

# ***Supplementary Committee Agenda***



**Epping Forest  
District Council**

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## ***Licensing Sub-Committee Monday, 26th June, 2017***

**Place:** Council Chamber, Civic Offices, High Street, Epping

**Time:** 10.00 am

**Democratic Services:** J Leither (Direct Line 01992 564756)  
Email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk)

- 4. PREMISES LICENCE APPLICATION FOR THE CART SHED RESTAURANT AND FARM SHOP, WEALD PLACE, 9 DUCK LANE, THORNWOOD, EPPING, CM16 6NE (Pages 3 - 10)**

(Director of Neighbourhoods) To consider the proposed conditions from the Police.

- 5. PREMISES LICENCE APPLICATION - VIVALDI, 236 HIGH ROAD, LOUGHTON, IG10 1RB (Pages 11 - 14)**

(Director of Neighbourhoods) To consider the proposed conditions from the Police.

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**Nuala Clark**

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**From:** Licensing Epping and Brentwood  
<licensing.epping.and.brentwood@essex.p  
nn.police.uk>  
**Sent:** 25 May 2017 14:55  
**To:** Licensing  
**Cc:** [REDACTED]  
**Subject:** RE: Premises Licence Application for The  
Cart Shed (Restaurant & Shop)  
**Attachments:** Re: Premises Licence Application for The  
Cart Shed (Restaurant & Shop); Re:  
Premises Licence Application for The Cart  
Shed (Restaurant & Shop)

Good Afternoon,

I can confirm that I have consulted with Mr Alldis, in the attached correspondence. Subject to the conditions agreed (all except Challenge 25 signs) being attached to the premises licence, Essex Police make no representation to the application.

Kind regards,

Peter

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

Epping & Brentwood Licensing Officer  
Epping Forest & Brentwood Local Policing Hub  
West LPA

 Tel. 101 (Ext. 313604) or 01279 625405

 Mobile. 07870 909762

 <http://www.essex.police.uk>

 Loughton Police Station, 158 High Road, Loughton, Essex, IG10 4BE

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**Nuala Clark**

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**From:** Licensing Epping and Brentwood  
<licensing.epping.and.brentwood@essex.p  
nn.police.uk>  
**Sent:** 24 May 2017 14:49  
**To:** William Alldis  
**Subject:** Re: Premises Licence Application for The  
Cart Shed (Restaurant & Shop)

Dear Mr Alldis,

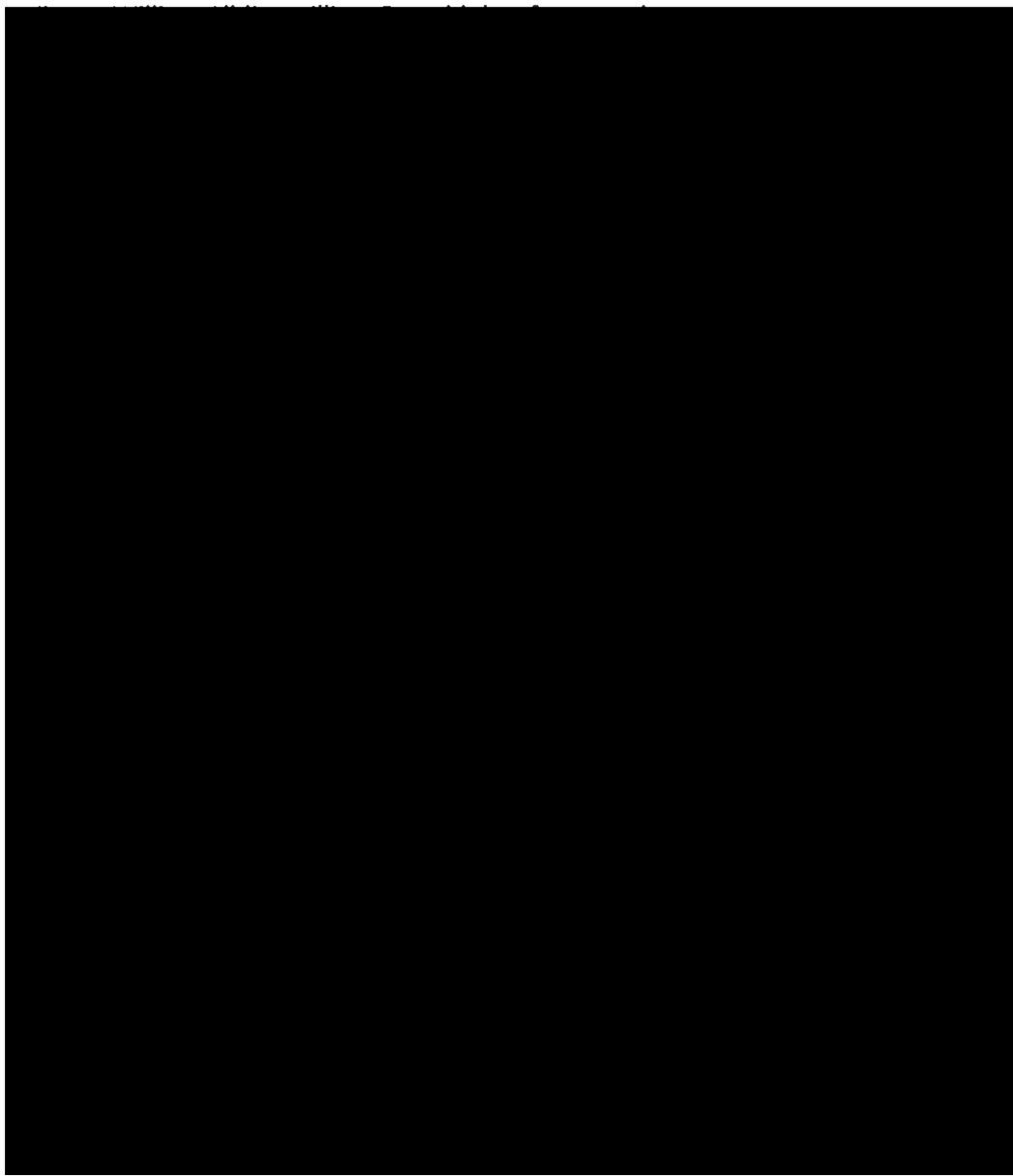
Thank you for the clarification around the hours for each part of the premises.

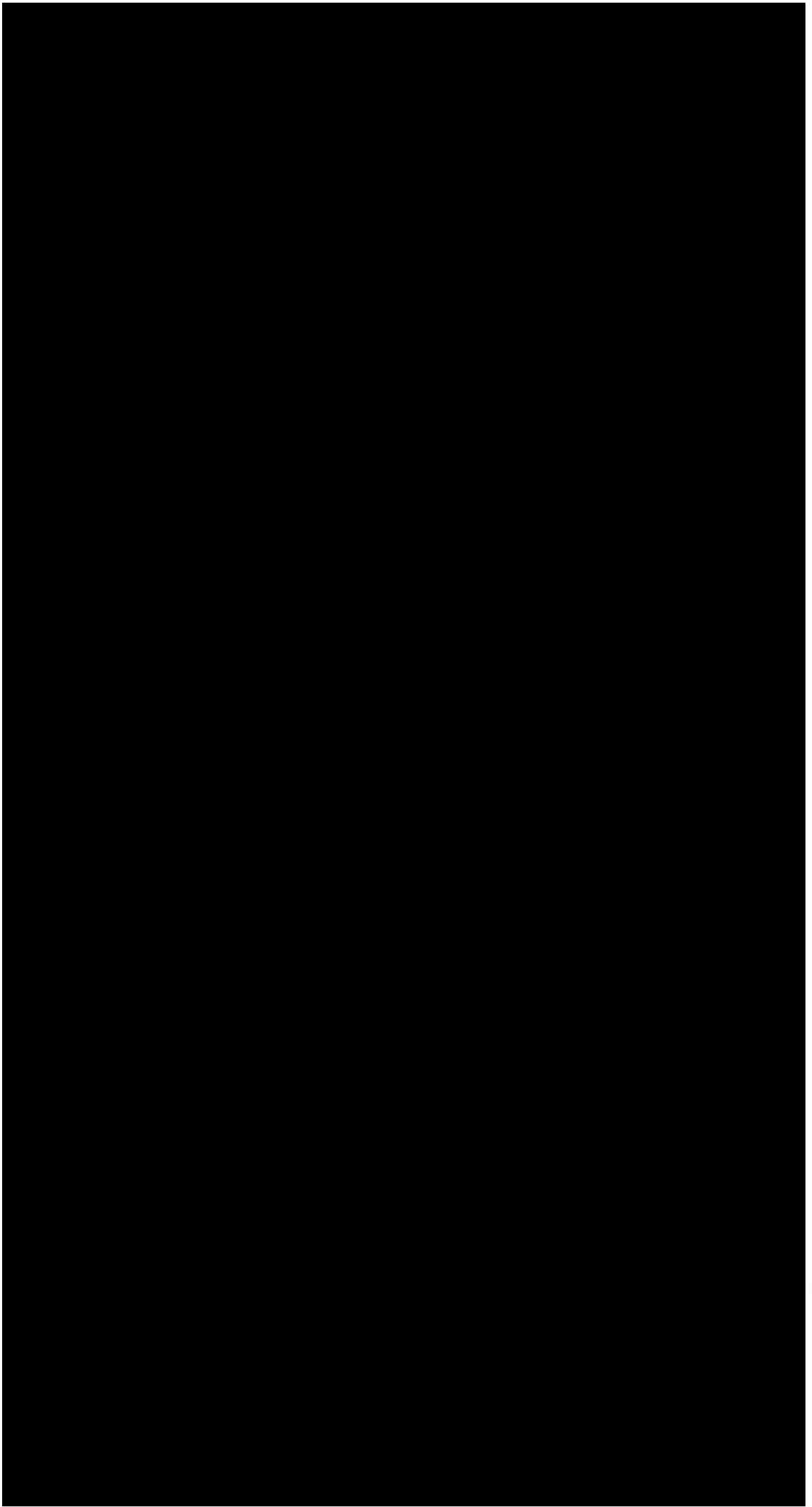
Could you please advise whether you are happy to accept the additional measures proposed in my initial email starting with the heading Crime & Disorder to the end of the email.

Regards,

Peter

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**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};

- 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. Signs must be displayed at all entrances and exits advising customers that CCTV is operating at the premises and shall be minimum size of 200 x 150 mm
  3. 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 completed 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.

#### **Prevention of Public Nuisance**

4. Clear and legible notices must be prominently displayed at all exits requesting customers to respect local residents and leave the area quietly.
5. 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.
6. There shall be no striptease or nudity, and all persons shall be decently attired at all times, except when the premises are operating under the authority of a Sexual Entertainment Venue licence.

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

7. The premises shall display prominent signage at any point of sale and at the entrance to the premises indicating that it is an offence for a person under the age of 18 to buy or attempt to buy alcohol, or to buy, or attempt to buy, alcohol for a person under the age of 18.



8. A Challenge 25 scheme shall be operated, whereby any person who appears to be under the age of 25 years of age is required to produce on request an item which meets the mandatory age verification requirement and is either a:
  - Passport;
  - European Union photocard driving licence;
  - Ministry of Defence Identity Card;
  - Proof of age card bearing the PASS Hologram;
  - National identity card issued by a member of the European Economic Area or Switzerland; or
  - Biometric immigration document.
9. The premises shall clearly display signs at the point of sale and in areas where alcohol is displayed advising customers that a Challenge 25 policy is in force. Such signs shall be a minimum size of 200 x 150mm.

#### **Cart Shed Restaurant Only**

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

#### **Extension on 12 Occasions Per Year**

11. On a maximum of 12 occasions per year, all authorised licensable activities may be extended to 0100 without the need for a temporary event notice. Each occasion must be notified to the Essex Police Licensing Team and Epping Forest District Council Licensing Team with 21 days' notice. This notice shall include full details and nature of the event and be e-mailed to [licensing.applications@essex.pnn.police.uk](mailto:licensing.applications@essex.pnn.police.uk) and [licensing@eppingforestdc.gov.uk](mailto:licensing@eppingforestdc.gov.uk) or other address subsequently provided by Essex Police or Epping Forest District Council.

I look forward to hearing from you.

Kind Regards,

Peter.

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

Epping & Brentwood Licensing Officer  
Epping Forest & Brentwood Local Policing Hub  
West LPA

 Tel. 101 (Ext. 313604) or 01279 625405

 Mobile 07870 909762

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<image004.png><image005.jpg>

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**Handan Ibrahim**

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**From:** Licensing Epping and Brentwood  
<licensing.epping.and.brentwood@essex.pnn.police.uk>  
**Sent:** 25 May 2017 12:02  
**To:** Licensing  
**Subject:** FW: Premises Licence Application - Vivaldi, 236 High Road, Loughton  
**Attachments:** Vivaldi - Conditions.docx

Good Afternoon,

Further to the below correspondence, and subject to the below conditions being inserted on the Premises Licence, Essex Police make no representations. For your ease I have also attached the conditions in a Microsoft Word format.

Kind regards,

Peter

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**Sent:** 24 May 2017 09:39  
**To:** Licensing Epping and Brentwood  
**Cc:** EFDC Licensing  
**Subject:** re: Premises Licence Application - Vivaldi, 236 High Road, Loughton

Good Morning Peter,

We would like to inform, that we are fully agreeing for all of the additional conditions proposed by you. I have just realised that I mixed the hours of sunday and friday on the application form. The site notice is the correct one, The public notice has also been published with the correct hours.

I would kindly request you to take the site notice hours in account.  
Would you like me to send you the application form with the corrected hours?

Kind Regards  
Aysen Ipek Kilic  
Licensing Consultant

> Good Afternoon,

I am contacting you as the agent applying for the above Premises Licence on behalf of Mr Irfan TAS. I wish to seek clarity around the proposed hours and seek agreement to additional measures to promote the licensing objectives.

**HOURS**

The hours listed on the application differ to those listed on the blue notice, and as such wish to seek clarity.

**LICENSABLE ACTIVITY HOURS APPLIED FOR HOURS ON BLUE NOTICE DISCREPENCY**  
Late Night Refreshment Monday 2300 - 2330 Monday 2300 - 2330 NONE  
Tuesday 2300 - 2330 Tuesday 2300 - 2330

Wednesday 2300 - 2330  
Thursday 2300 - 2330  
Friday 2300 - 0030  
Saturday 2300 - 0030  
Sunday 2300 - 2330  
Alcohol (On) Monday 0900 - 2300 Monday 0900 - 2300 FRIDAY / SATURDAY / SUNDAY  
Tuesday 0900 - 2300  
Wednesday 0900 - 2300  
Thursday 0900 - 2300  
Friday 0900 - 2300  
Saturday 0900 - 0000  
Sunday 0900 - 0000  
Opening Monday 0900 - 2330 Monday 0900 - 2330 FRIDAY / SATURDAY / SUNDAY  
Tuesday 0900 - 2330  
Wednesday 0900 - 2330  
Thursday 0900 - 2330  
Friday 0900 - 2330  
Saturday 0900 - 0030  
Sunday 0900 - 0030

#### ADDITIONAL MEASURES TO PROMOTE THE LICENSING OBJECTIVES

A form of CCTV has been offered, and I would ask that it conform to the below requirements, and conditioned accordingly. The application also alludes to training within the Protection from Children from harm, but no further details on that, or an age verification policy. Finally, as the application is for a 'Café Restaurant', an appropriately worded condition is also sought. Please consider the below, and advise whether your client is happy for these to be added to the Premises Licence if granted.

#### 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;
  - 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. Signs must be displayed at all entrances advising customers that CCTV is operating at the premises.

#### Prevention of Public Nuisance

3. The premises must operate as a restaurant:
  - i. In which customers must be seated at a table;

- ii. Which provides substantial table meals that are prepared on the premises and are served and consumed at the table;
- iii. 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.

4. Service of alcohol shall be by waiter/waitress only.

#### Protection of Children from Harm

5. 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:

- Passport;
- European Union photocard driving licence;
- Ministry of Defence Identity Card;
- Proof of age card bearing the PASS Hologram;
- National identity card issued by a member of the European Economic Area or Switzerland; or
- Biometric immigration document.

The premises shall clearly display signs at the point of sale and in areas where alcohol is displayed advising customers that a Challenge 25 policy is in force. Such signs shall be a minimum size of 200 x 150mm.

6. All staff engaged in the sale or supply of alcohol on the premises shall have received training in relation to the protection of children from harm (including under-age sales), how to recognise drunkenness and the duty not to serve drunk persons. Refresher training shall be carried out at least every six months.

Training records shall be kept on the premises (or otherwise be accessible on the premises) for a minimum of 12 months and made immediately available to police or licensing authority staff upon reasonable request.

I look forward to hearing from you,

Kind regards,

Peter

Peter Jones MIOL, ABII (7706)  
Epping & Brentwood Licensing Officer  
Epping Forest & Brentwood Local Policing Hub  
West LPA

: <http://www.essex.police.uk>

+ Loughton Police Station, 158 High Road, Loughton, Essex, IG10 4BE

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