

Committee Agenda



Epping Forest District Council

Licensing Sub Committee Wednesday, 14th April, 2021

You are invited to attend the next meeting of **Licensing Sub Committee**, which will be held at:

Virtual Meeting on Zoom
on **Wednesday, 14th April, 2021**
at **10.00 am** .

Georgina Blakemore
Chief Executive

**Democratic Services
Officer**

Deomocratic Services (Direct Line 01992 564243)
Email: democraticservices@eppingforestdc.gov.uk

Members:

Councillors P Keska (Chairman), M Sartin, J Jennings and R Morgan

PLEASE NOTE THE START TIME OF THE MEETING

PLEASE NOTE THAT THIS MEETING WILL BE RUN AS A VIRTUAL MEETING AND IS OPEN TO ALL MEMBERS TO ATTEND REMOTELY.

WEBCASTING/FILMING NOTICE (VIRTUAL MEETINGS)

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy.

Therefore by participating in this virtual meeting, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If members of the public do not wish to have their image captured they should ensure that their video setting throughout the virtual meeting is turned off and set to audio only.

In the event that technical difficulties interrupt the virtual meeting that cannot be overcome, the Chairman may need to adjourn the meeting.

If you have any queries regarding this, please contact the Corporate Communications Manager on 01992 564039.

1. WEBCAST ANNOUNCEMENT

1. This virtual meeting is to be webcast. Members are reminded of the need to unmute before speaking.

2. The Chairman will read the following announcement:

“I would like to remind everyone present that this meeting will be broadcast live to the internet (or filmed) and will be capable of repeated viewing (or another use by such third parties).

Please could I also remind Members of the Public who have registered to speak that they will be admitted to the meeting at the appropriate time.

Please also be aware that if technical difficulties interrupt the meeting that cannot be overcome, I may need to adjourn the meeting.”

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

To declare interests in any item on this agenda.

4. PROCEDURES FOR THE CONDUCT OF A VIRTUAL MEETING (Pages 5 - 6)

Please find attached the revised procedures for holding and attending a virtual meeting of the Licensing Sub-Committee.

5. PROCEDURE FOR THE CONDUCT OF BUSINESS (Pages 7 - 12)

To note the adopted procedure for the conduct of business by the Sub-Committee.

6. TEMPORARY EVENT - JUNCTION 26 DINER, SKILLET HILL FARM, HONEY LANE, WALTHAM ABBEY (Pages 13 - 36)

To consider the attached report.

7. EXCLUSION OF PUBLIC AND PRESS

Exclusion: To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Information Paragraph Number
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Nil

Nil

Nil

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Background Papers: Article 17 - Access to Information, Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.

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General Procedures for Virtual Licensing Hearings

The following procedural requirements shall be followed at all times:

- (a) The virtual meetings are to be webcast as appropriate.
- (b) They will be held on the Zoom application. All persons (officers, applicants and objectors) will have to join the virtual meeting.
- (c) There shall be no recommendation from officers on the agenda.
- (d) The Committee shall be supplied with copies of all relevant documentation and the process and order of procedure shall be as follows:

Participants will join the meeting via the Zoom application using the link and passcode emailed to them.

All Licensing Sub-Committees are public meetings unless otherwise stated, and therefore, meetings will be webcast live to the internet.

It will be important in this virtual environment, for the conduct of the meeting, that all speakers go through the Chairman and wait to be called to speak. All participants should be muted unless asked to speak. If they wish to speak, they should raise a virtual (or physical) hand to attract the Chairman's attention.

Once all participants have joined the meeting virtually, the meeting shall begin and run as a normal Licensing Sub-Committee meeting as detailed below.

- (i) At the beginning of each meeting the Chairman will read out the webcasting introduction.
- (ii) The Chairman will open the meeting and introduce persons as appropriate asking applicants and representatives to identify themselves.
- (iii) The Chairman will outline the procedure to be followed.
- (iv) The Lead Officer will outline the matter in hand.
- (v) The applicant or representative will present his/her case, with or without witnesses, and be questioned by members and then by any objectors/persons making representations present.
- (vi) Any objectors/persons making representations may then present their objections/representation, with or without witnesses, and be questioned by members and then by the applicant/s or their representative.
- (vii) The objectors/persons making representations may make a final statement (without introducing new issues).
- (viii) Finally, the applicant has the right to make a final statement (without introducing new issues).

- (ix) All evidence/disclosures are to be made in the presence of all persons, unless someone voluntarily excuses themselves from the proceedings.
- (x) Committee members shall restrict themselves to questions and not discussion or comment.
- (xi) The applicant, objectors/persons making representations shall be allowed to ask officers questions of a technical/factual nature at any time during the proceedings.
- (xii) An adjournment should be granted where to do otherwise would deny a fair hearing.
- (xiii) The Committee may resolve to decide upon the application in private session, however, if it becomes necessary to recall anyone for additional information, everyone shall be invited to return to the Hearing.

The Committee will go into private session by putting all the participants into a Zoom 'waiting room' where they can wait without being able to hear or see the discussion taking place in private by the Sub-Committee members. At the end of the Sub-Committee's discussions all the participants will be invited back to the main meeting and told the decision of the Sub-Committee.

If thought necessary, because the Sub-Committee's deliberations might take a long time, the Chairman can close the meeting for all participants and ask them to return later to a new Zoom meeting either later that day or the next day to receive the decision of the Sub-Committee.

Officers can create another Zoom meeting for either later that day or the next day in order for the decision to be heard. Once created all the participants will be emailed a new date/time and joining details.

- (xiv) The decision shall be given in the presence of all parties that wish to be present and confirmed in writing as soon as possible thereafter. If legal advice is given to members, this advice will be repeated in summary form.

Licensing Committee - Terms of Reference

- (1) The full Committee shall comprise 15 Councillors appointed by the Council at its annual meeting, including a Chairman and Vice-Chairman.
- (2) For the functions set out in Appendix 1, and the legislation listed in Appendix 2, a sub-committee consisting of no more than any three Councillors drawn from the members of the full Committee shall be formed. Any such sub-committee shall include, by rota, one of the six Licensing Sub-Committee Chairmen appointed at each Annual Council meeting.
- (3) The Quorum for the Committee is set out in the Rules set out in Part 4 of this Constitution save that no business shall be transacted unless either the Chairman or Vice-Chairman of the Committee is present.
- (4) The Committee and sub-committees shall have full authority to hear and determine licensing applications.
- (5) The Committee and sub-committees shall be further empowered to determine appeals made against the decisions of the Service Director (Commercial and Regulatory Services) taken under delegated authority on licensing applications. (See Council delegation schedule for more details)
- (6) The Committee shall at all times carry out its duties solely within the policy from time to time determined by the Council and shall conduct its proceedings in accordance with the requirements set out in Appendix 3 (Conduct of Business by Licensing Committee and Sub-Committees).
- (7) The Licensing Committee shall take no part in the production or revision of the statement of licensing policy made under Section 5 of the Licensing Act 2003, however, they may determine policy under the legislation listed in Appendix 2 to this Article.
- (8) To be responsible for the consideration and approval of Designation Orders under Section 13 of the Criminal Justice and Police Act 2001 (Exercise of Controls over the consumption of alcohol in Public Places).

LICENSING ACT 2003 – LIST OF FUNCTIONS AND DELEGATED AUTHORITY

Matter to be dealt with	Full Committee	Sub-Committee	Officers
Application for personal licence		If a police objection	If no objection made
Application for personal licence with unspent convictions		All cases	
Application for premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application for provisional statement		If a relevant representation made	If no relevant representation made
Application to vary premises licence/club premises certificate		If a relevant representation made	If no relevant representation made
Application to vary designated premises supervisor		If a police objection	All other cases
Request to be removed as designated premises supervisor			All cases
Application for transfer of premises licence		If a police objection	All other cases
Applications for interim Authorities		If a police objection	All other cases
Application to review premises licence/club premises certificate		All cases	
Decision on whether a complaint is irrelevant frivolous vexatious etc			All cases
Decision to object when local authority is a consultee and not the relevant authority considering the application		All cases	
Determination of a police objection to a temporary event notice		All cases	
All policy matters except the formulation of the statement of licensing policy	All cases		

LIST OF STATUTORY POWERS

Those functions pertaining to licensing and registration and permits and consents contained in the following legislation and any regulations, orders, byelaws or other subsidiary legislation made under the above Acts:

Animal Boarding Establishments Act 1963
Breeding & Sale of Dogs (Welfare) Act 1999
Breeding of Dogs Act 1973
Breeding of Dogs Act 1991
Caravan Sites & Control of Development Act 1960
Caravan Sites Act 1968
Dangerous Wild Animals Act 1976
Gambling Act 2005
Guard Dogs Act 1975
House to House Collections Act 1939
Licensing Act 2003
Local Government (Miscellaneous Provisions) Act 1976
Local Government (Miscellaneous Provisions) Act 1982
Pet Animals Act 1951
Pet Animals Act 1951 (Amendment) Act 1983
Riding Establishments Acts 1964 & 1970
Scrap Metal Dealers Act 1964
Scrap Metal Dealers Act 2013
The Game Act 1831
Town Police Clauses Act 1847
Town Police Clauses Act 1889
Zoo Licensing Act 1981

PART A – CONDUCT OF BUSINESS BY LICENSING COMMITTEE AND SUB-COMMITTEES

All references to committee in this annex shall be taken to infer a reference to the associated subcommittees.

1. General Conduct

- 1.1 All hearings of the Licensing Committee under the Licensing Act 2003, are to be held in accordance with the Personal Licences, Hearings, Premises Licences and Club Premises Certificates, and Licensing Register Regulations, made under the Licensing Act 2003.
- 1.2 The Council's Constitution shall regulate the conduct of and debate at meetings.
- 1.3 In the case of hearings under the Licensing Act 2003, the Committee shall only consider those matters relevant to the licensing objectives as set out in the Licensing Act 2003 and the statement of licensing policy adopted by the Council.

2. Declarations of Interest

- 2.1 Members of the Committee are subject to the Council's Code of Conduct.

3. Participation in the Hearing

- 3.1 Debate shall be restricted to members of the Licensing Committee. Where a local ward member, not being a member of the Committee, wishes to participate in the hearing, they may do so only with the permission of the Chairman and their participation shall be subject to the same rules as are applied to any other witnesses to the application.
- 3.2 In hearings other than those under the Licensing Act 2003, where a ward member is a member of the Committee, and wishes to object to the application, the member shall give 14 days' notice of their intention, and shall play no part in the decision-making process of the Committee. In hearings under the Licensing Act 2003, those named as responsible authorities and interested parties in the Act may only make representations within the time limits set out in the relevant statutory provisions.
- 3.3 All persons participating in the hearing shall be made aware of the limitations or scope of statements that will be acceptable and, in particular, that statements should be factual or a fair statement on a matter of public interest.
- 3.4 In the case of any hearing pursuant to the summary review procedure under the Violent Crime Reduction Act 2006, the membership of any Subcommittee adjudicating on such a review shall comprise any three members drawn from the Licensing Committee subject to the proviso that no member should serve more than one hearing.

4. Attendance of the Public

- 4.1 The Council's Constitution and relevant statutory provisions relating to the admission or exclusion of the public shall apply to all meetings of the Licensing Committee.

5. Natural Justice

- 5.1 There are two elements to natural justice:

(a) Fairness

- (i) All persons affected by the decision or in the case of matters associated with the Licensing Act 2003, those named as responsible authorities and interested parties in the Act, will be allowed a hearing before a decision is made.
- (ii) Only objectors who can show clearly that they are affected by a decision shall be afforded the right to be heard or, in the case of hearings under the Licensing Act 2003, only those named in the Act as responsible authorities or interested parties.
- (iii) All information shall be made available, where possible in advance, to the applicant and the Committee.
- (iv) All members of the Committee shall be present throughout the hearing of a particular application. Where a member arrives late or leaves during a hearing of a particular application, that member shall play no part in the decision-making process. Where an application is adjourned it shall be continued by the same members only, and no others.
- (v) The Committee shall have discretion in respect of 'late' objections. Such objections shall be clearly marked on the agenda as such and the Committee shall decide on their acceptability. The applicant shall be advised of any late objections. In the case of representations made in relation to the Licensing Act 2003 applications, these shall only be accepted in accordance with the relevant statutory provisions.

(b) Prevention of Bias

- (i) The rules on the declarations of interest shall be firmly applied.
- (ii) If the Committee moves into private session to consider its decision, it shall be accompanied only by its advising officers, none of whom shall have taken a substantive part in the hearing, and shall play no substantive part in the decision-making process.

6. General Procedures for Hearings

- 6.1 The following procedural requirements shall be followed at all times:

- (a) There shall be no recommendation from officers on the agenda;
- (b) The Committee shall be supplied with copies of all relevant documentation and the process and order of procedure shall be as follows:

- (i) The Chairman will open the meeting and introduce persons as appropriate asking applicants and representatives to identify themselves.
- (ii) The Chairman will outline the procedure to be followed.
- (iii) The Lead Officer will outline the matter in hand.
- (iv) The applicant or representative will present his/her case, with or without witnesses, and be questioned by members or any objectors/persons making representations present.
- (v) Any objectors/persons making representations may then present their objections/representation, with or without witnesses, and be questioned by members or the applicant/s or their representative.
- (vi) The objectors/persons making representations may make a final statement (without introducing new issues).
- (vii) Finally, the applicant has the right to make a final statement (without introducing new issues).
- (viii) All evidence/disclosures are to be made in the presence of all persons, unless someone voluntarily excuses themselves from the proceedings.
- (ix) Committee members shall restrict themselves to questions and not discussion or comment.
- (x) The applicant, objectors/persons making representations shall be allowed to ask officers questions of a technical/factual nature at any time during the proceedings.
- (xi) An adjournment should be granted where to do otherwise would deny a fair hearing.
- (xii) The Committee may resolve to decide upon the application in private session, however, if it becomes necessary to recall anyone for additional information, everyone shall be invited to return to the Hearing.
- (xiii) The decision shall be given in the presence of all parties that wish to be present and confirmed in writing as soon as possible thereafter. If legal advice is given to members this advice will be repeated in summary form.

Report to the Licensing Sub Committee

Date of meeting: 14th April 2021

**Subject: Panel Report For Temporary Event- Junction 26 Diner,
Skillet Hill Farm, Honey Lane, Waltham Abbey, EN9 3QU**



**Epping Forest
District Council**

**Responsible Officer: Handan Ibrahim
Licensing Compliance Officer**

Democratic Services: Adrian Hendry

Decisions Required:

To determine the application for a new Temporary Event Notice under the Licensing Act 2003

Report:

Application

1. An application has been made by Hayley Rogerson for a new Temporary Event Notice, for a music event outside to include live music, food and drink on Saturday 26th June 2021 at Junction 26 Diner, Skillet Hill Farm, Honey Lane, Waltham Abbey, EN9 3QU. The application is for the sale by retail of alcohol. The application was received on the 31th March 2021.

Licensing Act 2003

2 When considering an application for a licence the licensing authority must have regard to steps that are appropriate to promote of the licensing objectives.

These are—

- (a) the prevention of crime and disorder;
- (b) public safety;
- (c) the prevention of public nuisance; and
- (d) the protection of children from harm.

3 It must also have regard to its Statement of Licensing Policy and any guidance issued by the Secretary of State.

Consultation

4 The Responsible Authorities for the police, the Environment and Neighbourhood team and public health Unit were consulted.

5 The authority has received a representation from Essex police, via email which has been attached.

Guidance Issued by the Secretary of State

6 The Licensing Act 2003 provides that the licensing authority must 'have regard to' guidance issued by the Secretary of State under section 182.

Options

In determining this application the Sub-Committee may take any of the following steps as it considers necessary for the promotion of the licensing objectives, namely:

- approve the Licence applied for
- add conditions to the Licence or
- reject the application

Determination

The Sub-committee is asked to determine the application having regard to

- (a) the content of this report and representations
- (b) any additional information obtained from the hearing
- (c) the Council's statement of licensing policy
- (d) Guidance issued by the Secretary of State, and
- (e) the steps appropriate to promote the licensing objectives.

Appeal

If any party is aggrieved with the decision they can appeal to Magistrates court. The appeal period is 21 days from notification of the decision.

Background Papers Used In Preparing This Report:

- The Licensing Act 2003
<http://www.legislation.gov.uk/ukpga/2003/17/contents?view=plain>
- The Secretary of State's Guidance issued under Section 182 Licensing Act 2003
- Epping Forest District Council's statement of licensing policy.
<http://www.eppingforestdc.gov.uk>

Attached documents

- Application form for TEN
- Event management plan Saturday 26th June 2021
- Plan layout
- Risk assessment
- Letters/email of objections from Essex Police
- Map

[Insert name and address of relevant licensing authority and its reference number (optional).]

Temporary Event Notice

Before completing this notice, please read the guidance notes at the end of the notice. If you are completing this notice by hand, please write legibly in block capitals. In all cases, ensure that your answers are inside the boxes and written in black ink or typed. Use additional sheets if necessary. You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgement of the receipt of the notice.

I, the proposed premises user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

1. The personal details of premises user (Please read note 1)	
1. Your name	
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input checked="" type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Surname	ROGERSON
Forenames	HAYLEY
2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)	
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Surname	
Forenames	
3. Your date of birth	
4. Your place of birth	
5. National Insurance Number	
6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)	
Skillet Hill farm Honey Lane, Waltham Abbey	
Post town	Postcode ED9 3QU
7. Other contact details	
Telephone numbers	
Daytime	
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail address	

(if available)	
8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)	
Post town	Postcode
9. Alternative contact details (if applicable)	
Telephone numbers:	
Daytime	
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail address (if available)	

2. The premises	
Please give the address of the premises where you intend to carry on the licensable activities or, if it has no address, give a detailed description (including the Ordnance Survey references) (Please read note 2)	
Junction 26 Diner Skillet Hill Farm Honey Lane, Whilton Abbey, EN93QU	
Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so, please enter the licence or certificate number below.	
Premises licence number	LN210005127
Club premises certificate number	
If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)	
Outside area, by the diner.	
Please describe the nature of the premises below. (Please read note 4)	
Truck stop & restaurant.	
Please describe the nature of the event below. (Please read note 5)	

Outside live music, with food & drink on sale.

3. The licensable activities		
Please state the licensable activities that you intend to carry on at the premises (please tick all licensable activities you intend to carry on). (Please read note 6)		
The sale by retail of alcohol	<input checked="" type="checkbox"/>	
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club	<input type="checkbox"/>	
The provision of regulated entertainment	<input type="checkbox"/>	
The provision of late night refreshment	<input type="checkbox"/>	
Are you giving a late temporary event notice? (Please read note 7)	<input type="checkbox"/>	
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 8)		
Saturday 26th June.		
Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 9)		
14 hours - 23 hours. 2pm - 11pm.		
Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 10)		
499		
If the licensable activities will include the supply of alcohol, please state whether the supplies will be for consumption on or off the premises, or both (please tick as appropriate). (Please read note 11)	On the premises only	<input checked="" type="checkbox"/>
	Off the premises only	<input type="checkbox"/>
	Both	<input type="checkbox"/>

4. Personal licence holders (Please read note 12)		
Do you currently hold a valid personal licence? (Please tick)		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If "Yes" please provide the details of your personal licence below.		
Issuing licensing authority		
Licence number	LN210005085	
Date of issue	15/5/2019	
Date of expiry	25/3/4000	
Any further relevant details	Nick Thompson	

5. Previous temporary event notices you have given (Please read note 13 and tick the boxes that apply to you)		
Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the number of temporary event notices (including the number of late temporary event notices, if any) you have given for events in that same calendar year		
Have you already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

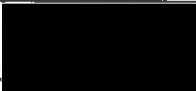
6. Associates and business colleagues (Please read note 14 and tick the boxes that apply to you)		
Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your associate(s) have given for events in the same calendar year.		
Has any associate of yours already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

event notice?		
If answering yes, please state the total number of temporary event notices (including the number of late temporary event notices, if any) your business colleague(s) have given for events in the same calendar year.		
Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

7. Checklist (Please read note 15)	
I have: (Please tick the appropriate boxes)	
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated	<input type="checkbox"/>
Sent a copy of this notice to the chief officer of police for the area in which the premises are situated	<input type="checkbox"/>
Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated	<input type="checkbox"/>
If the premises are situated in one or more licensing authority areas, sent at least one copy of this notice to each additional licensing authority	<input type="checkbox"/>
If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police	<input type="checkbox"/>
If the premises are situated in one or more local authority areas, sent a copy of this notice to each additional local authority exercising environmental health functions	<input type="checkbox"/>
Made or enclosed payment of the fee for the application	<input type="checkbox"/>
Signed the declaration in Section 9 below	<input type="checkbox"/>

8. Condition (Please read note 16)
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

9. Declarations (Please read note 17)
The information contained in this form is correct to the best of my knowledge and belief.
I understand that it is an offence: (i) to knowingly or recklessly make a false statement in or in connection with this temporary event notice and that a person is liable on summary conviction for such an offence to a fine not exceeding level 5 on the standard scale; and (ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on summary conviction for any such offence to a fine not exceeding £20,000, or to imprisonment for a term not exceeding six months, or to both.

Signature	
Date	27.2.21
Name of Person signing	Hayley Rogerson

For completion by the licensing authority

10. Acknowledgement (Please read note 18)	
I acknowledge receipt of this temporary event notice.	
Signature	On behalf of the licensing authority
Date	
Name of Officer signing	

Event Management Plan 26th June

Event Organiser Name	Hayley Rogerson
Organisation	J26 Truck Park
Contact Telephone Number	[REDACTED]
Email Address	[REDACTED]
Name of Event	
Location of Event	J26 Diner
Date of Event	26 June 2021
Contact Telephone Number on day of the event (if different to above)	[REDACTED]

Event Overview

Please provide a description of your event	
<p>Outside music event</p> <p>DJ and Singer</p>	
Please provide the following information about your event	
Event start time	2pm
Event end time	11pm

Event Itinerary

Please provide timings of your event including set up and break down timings	
Date / Time	Action
25 th June	Fencing to arrive to set up the area and portaloos
26 th June	12pm Set up DJ and speakers
	1pm Security Staff and briefing
	1pm Staff to arrive to set up the bar and kitchen

Programme of Events

Please provide your programme of activities and the timings for the day, including any performances (e.g. the start and finish times of any musical performances)	
Time	Activity
2pm	Music to start
11pm	Music to end
4pm-7pm	Food served

Event Management

Roles and Responsibilities on Event Day

Please provide a brief description of the roles of event staff and their main responsibilities. There may be other roles that are not listed here that are applicable to your event.	
Role	Responsibilities
Event Organiser	Sale of tickets & security
Event Manager	To check risk assessment
Site Manager	To arrange all staff arrived and in place
First Aider	To get a quiet area organised and first aid box ready
Other	

Crowd Management

Please provide details on how you will manage the crowd at your event
Is your event ticketed? If yes, what arrangements are in place for this?
Yes sale on web site, details of all attendees recorded.
How will you manage capacity at your event?
Only 450 tickets on sale Entry closed after 450 have arrived
How will you manage the access and egress of the crowd?
Wrist bands handed out to ticket holders and staff

Advertising

Please provide details of how you will advertise your event
How and where do you plan to advertise your event?
Social media
Will the media be in attendance and if so how will you handle them?
No

Site Management

SIA Security	What are they providing/doing?
10 security staff	Searching the public on entry
	Checking perimeter of site
	Directing cars to the car park
	In the event checking crowd control and public nuisance

Sale of Alcohol

If you are selling alcohol at your event, please contact the licensing department as you will require a temporary events notice.

Please explain below how you will manage the sale of alcohol.

Licensed

The Licensee, that is the person in whose name the premises licence is issued, shall ensure that all times when the premises are for any licensable activity, there are sufficient competent staff on duty at the premises for the purpose of fulfilling the terms and conditions of the licence and for preventing crime and disorder. The Licensee shall ensure that all staff will undertake training in their responsibilities in relation to the sale of alcohol, particularly with regard to drunkenness and underage persons. ID checking.

Fencing

Please tell us if you plan to use any fencing and or barriers at your event including the type and their location.

Fencing will be around the perimeter of the event so to account for capacity and keep the public away from the lorries.

Temporary Events Notice

Applied for by J26

Musical Entertainment

Please tell us what entertainment you have arranged for your event i.e. Live music with amplification and how you manage noise disturbance and potential complaints.

Important notes:

- If you have live music you may require a Temporary Events Notice.
- It is your responsibility to inform the Performing Rights Society (www.prsformusic.com) if you are having live music at your event.
- Please ensure that you check any safety documentation of contractors that you hire.

Live DJ and Singer
Sound will be checked before start and will not be a nuisance to the public
J26 diner has a PRS

Medical and First Aid Cover

Please provide details of the medical provider and resources that you have arranged to be at your event including their location (i.e. number of first aiders, doctors, ambulances etc.)

Bill Cole first aider J26 Staff

Public Health and Welfare

Please provide details of the arrangements you have made for the following:

Toilet Facilities

Please provide details of sanitary arrangements.

Toilet and urinals on site we also be hiring additional portaloos

Waste Disposal

Please provide details of the arrangements made for waste disposal, rubbish bins and litter collection at your event. As the event organiser you are responsible for arranging the disposal of waste. Any trade waste must be removed by a registered trade waste contractor.

7 large waste bins on site that are collected twice a week.

Incident Management

All incidents reported in an incident book.

Welfare of Children

Please provide details of how you would deal with a lost or found child or vulnerable person at your event. Please include the following:

What is your procedure?

Who is the designated person in charge of this?

Where is the rendezvous point?

How will announcements be made?

No children on site

Incident Reporting and Investigation

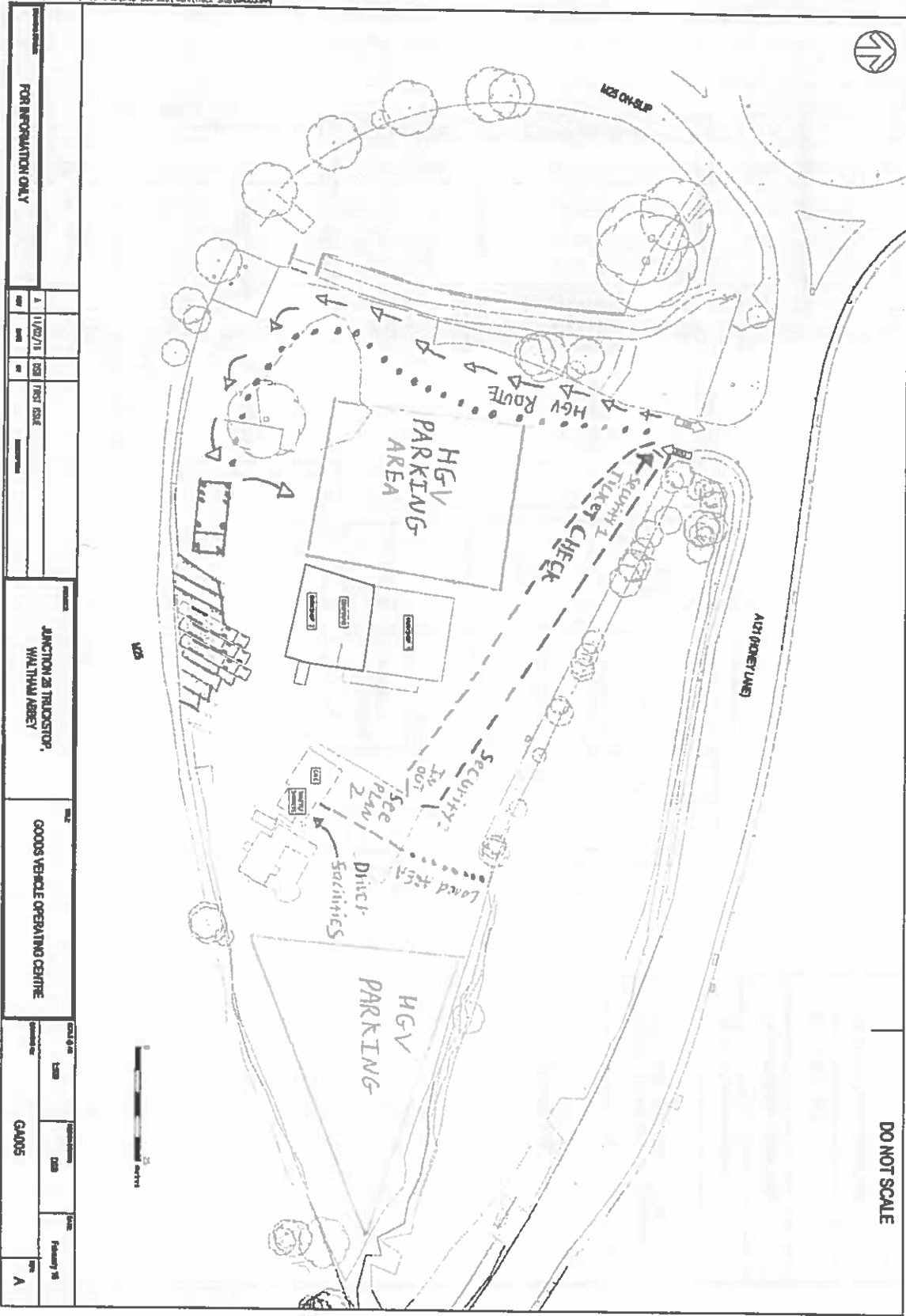
Please provide details of the system you have in place for reporting and recording accidents and incidents at your event

All security and will have 2 way radios and can contact staff to call police/ambulance if needed or the first aider.

Emergency Plans

In any emergency the site is big enough to move all the public to a safe area, it is an outside only event. The fencing is just temporary not fixed. The site has a wide access to any vehicles so easily accessible to fire/ambulance.

PLAN 1



DO NOT SCALE

FOR INFORMATION ONLY

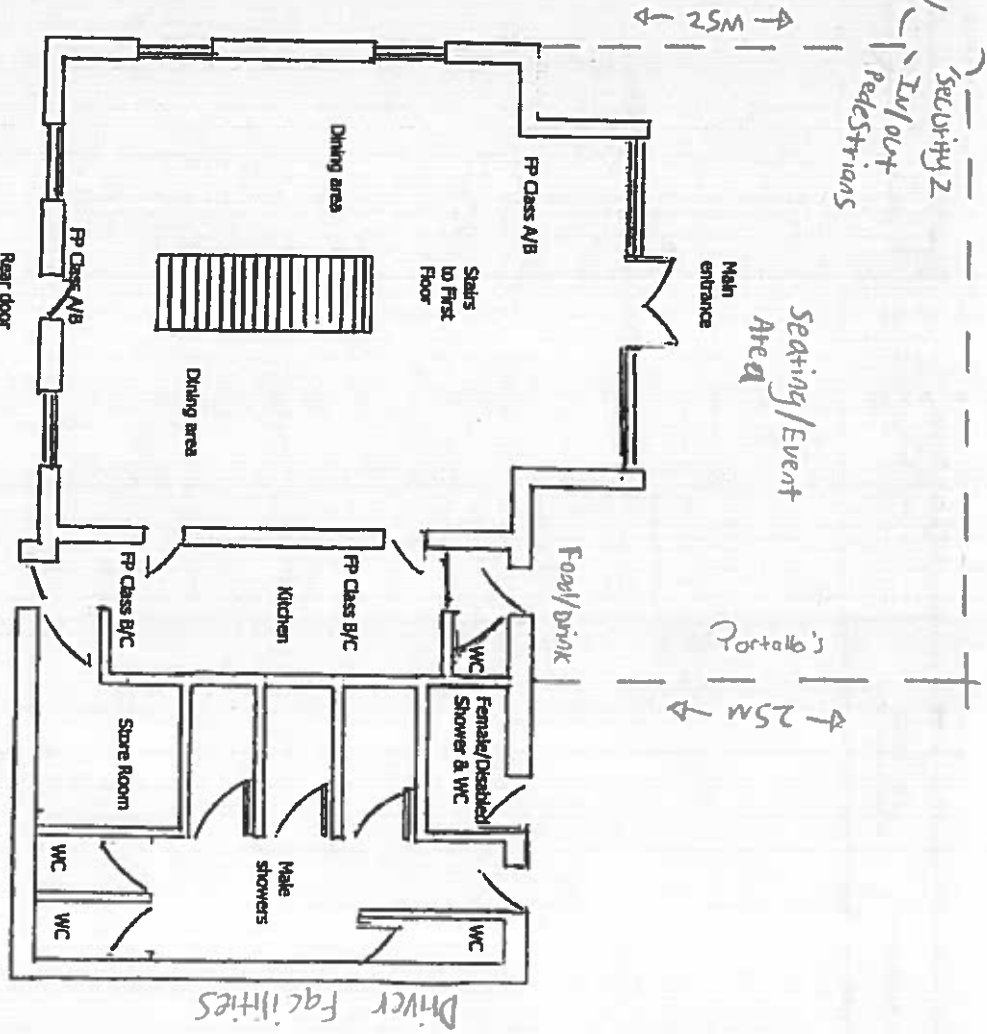
NO	DATE	BY	DESCRIPTION
1	11/02/11	DB	FINAL ISSUE

JUNCTION 28 TRILICKSTOP,
WALTHAM ABBEY

GOODS VEHICLE OPERATING CENTRE

SCALE	DATE	PROJECT	NO.
1:500	12/01	CA005	1
DATE	BY	NO.	
February 10			

PLAN 2



Ground Floor Plan - Rest Facilities

<p>Skillees Hill Farm Lorry Park Truckstop Honey Lane, A121 - Waltham Abbey</p>
<p>Client - RVL Properties Ltd</p>
<p>Ground Floor Plan - Scale 1:100</p>
<p>Doc - Version GF1.0</p>
<p>RVL Design Team - 15/06/2009</p>

FP = Fire Point

Event Safety Generic Risk assessment

Event Name 26th June J26 Truck Park

Assessment carried out by Hayley

What are the hazards?	Who might be harmed and how?	What are you doing already?	What further action is necessary?	Action by who?	Action by when?	Done
Workplace transport	Workers and others risk serious, possibly fatal, injuries if struck by a vehicle.	Workers trained by competent person to operate work vehicles and lorries. High visibility vests available and worn as necessary, eg night time	Introduce a one way traffic flow system. Introduce speed limit. Arrange for servicing of toilets and collection of waste before the public are on site.			
Pedestrian/Vehicle conflict	Workers and others risk serious, possibly fatal, injuries if struck by a vehicle in a car park or on the highway.	Car parking stewarded and car park well lit. Taxi drop off point provided and pedestrians discouraged from walking on the Highway. Signage and lighting provided to warn other road users of event.	Consult on transport plans with Local Police Force and County/Council Highways authority.			
Slips, Trips and Falls	Workers and visitors risk serious injury if they slip or trip, even on the level.	Steps, changes in level and other tripping hazards fenced if not in use.	Provide a temporary fence to fence of the lorries.			

<p>Portaloos</p>	<p>Public, slipping on wet floor, blocked toilets, men and women sharing.</p>	<p>To be cleaned and checked regularly by staff.</p>	<p>Security to check they go individually to the toilets.</p>		
<p>Hearing Damage</p>	<p>Staff might suffer permanent or temporary hearing damage from long term exposure to loud music. All staff assumed to be at risk, particularly performers, stewards and bar staff.</p>	<p>Areas of the event identified as being within the action level and signage provided. Staff rotation between quiet and noisy areas. Staff trained in noise risks and the protective measures needed. Staff known to be particularly at risk identified and provided with ear plugs. Performers and contractors entering noisy areas to be warned of risks of hearing damage and offered ear plugs. Ensure the event equivalent continuous sound level (Event Leq) in any part of the audience area does not exceed 107 dB (A), and the peak sound pressure level does not exceed 140 dB. Members of the public are prevented from getting closer than 1m (or 3m for more powerful systems) from speakers. Warnings provided to the public with in advance with tickets and by signage at the entrance.</p>			
<p>Hearing Damage</p>	<p>The public might suffer permanent or temporary hearing damage from exposure to loud music.</p>				

Medical Emergency	Workers and others could become seriously ill if no emergency first aid available.	First aid for staff to be provided in accordance with Regulations. First Aid point provided for the public with a minimum of two first aiders for events of up to 500 attendees.	Consult on plans for medical emergency cover with Local NHS Ambulance Trust.		
Electrical Danger	Staff and public may suffer serious and possibly fatal electric shock/burns injuries from faulty electrical equipment or installation.	All electrical systems should be constructed and maintained in a condition suitable for use in the open air and will be protected as necessary by 30mA residual current circuit breakers. All generators, distribution boxes etc to be fenced and away from public. A competent person should certify all electrical installation as to their safety on completion. Certificate to be kept at the event. All electrical equipment to be PAT tested.	Contractors and performers reminded to ensure any electrical equipment they bring to the event is PAT tested.		
Fire Safety	If trapped, staff and others risk serious, possibly fatal injuries from smoke inhalation or burns	Fire risk assessments done, following Fire Risk assessments and Fire Management Plan guidance.	Fire stewards to check fire exits and keep exits clear during performances		
Gas Safety	Staff and others risk injury from fire and explosion if gas appliances not properly maintained and used.	Our staff are trained in the kitchen to work with gas.			

Food poisoning	Workers and the public risk ill health if they eat food prepared in unhygienic conditions.	Our employees have food hygiene training certificates.				
Public Disorder	Staff and the public risk serious injury, if assaulted or if caught up in incidents of disorder.	<p>Staff trained to spot potential trouble makers, defuse tension/situations etc throughout.</p> <p>Adequate number of trained, SIA badged security staff.</p> <p>Staff trained in procedures re-entry, queuing, searches, etc and signs displayed for public.</p> <p>Control of numbers at event particularly in performance areas.</p> <p>Pit security staff employed to observe crowd behaviours.</p> <p>Drinks not served to people obviously under the influence.</p> <p>No glass at the event.</p>	<p>CCTV in full use all over the site.</p> <p>Metal detectors to be used when searching the public to come into the event.</p> <p>No large bags allowed in to the event they have to be left at the entrance.</p> <p>Lady security to search Ladies.</p>			
Barrier Failure	Workers and others risk serious, possibly fatal injury if barriers collapse.	<p>Barriers suitable for foreseeable loading to be erected by a competent person/contractor.</p> <p>Contractor to provide sign off certificates for all structures.</p> <p>Daily checks made on all structures by a competent person.</p>				

Manual Handling	Workers may get musculoskeletal problems, eg back pain from handling heavy and/or awkward objects.	All work involving manual handling assessed on an individual task basis. Risk assessments/method statements of contractors checked for safe systems of work before the event. Only trained staff involved in manual handling. Aids to manual handling including fork lift truck and a range of heavy duty sack truck and trollies available for staff.	Ensure new staff are shown how to use the manual handling aids.			
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Licensing Epping Forest District Council,
Civic Offices,
323 High Street,
Epping,
Essex
CM16 4BZ

Ronan McManus

Essex Police Licensing
Unit Blyth's Meadow
Braintree
Essex CM7 3DJ

01245 452035

Thursday 1st April 2021

**POLICE OBJECTION NOTICE To a Temporary Event Notice (TEN)
Section 104 Licensing Act 2003**

Name of Premises User: Hayley ROGERSON

Address of Premises: PLOTS 34 & 35, J26 TRUCK CAFÉ, SKILLETTS
HILL FARM, HONEY LANE, WALTHAM ABBEY, ESSEX, EN9 3QU

Date (s) required for TEN(s) 26/6/2021

On the 31st March 2021 Essex Police received the above Notice(s).

The Police are satisfied that the allowing the premises to be used in accordance with the notice(s) would undermine one or more of the licensing objectives.

The licensing objective(s) of relevance to this objection notice are:

- **Leads to Crime & Disorder**
- **Public Nuisance.**
- **Public Safety**

The reasons for being so satisfied are:

Sunday 30th August 2020 at 17:31hrs Police were called to the site to deal with an unlicensed music event. Officers described 100 people present, dancing in the car Park and there was signs of drug abuse. The premises licence allowed licensable

activities on the premises of J21 Diner between 12 noon and 23:00 Monday to Sunday, for a maximum of 40 customers at any one time.

Having reviewed the Event management plan, I have the following issues:

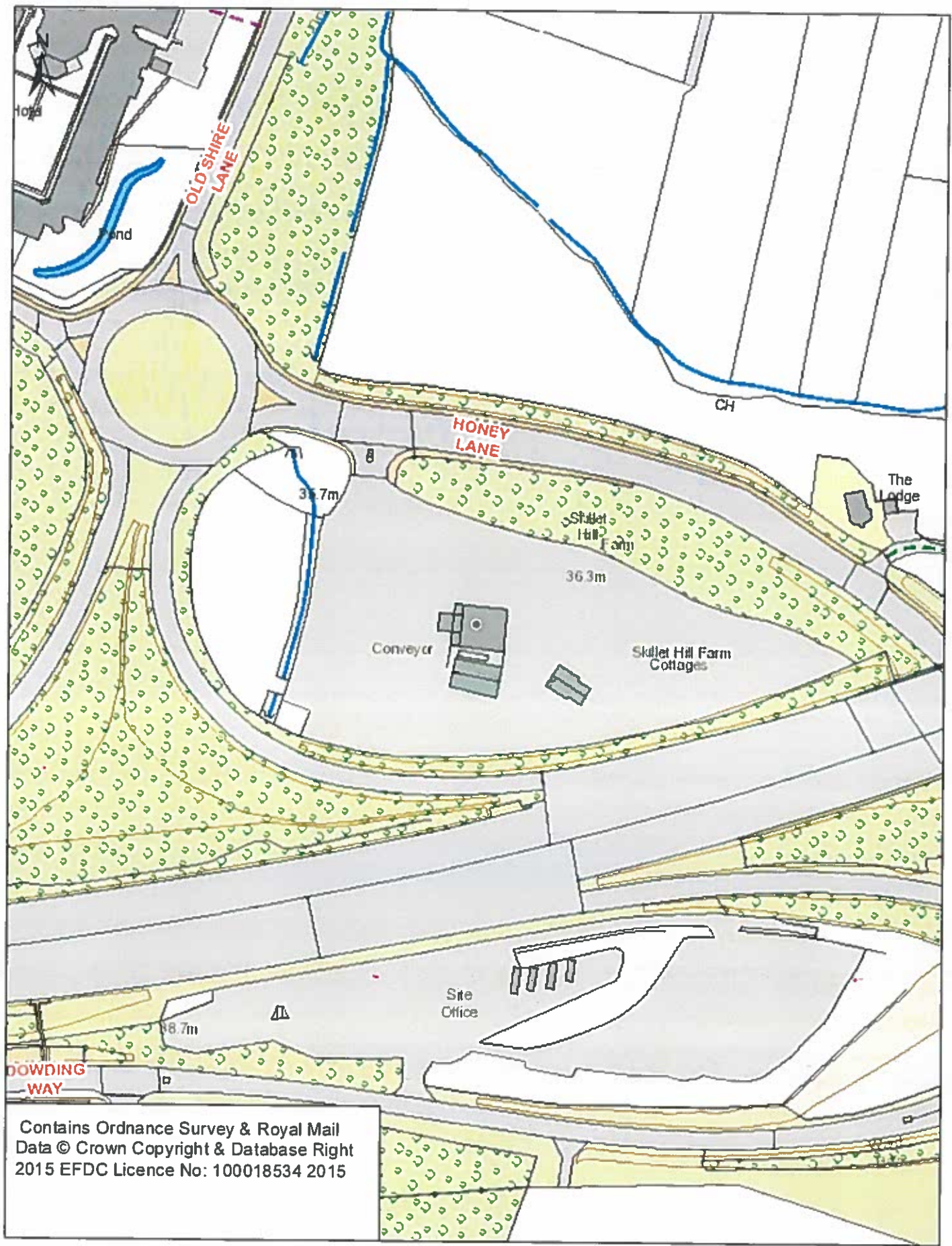
- The site is still being used by large goods vehicles with both pedestrian and vehicles sharing the same entrance & exit point. Large vehicles manoeuvring in close proximity with people under the influence of alcohol at night. Given the number of people expected (450) Essex Police believe this is an unacceptable risk.
- The site is located adjacent to junction 26 of the M25 motorway, the site is not secure and there is a real possibility of people under the influence of alcohol making their way through the back of the site onto the motorway.
- I also note there is no car parking facilities at this venue, therefore people attending will be forced to park their cars in the local vicinity thus causing nuisance and congestion to the community going about their lawful business.
- In relation to post event considerations, there is none. The event organisers have given no considerations on how to get 450 people under the influence of alcohol safely away from the venue at 23:00hrs?
- I have reviewed public transport information on the TFL website and the last public bus from this location is at 21:53hrs. With the nearest train stations being Waltham Cross 6kms away, Enfield Lock railway station 6kms away and Cheshunt station 5.5kms. Given the public transport links and timings it is unlikely that the local transport system can accommodate this event. Which in turn will translate into 450 people under the influence of alcohol in the vicinity of the venue with no ability to leave the area. Placing additional burden on Police resources and nuisance to the local community.
- Although not directly connected a consideration must be made to the Euros 21 taking place. Saturday 26th June is the start of the knockout stages of the competition with matches taking place at 17:00hrs & 20:00hrs.

A copy of this objection notice has been served upon the premises user (or agent making application), the local Environmental Health Department and the relevant licensing authority.

On receipt of this notice the licensing authority will issue a 'Counter Notice' and provide further information on related procedures.

Yours faithfully

Ronan McManus
Licensing.applications@essex.pnn.police.uk



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