



Licensing Sub-Committee Wednesday, 25th May, 2016

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

**Council Chamber, Civic Offices, High Street, Epping
on Wednesday, 25th May, 2016
at 10.00 am .**

**Glen Chipp
Chief Executive**

**Democratic Services
Officer**

A Hendry (Direct Line 01992 564246)
Email: democraticservices@eppingforestdc.gov.uk

Members:

Councillors M Sartin (Chairman), A Boyce, D Dorrell and P Keska

PLEASE NOTE THE START TIME OF THE MEETING

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

(Director of Governance) To declare interests in any item on this agenda.

3. PROCEDURE FOR THE CONDUCT OF BUSINESS (Pages 3 - 10)

4. NEW PREMISES LICENCE FOR LIQUORICE, 153 QUEENS ROAD, BUCKHURST HILL, ESSEX (Pages 11 - 42)

(Director of Neighbourhoods) To consider the attached report and appendix.

5. 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
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.

Agenda Item 3

PART 3(2) - RESPONSIBILITY FOR COUNCIL FUNCTIONS

APPENDIX 5

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 Annex 1, and the legislation listed in Annex 2, a Sub-Committee consisting of no more than any three Councillors drawn, in alphabetical order, 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) For the transaction of business at full Committee meetings, the quorum shall be a minimum of five Committee members 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 Head of Environmental Services taken under delegated authority on licensing applications.
- (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 Annex 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 Annex 3.
- (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).

**PART 3(2) -
RESPONSIBILITY OF
FUNCTIONS (LICENSING
COMMITTEE)**

APPENDIX 5 (ANNEX 1)

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		All cases	

event notice			
All policy matters except the formulation of the statement of licensing policy	All cases		

RESPONSIBILITY

PART 3(2) –

**FOR FUNCTIONS
LICENSING COMMITTEE**

APPENDIX 5 (ANNEX 2)

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
The Game Act 1831
Town Police Clauses Act 1847
Town Police Clauses Act 1889
Zoo Licensing Act 1981

**PART 3(2) – RESPONSIBILITY
FOR FUNCTIONS**

**APPENDIX 5
(ANNEX 3)**

**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 sub-committees.

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 Sub-Committee 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: 25th May 2016

**Subject: Liquorice, 153 Queens Road, Buckhurst Hill,
Essex. IG9 5AZ**



**Epping Forest
District Council**

**Responsible Officer: Joanne Owen 01992 564299
Licensing Compliance Officer**

Democratic Services: Adrian Hendry, 01992 564246

Decisions Required:

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

Report:

Application

1. An application has been made by Mrs Joanne Eastwood-Smith for a Premises Licence for the above premises. The application was received on the 5th April 2016 and sets out the relevant licensing activities applied for and times requested.
2. The Operating Schedule sets out conditions which will be attached to the licence if this application is granted.

Licensing Act 2003

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

Consultation

5. All Responsible Authorities have been notified and the Licensing Authority have received responses from Essex Police, Essex County Fire & Rescue Service, Safeguarding Children Family Operations and EFDC Environment and Neighbourhoods all of which have made no representations. The authority has received 1 objection from Mrs J Heal.
6. Essex Police have asked that an amendment to a condition in relation to the CCTV operation. A copy of this is attached to the report.

7. The application was properly advertised at the premises and in a local newspaper. Consultation letters were also sent to residents/businesses within a 150m radius of the above premises address.

8. The Objection relates The Prevention of Public Nuisance.

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 2.14 – 2.20 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:

- i. 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
- ii. to exclude from the scope of the licence any licensable activities to which the application relates; or
- iii. refuse to specify a person as the premises supervisor; or
- iv. 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 new premises licence
- Newspaper
- Public Notice
- Responses from Responsible Authorities:
 - Essex Police inc amendments to CCTV conditions
 - Essex County Fire & Rescue Service
 - Safeguarding Children Family Operations
 - EFDC – Environment and Neighbourhoods
 - Representation from interested party – Mrs J Heal
 - Map showing the area

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Epping Forest District Council

Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form
If you are completing this form by hand please write legibly in block capitals. In all cases ensure that
your answers are inside the boxes and written in black ink. Use additional sheets if necessary.
You may wish to keep a copy of the completed form for your records.

I/We Joanne Eastwood-Smith..... apply for a premises licence under section 17 of
(Insert name(s) of applicant)
the Licensing Act 2003 for the premises described in Part 1 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

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description 153 Queens Road (LIQUORICE) Buckhurst Hill Essex	
Post town Buckhurst Hill	Post code IG9 5AZ

Telephone number at premises (if any)

Non-domestic rateable value of premises

£ 9300

Part 2 - Applicant details

Please state whether you are applying for a premises licence as

Please tick ✓ yes

- a) an individual or individuals* please complete section (A)
- b) a person other than an individual*
i. as a limited company please complete section (B)
ii. as a partnership please complete section (B)
iii. as an unincorporated association or please complete section (B)
iv. other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)

- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

*If you are applying as a person described in (a) or (b) please confirm:

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr Mrs Miss Ms Other title (for example, Rev)

Surname
Eastwood-Smith

First names
Joanne Lesley

I am 18 years old or over Please tick yes

Current postal address if different from premises address

Chelmer Road
Chelmsford
Essex

Post Town Chelmsford **Postcode** [REDACTED]

Daytime contact telephone number [REDACTED]

E-mail address (optional) [REDACTED]

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr Mrs Miss Ms Other title (for example, Rev)

Surname

First names

Please tick
✓ yes

I am 18 years old or over

Current postal address if different from premises address

Post Town

Postcode

Daytime contact telephone number

E-mail address (optional)

(B) OTHER APPLICANTS.

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

Name
Address
Registered number (where applicable)
Description of applicant (for example partnership, company, unincorporated association etc)
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

Day	Month	Year

If you wish the licence to be valid only for a limited period, when do you want it to end?

Day	Month	Year

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

Please give a general description of the premises (please read guidance note 1)

153 Queens Road is a small vacant retail lock-up premises on a busy high street in Buckhurst Hill. I propose to open an off-licence with on & off sales in order to include wine tasting events. This is by no means an experiment & will be in fact repeating an already established & successful scheme at my first store, 65 Hutton Road Shenfield, trading as Liquorice. We will sell fine wines, spirits, craft beers & related products. Wine tasting will be on the premises, pre-booked, tutored, for no more than eight people seated & never outside of scheduled trading hours.

What licensable activities do you intend to carry on from the premises?
(Please see sections 1 and 14 of the Licensing Act 2003 and Schedule 1 and 2 to the Licensing Act 2003)

Please tick yes

Provision of regulated entertainment

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g)
(if ticking yes, fill in box H)

Provision of entertainment facilities for:

- i) making music (if ticking yes, fill in box I)
- j) dancing (if ticking yes, fill in box J)
- k) entertainment of a similar description to that falling within (i) or (j)
(if ticking yes, fill in box K)

Provision of late night refreshment (if ticking yes, fill in box L)

Supply of alcohol (if ticking yes, fill in box M)

In all cases complete boxes N, O and P

A

Plays Standard days and timings (please read guidance note 6)			Will the performance of a play take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 3)	Both		
Tue						
Wed				State any seasonal variations for performing plays (please read guidance note 4)		
Thur						
Fri				Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat						
Sun						

B

Films Standard days and timings (please read guidance note 6)			Will the exhibition of films take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors		
Day	Start	Finish		Outdoors		
Mon			Please give further details here (please read guidance note 3)	Both		
Tue						
Wed				State any seasonal variations for the exhibition of films (please read guidance note 4)		
Thur						
Fri				Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat						
Sun						

C

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			State any seasonal variations for indoor sporting events (please read guidance note 4)
Wed			Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 5)
Thur			
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Both		Please give further details here (please read guidance note 3)
Tue					State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)
Wed					Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)
Thur					
Fri					
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed			State any seasonal variations for playing recorded music (please read guidance note 4)		
Thur					
Fri			Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat					
Sun					

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick [Y]</u> (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon			<u>Please give further details here</u> (please read guidance note 3)	Both	
Tue					
Wed			<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			<u>Please give a description of the type of entertainment you will be providing</u>		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick [Y]</u> (please read guidance note 2)	Indoor	
Mon				<u>Please give further details here</u> (please read guidance note 3)	Outdoor
Tue			Both		
Wed			<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)		
Thur					
Fri					

Sat			<p>Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5)</p>
Sun			

<p>Provision of facilities for making music Standard days and timings (please read guidance note 6)</p>			<p>Please give a description of the facilities for making music you will be providing</p>							
			<p>Will the facilities for making music be indoors or outdoors or both – please tick [Y] (please read guidance note 2)</p>	<table border="1"> <tr> <td>Indoors</td> <td></td> </tr> <tr> <td>Outdoors</td> <td></td> </tr> <tr> <td>Both</td> <td></td> </tr> </table>	Indoors		Outdoors		Both	
Indoors										
Outdoors										
Both										
Day	Start	Finish								
Mon			<p>Please give further details here (please read guidance note 3)</p>							
Tue										
Wed										
Thur			<p>State any seasonal variations for the provision of facilities for making music (please read guidance note 4)</p>							
Fri										
Sat			<p>Non standard timings. Where you intend to use the premises for provision of facilities for making music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)</p>							
Sun										

<p>Provision of facilities for dancing Standard days and timings (please read guidance note 6)</p>			<p>Will the facilities for dancing be indoors or outdoors or both – please tick [Y] (see guidance note 2)</p>							
			<table border="1"> <tr> <td>Indoors</td> <td></td> </tr> <tr> <td>Outdoors</td> <td></td> </tr> <tr> <td>Both</td> <td></td> </tr> </table>	Indoors		Outdoors		Both		
Indoors										
Outdoors										
Both										
Day	Start	Finish								
			<p>Please give a description of the facilities for dancing you will be providing</p>							

Mon			<u>Please give further details here</u> (please read guidance note 3)
Tue			
Wed			<u>State any seasonal variations for providing dancing facilities</u> (please read guidance note 4)
Thur			
Fri			<u>Non standard timings. Where you intend to use the premises for the provision of facilities for dancing entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Sat			
Sun			

K

Provision of facilities for entertainment of a similar description to that falling within I or J Standard days and timings (please read guidance note 6)			<u>Please give a description of the type of entertainment facility you will be providing</u>	
Day	Start	Finish	<u>Will the entertainment facility be indoors or outdoors or both – please tick [Y]</u> (please read guidance note 2)	Indoor
				Outdoor
Mon				Both
Tue			<u>Please give further details here</u> (please read guidance note 3)	
Wed				
Thur			<u>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within j or k</u> (please read guidance note 4)	
Fri				
Sat			<u>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within I or J at different times to those listed in the column on the left, please list</u> (please read guidance note 5)	
Sun				

L

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon			Please give further details here (please read guidance note 3)		
Tue					
Wed					
Thur			State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Fri					
Sat			Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 5)		
Sun					

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the sale of alcohol be for consumption (Please tick box Y) (please read guidance note 7)	On the premises	
Day	Start	Finish		Off the premises	
Mon	10:00	22:00	State any seasonal variations for the supply of alcohol (please read guidance note 4) None		
Tue	10:00	22:00			
Wed	10:00	22:00			
Thur	10:00	22:00	Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5) None		
Fri	10:00	22:00			
Sat	09:00	22:00			

Sun	10:00	22:00	

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

Name..... Joanne Eastwood-Smith

Address..... [redacted] Chelmer Road, Chelmsford, Essex

Postcode..... [redacted]

Personal Licence number (if known)..... [redacted]

Issuing licensing authority (if known)..... Chelmsford Borough Council

N

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)

None

O

Hours premises are open to the public Standard timings (please read guidance note 6)			State any seasonal variation (please read guidance note 4) None
Day	Start	Finish	Non standard timings. Where you intend to use the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5) None
Mon	10:00	22:00	
Tue			
	10:00	22:00	
Wed			
	10:00	22:00	
Thur			
	10:00	22:00	
Fri			
	10:00	22:00	
Sat			
	09:00	22:00	
Sun			
	10:00	22:00	

P

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

a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)

We will combine strong management controls & regular staff training to ensure the four licensing objectives are met. The DPS will be satisfied that all licensable activity will operate only during scheduled hours. A newly installed CCTV & the Challenge 25 policy will support these objectives.

b) The prevention of crime and disorder

Staff will exercise due diligence to prevent crime & disorder. Staff will not sell alcohol to drunk or intoxicated customers & will not permit drunk or intoxicated customers to participate in wine tasting events. Staff will be well trained to respectfully ask customers to behave in an orderly manner. Wine tasting events will be multi-staffed where necessary to ensure adequate cover of the premises. The CCTV system will cover till area, entrance/exit & pavement area directly outside the premises.

c) Public safety

The premises will be well maintained & kept safe, specifically in regards to lighting, heating, sanitation, safety at work, fire prevention, notices, security & accessibility. The challenge 25 policy will be strictly adhered to.

d) The prevention of public nuisance

The store will never trade beyond scheduled hours i.e. 22:00 hours. Deliveries will be restricted to Monday-Friday between the hours of 10:00 - 16:00. From experience I expect very little or low noise level from the premises & staff will ask customers attending evening wine tasting events to exit the premises in a quiet & orderly way.

e) The protection of children from harm

Children may only attend the premises accompanied by an adult & will not be able to attend a wine tasting event. All staff will be trained to request permissible photo identification to establish the age of the customer & to log the transaction in a refusals book. Challenge 25 posters will be prominently displayed in the window & store to deter potential underage customers & to act as a back-up to staff.

Please tick ✓ yes

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

Part 4 – Signatures (please read guidance note 10)

Signature of applicant or applicant's solicitor or other duly authorised agent. (See guidance note 11) **If signing on behalf of the applicant please state in what capacity.**

Signature

..... Joanne Eastwood-Smith

Date..... 04/04/2016

Capacity

..... Proprietor

For joint applications signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent. (please read guidance note 12) **If signing on behalf of the applicant please state in what capacity.**

Signature

Date.....

Capacity

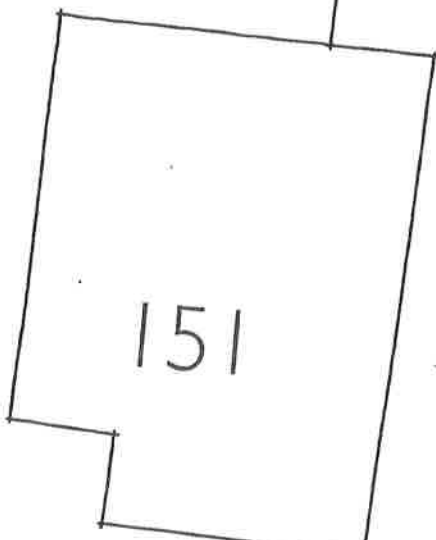
Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)

Post town	Post code
Telephone number (if any)	
If you would prefer us to correspond with you by e-mail your e-mail address (optional)	

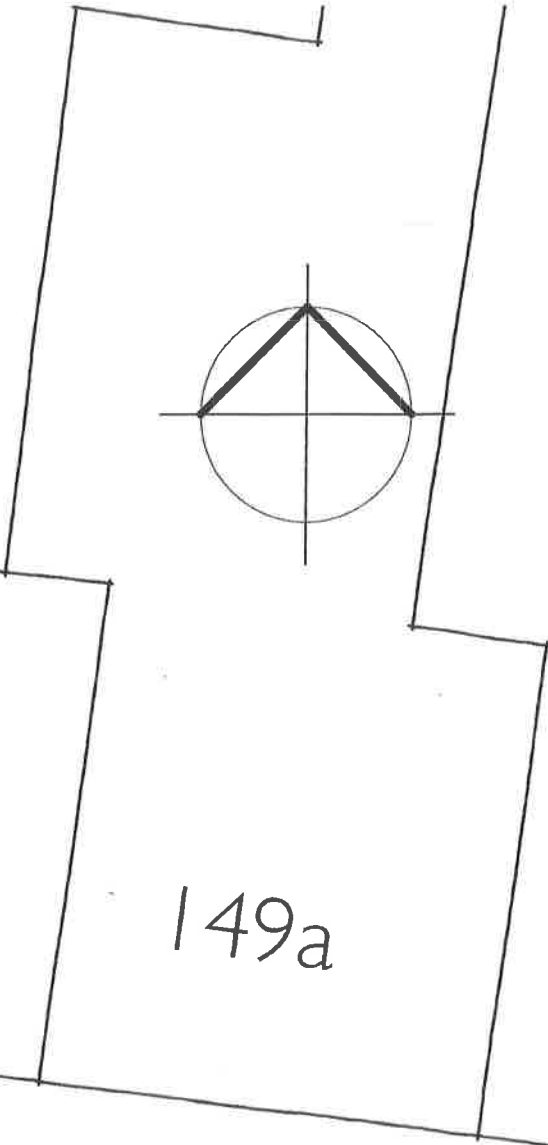
Notes for Guidance

1. Describe 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.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example the 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.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day, e.g. Christmas Eve.
6. Please 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.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. Please 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, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

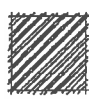
Queens Mews



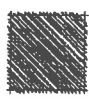
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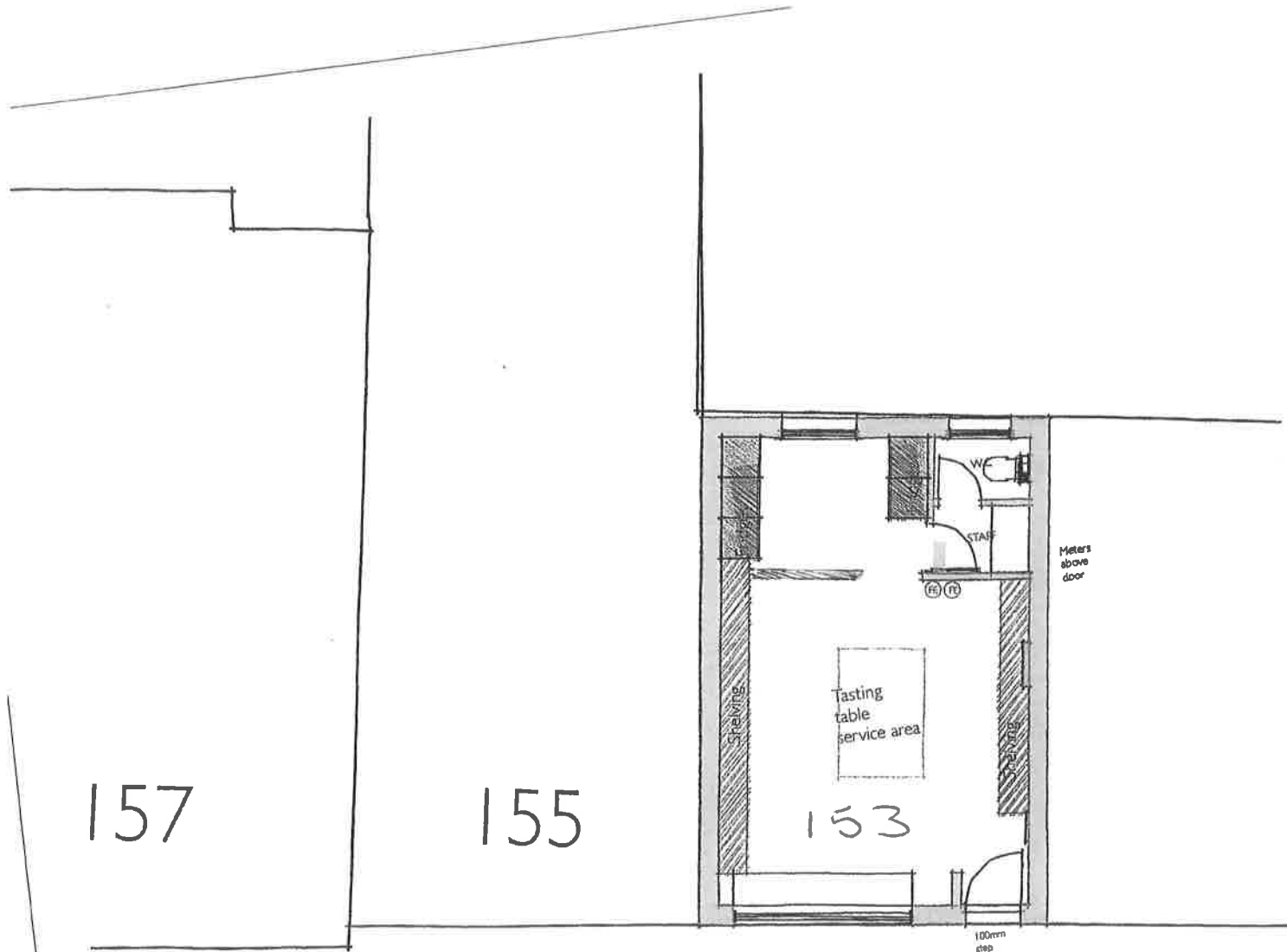
SHELVING



COLD STORAGE

Client	Jo Eastwood	Drawing	Proposed	Status	planning	Revision
Project	Liquorice Buckhurst Hill	Scale	LICENCE Plan	Drawn	TJQ	Number 800/L-01
			1:100@ A3			

**LIQUORICE - 153 QUEENS ROAD
BUCKHURST HILL**



Queens Road



COMMUNITIES DIRECTORATE

The Council has embarked on an exciting new Council Housebuilding Programme to deliver over 300 new affordable rented homes over the next few years. This is predominantly on our own land, but also includes the purchase of S106 homes from private developers and open market purchases. The first new homes are on site now and the next couple of phases are due to start soon.

Following a decision to both expand and accelerate the Programme, we have created two new posts to lead and join our small Housing Development Team, based at our modern Civic Offices in the market town of Epping, at the heart of Epping Forest.

The Council has appointed East Thames as its Development Agent to develop the new homes, with whom the new posts will be working closely. Both posts will initially be for three-year fixed term contracts, with a subsequent review to consider whether they should be made permanent. The Council operates a very good Flexi-time Scheme, for the benefit of our staff and the Council.

Housing Development Manager

Ref: CPD01
Salary: £40,217 - £42,957 per annum (rising to £43,860 after 5 years continuous service) plus £824 Inner London Fringe Allowance per annum

Working in partnership with East Thames and their consultants, and through supervising your own small Housing Development Team, you will be responsible for project-managing and delivering our Housebuilding Programme - from the initial feasibility stages through to the procurement and construction stages.

This will include you producing and presenting regular reports to our Housebuilding Cabinet Committee and closely monitoring programme expenditure against budget. As an Investment Partner of the HCA, you will liaise closely with the HCA over our successful grant funding.

This post will be ideal for an experienced senior development officer looking to further progress their career.

Closing date: 2 May 2016.

Housing Development Officer

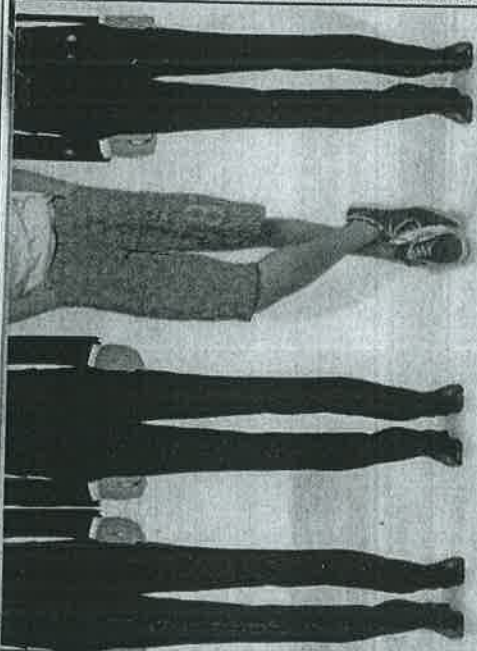
Ref: CPD04
Salary: £22,937 - £25,440 per annum (rising to £26,293 after 5 years continuous service) plus £824 Inner London Fringe Allowance per annum

You will work with East Thames and their consultants to project manage the delivery of individual development sites across the District - assisting with the planning and procurement processes, and acting as client for the consultants' supervision of works. You will have an organised and self-motivated approach to your work and have the ability to oversee your contracts with minimum supervision.

Closing date: 2 May 2016.

Please visit our website to apply online and view all our current vacancies at: www.eppingforestdc.gov.uk/job-vacancies (please note CVs will not be accepted).

The Council is committed to working towards equality, safeguarding children, young people and vulnerable adults and eradicating fraud. It expects our employees to share the same commitment.



Find your perfect applicant.

Relay your job vacancies

- More than 50% of job seekers look to local media to find local employers.
- 72% of job seekers use local media to keep up-to-date with their local job market.
- 60% of those job seekers respond to ads in their local paper or website.

Book your job ad with us now



guardian-series.co.uk/jobs

Call us now on 020 8359 5800

Public Notices



Planning applications affecting a Conservation Area or Setting of a listed building
 EPP/0610/16 Stapleford Hall Stapleford Road Stapleford Abbot's Romford RM4 1EJ Garden wall
 EPP/0652/16 Brook Barn Sheering Hall Drive Sheering CM17 0NG Tennis court, fence and change use of land
 EPP/0719/16 Primary School Staples Road Loughton IG10 1HR Replace WC roof, roof lights.
Major Application or of wider concern
 EPP/0653/16 105 Manor Road & 281 Fencepiece Road Chigwell IG7 5PN Demolish 2 houses, proposed 11 flats building
 EPP/0718/16 Debbies Garden Centre Riddings Lane North Weald CM18 7HT Outline Application (all matters reserved) for between 45 and 80 dwellings.

Works to Listed Buildings
 EPP/0812/16 117-119 York Hill Loughton IG10 1RX Alterations and extensions to outbuilding.
 Comment online at: www.eppingforestdc.gov.uk/Plan, or in writing to Director of Governance, Epping Forest District Council, Civic Offices, High Street, Epping, CM16 4BZ by: 29/04/2016

Licensing Act 2003

NOTICE IS HEREBY GIVEN that I, Joanna Eastwood-Smith have applied to Epping Forest District Council as the Licensing Authority for a new Premises Licence for 153 Queens Road, Broomfield Hill, Essex, SS9 5AZ. The application is to open an Off Licence trading as Liquor, with On & Off sales in order to include wine tasting events. Proposed trading hours as follows: 10:00 - 20:00 Monday to Saturday, 11:00 - 18:00 Sunday. An interested party or responsible authority wishing to make representations to this application may do so in writing to: The Licensing Section, Epping Forest District Council, Civic Offices, High Street, Epping, Essex, CM16 4BZ & at licensing@eppingforestdc.gov.uk, no later than 2nd May 2016. Representations are public documents under the Data Protection Act. A copy of the application can be viewed at the Licensing Authority's address during normal office hours. It is an offence to knowingly or recklessly make a false statement in connection with this application & the maximum fine on summary conviction for the offence is £5000.00.

Tell us about your business

Do you have some news to share? It's never been easier. Just visit guardian-series.co.uk/trade_directory

Register of Licence applications received.

Date application received: 5th April 2016

Applicant name: Mrs Joanne Eastwood-Smith

Address of Premises: Liquorice, 153 Queens Road, Buckhurst Hill, Essex, IG9 5AZ

Brief details of the nature of the application;

An application has been received for a new premises licence for an Off Licence at the above address as follows:

The on and off sale of alcohol Monday to Friday and Sunday 10.00 to 22.00 and Saturday 09:00 to 22.00

Any representations regarding the above application should be made within 28 days of the day above, to;

Licensing
Epping Forest District Council
Licensing Unit Civic Offices,
High Street
Epping
Essex
CM164BZ

Mrs K Tuckey
Licensing Department
Epping Forest District Council
Civic Offices
High Street
Epping
CM16 4BZ



Licensing Department
Loughton Police Station
158 High Road
Loughton
IG10 4BE
Tel: 01279 625 405
Email: 7706@essex.pnn.police.uk

29 April 2016

Dear Mrs Tuckey,

LICENSING ACT 2003 – GRANT OF PREMISES LICENCE SECTION 17

NEW PREMISE: Liquorice, Buckhurst Hill

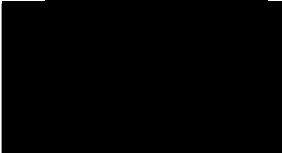
DPS: Joanne Eastwood-Smith

APPLICANT: Joanne Eastwood-Smith

Further to the above application for the Grant of a Premises Licence received on 5 April 2016. I can now confirm that all my checks have been carried out and can confirm that subject to the agreed condition in the enclosed correspondence being attached to the Premises Licence; Essex Police will not be making any representations or objections to this application in respect of the licensing objectives.

I trust the aforementioned will assist and look forward to receiving a copy of the Licence, if/when processed, in due course.

Yours sincerely,


Mr Peter Jones MIOL, ABII
Epping & Brentwood Licensing Officer
West LPA

Enc.

Peter Jones 42007706

From: Jo Eastwood [REDACTED]
Sent: 28 April 2016 13:48
To: Peter Jones 42007706
Cc: EFDC Licensing
Subject: Re: Liquorice, Buckhurst Hill

Dear Peter

Thank you for your email regarding my licence application.

I confirm back that your suggested amendments to operation of CCTV and wording is acceptable.

Kind regards

Jo Eastwood

Sent from my iPad

On 28 Apr 2016, at 13:39, Peter Jones 42007706 <[REDACTED]> wrote:

Dear Jo,

In respect of your Premises Application I note you have offered CCTV as previously discussed. Can I ask if you would be happy to accept the following condition wording:

The premises shall install and maintain a comprehensive CCTV system covering the internal and external of the premises. It will also cover all entry and exit points enabling full frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open to the public and during all times when customers remain on the premises. All recordings will be kept in an unedited format for a period of not less the 31 days with time and date stamping. Recording shall be made available immediately upon lawful request of Essex Police or other Responsible Authority. Download or export of CCTV should be in the native file format with the native player.

A staff member from the premises who is conversant with the operation of the CCTV system shall be available at all times when the premises are open to the public. This staff member must be able to show Essex Police or other Responsible Authority recent data or footage with the absolute minimum of delay.

If you are happy, then confirm to myself and the council by reply email.

Kind Regards

Peter Jones ABII (7706)

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

 Tel. 101 (Ext. 313604) or 01279 625405



 www.essex.police.uk

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

To find out what is happening in your neighbourhood and all about your local neighbourhood policing team visit www.essex.police.uk/yourarea and enter your postcode.

Essex County Fire & Rescue Service

Mr David Johnson LL.B(Hons), BSc, MA, MSc, FCI
Chief Fire Officer & Chief Executive



Miss N Clark
Licensing Compliance Officer
EFDC Civic Offices
High Street
Epping
CM16 4BZ

WEST AREA COMMAND
Harlow Service Delivery Point
Fourth Avenue
HARLOW
CM20 1DU
☎ 01376 576800
✉ westareacommand@essex-fire.gov.uk

Date: 06/04/2016
Our Ref: 72/100091480491
Your Ref:
Enquiries to: Steve Nicholl

Dear Madam,

LICENSING ACT 2003
THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005
Premises: Liquorice 153 Queens Road Buckhurst Hill IG9 5AZ

Receipt is acknowledged of the above consultation, which will be audited by the Essex Fire Authority (The Authority).

Should there be any significant concerns regarding the application you will be notified in due course.

Yours faithfully



S. W. Nicholl
Technical Fire Safety Officer

Joanne Owen

Subject: FW: Licence Application - Liquorice

From: Licence Applications CYP [<mailto:LicenceApplications@essex.gov.uk>]

Sent: 21 April 2016 15:00

To: Nuala Clark

Cc: [REDACTED]

Subject: Licence Application - Liquorice

RE: Licensing Act 2003:- Liquorice

The licensing application received on 5th April 2016 has been assessed and we can confirm we have no objections in relation to the child protection / safeguarding element of this licence application.

Licensing Applications
Quality Assurance & Safeguarding (incl. IRO) Service
Family Operations
E2, County Hall
Chelmsford CM1 1YS
Tel: 0333 013 9797 Email: LicenceApplications@essex.gov.uk

Regards

Jenny Couling

Business Support Assistant – BC3
Corporate and Customer Services
Essex County Council

This email (including any attachments) is intended only for the recipient(s) named above. It may contain confidential or privileged information and should not be read, copied or otherwise used by any other person unless express permission is given. If you are not a named recipient, please contact the sender and delete the email from your system. It is the recipient's responsibility to ensure that appropriate measures are in place to check for software viruses.

Nuala Clark

From: Michael Richardson
Sent: 11 April 2016 16:10
To: Nuala Clark
Subject: 153 Queens Road, Buckhurst Hill

Hi Nuala

I've got the application for the above – have no comments to make

Regards

Mike

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

01992 564422

mrichardson@eppingforestdc.gov.uk



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

www.eppingforestdc.gov.uk/environment-and-neighbourhoods-team

Mrs Josseline Heal
[REDACTED] Queens Road
Buckhurst Hill
Essex
[REDACTED]

9102 8JV 2
K. Tuckey
The Licensing Team
Epping Forest District Council
Civic Offices
High Street
Epping
Essex CM16 4BZ

21 APR 2015

Applicant name: Mrs Joanne Eastwood-Smith
Address of Premises: Liquorice, 153, Queens Road, Buckhurst Hill, Essex, IG9 5AZ

Dear Sirs,

Thank you for your letter regarding the above application.

We strongly object to the application of an Off License at such a close proximity to our residential premises.

The opening hours Monday through to Friday and Sunday 10:00 to 22:00 and Saturday 09:00 to 22:00 will obviously cause further noise and nuisance to us. If granted this will lead to further disruption particularly during the evenings along with parking issues. This is caused by the existing licensed premises let alone an additional one. Heaven help residents who live closest to the address.

Further, if granted this establishment will no doubt sell snacks alongside liquor inevitably leading to the Post Office at 167 Queen's Road, Buckhurst Hill, IG9 5AZ suffering a downturn in trade. That could lead to a request for a license of their own premises.

Please consider the residents.

[REDACTED]
Mrs Josseline Heal

Ps A previous off-license at 158, Queens Road, Buckhurst Hill, Essex, IG9 5BD closed a few years ago. So, as to compete a newsagent operating at 158, Queens Road, Buckhurst Hill, Essex, IG9 5AZ had applied for a license, thankfully it was never granted.



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