

\*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

ZARA 072018

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

CEM

\* Family name

YAMAN

\* E-mail

[REDACTED]

Main telephone number

Include country code.

Other telephone number

☒ Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

☐ 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 the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Continued from previous page...

### Address

* 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"/>

### Agent Details

* First name	<input type="text" value="HAKAN"/>
* Family name	<input type="text" value="ER"/>
* E-mail	<input type="text"/>
Main telephone number	<input type="text"/>
Other telephone number	<input type="text"/>

Include country code.

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

Are you:

- ☒ An agent that is a business or organisation, including a sole trader  
☐ A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

### Agent 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	<input type="text" value="10484062"/>
Business name	<input type="text" value="BILIMWAY TRAINING AND CONSULTANCY LTD."/>
VAT number	<input type="text" value="-"/> <input type="text" value="None"/>
Legal status	<input type="text" value="Private Limited Company"/>
Your position in the business	<input type="text" value="Director"/>
Home country	<input type="text" value="United Kingdom"/>

If your business is registered, use its registered name.

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

The country where the headquarters of your business is located.

Continued from previous page...

**Agent Registered Address**

Address registered with Companies House.

Building number or name	3
Street	Windsor Close,
District	Cheshunt
City or town	Waltham Cross
County or administrative area	Hertfordshire
Postcode	
Country	United Kingdom

**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	Zara Bar & Grill,30
Street	Barrington Green
District	Loughton
City or town	
County or administrative area	Essex
Postcode	IG10 2BA
Country	United Kingdom

**Further Details**

Telephone number	
Non-domestic rateable value of premises (£)	33,000



### 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

#### 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

CEM

Family name

YAMAN

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"/>

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.

-The application site is part of service yard and car park of a shop unit on the ground floor of Landmark House, Debden.



*Continued from previous page...*

- The service yard and car park is off Vere road.
  - The site in shell condition and comprise 3 units of ground floor of Landmark.
  - Ground floor units are reserved for A1, A3/A5 and A4 use, upper floors are residential.
  - The ground floor of the Landmark House has been identified for (A1) retail, (A3) hot food restaurant/cafe and (A4) drinking establishment with expanded food provision in principle on the relevant plans and the documents submitted to the Epping Forest District Council during the application reference EPF/2163/13. The application has been approved and the development permitted on 28 March 2014.
  - The site is located in Debden, close to the Loughton town, fronts to the Rectory Lane and the Chigwell Lane connected to the side roads Barrington Green and Vere Road. The site is located in an area of mixed use residential and commercial development.
  - The site falls within the defined town center of Loughton Broadway. The site is located next to busy roads and has retail and other commercial uses to the south side and west side.
  - The general character of the setting to the site is commercial center albeit with residential development at upper levels nearby. Debden train station within short walking distance located south of the site.
  - The shop occupies in total 326sqm shop floor.
  - The premises will be operating as Mediterranean style good quality hot and cold food restaurant and takeaway shop, providing fresh prepared, grilled, fried and cooked white and red meat, salads and hot and cold drinks to its customers.
  - The premises will have 40 tables with 4 seats each in total 160 seats inside and will have 8 tables with 4 seats in total 32 seats outside.
- The premises located at the ground floor of six storey building.
- The kitchen will be located at the back, take away will be at the front. In order to prevent noise arising from the extraction ventilation system, the system will be installed fully inside the premises. Smoke and odour arising from the kitchen and take away will be filtered 90% with latest technology powerful extraction ventilation system. 90% filtered kitchen extract will be discharged via acoustical aluminum weather louvre (exiting from the ground floor, to the rear).
  - The bar where the alcohol displayed will be located at the rear right of the premises, alcohol will be stored in the room next to the bar.
  - Cash register of the restaurant will be located at the bar behind the counter.
  - Second cash register will be at the take away side behind the counter.
  - The main entrance & fire exit opening towards to the Barrington Green. There is one fire exit at the rear exiting to the rear car park leading to the Vere road.
  - The premises will have 1 disable, 1 ladies WC and one male WC for it's customers.
  - Supply of alcohol consumption on the premises with food and off the premises will take place during the permitted hours.

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](#)



Continued from previous page...

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

#### Section 11 of 21

#### PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☐ Yes ☒ No

#### 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?

☒ Yes ☐ No

#### Standard Days And Timings

MONDAY

Start

Start

End

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...

TUESDAY

Start 23:00

End 23:30

Start

End

WEDNESDAY

Start 23:00

End 23:30

Start

End

THURSDAY

Start 23:00

End 23:30

Start

End

FRIDAY

Start 23:00

End 00:00

Start

End

SATURDAY

Start 23:00

End 00:00

Start

End

SUNDAY

Start

End

Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

☐ Indoors

☐ Outdoors

☒ Both

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

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

None.

State any seasonal variations

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

Continued from previous page...

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

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

Including bank holidays and public holidays.

## Section 15 of 21

### SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes ☐ No

#### Standard Days And Timings

##### MONDAY

Start 10:00

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 10:00

End 23:00

Start

End

##### WEDNESDAY

Start 10:00

End 23:00

Start

End

##### THURSDAY

Start 10:00

End 23:00

Start

End

##### FRIDAY

Start 10:00

End 23:30

Start

End

##### SATURDAY

Start 10:00

End 23:30

Start

End

##### SUNDAY

Start 10:00

End 22:30

Start

End

*Continued from previous page...*

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.

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.

Including bank holidays and public holidays.

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

**Name**

First name

CEM

Family name

YAMAN

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)

LN/201700974



Continued from previous page...

Issuing licensing authority  
(if known)

The London Borough of Enfield

#### PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

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

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

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

#### 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 09:00

End 23:30

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 09:00

End 23:30

Start

End

###### WEDNESDAY

Start 09:00

End 23:30

Start

End

###### THURSDAY

Start 09:00

End 23:30

Start

End

Continued from previous page...

FRIDAY

Start 09:00

End 00:00

Start

End

SATURDAY

Start 09:00

End 00:00

Start

End

SUNDAY

Start 09:00

End 23:00

Start

End

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 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.

Including bank holidays and public holidays.

Section 18 of 21

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.

- Every supply of alcohol will be made by a personal license holder or a person authorized by a personal licence holders.
- A suitable evacuation plan in case of emergency is available and displayed.

b) The prevention of crime and disorder

- CTV equipment installed. notice displayed in the customer seating area to advice that CCTV in operation.
- Cameras sited to observe the entrance and exits doors both inside and outside, the alcohol displays, and floor areas.
- Cameras on the entrances capture full frame shots of the heads and shoulders of all people entering the premises i.e. capable of identification
- Provide a linked record of the date, time, and place of any image.
- Provide good quality images.

*Continued from previous page...*

-CCTV shall also cover the outside areas.

-The records will be retained for a minimum of 31 days and will be made available upon police and enforcement officers request immediately by a trained member of staff trained to operate the system/download images shall be on duty during opening hours.

-The premises will operate a zero tolerance policy to illegal drugs.

**c) Public safety**

-Health and Safety risk assessment will be in place. (If required)

-Fire risk assessment will be in place. (If required)

-Adequate fire fighting equipment will be provided and staff trained in fire prevention, emergency procedures and the use of fire fighting equipment. Emergency lighting and fire extinguishers installed on the premises.

-Fire equipments will be maintained periodically.

-Fire exits will be kept clear all the times

-Suitable first-aid kit available.

-For safety and security reasons there will be shutters at the front.

**d) The prevention of public nuisance**

-Waste collection arrangements done and collecting regularly.

-No self service for the alcoholic drinks will be available.

-Prominent, clear and legible notices shall be displayed at all public exits from the premises requesting customers respect the needs of local residents and leave the premises and area quietly. These notices shall be positioned at eye level and a location where those leaving the premises can read them.

- Empty glasses will be removed from the tables after they emptied.

-The restaurant frontage and the rear will be kept clean and tidy at all times.

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

-The premises will operate the Challenge 25 proof of Age Policy and only accept a valid passport, driving license or proof of age card with the PASS logo.

-Challenge 25 notice will be displayed.

-A written record of refused sales shall be kept on the premises and completed when necessary. this record shall be made available to Police and /or Local authority upon request and shall be kept for at least one year from the date of the last entry.

-All staff will receive appropriate training on induction and at refresher training at intervals in operating Challenge 25, asking for proof of age, checking forms of Id, making and recording a refusal of service and completing the refusals book.

-Staff training book will be kept at the premises at all times.

-All training relating to the sale of alcohol and the times and conditions of the premises license shall be documented and records kept at the premises. These records shall be made available to Police and /or Local authority upon request and shall be kept for at least one year.

**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 by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

**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 **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **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.
- 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.

*Continued from previous page...*

- 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 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, 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.

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.

## **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 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

### ATTACHMENTS

### AUTHORITY POSTAL ADDRESS

Continued from previous page...

**Address**

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"/>

**DECLARATION**

[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"/>
* Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

[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**

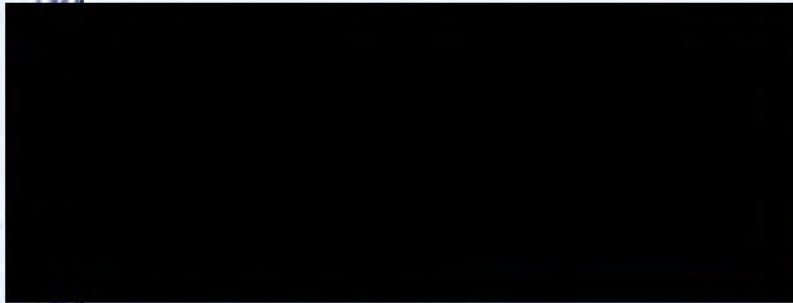


Consent of individual to being specified as premises supervisor

I MR. CEM YAMAN

[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

NEW PREMISES LICENCE

[type of application]

by

MR. CEM YAMAN

[name of applicant]

relating to a premises licence

= NEW APPLICATION =  
[number of existing licence, if any]

for ZARA BAR & GRILL

UNIT 2, 3 & 4 LANDMARK HOUSE

THE BROADWAY, LOUGHTON

ESSEX IG10 3SP

[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

MR. CEM YAMAN

*[name of applicant]*

concerning the supply of alcohol at

ZARA BAR & GRILL

UNIT 2, 3 & 4 LANDMARK HOUSE

THE BROADWAY, LOUGHTON

ESSEX IG10 3SP

*[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/201700974

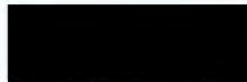
*[insert personal licence number, if any]*

Personal licence issuing authority

LONDON BOROUGH OF ENFIELD

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

Signed



Name (please print)

CEM YAMAN

Date

02-07-2018



# Zara Restaurant

Unit 2, 3, & 4 Landmark House the  
Broadway Loughton,  
Debden IG10 3SP

## Proposed Layout

### LEGEND

SAFETY LIGHTING

SMOKE DETECTOR

HEAT DETECTOR

CARBON DIOXIDE FIRE EXTINGUISHER

FOAM FIRE EXTINGUISHER

FIRE BLANKET

INTERNALLY ILLUMINATED FIRE  
ESCAPE SIGN (BS 5266)

CCTV OPERATING SYSTEM

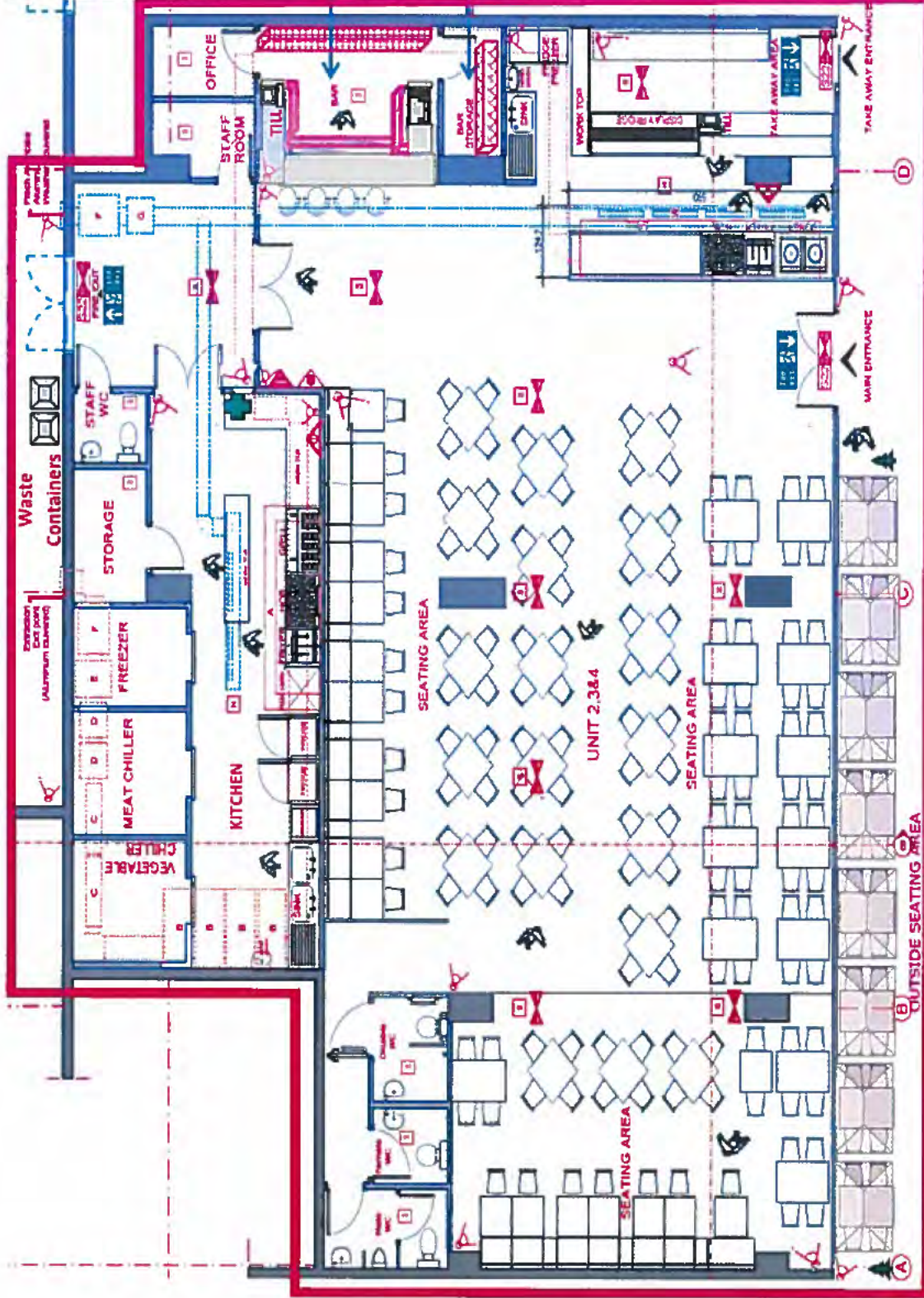
Assembly  
Point

Public car park located at the rear of  
the building

EMERGENCY  
ASSEMBLY  
POINT

1:100

Please do not scale from this drawing 25 /June /2018





**SIGNATURE OF AN AREA FOR SELECTIVE LICENSING**  
Section 80, Housing Act 2004

as the designator coming into force on 1 October 2018 any person who enters a licensed property without a licence, or allows a licensed property to be occupied by more than one person or persons other than as authorized by licence can be liable with a financial penalty of up to £10,000 or liable to indictment and upon summary conviction is liable to an unlimited fine or prison (and breaches) a conviction of a licence is liable upon summary conviction to an unlimited fine or financial penalty.

**Mark Seabour**  
Head of Community Safety & Protection  
For and on behalf of:  
**Chief Executive Andy Donald**  
London Borough of Haverling  
Telephone: 0208 728 4943  
Email: [Prisonwatching@haverling.gov.uk](mailto:Prisonwatching@haverling.gov.uk)

A map of the London Housing Market. The map shows the London Housing Market Boundary, which is a large, irregularly shaped area covering most of Greater London. Within this boundary, there is a smaller, more centrally located area labeled 'London Housing Market Area'. The map is titled 'London Housing Market' and includes a legend in the bottom left corner with the text 'London Housing Market Boundary' and 'London Housing Market Area'. The map is also labeled with 'London Housing Market' in the top left corner.

## (Epping Road, Roydon)

(Temporary Prohibition of Traffic) Order 2018

The Order came into effect on 29th June 2018 and may continue in force for 18 months or until the works have been completed, whichever is the earlier.

(Alderton Hill, Loughton)

(Temporary Prohibition of Traffic) Order 2016

The products may vary for other works with different signs showing and/or displayed on [www.roadworks.org.uk](http://www.roadworks.org.uk). The closure required for the safety of the public and workforce while strengthening works at Aderton Hill Bridge is undertaken by Essex County Council.

An alternative route is available via Aderton Hill, Trap Hill, High Road, Chelston Road, Station Road and vice versa.

The Order will come into effect on 12th July 2018 and may continue in force for 18 months or until the works have been completed, whichever is the earlier.

**10/1/2009 ACT 2009**

**PREVIOUS SCIENCE APPLICATIONS**

[illegible]

**LICENSING ACT 2003**

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

Notice given on this day 03 July 2022 that CEN YAMAN has applied to the Licensing Office of Epping Forest District Council for a new Provisional Licence in respect of Zora Bar & Grill, 30 Barrington Green, Loughton, Essex, IG10 2BA. The proposed Licence is for supply of alcohol for consumption on and off the premises from 10:00 to 23:00 Mondays to Thursdays, from 10:00 to 23:30 Fridays and Saturdays, from 06:00 to 23:30 on Saturdays including bank holidays and Public holidays. Late night refreshment indoors and outdoors from 23:00 to 23:30 Mondays to Thursdays, from 23:00 to 06:00 Fridays to Saturdays including bank holidays and Public holidays. The register of licensed premises maintained at the Licensing Office of Epping Forest District Council, One Deane, High Street, Lirrup, Essex, CM16 4BT. 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 would lead to a fine or automatic disqualification (maximum 15,000).

**Notice of application for a Premium Licence  
under the Licensing Act 2003**

Notice is hereby given that on 10/03/2018 the Attorney General of Pennsylvania, Ramsey County, Road Board EWS Spill has applied to the Licensing Office of Spilling Forest District Council in a Provisional License in request of Tump Treating Lubricant 7 or 8W/90 SHACK CO, 240 High Road Leighton, N018 1HA. The proposed license is for the sale of alcohol on and off the premises from 12.00-12.00. Recorded music on the premises from 12.00-12.00. The register of Licensed premises is maintained at the Licensing Office of Spilling Forest District Council, Civic Centre, High Street, Epsom, Surrey, Surrey CR8 4AG. Applications for provisional licenses may be inspected at this office during office hours. Anyone wishing to appeal this application may write a letter to the Licensing Office within 28 days of the notice. It is an offence knowingly or recklessly to make a false statement in connection with an application which could lead to a fine or summary prosecution. Licensing EWS005.001

[www.intel.com](http://www.intel.com)

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**Licensing Act 2003:  
Application for the Grant of a  
Premises Licence**

Notice of applications for the grant of a Premises Licence under section 1 of the Licensing Act 2003. Notice is hereby given that Mr Thomas Robert Curley & Mrs Wendy Patricia Chubbey has applied to the London Borough of Hammersmith for the grant of a Premises Licence at Jubilee Sports Ground 123 The Avenue Hammersmith Park E4 6HZ. The nature of the application is as follows: To permit the sale of alcohol, regulated entertainment & late night refreshments Monday to Thursday 12:00 - 12:00 Friday, Saturday 12:00-02:00, Sunday 12:00-12:30. The Licensing register listing full details of the application is held by the Licensing Service, Magistrates Building 1 Farnham Avenue, London E17 4NL. The application may be viewed Monday to Friday between the hours of 9am - 5pm (except Bank Holidays). Any person wishing to make a representation in respect of the above application may do so in writing to the Licensing Service, Magistrates Building, 1 Farnham Avenue, London E17 4NL or via email: [Licensing@hammersmith.gov.uk](mailto:Licensing@hammersmith.gov.uk). Representations must be received no later than 25 July 2018. It is an offence knowingly or recklessly make a false statement in connection with the application. A person is liable to a unlimited fine on conviction for such a false statement for offence.

FRANKLIN DOW

[illegible]

## LAWRENCE HUI

Presented in the "The  
company having a con-  
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Barnard 1985, from  
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found out the the  
report by a re-  
viewing of which  
it was  
the  
Barnard LLP had  
been a high street  
from 20/8/97.

10

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...turn  
pages  
your laptop  
paper

9

10. The following table shows the number of people who attended the concert in each age group.

10

garden  
co.uk

Over 70%  
of jobseekers  
search their local  
paper for jobs.

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1jobs.com **Guardian**

**The new home for jobs in London**



# **LICENSING ACT 2003**

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

Notice given on this day 03 July 2018 that, CEM YAMAN has applied to the Licensing Office of Epping Forest District Council for a new Premises Licence in respect of Zara Bar & Grill, 30 Barrington Green, Loughton, Essex, IG10 2BA. The proposed Licence is for supply of alcohol for consumption on and off the premises from 10:00 to 23:00 Mondays to Thursdays, from 10:00 to 23:30 Fridays and Saturdays, from 10:00 to 22:30 on Sundays including Bank holidays and Public holidays. Late night refreshment indoors and outdoors from 23:00 to 23:30 Mondays to Thursdays, from 23:00 to 00:00 Fridays to Saturdays including bank holidays and Public holidays. The register of licensed premises 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).



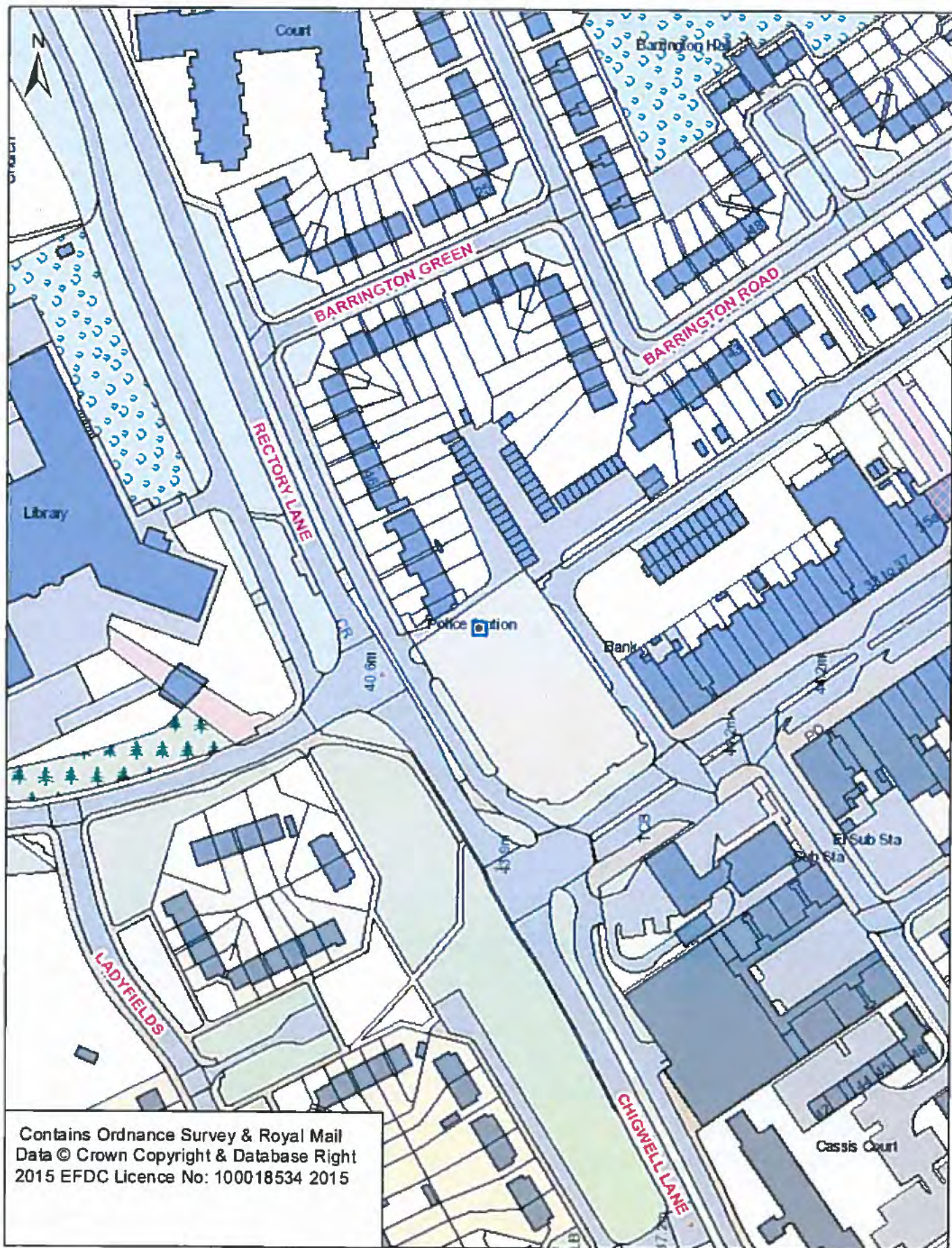
### LICENSING ACT 2003

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

Notice given on this day 03 July 2018 that, CEM YAMAN has applied to the Licensing Office of Epping Forest District Council for a new Premises Licence in respect of Zara Bar & Grill, 30 Bannington Green, Loughton, Essex, IG10 2BA. The proposed Licence is for supply of alcohol for consumption on and off the premises from 10:00 to 23:00 Mondays to Thursdays, from 10:00 to 23:30 Fridays and Saturdays, from 10:00 to 22:30 on Sundays including Bank holidays and Public holidays. Late night refreshment indoors and outdoors from 23:00 to 23:30 Mondays to Thursdays, from 23:00 to 00:00 Fridays to Saturdays including bank holidays and Public holidays.

The register of licensed premises maintained at the Licensing Office of Epping Forest District Council, Civic Offices, High Street, Epping, Essex, CM16 4BZ. Applications for premises licences may be inspected at this office during office hours. Anyone wishing to oppose this application must give written notice to the Licensing Office within 28 days of this notice. It is an offence knowingly or recklessly to make a false statement in connection with an application which could lead to a fine on summary conviction (maximum £5000).







## Handan Ibrahim

---

**From:** Peter Jones 42007706 [REDACTED]  
**Sent:** 20 July 2018 11:52  
**To:** Licensing; [REDACTED]  
**Subject:** RE: Zara Bar & Grill, 30 Barrington Green - Premises Licence application  
**Attachments:** ATT00002.txt

Good Morning;

Cem - Thank you for your agreement.

Licensing Department – Essex Police accept this response and no representations are being made as a result of these agreed conditions.

Kind regards,

Peter  
**Peter Jones (7706) MIOL, MBII**  
Essex Police Licensing Officer | West LPA  
Direct Tel. [REDACTED] | Internal. 313604  
Mob. [REDACTED] (only answered when on duty)

---

**From:** Cem Romeo [REDACTED]  
**Sent:** 20 July 2018 11:47  
**To:** Peter Jones 42007706 [REDACTED]  
**Subject:** Re: Zara Bar & Grill, 30 Barrington Green - Premises Licence application

Hi Peter,

I have read the documents that you have sent me and i do agree with the terms and conditions.  
I will display it as soon as we open .

King Regards,

Cem Yaman

On 20 Jul 2018, at 10:04, Peter Jones 42007706 [REDACTED] wrote:

Hi Hakan

As discussed please find sample policies attached along with posters regarding Zero Drug Tolerance.

Peter

**Peter Jones (7706) MIOL, MBII**  
Essex Police Licensing Officer | West LPA  
Direct Tel. [REDACTED] | Internal. 313604  
Mob. [REDACTED] (only answered when on duty)

From: BILIMWAY [REDACTED]  
Sent: 19 July 2018 16:34  
To: [REDACTED]  
Cc: [REDACTED] Yasin Yaman [REDACTED] Peter Jones  
42007706 <[REDACTED]>  
Subject: Fw: Zara Bar & Grill, 30 Barrington Green - Premises Licence application

Dear Cem,

Below, and with attached document we are sending the licensing police departments conditions.

Please read carefully attached document and send your respond whether you agreed with the conditions or not by replying this e-mail.

Awaiting for your quickest respond,

Regards,

Hakan ER (Agent)

Bilimway Training and Consultancy

*Licensing, Planning, Food Safety  
Health & Safety Training and Consultancy.*

*Registered Center of the; Rsph-Biiab-Habc*

Contact:

M: [REDACTED]

M: [REDACTED]

L: 01992628191

[www.rsph.org.uk](http://www.rsph.org.uk)  
[www.biiab.org/#](http://www.biiab.org/#)  
[www.highfieldqualifications.com](http://www.highfieldqualifications.com)

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

From: Peter Jones 42007706 [REDACTED]

To: [REDACTED]

Cc: EFDC Licensing <[licensing@eppingforestdc.gov.uk](mailto:licensing@eppingforestdc.gov.uk)>

Sent: Thursday, 19 July 2018, 13:43:18 BST

Subject: Zara Bar & Grill, 30 Barrington Green - Premises Licence application



Dear Sir / Madam,

I am writing with respect to your application for a premises licence. Having gone through your application and proposed operating schedule; I am looking to agreed conditions with you for the premises licence. A number of which have been referenced in your application.

Please take the time to go through the attached schedule of recommended conditions, and advise by return email whether you are happy to agree or not.

I appreciate the consultation closing date is fast approaching and would therefore ask you action this request most expeditiously so we can work together to agree a position without the need for a sub-committee hearing.

I look forward to hearing from you.

Kind regards

**Peter Jones (7706) MIOL, MBII**  
Essex Police Licensing Officer | West LPA  
Direct Tel. [REDACTED] | Internal. 313604  
Mob. [REDACTED] (only answered when on duty)

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<Zara Bar & Grill (Landmark) - Policies.docx>

<Drugs - Zero.pdf>

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**Handan Ibrahim**

---

**From:** Peter Jones 42007706 [REDACTED]  
**Sent:** 20 July 2018 12:38  
**To:** Btline  
**Cc:** [REDACTED] Licensing  
**Subject:** RE: Zara Bar & Grill, 30 Barrington Green - Premises Licence application

Hakan - No further action in respect of Essex Police is required.

Peter

---

**From:** Btline [REDACTED]  
**Sent:** 20 July 2018 12:31  
**To:** Peter Jones 42007706 [REDACTED]  
**Cc:** [REDACTED]  
**Subject:** Re: Zara Bar & Grill, 30 Barrington Green - Premises Licence application

Hi Peter,

Thanks for your e-mail.

The applicant confirmed that will operate the premises according to the condition you mentioned.

By the way, in order to clarify to this part of the application (regarding removing your objection and or comments by yourselves) do you expect or need anything else from us?

Awaiting for your respond,

Regards,

Hakan ER

Bilimway Training and Consultancy

*Licensing, Planning, Food Safety*

*Health & Safety Training and Consultancy.*

*Registered Center of the; Rsph-Biiab-Habc*

*Contact:*

M:

M:

L: [01992628191](tel:01992628191)

[www.rsph.org.uk](http://www.rsph.org.uk)

[www.biiab.org/#](http://www.biiab.org/#)

[www.highfieldqualifications.com](http://www.highfieldqualifications.com)

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On 20 Jul 2018, at 10:03, Peter Jones 42007706 [REDACTED] wrote:

Hi Hakan



As discussed please find sample policies attached along with posters regarding Zero Drug Tolerance.

Peter

**Peter Jones (7706) MIOL, MBII**  
Essex Police Licensing Officer | West LPA  
Direct Tel. [REDACTED] | Internal. 313604  
Mob. [REDACTED] (only answered when on duty)

---

**From:** BILIMWAY [REDACTED]  
**Sent:** 19 July 2018 16:34  
**To:** [REDACTED]  
**Cc:** [REDACTED] Yasin Yaman [REDACTED] Peter Jones  
42007706 [REDACTED]  
**Subject:** Fw: Zara Bar & Grill, 30 Barrington Green - Premises Licence application

Dear Cem,

Below, and with attached document we are sending the licensing police departments conditions.

Please read carefully attached document and send your respond whether you agreed with the conditions or not by replying this e-mail.

Awaiting for your quickest respond,

Regards,

Hakan ER (Agent)

Bilimway Training and Consultancy

*Licensing, Planning, Food Safety  
Health & Safety Training and Consultancy.*

*Registered Center of the; Rsph-Biiab-Habc*

*Contact:*

*M: [REDACTED]  
M: [REDACTED]  
L: 01992628191*

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

**From:** Peter Jones 42007706 [REDACTED]

**To:** [REDACTED]

**Cc:** EFDC Licensing [REDACTED]

**Sent:** Thursday, 19 July 2018, 13:43:18 BST

**Subject:** Zara Bar & Grill, 30 Barrington Green - Premises Licence application

Dear Sir / Madam,

I am writing with respect to your application for a premises licence. Having gone through your application and proposed operating schedule; I am looking to agreed conditions with you for the premises licence. A number of which have been referenced in your application.

Please take the time to go through the attached schedule of recommended conditions, and advise by return email whether you are happy to agree or not.

I appreciate the consultation closing date is fast approaching and would therefore ask you action this request most expeditiously so we can work together to agree a position without the need for a sub-committee hearing.

I look forward to hearing from you.

Kind regards

**Peter Jones (7706) MIOL, MBII**

Essex Police Licensing Officer | West LPA

Direct Tel. [REDACTED] Internal. 313604

Mob. [REDACTED] (only answered when on duty)

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<Zara Bar & Grill (Landmark) - Policies.docx>

<Drugs - Zero.pdf>

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## **Zara Bar & Grill, Debden**

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

1. The premises shall have installed and maintain a closed circuit television surveillance (CCTV) system which at all times complies with the below requirements:
  - i. CCTV will be provided in the form a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition;
  - ii. CCTV cameras shall cover all public areas including all entrances and exits and all areas where the sale of alcohol takes place;
  - iii. Equipment must be maintained in good working order, be correctly time and date stamped, recordings must be kept in good working order and kept for a minimum period of 31 days;
  - iv. At all times, whilst the premises is open for licensable activities, there are members of staff able to immediately provide viewable copies of recordings to the police or licensing authority staff upon reasonable request;
  - v. The recording equipment and data storage devices shall be kept in a secure environment and fitted with security functions (such as passwords) to prevent recordings being tampered with;
  - vi. An operational daily log report must be maintained endorsed by signature, indicating the system has been checked and is compliant: in the event of any failings these are to be recorded immediately.
2. An incident log shall be kept at the premises, and made immediately available to police or licensing authority staff upon request. The log must be kept as a bound document with individually numbered pages and be retained for a period of at least 6 months after the last incident recorded. 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
  - (f) any faults in a CCTV system, searching equipment or scanning equipment mandated as a condition of the licence
3. 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. This policy shall specifically include but not be limited to:
  - i. Searching practices upon entry;
  - ii. Dealing with patrons suspected of using drugs on the premises;
  - iii. Scrutiny of spaces including toilets or outside areas;
  - iv. Clear expectations of staff roles (including the DPS, managers/supervisors and door supervisors);
  - v. Staff training regarding identification of suspicious activity and what action to take;
  - vi. The handling of items suspected to be illegal drugs or psychoactive substances
  - vii. Steps taken to discourage and disrupt drug use on the premises
  - viii. Steps to be taken to inform patrons of the premises drug policy/practices

A copy of this policy document shall be lodged with the police and licensing authority.
4. There shall be no events at the premises that are organised, promoted or advertised by an external promoter (i.e. by an individual/organisation not directly related to the management of the premises).



## **Prevention of Public Nuisance**

5. Clear and legible notices must be prominently displayed at all exits requesting customers to respect local residents and leave the area quietly. These signs shall be a minimum size of 200 x 150 mm.
6. 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. These signs shall be a minimum size of 200 x 150 mm.
7. The premises must operate as a restaurant for the sale of alcohol for consumption ON the premises:
  - i. In which customers must be seated at a table;
  - ii. Which provides substantial table meals that are prepared on the premises and are served and consumed at the table;
  - iii. Where alcohol must not be sold, supplied, or consumed on the premises otherwise than to persons who are taking substantial table meals and provided always that the consumption of alcohol by such persons is ancillary to taking such meals.
  - iv. Service of alcohol shall be by waiter/waitress only.
8. For the sale of alcohol for consumption OFF the premises; alcohol must be in a sealed container, and sold in connection with substantial food.
9. A written dispersal policy will be formulated and provided to the police and licensing authority which amongst other things details:
  - How patrons leaving the premises shall be directed away from the premises;
  - How patrons will be informed of the services of taxi and private hire operators;
  - What staff will be responsible for supervising those leaving the premises and how they will supervise such persons;
  - Any 'wind' down periods;
  - Methods to prevent re-entry to the premises;
  - How bottles and glasses will be prevented from being removed from the premises at closing time.
10. Except when being used for entry or egress by a patron, all external windows and doors shall be kept shut at all times when music is being played and in any event after 21:00 hours at any other time.
11. After 23:00 no persons shall be admitted or re-admitted to the premises, except for persons who have temporarily left the premises to smoke.
12. After 23:00 patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall not be permitted to take drinks or glass containers with them. Notices to that effect will be displayed at the premises exits.

## **Protection of Children from Harm**

13. 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.

14. The premises shall clearly display signs advising customers that a 'Challenge 25' policy is in force.
15. 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.



## Handan Ibrahim

---

**From:** Michael Richardson  
**Sent:** 16 July 2018 12:30  
**To:** Licensing  
**Subject:** Comments for Zara, 30 Barrington Green, Loughton  
**Attachments:** MEMO6.docx; Zara Commnets.docx

**Categories:** Red Category

Hi Licensing

Please find attached a copy of my memo and representations regarding the above application.

If they comments are agreed, I'll let you know

Mike

Michael Richardson  
Environment & Neighbourhood Officer  
Neighbourhoods Directorate  
Epping Forest District Council  
High Street  
Epping  
Essex  
CM16 4BZ

(01992) 564422  
[mrichardson@eppingforestdc.gov.uk](mailto:mrichardson@eppingforestdc.gov.uk)



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Date: 16 July 2018

Civic Offices  
High Street  
Epping  
Essex  
CM16 4BZ

Cem Yaman

Our Ref: WK/201870263  
Your Ref:

Dear Sir:

**Licensing Act 2003  
Zara Bar & Grill, 30 Barrington Green, Loughton, Essex, IG10 2BA**

On behalf of the Council's Environment & Street Scene Directorate, I confirm receipt of a copy of your application dated 2 July 2018 that I received on 3rd July 2018 regarding the above mentioned property, in relation to the Licensing objective the Prevention of Public nuisance.

I have made the following representation to the Council's Licensing Section with regard to the Licensing objective – Prevention of Public nuisance:

**1. Use of outside seating area.**

I am concerned about the potential impact of the proposed use on those residents who live in Landmark House, Barrington Green and Chigwell Lane as customers leave late at night. I believe that that the use of the outside area should be restricted to minimise the amount of disturbance to nearby residents, particularly those above the proposed restaurant.

In order to minimise this disturbance, I would recommend that the following conditions should be added to the operating schedule:

**The outside seating area shall not be open to customers for eating or drinking outside the following times: 09.00hrs – 21.00hrs Monday-Sunday.**

*Reason – In order to prevent a public nuisance to nearby residents.*

As the outside area will also have to be used by smokers, after 21.00hrs, and the following condition should also apply:

**Between 21.00 hours and when the premises is closed to the public, the outside area shall only be used by customers to smoke. No food or drink to be consumed in the outside area after 21.00 hours.**

*Reason – In order to prevent a public nuisance to nearby residents.*



**A member of staff shall ensure that any patrons eating, drinking and/or smoking outside the premises do so in an orderly manner and do not cause a public nuisance.**

*Reason – In order to prevent a public nuisance to nearby residents.*

## **2. Noise from customers and inside restaurant**

It is unclear from the application if there are to be openable windows at the front of the restaurant. If such windows/doors are to be installed, the noise generated by 160 customers will be significant, and therefore I would recommend the following is added to the operating schedule:

**All external doors and windows shall be closed by 21.00 hours to minimise the noise from the premises, other than entry and exit of patrons.**

*Reason – In order to prevent a public nuisance to nearby residents.*

I would also recommend the following condition is added, to ensure that customers are aware of the residents close by:

**The manager and staff will encourage customers to leave quietly. The premises will post notices to enforce this and these notices are to be clearly visible at all times.**

*Reason – In order to protect amenity of the area and that of local residents.*

## **3. Use of the area as a bar**

From the proposed plan, it would appear that there is a bar area. It is unclear from the application if this will be ancillary to the use of the property as a restaurant, for customers to gather before their meal; or if it will be an "attraction" in its own right and people will enter the property to have a drink, with no intention of having it with a meal.

Obviously the first option is going to have less of an impact than the second, and as such I would recommend the following condition, to ensure that all customers are having a meal, rather than using the premises solely as a bar:

**All ON sales of alcohol are to be ancillary to a table meal as defined by Section 159 of the Licensing Act 2003**

*Reason – In order to protect amenity of the area and that of local residents.*

#### **4. Hours of deliveries and refuse collections**

**No deliveries or refuse collections shall be taken at or despatched from the site outside the hours of 07.00-19.00 hours, Monday-Friday, 08.00-14.00 Saturday nor at any time on Sundays, Bank or Public Holidays.**

*Reason – In order to protect amenity of the area and that of local residents.*

If you would like to discuss the matter or have any written comments, please do not hesitate to contact me.

**I should be happy to withdraw the representations if the operating schedule is amended accordingly or if you agree to a suitable conditions being imposed as part of the licence, or if you provide sufficient evidence to confirm that the representation can be withdrawn.**

Please confirm your comments in writing (by letter or email). I will inform the Council's Licensing Section if satisfied that the representations can be withdrawn.

Yours faithfully

Mike Richardson  
**Environment & Neighbourhoods Officer**  
Tel No: (01992) 564422  
Email: [mrichardson@eppingforestdc.gov.uk](mailto:mrichardson@eppingforestdc.gov.uk)  
c.c. Licensing Section



## Handan Ibrahim

---

**From:** Michael Richardson  
**Sent:** 18 July 2018 11:21  
**To:** Handan Ibrahim  
**Subject:** RE: Comments for Zara, 30 Barrington Green, Loughton  
**Attachments:** Zara Additional Commnets.docx

Hi Handan

I've attached additional comments regarding Zara – and issues with loud music (to bring it on line with The Hub and ensure consistency). I've sent it to Mr Yaman.

Mike

Michael Richardson  
Environment & Neighbourhood Officer  
Neighbourhoods Directorate  
Epping Forest District Council  
High Street  
Epping  
Essex  
CM16 4BZ

(01992) 564422  
[mrichardson@eppingforestdc.gov.uk](mailto:mrichardson@eppingforestdc.gov.uk)



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---

**From:** Michael Richardson  
**Sent:** 16 July 2018 12:30

**To:** Licensing

**Subject:** Comments for Zara, 30 Barrington Green, Loughton

Hi Licensing

Please find attached a copy of my memo and representations regarding the above application.

If they comments are agreed, I'll let you know

Mike

Michael Richardson  
Environment & Neighbourhood Officer  
Neighbourhoods Directorate  
Epping Forest District Council  
High Street  
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(01992) 564422

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Date: 18 July 2018

Civic Offices  
High Street  
Epping  
Essex  
CM16 4BZ

Cem Yaman  


Our Ref: WK/201870263  
Your Ref:

Dear Sir:

**Licensing Act 2003**  
**Zara Bar & Grill, 30 Barrington Green, Loughton, Essex, IG10 2BA**

I refer to my letter, dated 16 July 2018, regarding the application dated 2 July 2018 regarding the above mentioned property, in relation to the Licensing objective the Prevention of Public nuisance.

Upon further reflection on the application, I have the following additional recommendation to be made regarding the Prevention of Public Nuisance licencing objective:

**Noise from music**

Whilst the property is going to only have background music it is important that the volume of any music including the bass content is adjusted accordingly to a level that the structure of the building can adequately contain. This is particularly important with a licensed property with residential properties above, who would be affected by music through the ceiling/floor.

This could be achieved by amending the operating schedule, or a suitable condition e.g.

**The Premises Supervisor (or representative) shall monitor the volume of music emanating from the premises and adjust the volume to ensure that any amplified sound or other music from the licensed premises does not cause a public nuisance. The Premises Supervisor (or representative) can ensure that music from the premises does not cause a public nuisance by ensuring that the music is inaudible at the boundary of any properties where the occupiers are likely to be sensitive to noise.**

*Reason: To ensure that any music and amplified sound from the licensed premises does not cause a public nuisance.*

Adjusting the volume of music to a level that is inaudible at any properties where the occupiers are likely to be sensitive to noise is a tighter restriction than required to prevent public nuisance. However, any music that is audible at this point has the potential to cause annoyance and lead

to public nuisance, especially late at night at the operational times proposed, even at a very low volume.

Speaker positioning would be important (making sure they are not put into the ceiling, without the addition of adequate sound insulation) as would be the number of speakers in the premises (to improve the distribution of sound)

The advice on inaudibility at the boundary of neighbouring noise sensitive premises has been provided to try and reduce any ambiguity in the condition, and provides the Premises Supervisor with a clear benchmark for compliance. However, I appreciate that with the properties above the site, this may be difficult to assess.

In practical terms, it is possible that the music can be audible beyond this point and this condition still complied with, however the Premises Supervisor would be at risk of causing a public nuisance depending on the circumstances at that time.

In order to minimise the disturbance to neighbours, I would also recommend the following condition regarding external speakers:

**No external speakers shall be installed at the premises.**

*Reason – In order to prevent a public nuisance to nearby residents.*

If you would like to discuss the matter or have any written comments, please do not hesitate to contact me.

**I should be happy to withdraw the representations if the operating schedule is amended accordingly or if you agree to a suitable conditions being imposed as part of the licence, or if you provide sufficient evidence to confirm that the representation can be withdrawn.**

Please confirm your comments in writing (by letter or email). I will inform the Council's Licensing Section if satisfied that the representations can be withdrawn.

Yours faithfully

Mike Richardson  
Environment & Neighbourhoods Officer  
Tel No: (01992) 564422  
Email: mrichardson@eppingforestdc.gov.uk  
c.c. Licensing Section



## Handan Ibrahim

---

**From:** Michael Richardson  
**Sent:** 20 July 2018 11:49  
**To:** 'Btline'; Licensing  
**Cc:** Cem Romeo; [REDACTED]  
**Subject:** RE: WK/201870263 - ZARA BAR & GRILL, 30 BARRINGTON GREEN , LOUGHTON, ESSEX, IG10 2BA

Dear Sirs

Thank you for the confirmation that my representations have been accepted, and will be added to the operating schedule.

I will then be able to withdraw my representations.

Regards

Michael Richardson  
Environment & Neighbourhood Officer  
Neighbourhoods Directorate  
Epping Forest District Council  
High Street  
Epping  
Essex  
CM16 4BZ

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**From:** Btline [REDACTED]  
**Sent:** 20 July 2018 11:46  
**To:** Michael Richardson; Licensing  
**Cc:** Cem Romeo; [REDACTED]  
**Subject:** Fwd: WK/201870263 - ZARA BAR & GRILL, 30 BARRINGTON GREEN , LOUGHTON, ESSEX, IG10 2BA

Dear Mike Richardson,

Below, please find the e-mail sent by the applicant, confirming that, the conditions you mentioned within your attached letter (WK/201870263) being accepted (by the applicant) .

If you need further information, please feel free to contact us at anytime.

Kind regards,

Hakan ER  
Trainer&Consultant

Bilimway Training and Consultancy

*Licensing, Planning, Food Safety  
Health&Safety Training and Consultancy.*

*Registered Center of the; Rsph-Biiab-Habc*

*Contact:*

*M: [REDACTED]*

*M: [REDACTED]*

*L: [01992628191](tel:01992628191)*

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**From:** Cem Romeo [REDACTED]  
**Date:** 20 July 2018 at 09:44:36 BST  
**To:** [REDACTED]



**Subject: Re:WK/201870263 - ZARA BAR & GRILL, 30 BARRINGTON GREEN ,  
LOUGHTON, ESSEX, IG10 2BA**

Dear Mike Richardson,

I am agree the conditions you mentioned in your letter ref:WK/201870263 dated 16 July 2018.

I confirm you that, I fill fully comply the conditions you have mentioned in your above referred letter.

Kind regards,

Cem YAMAN  
Applicant

## Handan Ibrahim

---

**From:** Michael Richardson  
**Sent:** 20 July 2018 14:29  
**To:** Licensing  
**Subject:** FW: WK/201870263 - ZARA BAR & GRILL, 30 BARRINGTON GREEN , LOUGHTON, ESSEX, IG10 2BA

Hi Licencing

The above applicant has agreed to all my representations in my letters dated 16 and 19 July 2018. (see email below)

As such, provided they are added to the operating schedule, my representations can be withdrawn.

Regards

Mike

Michael Richardson  
Environment & Neighbourhood Officer  
Neighbourhoods Directorate  
Epping Forest District Council  
High Street  
Epping  
Essex  
CM16 4BZ

(01992) 564422

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**From:** Btline [REDACTED]  
**Sent:** 20 July 2018 12:41  
**To:** Michael Richardson  
**Cc:** [REDACTED]  
**Subject:** Fwd: WK/201870263 - ZARA BAR & GRILL, 30 BARRINGTON GREEN , LOUGHTON, ESSEX, IG10 2BA

Dear Mike Richardson,

Below, please find the separate e-mail sent by the applicant, confirming that, the conditions you mentioned within your today dated e-mail and the letter (WK/201870263)dated 18 July 2018 being accepted (by the applicant) .

In order to remove your objection(s);  
The operation schedule will be amended according to your letters dated 16 July 2018 and 18 July 2018 (ref:WK/201870263) and will be e-mailed to you soon.

If you need further information, please feel free to contact us at anytime.

Regards,

Hakan ER (Agent)

Bilimway Training and Consultancy

*Licensing, Planning, Food Safety*

*Health&Safety Training and Consultancy.*

*Registered Center of the; Rsph-Biiab-Habc*

*Contact:*

*M:* [REDACTED]

*M:* [REDACTED]

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**From:** Cem Romeo [REDACTED]  
**Date:** 20 July 2018 at 12:18:27 BST  
**To:** [REDACTED]  
**Subject:** Re: WK/201870263 - ZARA BAR & GRILL, 30 BARRINGTON GREEN , LOUGHTON, ESSEX, IG10 2BA

Dear Mike Richardson,

I am agree the conditions you mentioned in your letter ref:WK/201870263 dated 18 July 2018.

I confirm you that, I fill fully comply the conditions you have mentioned in your above referred letter.

Kind regards,

Cem YAMAN  
Applicant.

On 20 Jul 2018, at 11:55, Michael Richardson <[MRichardson@eppingforestdc.gov.uk](mailto:MRichardson@eppingforestdc.gov.uk)> wrote:

Dear Sirs



Sorry – I have also made additional comments regarding the application, which you should receive tomorrow via post, regarding potential issues with music.

I have attached them to this email, and would welcome your comments regarding them, and if you will accept them as part of your operating schedule.

Regards

Michael Richardson  
Environment & Neighbourhood Officer  
Neighbourhoods Directorate  
Epping Forest District Council  
High Street  
Epping  
Essex  
CM16 4BZ

(01992) 564422  
[mrichardson@eppingforestdc.gov.uk](mailto:mrichardson@eppingforestdc.gov.uk)

<image001.jpg>

For more information on the Environment & Neighbourhood Team, click on the following link:

[www.eppingforestdc.gov.uk/environment-and-neighbourhoods-team](http://www.eppingforestdc.gov.uk/environment-and-neighbourhoods-team)

---

**From:** Btline [REDACTED]  
**Sent:** 20 July 2018 11:46  
**To:** Michael Richardson; Licensing  
**Cc:** Cem Romeo; [REDACTED]  
**Subject:** Fwd: WK/201870263 - ZARA BAR & GRILL, 30 BARRINGTON GREEN , LOUGHTON, ESSEX, IG10 2BA

Dear Mike Richardson,

Below, please find the e-mail sent by the applicant, confirming that, the conditions you mentioned within your attached letter (WK/201870263) being accepted (by the applicant) .

If you need further information, please feel free to contact us at anytime.

Kind regards,

Hakan ER  
Trainer&Consultant

Bilimway Training and Consultancy

*Licensing, Planning, Food Safety  
Health&Safety Training and Consultancy.*

*Registered Center of the; Rsph-Biiab-Habc*

Contact:

M: [REDACTED]

M: [REDACTED]

L: [01992628191](tel:01992628191)

[www.rsph.org.uk](http://www.rsph.org.uk)

[www.biiab.org/#](http://www.biiab.org/#)

[www.highfieldqualifications.com](http://www.highfieldqualifications.com)

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**From:** Cem Romeo [REDACTED]  
**Date:** 20 July 2018 at 09:44:36 BST  
**To:** [REDACTED]  
**Subject:** Re:WK/201870263 - ZARA BAR & GRILL, 30  
BARRINGTON GREEN , LOUGHTON, ESSEX, IG10  
2BA

Dear Mike Richardson,

I am agree the conditions you mentioned in your letter  
ref:WK/201870263 dated 16 July 2018.

I confirm you that, I fill fully comply the conditions you have  
mentioned in your above referred letter.

Kind regards,

Cem YAMAN  
Applicant



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Epping Forest District Council  
[Postmaster@Eppingforestdc.gov.uk](mailto:Postmaster@Eppingforestdc.gov.uk)

<Zara Additional Commnets.docx>

## Handan Ibrahim

---

**From:** BILIMWAY [REDACTED]  
**Sent:** 24 July 2018 17:12  
**To:** Licensing; Michael Richardson  
**Cc:** Handan Ibrahim; Cem Romeo; [REDACTED] Yasin Yaman  
**Subject:** Re: RE: ZARA BAR & GRILL, 30 BARRINGTON GREEN, LOUGHTON, ESSEX, IG10 2BA  
OPERATING SCHEDULE  
**Attachments:** OPERATING SCHEDULE.pdf

Dear Michael,

Thanks for your e-mail confirmation.

Kind regards,

Hakan ER

Bilimway Training and Consultancy

*Licensing, Planning, Food Safety  
Health & Safety Training and Consultancy.*

*Registered Center of the; Rsph-Biiab-Habc*

*Contact:*

*M:* [REDACTED]

*M:* [REDACTED]

*L: 01992628191*

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On Tuesday, 24 July 2018, 16:26:32 BST, Michael Richardson <MRichardson@eppingforestdc.gov.uk> wrote:

Dear Hakan

Thank you for the amended operating schedule. I can confirm that my representations can be withdrawn.



Regards

Mike

Michael Richardson

Environment & Neighbourhood Officer

Neighbourhoods Directorate

Epping Forest District Council

High Street

Epping

Essex

CM16 4BZ

(01992) 564422

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



Are you doing the right thing with  
your waste? Find out or you could  
end up with a criminal record.  
[www.recyclefor Essex.com/crimenottocare](http://www.recyclefor Essex.com/crimenottocare)



For more information on the Environment & Neighbourhood Team, click on the following link:

[www.eppingforestdc.gov.uk/environment-and-neighbourhoods-team](http://www.eppingforestdc.gov.uk/environment-and-neighbourhoods-team)

---

**From:** BILIMWAY [REDACTED]  
**Sent:** 20 July 2018 19:53  
**To:** Michael Richardson; Licensing  
**Cc:** Handan Ibrahim  
**Subject:** Fw: ZARA BAR & GRILL, 30 BARRINGTON GREEN, LOUGHTON, ESSEX, IG10 2BA OPERATING SCHEDULE

Dear Sir,

Attached, we are sending the amended "Operating Schedule" for our above referred application.

As seen below, the amended operating schedule and its conditions has been accepted by the applicant Cem Yaman.

If you are satisfied can you please inform us that, the representations will be withdrawn according to.

Awaiting for your soonest respond,

Kind regards,

Hakan ER



Trainer & Consultant

Bilimway Training and Consultancy

*Licensing, Planning, Food Safety*

*Health & Safety Training and Consultancy.*

*Registered Center of the; Rsph-Biiab-Habc*

Contact:

M:

M:

L: 01992628191

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— Forwarded message —

From: Cem Romeo

To: BILIMWAY

Sent: Friday, 20 July 2018, 17:52:23 BST

Subject: Re: ZARA BAR & GRILL, 30 BARRINGTON GREEN, LOUGHTON, ESSEX, IG10 2BA OPERATING SCHEDULE

I agree and accept the all of the conditions mentioned within the attached document.

Cem Yaman

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

**From:** BILIMWAY [REDACTED]

**To:** [REDACTED]

**Cc:** [REDACTED] Yasin Yaman [REDACTED]

**Sent:** Friday, 20 July 2018, 17:13:13 BST

**Subject:** ZARA BAR & GRILL, 30 BARRINGTON GREEN, LOUGHTON, ESSEX, IG10 2BA OPERATING SCHEDULE

Dear Cem,

We have amended the operation schedule for the new premises licence application.

Attached, you can find the document.

**Please read carefully and inform and/or confirm us whether you are ready to comply all of the conditions mentioned within attached document.**

We will share with the relevant authorities according to.

Awaiting for your soonest respond,

Regards,



Hakan ER.

Trainer & Consultant

Bilimway Training and Consultancy

*Licensing, Planning, Food Safety*

*Health & Safety Training and Consultancy.*

*Registered Center of the; Rsph-Biiab-Habc*

Contact:

M: 

M: 

L: 01992628191

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**ZARA BAR & GRILL, 30 BARRINGTON GREEN, LOUGHTON, ESSEX, IG10 2BA**  
**OPERATING SCHEDULE**

July 20, 2018

**a) General – all four licensing objectives**

-Every supply of alcohol will be made by a personal license holder or a person authorized by a personal licence holders.

-A suitable evacuation plan in case of emergency is available and displayed.

**b) The prevention of crime and disorder**

CCTV equipment installed. Notice displayed in the customer seating area to advice that CCTV in operation.

-Cameras sited to observe the entrance and exits doors both inside and outside, the alcohol displays, and floor areas.

-Cameras on the entrances capture full frame shots of the heads and shoulders of all people entering the premises i.e. capable of identification

-Provide a linked record of the date, time, and place of any image.

-Provide good quality images.

-CCTV shall also cover the outside areas.

-The records will be retained for a minimum of 31 days and will be made available upon police and enforcement officers request immediately by a trained member of staff trained to operate the system/download images shall be on duty during opening hours.

-The premises will operate a zero tolerance policy to illegal drugs.

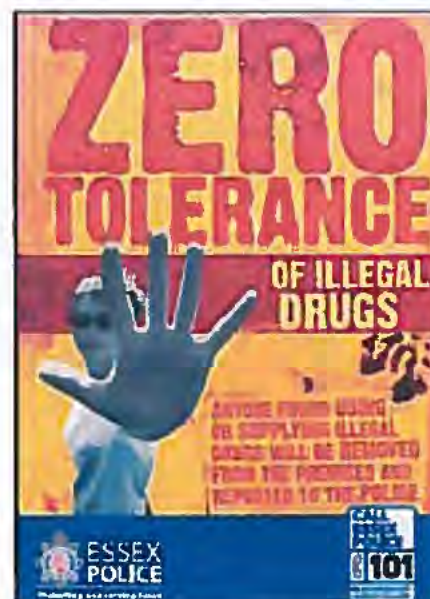
**Drug Policy**

We operate a zero tolerance policy with regard to the use/possession of controlled drugs and psychoactive substances. Posters to this effect are displayed in toilets as we believe this is the area such activity will occur.

We do not employ SiA licensed door staff as a matter of course, and as such the searching of customers is not routinely undertaken. However, should we become aware of a problem then the employment of such persons will be considered.

Should we suspect a person using drugs on the premises; then staff will monitor their activity; and if required enter the toilets behind them. If the activity is proven then the person will be asked to leave; and consider calling the police.

As aforementioned we believe the toilets to be the area likely to attract such activity; and staff will regularly check the toilets to ensure they are clean, and check for paraphernalia.





**ZARA BAR & GRILL, 30 BARRINGTON GREEN, LOUGHTON, ESSEX, IG10 2BA**  
**OPERATING SCHEDULE**

**July 20, 2018**

Staff will be made aware of this policy as part of their induction training.

Should any illegal drugs, psychoactive substances or paraphernalia be found then it will be secured and police called requesting for it to be collected and destroyed.

-The premises shall have installed and maintain a closed circuit television surveillance (CCTV) system which at all times complies with the below requirements:

- i. CCTV will be provided in the form a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition;
- ii. CCTV cameras shall cover all public areas including all entrances and exits and all areas where the sale of alcohol takes place;
- iii. Equipment must be maintained in good working order, be correctly time and date stamped, recordings must be kept in good working order and kept for a minimum period of 31 days;
- iv. At all times, whilst the premises is open for licensable activities, there are members of staff able to immediately provide viewable copies of recordings to the police or licensing authority staff upon reasonable request;
- v. The recording equipment and data storage devices shall be kept in a secure environment and fitted with security functions (such as passwords) to prevent recordings being tampered with;
- vi. An operational daily log report must be maintained endorsed by signature, indicating the system has been checked and is compliant: in the event of any failings these are to be recorded immediately.

-An incident log shall be kept at the premises, and made immediately available to police or licensing authority staff upon request. The log must be kept as a bound document with individually numbered pages and be retained for a period of at least 6 months after the last incident recorded. 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
- (f) any faults in a CCTV system, searching equipment or scanning equipment mandated as a condition of the licence

-There shall be no events at the premises that are organised, promoted or advertised by an external promoter (i.e. by an individual/organisation not directly related to the management of the premises).

**c) Public safety**

Health and Safety risk assessment will be in place. (If required)

-Fire risk assessment will be in place. (If required)

-Adequate firefighting equipment will be provided and staff trained in fire prevention, emergency procedures and the use of firefighting equipment. Emergency lighting and fire extinguishers installed on the premises.

-Fire equipment will be maintained periodically.

**ZARA BAR & GRILL, 30 BARRINGTON GREEN, LOUGHTON, ESSEX, IG10 2BA**  
**OPERATING SCHEDULE**

**July 20, 2018**

-Fire exits will be kept clear all the times

\_Suitable first -aid kit available.

-For safety and security reasons there will be shutters at the front.

**d) The prevention of public nuisance**

**-The outside seating area shall not be open to customers for eating or drinking outside the following times 09.00hrs – 21.00hrs Monday – Sunday.**

**-Between 21.00 hours and when the premises is closed to the public, the outside area shall only be used by customers to smoke. No food or drink to be consumed in the outside area after 21.00 hours.**

**-The Premises Supervisor (or representative) shall monitor the volume of music emanating from the premises and adjust the volume to ensure that any amplified sound or other music from the licensed premises does not cause a public nuisance. The Premises Supervisor (or representative) can ensure that music from the premises does not cause a public nuisance by ensuring that the music is inaudible at the boundary of any properties where the occupiers are likely to be sensitive to noise.**

**-No external speakers shall be installed at the premises.**

**-Waste collection arrangements done and collecting regularly.**

**-No deliveries or refuse collections shall be taken at or despatched from the site outside the hours of 07.00-19.00 hours, Monday-Friday, 08.00-14.00 Saturday nor at any time on Sundays, Bank Holidays or Public Holidays.**

**-No self-service for the alcoholic drinks will be available.**

**-Prominent, clear and legible notices shall be displayed at all public exits from the premises requesting customers respect the needs of local residents and leave the premises and area quietly. These notices shall be positioned at eye level and a location where those leaving the premises can read them.**

**- Empty glasses will be removed from the tables after they emptied.**

**-The restaurant frontage and the rear will be kept clean and tidy at all times.**

**-Clear and legible notices must be prominently displayed at all exits requesting customers to respect local residents and leave the area quietly. These signs shall be a minimum size of 200 x 150 mm.**

**-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. These signs shall be a minimum size of 200 x 150 mm.**

**-The premises must operate as a restaurant for the sale of alcohol for consumption ON the premises:**

- i. In which customers must be seated at a table;**
- ii. Which provides substantial table meals that are prepared on the premises and are served and consumed at the table;**
- iii. Where alcohol must not be sold, supplied, or consumed on the premises otherwise than to persons who are taking substantial table meals and provided always that the consumption of alcohol by such persons is ancillary to taking such meals.**
- iv. Service of alcohol shall be by waiter/waitress only.**



## **ZARA BAR & GRILL, 30 BARRINGTON GREEN, LOUGHTON, ESSEX, IG10 2BA**

### **OPERATING SCHEDULE**

**July 20, 2018**

**-For the sale of alcohol for consumption OFF the premises; alcohol must be in a sealed container, and sold in connection with substantial food.**

**-Except when being used for entry or egress by a patron, all external windows and doors shall be kept shut at all times when music is being played and in any event after 21:00 hours at any other time.**

**-After 23:00 no persons shall be admitted or re-admitted to the premises, except for persons who have temporarily left the premises to smoke.**

**-After 23:00 patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall not be permitted to take drinks or glass containers with them. Notices to that effect will be displayed at the premises exits.**

#### **Dispersal Policy**

**Signage will be displayed at the exit requesting customers to leave quietly and respect the residents. Should customers become noisy outside our premises, then a staff member will approach and ask them to keep the noise down for the same reasons. Should this not work; or persons become confrontational staff will retreat to the safety of the restaurant; and police called.**

**We will hold details of local taxi and private hire operators, and should a customer request a taxi, then we will happily call a local firm on their behalf; or provide the number accordingly.**

**Staff will monitor the exits and ensure safe passage away from the premises for customers:**

**The sale of alcohol ceases 30 minutes prior to closing; enabling customers to comfortably finish their food and drink before closing and being asked to leave.**

**Should a person be asked to leave; and they return when unwanted, staff will call police to request assistance in removing the person from the area.**

**Whilst we acknowledge customers may wish to leave the premises to smoke; they will be asked by staff to leave their drinks at the table. Glasses and bottles will be promptly removed from tables at the end of service to prevent customers taking them with them.**

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

**-The premises will operate the Challenge 25 proof of Age Policy and only accept a valid passport, driving license or proof of age card with the PASS logo.**

**-Challenge 25 notice will be displayed.**

**-A written record of refused sales shall be kept on the premises and completed when necessary. this record shall be made available to Police and /or Local authority upon request and shall be kept for at least one year from the date of the last entry.**

**-All staff will receive appropriate training on induction and at refresher training at intervals in operating Challenge 25, asking for proof of age, checking forms of Id, making and recording a refusal of service and completing the refusals book.**

**ZARA BAR & GRILL, 30 BARRINGTON GREEN, LOUGHTON, ESSEX, IG10 2BA**  
**OPERATING SCHEDULE**

**July 20, 2018**

-Staff training book will be kept at the premises at all times.

-All training relating to the sale of alcohol and the times and conditions of the premises license shall be documented and records kept at the premises. These records shall be made available to Police and /or Local authority upon request and shall be kept for at least one year.

-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.

-The premises shall clearly display signs advising customers that a 'Challenge 25' policy is in force.

-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.



Epping Forest District Council -Licensing Unit

Civic Offices

High Street

Essex CM16 4BZ

Attention Mrs H Ibrahim

10th July 2018

Dear Mrs Ibrahim

**Licensing Application – Zara Bar & Grill, 30 Barrington Green, Loughton, Essex IG10 2BA**

I refer to your letter dated 25<sup>th</sup> June 2018 outlining details of the Licence application received regarding the above Turkish restaurant. I wish to raise objections on the grounds of preventing public nuisance.

As you are aware, this is a new development and we consider that:

1. Limitations need to be included regarding the supply and consumption of alcohol;
2. Public access to the backyard service areas is restricted.

We purchased one of the flats in Landmark House last year for my daughter to live in. At the time of purchase the searches contained notice that potential use would be for licenced premises. However, the searches at the time for the hours of licence were not for the hours now being sought.

My daughter is a trainee nurse at Great Ormond Street and so works unsocial hours. It is important that she can sleep at nights after long shifts and is not subjected to general disturbance which may arise. We are therefore concerned that noise levels will be excessive, will continue too late and after the allotted times and lead to public nuisance to surrounding properties, including our own.

While we do not object to the granting of a licence, which we were aware of from the initial searches, I am aware of other similar restaurants in Epping Forest that have general limitations applied to them under the terms of their licence to help contain the noise and public disturbance aspects.

These include restricting the time that alcohol is allowed including Friday and Saturday nights, so that this can only continue behind closed doors to limit the impact on immediate neighbours. The consumption of alcohol is restricted so that it remains only in contained spaces and so that any associated noise or impacts are strictly contained within the licenced premises and do not stray onto the surrounding areas. This helps contain the impacts to public nuisance and is generally positively received by neighbours to the affected premises as well as local police in the event they are called out to deal with any disturbance that might arise. It is particularly important in this case to prevent any potential public nuisance aspects from straying to the back access yards of the property which are directly below the flat we own.

As this is a new development this is "prevention rather cure" and concerns may appear hypothetical. However, I would ask that you consider this application request based on the experience of other similar developments, and also the specific nuances of the development which suggests that precautionary measures taken now will help safeguard the situation to the benefit of all concerned. Hopefully you will feel the concerns raised and solutions proposed are reasonable given the circumstances.

I therefore ask for your consideration of these aspects when reviewing the licence application. I am happy to discuss further as required.

Yours faithfully

William Hayward

Landmark House

Loughton



**Denise Bastick**

---

**From:** Ella [REDACTED]  
**Sent:** 26 July 2018 11:49  
**To:** Licensing  
**Subject:** Attn Licensing Team - Landmark House, Loughton

To Whom it may concern,

- EPF/1691/18
  - Palm Bay Caribbean
  - Zara Bar & Grill

I am writing as a Landmark House resident to OBJECT strongly to licensing applications for the above mentioned applicants, For the following reasons;

- Noise and disturbance from the proposed development will disturb the residence during the night
- Risk of creating a precedent
- Anti-social behaviour and increase of crime due to the licence of alcohol and late hours it is open

To confirm I am rejecting on behalf of the four licensing objections – the prevention of crime and disorder, public safety, the prevention of public nuisance or the protection of children from harm.

Do not hesitate to contact me by email or by phone [REDACTED] should you wish to discuss this further.

With thanks and kind regards,  
Ella

[REDACTED] Landmark House  
The Broadway  
Loughton  
Essex  
[REDACTED]

Sent from my iPhone

## Denise Bastick

---

**From:** Ryan Jordan [REDACTED]  
**Sent:** 26 July 2018 09:25  
**To:** Licensing  
**Subject:** Objection to Zara Bar & Grill Application

**Importance:** High

Good morning

I am the owner/resident of [REDACTED] Landmark House in Debden, a front facing property directly above the projected application for the above named venue.

I am objecting to this application upon the following grounds:

- Protection of children from harm - we have two children, one aged 21 months and one aged two months – the increased noise levels, heat and food aromas will prevent my children from a peaceful night's sleep. We must open our windows from April-October due to the heat in the flats and this will magnify the problem further
- Public nuisance – there is the distinct possibility that customers of the venue will frequent the premises under the influence of alcohol which may lead to a number of disturbances
- Increase in waste – food waste will increase significantly, raising concerns around it's storage and the attraction of vermin
- Extractor fans – it is already too warm in the flats, I am deeply concerned that the fans will extract warm heat and fumes into the residencies
- Public safety – with the possibility of alcohol being served, my young family are at risk of unsafe encounters with those who are under the influence of alcohol both at the front and to the more secluded rear side of the building
- Landlord awareness – there is a risk that as the property is largely populated with tenants, landlords have not been made aware of these plans, if in fact these letters have not been passed on

I completely refute that opening such a venue can be conducive to happy residency directly above it without significant future complications and possible confrontations.

Yours Faithfully

Ryan Jordan  
[REDACTED]

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Dr Safeena Afzal  
Landmark House  
1 The Broadway  
Loughton  
Essex

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

29<sup>th</sup> July 2018

Dear Licensing Office,

It is a pleasure to move into Epping Forest Council and I look forward to becoming a helpful and active member of my local community.

I would like to discuss a licence application that came to my attention yesterday afternoon (28<sup>th</sup> July 2018), verbally by a neighbour that I believe has a direct and potentially devastating impact on my quality of life, enjoyment of my property, emotional wellbeing and job performance. I did not receive any notice of this licence via post as my neighbours have done so, and so I have not thus far had the opportunity to object; I hope that you will accept this letter as my formal objection.

I purchased Landmark House on 29<sup>th</sup> March 2018 and plan to move in on 5<sup>th</sup> August 2018; my move in has been significantly delayed by the poor workmanship performed by Higgins Homes (land developers) leading to multiple 'snagging' issues and additionally, I needed to order and wait for all of my furniture to arrive. I do attend weekly to pick up post and ensure the property is in good working order. I was at my property yesterday so that Higgins could fix a leaking balcony issue, which happened because Higgins did not adequately seal the ceilings apparently.

I went to have a look at the notices pinned to the properties below and I have come to understand that the retail units that are directly beneath my home (30 Barrington Green and 32 Barrington Green, IG10 2BX) are two businesses. They are planning to apply for a licence for the Sale of Alcohol, Regulated Entertainment, Recorded/Live Music, Performance of Dance. These activities are expected to last from the morning time to 1am at night, almost daily. There is also an application for Outdoor Seating as far as I am aware.

I am an Anaesthetist, in the final two years of my training. I am due to start my job in Cardiothoracic Anaesthesia at St Bartholomew's Hospital on 1<sup>st</sup> August 2018. Prior to this, I have spent a year at University College London Hospitals. I have worked in the NHS since 2006 and have given just over 12 years of continuous service to our communities all over London. My job is high stakes, holds enormous responsibility as I am sure you can imagine and is completely reliant on me having had adequate and good quality rest in between shifts. I work in Intensive Care, the Labour Ward and in Theatres, I am frequently involved in life-threatening emergencies which require decisive and quick practical action. I cannot be expected to uphold this level of commitment and dedication if I am frequently kept awake by noise and clientele disruption by the businesses below; it is simply incompatible with my life.

I made the decision to purchase Landmark House on its merits of being in a fantastic location, the quiet local area and I was told by Higgins Homes that the retail units directly below my property would be used for "shops". In fact, I was told a Co-op supermarket was being opened which I distinctly remember discussing with Higgins Sales Negotiator (Mr Chris Charnley) as being very convenient for groceries. I am beyond devastated by the level of deception employed by Higgins Homes and simply do not believe that they did not know that a

bar/club/restaurant would be opening directly underneath my home at the time of completion; 29<sup>th</sup> March 2018, a mere 4 months ago. I would never have made the commitment to a 30 year mortgage if I had been given this knowledge. I just would not have brought this property.

My whole home - my living room, my bedroom and my balcony are directly above 30 and 32 Barrington Green. There is no part of my property that is not directly impacted by these businesses.

1) The noise of customers, the 'buzz' of business, chairs, people moving around, loud/live/recorded music - will disrupt my quality of life, enjoyment of my property, emotional wellbeing, quality of sleep and job performance.

2) The constant smell of cooked food and alcohol is not compatible with my life; I am a Muslim by background and I am teetotal. I find the smell of alcohol nauseating. The smells of alcohol and cooked meats especially will directly impact my enjoyment of my property and emotional wellbeing.

3) The outdoor seating and potential loitering of customers after opening hours means that there will always be people just below my bedroom windows and my balcony. This impacts my enjoyment of my property, my sleep and it will make me feel very very unsafe. I will not feel confident to open my windows and/or use my balcony. I will fear a break-in, which may sound catastrophic but this my very real and very valid fear.

Please know that I shift work. This means I have a wide variety of different potential working hours as outlined below

- On a 'Long Day' I work until 9pm. I arrive home at 10pm. I need to get up again the next morning at 05.30am for a 07.30am start
- On a 'Night' I work between 7.30pm and 08.00am. I arrive home around 09.00am and then have to be back at work again later that evening for another night shift. This means I have to sleep during the daytime; in addition to the difficulty of adjusting to working at night, it is imperative that my daytime sleep is of high quality. Living above a restaurant/bar is not compatible with this.
- On a 'normal' working day I wake up at 05.30am, leave the house at 06.30am to be at work for 07.30am. Being kept awake until 1am is just not acceptable.
- I work weekends as well as weekdays, so all of the above is applicable to Saturdays and Sundays.

I hope that you can see that the impact of these businesses will make itself known all day and every day. I simply cannot escape from just how bad it will potentially be.

I object to these licence applications to the highest degree possible.

I hope that you will help guide me on how I can present my case to all those involved and be heard as an individual who will be significantly and devastatingly impacted by all of the above.

Yours sincerely,



Dr Safeena Afzal MBBS BSc(Hons) FRCA

Mobile 



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

J Chaplin & J Tapfield  
Landmark House  
1 The Broadway  
Loughton  
Essex

20 July 2018

Dear Sir/Madam

**Turkish Restaurant, 25 Barrington Green AGAINST**

I am writing to you in response to the correspondence I have received through the post regarding the above. I will list below the reasons I object to the application of a Turkish Restaurant.

We think that the public's safety would suffer if types of establishments were to open and serve alcohol so freely. We also believe that this Turkish Restaurant will create a huge rubbish problem (adding to the rubbish problem that there already is on Barrington Green, rubbish dumped all the way along the front of Landmark House and around Barrington Green).

We believe that the majority of people who would come to a Turkish Restaurant would be people after a night out and people who are drunk and disorderly. There are many young families living in Landmark House, and would feel very uneasy having to come home with a Turkish Restaurant on their doorstep. Having to potentially face drunk people loitering outside at all hours being unsocial (loud, swearing, smoking and fighting to list a few).

There are plenty of places a Turkish Restaurant could be placed along Debden Broadway and I strongly feel that directly beside a residential block of apartments is the most disruptive. I feel with the number of dangerous people around this will significantly have a negative impact on the crime rate and safety of local people. I feel that the Turkish Restaurant will cause more crime thus going hand in hand with public nuisance and disorderly behaviour.

Within the Debden area there are a lot of vulnerable people both adults and children that could misuse freely served alcohol. Therefore abusing the hours stated in your letter. There are always a number of loiterers each and every day and night around the Barrington Green area which makes me and my family nervous that this Turkish Restaurant could potentially attract more of these types of people.

A Turkish Restaurant situated beside Landmark House apartments will cause huge disruptions and will make living in landmark house noisy and unpleasant. There is also no suitable parking anywhere near Landmark house so we feel this will create a problem for the roads, as intoxicated people will be leaving their cars over night or even worse drive whilst under the influence.

I strongly urge you to decline this application on the grounds of my points above.

Yours faithfully



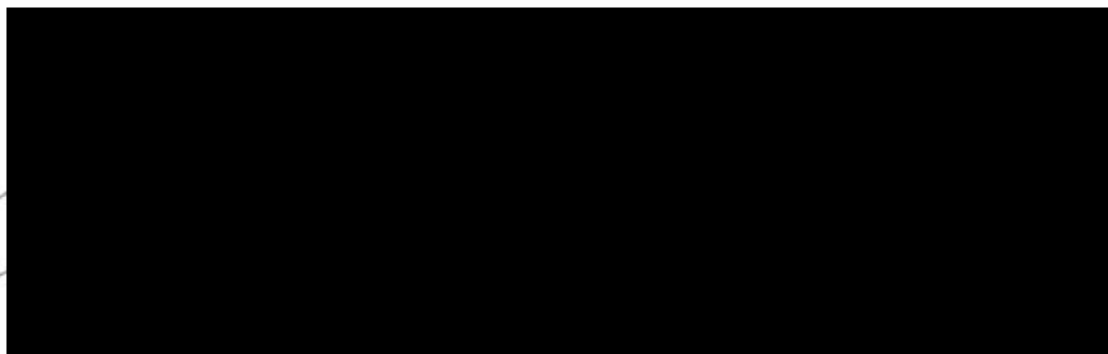
J Chaplin & J Tapfield

Subject: Notice of application for a new premises licence under the Licensing Act 2003 in respect of Wing Shack, 240 High Road, Loughton, IG10 3SP  
Date: 23/07/2018 15:22  
From: "Debra Paris" <Debra.Paris@loughton-tc.gov.uk>  
To: "Handan Ibrahim" <hibrahim@eppingforestdc.gov.uk>

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Dear Handan

Further to our telephone conversation this morning, regarding the above Premises Licence Application, following consultation the comments of the Committee have been amended as follows:



I also confirm that the address for Zara Bar & Grill, should read 30 Barrington Green and not 32, as quoted under minute no PL492.1.

Kind regards

Debra Paris  
Planning and Licensing Committee Clerk Loughton Town Council  
Loughton Library & Town Hall, Traps Hill, Loughton, IG10 1HD  
Tel: 020 8508 4200  
Fax: 020 8508 4400  
E-mail [contact@loughton-tc.gov.uk](mailto:contact@loughton-tc.gov.uk)  
Web: [www.loughton-tc.gov.uk](http://www.loughton-tc.gov.uk)



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**Loughton Town Council Planning & Licensing Committee – 16 July 2018**

**Notice of application for a new premises licence under the Licensing Act 2003  
in respect of Zara Bar & Grill, 32 Barrington Green, Loughton, IG10 2BA**

The Committee OBJECTED to this application given the primarily residential nature of this location, for the prevention of public nuisance.

However, the Committee would wave their objection if alcohol was sold only for consumption on the premises and to be served with meals at tables inside the premises.