deeds and formal leases. Having cars park for this venue unauthorised to do so in an unofficial place is likely to be a serious problem for emergency vehicles; Fire, ambulance and police access.



Allen House Business Centre, The Maltings, Station Road, Sawbridgeworth, Herts, CM21 9JX
T: 01279 834 834
E: info@allenhousbusinesscentre.co.uk
W: www.allenhousbusinesscentre.co.uk



B) This is a residential area. Lawrence Mooring has right of way down the Maltings road; Public walking back to this residential area would feel unsafe walking past an evening venue with alcohol and music and possible crowds gathering outside on the road and along the whole river.

3. Crime and disorder concerns

Concerned how this venue will be managed from a security point of view; Local police services are already stretched and we would have some concerns about police being available to attend promptly.

We look forward to hearing response on the matter and hope that our points are taken into serious consideration.

As responsible neighbors to the premises applying for the license, we pride ourselves on taking care of The Maltings and have some serious concerns on how a venue such as this could destroy the area very quickly.

The local authorities do not have the resources to ensure the venue is secure and policed properly to stop nuisance behavior or keep the public safe.

Yours sincerely



Carl Allen
Director



Allen House Business Centre, The Maltings, Station Road, Sawbridgeworth, Herts, CM21 9JX
T: 01279 834 834
E: info@allenhousebusinesscentre.co.uk
W: www.allenhousebusinesscentre.co.uk



boylettlaw

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

Our Ref: KB/Misc

Date: 13 July 2022

Sent by email only to licensing@eppingforestdc.gov.uk

Dear Sirs,

Re: Objection to Application

Applicant Name: Daniel Potter

**Address of Proposed Premises: Unit K, The Maltings, Station Road, Sheering,
Sawbridgeworth CM21 9JX**

We should be grateful if you could please accept this letter as our formal objection to the above-mentioned application.

We confirm that we run a regulated law firm in Allen House Business Centre, next to the proposed live music venue. We see a number of clients in a quiet setting, to discuss legal matters in a formal and appropriate location.

We can confirm we object on the following grounds:

1. There is insufficient parking in this area of The Maltings and it is highly likely that the increased number of parked vehicles would cause an obstruction in the road making it difficult for those who have a paid permit to park in the area. Further, this could also lead to health and safety issues.
2. The Maltings road is a private road and no parking is officially permitted. As mentioned above, the serious health and safety matter is a risk to emergency vehicles, fire, ambulance and police access.
3. Noise from the venue is a huge concern, which will disturb local residents and businesses. In particular, the nature of our business being a Law Firm and requiring a quiet and suitable environment to carry out important legal meetings. Since the Covid 19 Pandemic, a number of hearings now take place remotely and therefore, we often

G22 Allen House
Allen House Business Centre
The Maltings, Station Road
Sawbridgeworth
Herts, CM21 9JX

01279 295047
enquiries@boylettlaw.co.uk
www.boylettlaw.co.uk

Boylett Law is a trading name of Boylett Law LLP

Boylett Law LLP is a limited liability partnership registered in England. Boylett Law LLP is a trading name of Boylett Law LLP. Boylett Law LLP is a trading name of Boylett Law LLP. Boylett Law LLP is a trading name of Boylett Law LLP.

carry out hearings at the office by way of Zoom and again, require a suitable quiet setting. The proposed times impact greatly on our hours of business which are 9am to 5pm Monday to Friday and until 8pm on a Thursday evening.

4. The Maltings is also a residential area and therefore an unsuitable location for a music venue.

We believe that the above points are made on the grounds that the proposed venue will be a public nuisance, a risk to public safety and give a rise to the possibility of crime and disorder concerns.

We should be grateful if you could please acknowledge receipt of our objection.

Yours faithfully,



Boyletts Law Ltd
kim@boylettslaw.co.uk

Debbie Houghton

From: Paul Chapman <paulc@cambsprint.co.uk>
Sent: 13 July 2022 14:09
To: Licensing
Subject: Licence Application
Attachments: Planning Letter!.pdf

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 content is safe.

Hi there

We would like to object to the Licence application for Unit K under the following reasons

1. There is no parking in this area of The Maltings. It is very likely that parked vehicles will cause an obstruction in the road making it difficult for those who do have a permit to park at the end of the Maltings difficult.
2. The Maltings road is a private road and no parking is permitted officially. Having cars park for this venue unauthorised to do so in an unofficial place is likely to be a serious problem for emergency vehicles; Fire, ambulance and police access.
3. Noise is a big concern disturbing local residents on both sides of The Maltings; Rail side and riverside. Loud, live music every weekend and on weekdays during which time many local businesses are still operating in this area, many have visiting clients.
4. This is a residential area. Lawrence Mooring has right of way down the Maltings road; Public walking back to this residential area would feel unsafe walking past an evening venue with alcohol and music and possible crowds gathering outside on the road.
5. Concerned how this venue will be managed from a security point of view; Local police services are already stretched and we would have some concerns about police being available to attend promptly.

Kindest regards

Paul Chapman
Managing Director

01279260025 / 07824486102
paulc@cambsprint.co.uk
Cambridge Printing Solutions
Suite F18, Allen House, The Maltings, Station Road,
Sawbridgeworth, Hertfordshire, CM21 9JX



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In view of current restrictions we cannot guarantee the availability of all overnight delivery services. If you delivery is urgent please talk to us about alternate methods of delivery. (Extra costs will apply)

Debbie Houghton

From: Driver CPC 4U <Drivercpc4u@hotmail.co.uk>
Sent: 14 July 2022 14:44
To: Licensing
Subject: Application for Live Music and for the Sale of Alcohol

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 content is safe.

Sue Leary, Driver CPC 4U, S2/S3 Allen House, The Maltings, Station Road, Sawbridgeworth CM21 9JX.

Dear Sir/Madam

With reference to the application for live music and the sale of alcohol by Daniel Potter, Unit K, The Maltings, Station Road, Sawbridgeworth CM21 9JX, I would like to state my objections as follows

Public Nuisance

Unless drinkers are restricted to drinking in the premises or in a designated area then I feel it is very likely that the consumption of alcohol will take place anywhere in the street and along the river bank. As there are virtually no pavements and I can only see this becoming an issue with those people who work or wish to use the facilities that exist in the Maltings i.e. Antique centres, cafes. Litter and parking should also be considered as an issue as there are no public litter bins and very little parking spaces available.

Regarding live music we hold training courses weekly and exams monthly and would like reassurance that no music will be heard at Allen House as this would create an unacceptable situation for us.

Public Safety

Street lighting is very poor or non existent in parts of this area but it is a public right of way for people living in Lawrence Moorings. Women especially may feel vulnerable. I do not feel that drinking and the river being so close is a good combination and would suggest that lifesaving equipment is considered and erected on this stretch of the river.

Crime & Disorder

As this is primarily a commercial area it could be open to vandalism, litter and damage to property. After office hours many business will be vulnerable and as areas are not lit during the evening or night it would offer many opportunities for criminal and disorder activities to be carried out especially under the influence of alcohol. I would ask that the use of security personnel are considered if this application is approved.

Yours faithfully
Sue Leary

Sue Leary
Driver CPC 4U Ltd
T: 0843 289 3211
M: 07734 558705
E: drivercpc4u@hotmail.co.uk
W: www.drivercpc4u.co

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Debbie Houghton

From: Heather Raeburn <Heather@nitronics.co.uk>
Sent: 18 July 2022 19:10
To: Licensing
Subject: Premises Licence Application – Unit K, The Maltings – Ref: WK/202224014

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 content is safe.

Nitronics Limited
Unit H, The Maltings
Sawbridgeworth
CM21 9JX

18 July 2022

The Licensing Team
Epping Forest District Council

By email only to: licensing@eppingforestdc.gov.uk

Dear Sirs,

Re: Premises Licence Application – Unit K, The Maltings – Ref: WK/202224014

We are the owner/occupiers of Unit H, the Maltings, Sawbridgeworth and make the following representations in respect of the aforementioned application.

Our concerns:

- Prevention of crime and disorder
 - The venue is quite a long walk from the town centre. We anticipate this could increase the risk of people drink driving to use the venue.
 - Police resources are already stretched across the county and as a result, the police may not be able to respond to incidents at the venue in a timely manner, the same could be said for ambulance services also, in the event that someone is injured at the venue.
 - We are concerned that there could be an increase in crime and disorder with the introduction of a licensed premises, as those that are intoxicated are more likely to make poor decisions e.g. vandalism, burglary, offences involving violence or damage. We fear for the safety of our premises, particularly over the weekends when they are not currently always occupied. We are in the process of converting our unit so that it will consist of 5 residential dwellings. The property of the tenants such as vehicles and bicycles may be at risk of damage. The building itself may also be at risk of damage.
 - We are concerned that a venue of this nature, would increase the use of illegal substances and that drug paraphernalia could be left around the car park / near to our property. the availability of alcohol at the venue and/or the potential for this to increase the use of illegal substances, may lead to an increase in antisocial / criminal behaviour, which is not something that is currently contemplated by us or other the owners/occupiers of the units in the Maltings or Allen House.
 - What measures will be put in place by the venue to minimise crime and disorder?
 - What security measures will be in place? Bouncers / security guards, CCTV, alarms?
 - Will there be a refusals book? How will this be enforced?
 - How will the capacity of the premises' be managed?
 - If they have a queue of people to get into the venue, how will the noise / behaviour of those people be managed, so that our tenants are not affected?
 - What experience does the licensee have of running a venue of this nature?
 - What training will be given to the venue staff, to ensure the business operates responsibly in terms of alcohol sales?
 - Will they have a robust age verification policy in place?

- What entry policies will they have in place?
- Will they let large groups of the same sex into the venue e.g. stag / hen parties?
- Public safety
 - The increased number of cars using the narrow road between Station Road and Unit K could increase the danger to existing users. There is limited car parking available near the venue and pedestrians are likely to be at greater risk due to the increase in cars using the road and the lack of pavements.
 - The venue is also close to the railway. The users of the venue could harm themselves on the railway if they seek to cross whilst intoxicated, as their judgment is likely to be impaired.
- Prevention of public nuisance ;
 - We are concerned with the noise from the venue affecting the future tenants of our building, particularly at evenings and at the weekend. Live music until 11pm on Friday and Saturday and to 10pm on a Sunday, would mean there is no quiet time over the weekends for our tenants. The recorded music during the week could also be a problem. We would suggest the music should end earlier on all evenings. We would also hope that considerable sound proofing would be demanded of the venue and they will not be permitted to open windows whilst music is being played.
 - We are also concerned that people using the venue will not leave quietly, particularly when intoxicated and this will cause disturbance to our future tenants.

The character of the venue is not in keeping with the other businesses in the Maltings or Allen House. What support will be given to neighbouring businesses / residents to help them to cope with the live music and users of the venue?

We fear that granting the licence could have a detrimental impact on the local residents and the future tenants of our building. We also consider that the value of our property may decrease if a licensed premises is permitted in such close proximity.

Given the large number of pubs and bars in the town centre, we do not consider that a licensed premises is welcomed or needed in an exclusively commercial / residential neighbourhood.

We believe that it is likely the Licensing Objective will be undermined if the licence is granted. In the case of *East Lindsey District Council v Abu Hanif (t/a Zara's Restaurant)*(2016) Mr Justice Jay said:

The prevention of crime and disorder requires a prospective consideration of what is warranted in the public interest, having regard to the twin considerations of prevention and deterrence.

We consider that the fact the premises are proposing to sell alcohol and play music for the hours applied for in a commercial / residential area means it is likely that there will be nuisance caused to residents through late night noise and anti-social behaviour.

We strongly urge you not to grant the application.

Yours faithfully

Mrs Heather Raeburn
On behalf of Nitronics Limited



Kelsey Dott 42081335

From: Daniel Potter [REDACTED]
Sent: 14 July 2022 10:36
To: Licensing Epping and Brentwood
Cc: Debbie Houghton
Subject: EXTERNAL - Re: Unit K, Sawbridgeworth - New Grant
Attachments: Dispersal Policy.docx

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning Kelsey

In response to your email please see below;

- The premises shall have in place and operate a zero-tolerance policy regarding the use/possession of controlled drugs and psychoactive substances and advertise the same within the premises on posters and similar means.

Signage will be displayed throughout the premises stating that the venue has a zero-tolerance policy to the use/possession of controlled substances. We will also ensure that there are posters in the toilets to advertise specialist support services for those who feel that they need assistance with any addictions that they may have.

Staff will regularly check the toilets, and as part of these checks will ensure that there is no drug paraphernalia. Any such paraphernalia including any controlled drugs recovered will be reported to the police and arrangements made to collect.

If any signage is damaged or missing this will be reported to a supervisor or manager and replaced as soon as possible.

- A written dispersal policy will be formulated and provided to the police and licensing authority which amongst other things details:

Please see attached document

I hope this is acceptable, please let me know if there are any further changes or amendments you would like me to make.

Kind Regards

Daniel Potter

On Fri, Jul 8, 2022 at 2:17 PM Licensing Epping and Brentwood <licensing.epping.and.brentwood@essex.police.uk> wrote:

Good Afternoon Daniel,

As per our conversation earlier please see conditions that Essex Police feel would be beneficial to go onto the application:

- The premises shall have in place and operate a zero tolerance policy with regard to the use/possession of controlled drugs and psychoactive substances and advertise the same within the premises on posters and similar means.
- A written dispersal policy will be formulated and provided to the police and licensing authority which amongst other things details:
 - I. How patrons leaving the premises shall be directed away from the premises;
 - II. How patrons will be informed of the services of taxi and private hire operators;
 - III. What staff will be responsible for supervising those leaving the premises and how they will supervise such persons;
 - IV. Any 'wind' down periods;
 - V. Methods to prevent re-entry to the premises;
 - VI. How bottles and glasses will be prevented from being removed from the premises at closing time.

Please let me know your thoughts on these conditions.

Kind regards,



Kelsey Dott (81335)

Licensing Officer

☎ 101 (Ext: 313604) 📞 07817 154048

📍 Loughton Police Station, 158 High Road, Loughton, IG10 1DX

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Debbie Houghton

From: Licensing Epping and Brentwood
<licensing.epping.and.brentwood@essex.police.uk>
Sent: 14 July 2022 11:03
To: Licensing
Subject: RE: EPP - PREMISES LICENCE APPLICATION
Attachments: Conditions agreed - Unit K, Sawbridgeworth.pdf

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 content is safe.

Good Morning,

Please see attached email chain where applicant has agreed with police conditions.

As long as the below conditions go onto the application the Essex Police have no representations.

- The premises shall have in place and operate a zero tolerance policy with regard to the use/possession of controlled drugs and psychoactive substances and advertise the same within the premises on posters and similar means.
- A written dispersal policy will be formulated and provided to the police and licensing authority which amongst other things details:
 - I. How patrons leaving the premises shall be directed away from the premises;
 - II. How patrons will be informed of the services of taxi and private hire operators;
 - III. What staff will be responsible for supervising those leaving the premises and how they will supervise such persons;
 - IV. Any 'wind' down periods;
 - V. Methods to prevent re-entry to the premises;
 - VI. How bottles and glasses will be prevented from being removed from the premises at closing time.

Kind regards,



Kelsey Dott (81335)

Licensing Officer

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📍 Loughton Police Station, 158 High Road, Loughton, IG10 1DX

From: Licensing Applications Essex <licensing.applications@essex.police.uk>
Sent: 22 June 2022 11:05
To: Licensing Epping and Brentwood <licensing.epping.and.brentwood@essex.police.uk>
Subject: EPP - PREMISES LICENCE APPLICATION

The below application has been received at this office and has been placed onto Bacchus.

Should you wish to object to this application please contact the Licensing Authority directly.

APPLICATION SUMMARY BELOW

Application View Form

Licence	L4356056, UNIT K, Essex, UNIT K THE MALTING	
Application Type	Premises Licence	
Created By	[REDACTED]	
Application Act	Licensing Act 2003	
Applicant	Daniel POTTER, [REDACTED]	
Application Details	Premises Licence application - sale by retail of alc Mon to Tues, 1200-2200 hours Weds, 1200-2300 music. Proposed DPS Daniel POTTER.	
Licensing Authority	Epping Forest District Council	
Notice Received Date	22 Jun 2022	
Objection	No	
Reply Due	19 Jul 2022	Reply Sent
Hearing Date		
Result Summary		

Paul Norman [REDACTED]
Licensing Clerk
Essex Police Licensing Team (Alcohol)
Braintree Police Station
Internal Ext 406362
External Direct Number: 01245 452035
E-mail: licensing.applications@essex.police.uk
Website: www.essex.police.co.uk

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Essex County Fire & Rescue Service

Rick Hylton
Chief Fire Officer / Chief Executive

Daniel Potter
Owner/Proprietor
Unit Z The Maltings
Station Road
Sheering
Sawbridgeworth
CM21 9JX

North West Group Delivery Point
Harlow Fire Station
Fourth Avenue
HARLOW
CM20 1DU

Enquiries to: Geoff Marler Fire Safety Officer
T: +44(0) 1376 576800
northwestgroupsdp@essex-fire.gov.uk

Our Ref: 115798

Date: 27 June 2022

Dear Sir,

LICENSING ACT 2003

THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005

Premises: Unit Z The Maltings Station Road, Sheering, Sawbridgeworth CM21 9JX

I refer to your recent application made under the Licensing Act 2003 for a Premises Licence.

Essex Police, Fire and Crime Commissioner Fire and Rescue Authority (hereafter called "the Authority") has now audited the application and is of the opinion, taking into consideration the information submitted, that you do not anticipate any additional risk to the public as a consequence of the proposed application being approved.

As a result, the Authority does not propose to carry out an inspection of the premises at this time.

It is however brought to your attention that in addition to the Licensing Act 2003, these premises come under The Regulatory Reform (Fire Safety) Order 2005 (The Order) and have now been entered on the Service Risk Based Inspection Programme. As a result, an announced audit may be carried out.

The inspection will be focused upon your site-specific fire risk assessment. You will have to demonstrate to the Inspecting Officer that you have implemented suitable and sufficient measures to satisfy the requirements of The Order.

For technical detail and guidance, you are strongly advised to purchase the guidance document from the list attached to this letter. Alternatively, these can be viewed online at <https://www.gov.uk/workplace-fire-safety-your-responsibilities/fire-safety-advice-documents>. When purchasing or installing equipment, compliance with the relevant British Standard is normally taken as being adequate. Should the issues set out in this report require major changes or costs, then you are advised to take professional advice before proceeding.

The Authority will pursue contraventions of the Order to a satisfactory conclusion: this may include enforcement action being taken proportional to the circumstances. Further, should a fire safety concern arise that is not subject to the provisions of The Order but does / will impact on the Licensing Act objective for public safety that cannot be satisfactorily resolved, it is likely to result in a request for a review of the licence being made by the Authority.

If you require further information regarding this or any other fire precautionary matter, please contact the above named Officer quoting our reference number.

Yours faithfully,



Geoff Marler
Protection

cc.

Miss Debbie Houghton, Licensing Officer, Licensing Team Commercial and Regulatory
Directorate, Epping Forest District Council