



Epping Forest District Council

LICENSING SUB COMMITTEE Tuesday 31st October 2023

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

Council Chamber - Civic Offices
on **Tuesday 31st October 2023 at 10.15 am**

Georgina Blakemore
Chief Executive

Democratic Services Officer: Therese Larsen (Direct Line 01992 564243)
Email: democraticservices@eppingforestdc.gov.uk

Members: Councillors J M Whitehouse (Chairman), I Allgood,
Caroline Pond and D Sunger

PLEASE NOTE THAT THIS MEETING IS OPEN TO ALL MEMBERS TO ATTEND

This meeting will be broadcast live and recorded for repeated viewing.

1. WEBCASTING INTRODUCTION

1. This meeting is to be webcast. Participants are reminded of the need to activate their microphones before speaking.

2. The Chairman will read the following announcement:

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

If you are seated in the lower public seating area it is likely that the recording cameras will capture your image and this will result in the possibility that your image will become part of the broadcast.

This may infringe your human and data protection rights and if you wish to avoid this you should move to the upper public gallery.”

2. APOLOGIES FOR ABSENCE

To be announced at the meeting.

3. DECLARATIONS OF INTEREST

To declare interests in any item on this agenda.

4. PROCEDURE FOR THE CONDUCT OF BUSINESS (Pages 3 - 9)

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

5. APPLICATION FOR A NEW PREMISES LICENCE - ST JOHN THE BAPTIST CHURCH HALL AND FIELD, CHURCH LANE, LOUGHTON, IG10 1PD (Pages 10 - 57)

To determine the application for a new Premises Licence under the Licensing Act 2003

Regulatory Committees

(a) 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 Appendices 2 and 3, 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 4 (Conduct of Business by the 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 Appendices 2 and 3 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	
Decision to object when local authority is acting as a Responsible Authority			All cases
Determination of an objection to a temporary event notice		All cases	
Decision whether to consult other responsible authorities on minor variation			All cases
Determination of minor variation			All cases

All policy matters except the formulation of the Statement of Licensing policy	All cases		
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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:

The Animal Welfare (Licensing activities involving animals) (England) Regulations 2018
The Animal Welfare Act 2006
Dangerous Wild Animals Act 1976
Food Safety Act 1984 Part 3
Gambling Act 2005
House to House Collections Act 1939
Licensing Act 2003
Local Government (Miscellaneous Provisions) Act 1976
Local Government (Miscellaneous Provisions) Act 1982
Safety of Sports Grounds Act 1975
Scrap Metal Dealers Act 2013
Town Police Clauses Act 1847
Town Police Clauses Act 1889
Wildlife and Countryside Act 1981
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.

Agenda Item 5

Report to the Licensing Sub Committee

Date of meeting: 31st October 2023

Subject: Application for a New Premises Licence in respect of St John the Baptist Church Hall and Field, Church Lane, Loughton, IG10 1PD



**Epping Forest
District Council**

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

Democratic Services:

Decisions Required:

To determine the application for a new Premises Licence under the Licensing Act 2003

Report:

Application

1. An application has been made by The Parochial Church Council of The Ecclesiastical Parish of St John the Baptist Loughton for a new premises licence in respect of the church hall and field at Church Lane, Loughton, IG10 1PD. The applicant is applying for the following licensable activities:

Supply of Alcohol (both on & off the premises)

Monday to Sunday – 10:30 to 23:00

Non-standard Timings – Christmas Eve 10:30 to 23:30

Provision of Live Music (indoors and outdoors)

Monday to Sunday – 10:00 to 23:00

Provision of Recorded Music (indoors and outdoors)

Monday to Sunday 10:00 to 23:00

Provision of Performances of Dance (indoors and outdoors)

Monday to Sunday 10:00 to 23:00

Hours Premises will be open to the public

Monday to Sunday – 09:00 to 23:00

Non-standard Timings – Christmas Eve 09:00 to 00:00

2. The application was received on the 13th September 2023.
3. The Operating Schedule sets out conditions which will be attached to the licence if this application is granted.

Licensing Act 2003

4. 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.
5. It must also have regard to its Statement of Licensing Policy and any guidance issued by the Secretary of State.

Consultation

6. The Responsible Authorities have received a copy of the application, it was also advertised at the premises and in a local newspaper.
7. The authority has received a representation from Loughton Town Council and 9 objections from residents, which are also attached.
8. The objections relate to:
- a. the prevention of crime and disorder;
 - b. public safety;
 - c. the prevention of public nuisance; and
 - d. the protection of children from harm

Guidance Issued by the Secretary of State

9. The Licensing Act 2003 provides that the licensing authority must 'have regard to' guidance issued by the Secretary of State under section 182.
10. Sections 2.1 to 2.32 of the Guidance are relevant to this application

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:

- (a) to grant the licence as applied for subject to
 - the conditions mentioned in the Operating Schedule modified as the Sub-committee considers necessary for the promotion of the licensing objectives, and
 - the mandatory conditions specified in the Licensing Act 2003, or
- (b) to exclude from the scope of the licence any licensable activities to which the application relates, or
- (c) refuse to specify a person as the premises supervisor, or
- (d) 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 for premises licence
- Plan of the premises
- Newspaper advert
- Blue Notice
- Map of the area
- Objection received from Loughton Town Council.
- 9 objections received from residents

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

Your reference 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

* Family name

* E-mail

Main telephone number Include country code.

Other telephone number

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

Are you:

Applying as a business or organisation, including as a sole trader

Applying as an individual

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

Applicant Business

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

Is your business registered outside the UK? Yes No

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

Business name If your business is registered, use its registered name.

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

Continued from previous page...

Legal status

Your position in the business

Home country

The country where the headquarters of your business is located.

Business Address

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

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 21

PREMISES DETAILS

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

Premises Address

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

- Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

0

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

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NON INDIVIDUAL APPLICANTS

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

Non Individual Applicant's Name

Name

The Parochial Church Council of The Ecclesiastical Parish of St John the Baptist Loughton

Details

Registered number (where applicable)

1134775

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

The Parochial Church Council is the executive committee of a church of England parish. Legally the council is responsible for the financial affairs of the church parish and the maintenance of its assets, such as churches and church halls. It also assists the clergy in the management of church affairs in the parish, and promoting the mission of the church.

Continued from previous page...

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth / /
dd mm yyyy

* Nationality Documents that demonstrate entitlement to work in the UK

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 church hall is used by many different community groups and comprises of a main hall (which can be divided into 2 separate rooms), the main hall has a raised stage. There are also toilets, an office and a substantial kitchen which has two large hatches which can be opened to serve people in the hall. Hall bookings are arranged through the Parish Office. The Parochial Church Council of Ecclesiastical Parish of St John the Baptist, Loughton (the PCC) is responsible for the hall (as well as the church and field) and delegate the booking, and day to day management to the parish administrator. The PCC consists of 12 elected officers, plus 2 Churchwardens and the Rector. The hall is situated next to the church and the scout hut, with a field behind and a small car park in front and to the side. Hall capacity is 200. Combined field and hall capacity is

Continued from previous page...

1100. The hall and field are situated away from the main road on a residential street. The Hall and field are bordered at the back and one side by houses, by the church and cemetery on the other side and by the road to the front.

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

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PROVISION OF PLAYS

See guidance on regulated entertainment

Will you be providing plays?

Yes

No

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PROVISION OF FILMS

See guidance on regulated entertainment

Will you be providing films?

Yes

No

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PROVISION OF INDOOR SPORTING EVENTS

See guidance on regulated entertainment

Will you be providing indoor sporting events?

Yes

No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

Yes

No

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PROVISION OF LIVE MUSIC

See guidance on regulated entertainment

Will you be providing live music?

Yes

No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

- Indoors Outdoors Both

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

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

Community events mainly offering a chance for local young musicians to perform small sets in front of a live audience. The music may be amplified or unamplified. Live music may also be played at other celebrations, festivals and charity fundraising events.

State any seasonal variations for the performance of live music

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

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

Continued from previous page...

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

Section 11 of 21

PROVISION OF RECORDED MUSIC

See guidance on regulated entertainment

Will you be providing recorded music?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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

- Indoors Outdoors Both

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

Continued from previous page...

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.

Community events aimed at all ages, such as celebrations, festivals and charity fundraising activities. Music may be amplified or unamplified.

State any seasonal variations for playing recorded music

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

Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below

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

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

Continued from previous page...

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of dance take place indoors or outdoors or both?

Indoors Outdoors Both

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

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

As before, which may include local dance groups, or celebrating cultural events.

State any seasonal variations for the performance of dance

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

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

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

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

See guidance on regulated entertainment

Continued from previous page...

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

Yes No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Yes No

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

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.

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.

Christmas Eve until 23.30

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

Name

First name

Family name

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

Personal Licence number (if known)

Continued from previous page...

Issuing licensing authority
(if known)

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)

Form to disapply DPS submitted with this form.

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

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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

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Continued from previous page...

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

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

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

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

Christmas Eve. Open until 00:00

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LICENSING OBJECTIVES

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

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

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

1) An individual may not supply alcohol unless that individual has the written consent of the Parochial Church Council (PCC) or other employed Personal Licence Holder.
A written record of this consent will be retained on the premises at all times when such an individual supplies or proposes to supply alcohol and be made available immediately upon reasonable request of the police or licensing authority.
2) In addition to water, other non-alcoholic beverages shall be available at all times whilst alcohol sale or supply takes place.

b) The prevention of crime and disorder

1)An incident log shall be kept at the premises, and made immediately available to police or licensing authority staff upon reasonable request.
The log must be completed as soon as is possible and within any case within 4 hours of the occurrence and shall record the following:
(a) all crimes reported to the venue
(b) all ejections of patrons

Continued from previous page...

(c) any complaints received concerning crime and disorder

(d) any incidents of disorder

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

c) Public safety

1) At all times no persons shall be permitted to take drinks other than those served in polycarbonate/plastic and/or toughened glass containers; save with the exception of bottles of champagne (or similar) onto the field.

Conspicuous signage (of a minimum size of 200mm x 148 mm) shall be displayed, at each ingress/egress point explaining this policy.

2) For events taking place solely within the hall, no more than 200 customers will be permitted on the premises at any one time.

3) For events which include the field, no more than 1000 customers will be permitted on the premises at any one time.

d) The prevention of public nuisance

1) Clear and legible notices must be prominently displayed at exits requesting customers to respect local residents and leave the area quietly.

These signs shall be a minimum size of 200mm x 148 mm.

2) Customers will not be permitted to remove from the premises any drinks supplied by the premises in open containers.

e) The protection of children from harm

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

2) 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 (photo, name, date of birth and either a holographic mark or ultraviolet feature) and is either a:

- Proof of age card bearing the PASS Hologram;
- Photocard driving licence;
- Passport; or
- Ministry of Defence Identity Card.

3) The premises shall clearly display signs at the each point of sale and in areas where alcohol is displayed advising customers that a 'Challenge 25' policy is in force.

At the point of sale, such signs shall be a minimum size of 200mm x 148mm.

4) A refusals record shall be maintained at the premises that 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 be either electronic or maintained in a bound document and retained for at least 12 months from the date of the last entry.

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

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

6) Where the premises is used to hold an event advertised primarily for persons under the age of 18 years of age:

i. No sale or supply of alcohol shall take place in any part of the premises until all persons at that event have been cleared from the premises, or a suitable adult is accompanying them.

ii At least one person will be made available throughout the event who has been subject of an enhanced DBS (including child barred list) check.

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

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

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

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

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

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

Documents which demonstrate entitlement to work in the UK

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

Continued from previous page...

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

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

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

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

Continued from previous page...

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

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

Home Office online right to work checking service

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

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

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

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

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

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 your 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 (£)

100.00

DECLARATION

1

Continued from previous page...

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

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

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

* Full name

* Capacity

* Date / /
dd mm yyyy

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

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

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

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

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

OFFICE USE ONLY

Applicant reference number	<input type="text" value="St John's Loughton License Application"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

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

* required information

Section 1 of 4

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

System reference	<input type="text" value="Not Currently In Use"/>	This is the unique reference for this application generated by the system.
Your reference	<input type="text" value="St John's Loughton disapplied form"/>	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

Applicant Details

First name	<input type="text" value="Samantha"/>
Family name	<input type="text" value="Davies"/>
E-mail address	<input type="text" value="[REDACTED]"/>
Main telephone number	<input type="text" value="[REDACTED]"/>
Other telephone number	<input type="text"/>

Include country code.

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

Are you:

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

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

Applicant Business

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

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

Is your business registered outside the UK? Yes No

Business name

If your business is registered, use its registered name.

VAT number

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

Continued from previous page...

Legal status

Your position in the business

Home country

The country where the headquarters of your business is located.

Business Address

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

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Section 2 of 4

PREMISES DETAILS

We, as named in section 1, being a board or committee of individuals with responsibility for the management of the community premises described in section 2 below, and being the applicant for a premises licence or the premises licence holder in respect of those premises apply for the condition referred to in section 19(4) of the Licensing Act 2003 to be included in the licence instead of the conditions referred to in section 19(2) and (3) of the said Act.

See also [guidance on completing the form, note 1.](#)

Premises licence number

Premises name

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

- Address OS map reference Description

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Continued from previous page...

Contact Details

E-mail	<input type="text"/>
Telephone number	<input type="text" value="02085320060"/>
Fax number	<input type="text"/>
Other telephone number	<input type="text"/>

Brief description of premises and the composition of the committee or board of individuals with responsibility for the management of the premises. (See also guidance on completing the form, note 2).

The church hall is used by many different community groups and comprises a main hall, toilets, an office and a substantial kitchen, which has two large hatches that can be opened to serve people in the hall. The main hall can be divided into 2 separate rooms with separate entrances, the main hall also has a raised stage. Currently there are locked cupboards in the kitchens to store food and drinks. Hall bookings are arranged through the Parish Office.

The Parochial Church Council of St John the Baptist, Loughton (the PCC) is the executive committee of the church of England parish of Loughton. The PCC consists of 12 elected officers, plus 2 church wardens and the Rector.

Describe how you will ensure that alcohol sales are properly supervised and what arrangements you have in place (if any) for hiring out the premises. (See also guidance on completing the form, note 3).

From time to time the social team, on behalf of the PCC, arranges events for the church congregation and the wider community, either as fundraising events or events designed to ensure that anyone from the local community can participate regardless of income. The social team comprises at least one member of the PCC. Alcohol sales at these events will be arranged and supervised by the social team. Events are discussed at PCC meetings both before and after, so any need for adjustments in the processes of supervision, set-up, or sale of alcohol which become apparent will be implemented before the next event. We have no provision to allow people who hire the premises to be able to sell alcohol as part of their hire contract. External organisations hire the premises for classes (such as yoga and karate), and individuals hire the premises for private parties, and we do not foresee wishing to allow such organisations or individuals to be able to sell alcohol. Should an organisation that hires the hall regularly, (e.g. the Guides) wish to sell alcohol as part of a fundraising event, then the PCC would discuss whether to agree to this, and on approval, would nominate members of the PCC/social team to supervise aspects of the planning of that event, and the sale of alcohol at the event.

Bar staff will undergo training in the sale of alcohol with particular reference to the prevention of underage sales and drunkenness. We will comply with the licensing objectives set out in our licensing application, including training staff, enforcing a Challenge 25 policy, keeping an incident log and reminding attendees to leave the area quietly.

Section 3 of 4

APPLICANT DETAILS

Are you the premises licence holder?

- Yes No

Are the applicants address and contact details the same as the premises address and contact details given in section 2?

- Yes No

Continued from previous page...

Address

Building number or name	The Rectory
Street	Church Lane
District	
City or town	Loughton
County or administrative area	Essex
Postcode	IG10 1PD
Country	United Kingdom

Contact Details

E-mail	[REDACTED]
Telephone number	[REDACTED]
Fax number	
Other telephone number	

Are you able to attach the premises licence?

- Yes No

Reasons why you have failed to attach the premises licence

We are applying for the licence at the same time as applying for the Designated Premises Supervisor to be disapplied.

Any further information to support your application

John Jones who is a DPS registered with EFDC and a member of our congregation will be assisting us in the setting up of the bar and the training of bar staff, and establishing the protocols to ensure we adhere to the licensing objectives.

Section 4 of 4

DECLARATION

I/WE UNDERSTAND THAT IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

- 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	Samantha Davies
Capacity	Social Team Chair

Continued from previous page...

Date / /
dd mm yyyy

Full name

Capacity

Date / /
dd mm yyyy

Full name

Capacity

Date / /
dd mm yyyy

Full name

Capacity

Date / /
dd mm yyyy

Full name

Capacity

Date / /
dd mm yyyy

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-3> to upload this file and continue with your application.

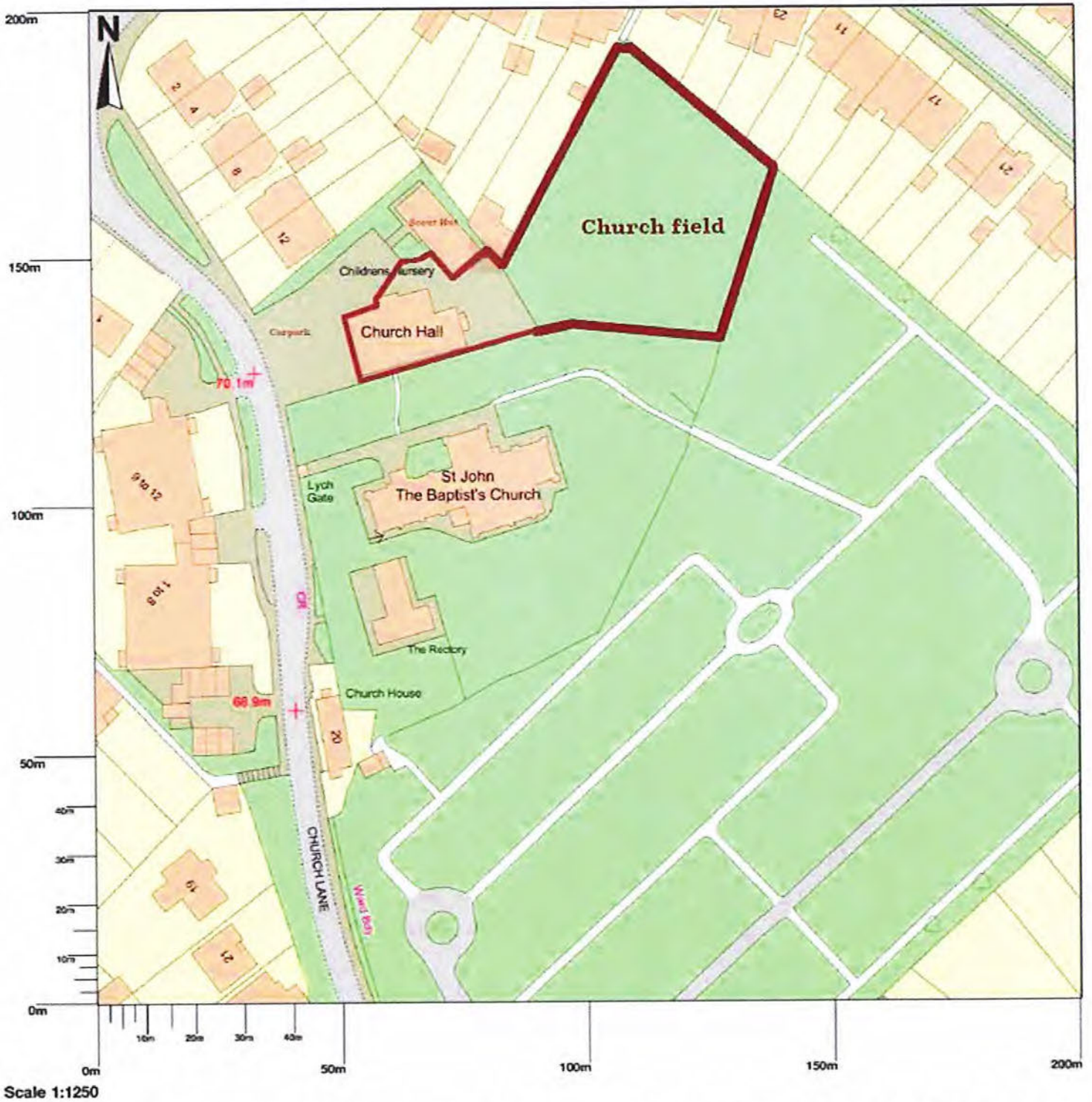
Don't forget to make sure you have all your supporting documentation to hand.

OFFICE USE ONLY

Applicant reference number	St John's Loughton disapplied form
Fee paid	
Payment provider reference	
ELMS Payment Reference	
Payment status	
Payment authorisation code	
Payment authorisation date	
Date and time submitted	
Approval deadline	
Error message	
Is Digitally signed	<input type="checkbox"/>

< Previous 1 2 3 4 Next >

St John the Baptist Church, Church Lane, Loughton, IG10 1PD



CHURCH HALL SAFETY PLAN



Legend

Emergency exit (left)	Emergency exit (right)	First Aid	First Aid person	Fire extinguisher	Fire extinguisher	Fire alarm	1m

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Page 6

28,000 patients on waiting list for ops at hospital

Page 4

■ More than 2,300 have been waiting longer than a year

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ALCOHOL & Licensing

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

Notice is given this day 13th September 2023 that The Parochial Church Council of the Ecclesiastical Parish of St John the Baptist Loughton of St John the Baptist Church, Church Lane, Loughton, IG10 1PD has applied to the Licensing office of Epping Forest District Council for a Premises Licence in respect of The Church Hall, Church Lane, Loughton, IG10 1PD. The proposed licence is for the provision of live music (indoors and outdoors), the provision of recorded music (indoors and outdoors) and the performance of dance (indoors and outdoors) between the hours of 10:00 and 23:00 Monday to Sunday, and the sale of alcohol (on and off sales) between the hours of 10:30 and 23:00 Monday to Sunday and until 23:30 on Christmas Eve. Hours Premises are open to the public Monday to Sunday 09:00 to 23:00 and until 00:00 on Christmas Eve. The register of licensed premises is maintained at the Licensing Office of Epping Forest District Council, Civic Offices, High Street, Epping, Essex, CM16 4BZ. Applications for premises licences may be inspected at this office during office hours. Anyone wishing to oppose this application must give written notice to the Licensing Office within 28 days of this notice. It is an offence knowingly or recklessly to make a false statement in connection with an application which could lead to a fine or summary conviction (maximum £5000)

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

Notice is given this day 1st September 2023 that The Parochial Church Council of the Ecclesiastical Parish of St John the Baptist Loughton of St John the Baptist Church, Church Lane, Loughton, IG10 1PD has applied to the Licensing office of Epping Forest District Council for a Premises Licence in respect of The Church Hall, Church Lane, Loughton, IG10 1PD.

The proposed licence is for:

The provision of live music (indoors and outdoors), the provision of recorded music (indoors and outdoors) and the performance of dance (indoors and outdoors) between the hours of 10:00 and 23:00 Monday to Sunday, and the sale of alcohol (on and off sales) between the hours of 10:00 and 23:00 Monday to Sunday and until 23:30 on Christmas Eve.

Hours Premises are open to the public:

Monday to Sunday 09:00 to 23:00 and until 00:00 on Christmas Eve.

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

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



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Denise Bastick

From: Debra Paris [REDACTED]
Sent: 28 September 2023 10:49
To: Denise Bastick; Handan Ibrahim
Subject: Application for a new Premises Licence – St John the Baptist Church Hall and Field, Church Lane, Loughton, IG10 1PD

Follow Up Flag: Follow up
Flag Status: Completed

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Dear Denise / Handan

Please find below the comments of our Planning & Licensing Committee following its meeting on Monday, 25 September, where the above licensing application was considered.

PL505 Licensing Applications

505.1 Application for a new Premises Licence – St John the Baptist Church Hall and Field, Church Lane, Loughton, IG10 1PD

The Committee NOTED the contents of a letter of objection.

A member of the public with an interest in this application addressed the meeting.

The Committee OBJECTED to this application on the grounds of the prevention of public nuisance:

The supply of alcohol, live music, recorded music, and dance performances both inside a building and externally on the Church field would cause excessive harm to the living conditions of the occupiers of neighbouring dwellings. The church hall and the field are surrounded by residential properties. Parking stress in this area is already problematic, and this application would inevitably exacerbate that.

Members believed that in its current form the application was too open-ended, resulting in it being open to abuse / able to be taken advantage of, to the detriment of local residents, whose amenity would be negatively impacted by noise from the events; and from patrons leaving the premises, causing disturbance to the occupiers of surrounding homes and other residents in the vicinity, particularly during the summer months when bedroom windows are normally open.

The Committee requested that the applicant submit a new application with more limited periods to be covered by the licence, suggesting that outdoor events be limited to five per year and the days and hours that the licence was operative to be more restricted, in order to limit any potential disturbance to neighbours.

I would be most grateful if you could confirm receipt of this notification.

Kind regards
Debra

Debra Paris
Planning and Licensing Committee Clerk Loughton Town Council
1 Buckingham Court, Rectory Lane, Loughton, IG10 2QZ.
Tel: 020 8508 4200
Fax: 020 8508 4400

Denise Bastick

From: c. blakebrough [REDACTED]
Sent: 28 September 2023 15:55
To: Licensing
Cc: contact@loughton-tc.gov.uk
Subject: licensing application WK/202338366

Follow Up Flag: Follow up
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Sirs,

I wish to object to the above application for a permanent license for the following reasons.

The prevention of public nuisance:- on several occasions during the past two summers following a very noisy wedding reception / party several of the attendees moved into the field / graveyard and continued drinking and making loud noise after the 11 pm closure of the function taking alcohol with them and disposing of their empty bottles / cans by throwing them throughout the graveyard & over adjoining neighbours fences. This combined with the shouting and swearing is very disturbing and contributes to crime & disorder in our town.

I believe in spite of assurances that the Church does not intend to host more events if a permanent license is granted this will encourage a greater number of bookings and once a new license is granted it becomes much easier to take further lesser regulated event bookings. The application also makes mention of the provision of both indoor / outdoor music which outdoors is too intrusive at 11 pm to all the residents whose homes adjoin the venue.

There is also the question of parking combined with 11 pm closure which creates considerable noise at closing time particularly if "parties" are allowed to book. Party closure is usually much more noisy than receptions - I believe there would be very little resistance to the economic pressure to take more bookings for the venue if this permanent license were to be granted.

Colin Blakebrough, [REDACTED] Hilltop Close, Loughton, IG10 [REDACTED]

Denise Bastick

From: Monica Rose [REDACTED]
Sent: 30 September 2023 16:30
To: Licensing
Cc: contact@loughton-tc.gov.uk; applications@loughtonresidents.co.uk
Subject: Licensing Reference: WK/202338366

Follow Up Flag: Follow up
Flag Status: Completed

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**Re: LICENSING APPLICATION FOR ST. JOHN'S CHURCH CHURCH HALL
AND FIELD, CHURCH LANE, LOUGHTON IG10 1PD**

With regard to the above Licensing Application, reference WK/202338366, we wish to lodge our objection to this application being granted, for the following reasons. We live in Church Lane immediately opposite St. John's Church, the Church Hall and the field. We are concerned that the requests within the application (**listed below**) all have the potential for public nuisance and disorder and are a danger to public safety. There would be issues of noise disturbance from loud music being played and also from guests at events leaving late at night. Car parking is a further issue, both with the additional number of cars attempting to park in the area and of course the noise issue upon arrival and departure.

Application WK/202338366:

The supply and provision of alcohol both on and off the premises:

Monday to Sunday 10:30 – 23:00 and non-standard timings – Christmas Eve 10:30 -23:30

The provision of both live and/or recorded music indoors and outdoors:

Monday to Sunday 10:00 – 23:00

Performances of dance indoors and outdoors:

Monday to Sunday 10:00 – 23:00

Hours open to the public:

Monday to Sunday 09:00 – 23:00 and non-standard timings – Christmas Eve 09:00 – 00:00

As you know, Church Lane is in a wholly residential neighbourhood and we believe that this application is totally inappropriate for this area.

Yours faithfully

Monica and Philip Rose
[REDACTED] Ashmeads Apartments
Church Lane
Loughton IG10 [REDACTED]

Denise Bastick

From: Cleo Tofts [REDACTED]
Sent: 01 October 2023 10:39
To: Licensing
Cc: contact@loughton-tc.gov.uk; applications@loughtonresidents.co.uk
Subject: Licensing Ref WK/202338366 St John's Church, Church Hall and Field, Church Lane, Loughton IG10 1PD

Follow Up Flag: Follow up
Flag Status: Completed

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I wish to lodge an objection to the application for the following reasons. I live a few feet away and directly opposite the Church Hall and field. The residents in our block already have to contend with noise and parking issues regarding the church and its activities. The application for licensing for alcohol, music and performance will only disturb the residents even more going forward. Visitors to the Church frequently encroach on our private parking because there is not ample space for the amount of cars in Church Lane. There are elderly residents in our block at Ashmeads suffering with cancer and Parkinsons Disease and they should have the right to a peaceful evening and not have to contend with slamming car doors, loud music, litter and inconsiderate behaviour. The cemetery is frequently used by drug addicts buying and selling drugs which we witness from our windows. It is a further smack in the face to every resident who has spent their hard earned cash to move to a purely residential area only to be confronted with a request for the church to become party central for the sake of earning money to the detriment of local residents.

My opposition is to application WK/202338366 -
Supply and provision of alcohol both on and off the premises - Monday to Sunday 10.30-23.00 and non standard timings - Christmas Eve 10.30-23.30.

Live and/or recorded music indoors and outdoors Monday to Sunday 10.00-23.00.

Performances of dance indoors and outdoors Mon-Sun 10.00-23.00.

Church Lane is a wholly residential neighbourhood and this application is totally inappropriate and inconsiderate.

Yours faithfully
Cleo Tofts

[REDACTED] Ashmeads Apartments, Church Lane, Loughton IG10 [REDACTED]

Denise Bastick

From: Glynis Slade [REDACTED]
Sent: 03 October 2023 17:42
To: Licensing
Subject: Fwd: St Johns Church, Loughton WK/202338366

Follow Up Flag: Follow up
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Sent from my iPad

Begin forwarded message:

From: Glynis Slade [REDACTED]
Date: 3 October 2023 at 12:51:37 BST
To: licensing@eppingforest.gov.uk
Subject: St Johns Church, Loughton WK/202338366

Glynis Slade
[REDACTED] Marjorams Avenue
Loughton
Essex ig10 [REDACTED]

Ref. WK/202338366

Re: Licensing Application for St Johns Church, Loughton.

The prevention of Public Nuisance

1. The church should make clear on how many events will be held in a year and when.
2. I ask myself is this a church or a nightclub in the making?

I recall an event this summer when the noise of the music, and the megaphone etc was not only during the day but continued into the evening, you were unable to escape the noise you could not sit in the garden, but even worse not even in the house. Speaking on my landline the caller asked where the noise was coming from?

I took it as a one off event.

Church states, they dont intend to hold larger events, then please explain above and as we all know voices are louder with alcohol.

By serving alcohol the hall will be more attractive for weddings and other social events.

Parking

St Johns church car park is not very large so Marjorams Avenue will be used as it already is by the church.

By the time the event goes leave the church and walk to Marjorams Avenue it will be 11.30 -11.45 then we have the goodbyes and the slamming of card doors.

I strongly oppose St Johns Church, Loughton having a permanent licence.

Please note:

some of my neighbours did not receive a copy of Loughton Residents Association Plans. Group letter

Sent from my iPad

■ Marjorams Avenue,
Loughton,
Essex IG10 ■

3rd October 2023

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

Dear Sirs,

Re: Licensing Application for St. John's Church
WK/202338366

I wish to object to the proposed licensing
application for St. John's Church for the following
reasons:-

The prevention of crime and disorder
Public safety
The Prevention of public nuisance
The protection of children from harm

On a more personal reason - when these events are
held in the open, it is impossible to stay in the
garden as these events are terribly loud. We
have already experienced the Live Music and the
Recorded Music from St. John's Church, and I can
tell you it was NOT enjoyable. Another reason, of
course, is the parking. People love to leave their
cars in Marjorams Avenue!

Yours faithfully

■
Mr. M.P. Ruocco

Denise Bastick

From: [REDACTED]
Sent: 10 October 2023 23:42
To: Licensing
Cc: applications@loughtonresidents.co.uk; contact@loughtontc.gov.uk
Subject: Objection to Licensing Application for St John's Church, Church Hall and Field, Loughton, IG10 1PD

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Dear EFDC Licensing Committee

Objection to Licensing Application for St John's Church, Church Hall and Field, Loughton, IG10 1PD

Reference WK/202338366

I am writing to strongly object to the above licensing application which has been submitted by St John's Church, Loughton.

Granting a licence will provide a further source of alcohol within Loughton High Road which is already heavily populated with licensed premises. To potentially have another establishment so close to two other nearby venues, The Plume of Feathers and The Royal British Legion, is unnecessary.

The immediate area of the Church is tightly surrounded by residential homes all of which are in close proximity to the Church hall and would be directly affected by the sale and consumption of alcohol and the associated entertainment accompanying it; not just in terms of noise but also offences of crime, disorder and public nuisance. The positioning of the Church hall and field are on Loughton's higher ground and so travelling noise will impact on Loughton residents further away as well.

The car park is small and ill equipped to take on an increase of visiting patrons and after cars for staff, entertainment and catering services are parked, the available area left for the safe collection of passengers via taxi or lifts would become limited, again inflicting noise and disruption to the surrounding residents at an unreasonable hour.

In turn the disturbance created by a vast amount of people converging into the nearby roads after the licensing period ends at 11:00pm will also contribute to noise and disruption to the residents of the local area.

In view of the above, I would urge the Licensing Committee to refuse this application.

Yours faithfully

Mark Porter

[REDACTED] Hilltop Close
Loughton
Essex, IG10 [REDACTED]

Denise Bastick

From: James Fletcher [REDACTED]
Sent: 10 October 2023 13:20
To: Licensing
Subject: Re licensing application WK/202338366

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(Re licensing application WK/202338366)

Dear Licensing Unit,

I am writing to you in respect of a recent licensing application for St John's Church, which has been recently filed on 13 September 2023.

We are extremely concerned by the application with regards both the prevention of public nuisance and the prevention of crime & disorder grounds.

We are local residents, whose garden directly backs onto the graveyard of St John's Church and therefore will be directly affected by any consequences of this application being approved.

We see the proposed application being deeply unsatisfactory for the following reasons:

a) Excessive duration - the application is excessive in duration, in our view, being for a full seven day period and for the hours 10:00/30-23:00 each day for supply of alcohol and live music events. This is akin to a licence for a publican, albeit in a currently quiet and pleasant residential area. This represents a potential major change to the local environment. The proposed licence timings give carte blanche approval for daily events, with no consideration/approval for local residents. If, as expected, events are to be limited in frequency, then the current temporary licence arrangements would surely be more suitable, as they have been to this point? In addition, the licence also covers Sundays, which in my belief, was supposed to be a day of rest/spending with family in the church's own words, rather than live music events and supply of alcohol!

b) Unutilised event space already exists in local proximity - there already exists a licenced premise in the Royal British Legion site at 118 Church Hill, which could accommodate such events. We see no reason why an additional site needs to be permanently licenced, when there already exists a site where the proposed activities can be held. Indeed, this venue does not seem to be utilised every weekend or throughout the week, so there exists unutilised local capacity for such events and no further permanent licencing is required.

c) Noise pollution - The application, if approved, gives the church the right to hold live music events each day through the week from 10:00 to 23:00. This could create significant noise pollution on a persistent basis should they decide to hold more frequent events in the future. This is a residential area, with many families with young children (including our own), such that having noise pollution during the day, will create a hindered experience in one's garden and difficulty getting kids to sleep if there are regular events. The current temporary licence arrangements allow noise pollution to be restricted to something reasonable for local residents. In our view, events should be limited to centre of Loughton or existing permanently licenced premises.

As an aside, the church currently holds bell ringing sessions on every Tuesday 20:00 until 21:00, which already creates material noise pollution that evening, which with young children is hardly ideal. If we are going to be subjected to more, and possibly daily, noise pollution as the proposed licence seeks, I simply cannot see how the area will be as pleasant to live in.

d) Insufficient parking provision - Church Lane already sees many cars partly parked on the road and walkway through most of the day and in particular, when church events are held. The church's own car park has only limited capacity for c20 vehicles, not sufficient for most events. In our view, there is simply no provision for additional parking to cater for events this licence proposes. Church Lane is also the main alternative route (to the high street) to access the southern end of Loughton, thus will be further blocked by the proposed licence, causing wider traffic issues if approved.

Indeed, we would expect visitors to the events to come park on Hilltop, taking existing parking provision for local residents. As an example, when the Royal British Legion site is used, parking on Majorams Avenue and Hilltop becomes scarcer, which is likely to be exacerbated if this licence is approved and further events are held. If both sites hold events on the same weekend, residents of Hilltop will be materially affected with regards parking provision.

e) Crime/disorder - the licence seeks permission to supply alcohol until 23:00 every day of the week, giving rise to heightened crime/disorder in this residential area all through the week. This is deeply unwelcome and should be limited to the centre of town with the other licensed premises in our view, where anti-social behavior is expected and can be better policed. Potential importing of anti-social behaviour to a residential area appears an unwise proposal and unwelcome.

f) Limited benefit to the local community - we see no/limited benefit, indeed, only really disadvantages (noise, road blockages, heightened public disorder as above), for local residents from the proposed application. Local residents will bear the costs, while the church will gain only limited financial/admin benefits compared to the current satisfactory arrangements re temporary licences. Visitors to any events may be from outside the area (if premises are hired out), thus enjoying the benefits, while locals suffer the costs. The proposals are therefore materially net negative for local residents in our view.

In conclusion, for the highlighted reasons, we are deeply against the proposed licence being approved and see no benefit for local residents. Indeed, the current temporary licence arrangements appear a much more suitable arrangement between the church and its local residents. We did chose to live in our street because it was safe and quiet, not to be in proximity to a site of where alcohol is being served and live music events are being regularly held. Having no communication from the church itself on the application as a local resident, I am deeply disappointed in their actions.

Kind regards,
James Fletcher

■ Hilltop,
Loughton
Essex
IG10 ■

Denise Bastick

From: Jane Manley [REDACTED]
Sent: 09 October 2023 13:09
To: Licensing
Subject: Licensing Application for St John's Church, Church Hall and field, Church Lane, Loughton IG10 1PE

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WK/202338366

I object most strongly to the Licensing Application for St John's Church in Loughton, Essex.

As a resident of Church Lane, I have to say that I wouldn't choose to live opposite a public house and, in effect, if this Licensing Application is granted then it would be no different.

Although they are claiming that they don't intend to hold larger, or more frequent events, I feel that this would change dramatically once a prospective licence was in place and once it was known by the general public that these types of events, with alcohol and music, could be staged here.

Speaking as a Personal Licence Holder myself, I can categorically say that these premises are not suitable for the type of events that they may wish to hold in future. There is not adequate parking at this site as Church Lane is ill-equipped to deal with an influx of parking that these types of events would ultimately bring. Church Lane is already used as a 'cut-through' by many people in the district, who often use excessive speed in what is a rather narrow road. My own car was hit recently by one of these drivers who then left the scene of the accident without reporting it and left me with a £1500 repair bill. I live in the flats directly opposite the church which do not have enough off-street parking for the number of residents. It is not unheard of for visitors to events at St John's to park in our private parking area whilst attending events. This type of anti-social behaviour is bound to increase if this application is passed.

This application would cause a public nuisance to the residents of Church Lane, would lead to more crime and disorder and could go against the safety of the public.

Jane Manley
[REDACTED] Ashmeads
Church Lane
Loughton
IG10 [REDACTED]

Ref WK/202338366

5 Oct 23

J. R. Wood

██████ Hilltop Close
Loughton IG10, ██████

Dear Sir or Madam,

This project will become a public nuisance and will end up as a noisy nightclub. The parking will become a problem for local residents. When there is a function outdoors we can even hear this at Hilltop Close. This is a church with an adjacent cemetery and should be respected as such. The residents in Manjoram Av and Hilltop will suffer mostly from loud music and noise and so will the residents in Church Lane.

This will be a disgrace if it is allowed to happen.

Yours Sincerely

████████████████████