



Licensing Sub-Committee Tuesday, 5th September, 2017

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 Tuesday, 5th September, 2017
at 10.00 am .**

**Glen Chipp
Chief Executive**

**Democratic Services
Officer**

Gary Woodhall
(Governance Directorate)
Tel: 01992 564470
Email: democraticservices@eppingforestdc.gov.uk

Members:

Councillors M Sartin (Chairman), L Hughes, D Sunger and B Surtees

PLEASE NOTE THE START TIME OF THE MEETING

1. APOLOGIES FOR ABSENCE

(Director of Governance) To be announced at the meeting.

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 - 8)

(Director of Governance) To note the agreed procedure for the conduct of business, as attached.

4. APPLICATION TO VARY A PREMISES LICENCE - EAST 15 ACTING SCHOOL & CORBETT THEATRE, HATFIELDS, RECTORY LANE, LOUGHTON (Pages 9 - 54)

(Director of Neighbourhoods) To consider the attached report.

5. APPLICATION FOR A PREMISES LICENCE - LIGHT TREE BISTRO, 262 HIGH ROAD, LOUGHTON (Pages 55 - 82)

(Director of Neighbourhoods) To consider the attached report.

6. 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.

Licensing Committee - Terms of Reference

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

LICENSING ACT 2003 – LIST OF FUNCTIONS AND DELEGATED AUTHORITY

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

LIST OF STATUTORY POWERS

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

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

PART A – CONDUCT OF BUSINESS BY LICENSING COMMITTEE AND SUBCOMMITTEES

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

1. General Conduct

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

2. Declarations of Interest

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

3. Participation in the Hearing

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

4. Attendance of the Public

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

5. Natural Justice

- 5.1 There are two elements to natural justice:

(a) Fairness

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

(b) Prevention of Bias

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

6. General Procedures for Hearings

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

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

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

Report to the Licensing Sub-Committee



**Epping Forest
District Council**

Date of meeting: 5 September 2017

Subject: Application to vary a Premises Licence.

**Address: East 15 Acting School & Corbett Theatre, Hatfields, Rectory Lane,
Loughton, IG10 3RY**

Responsible Officer: Handan Ibrahim (01992 564153).

Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

(1) To determine the application for a variation of an existing Premises Licence under the Licensing Act 2003.

Report:

Application

1. An application has been made by East 15 Acting School, the Premises Licence Holder for a variation to the premises licence for the above premises. The authority received the application on 11 July 2017. A copy of the present licence for the premises, detailed plans the application for variation and the public notice are attached.

2. The application is for a variation to the site area during redevelopment of student facilities on campus server/bar area to be temporarily reallocated to the new part of the building. There are no changes to the licensable activity times & dates. The times requested are the same as the current Licence.

Licensing Act 2003

3. When considering an application for a licence the licensing authority must have regard to the promotion 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. The Responsible Authorities have received a copy of the application, it was properly advertised at the premises and in a local newspaper.

6. The authority has received seven representations from local residents.
7. The representations relate to the prevention of Crime and Disorder, public safety, the prevention of public nuisance and the protection of children from harm.

Guidance Issued by the Secretary of State

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

Options

10. 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:
 - to modify the conditions of the licence; or
 - to reject the whole or part of the application.
11. For the purposes of the Licensing Act 2003 the conditions of the licence are modified if any of them are altered or omitted or a new condition added.

Determination

12. 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

13. 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
<http://www.homeoffice.gov.uk/publications/alcohol-drugs/alcohol/guidance-section-182-licensing?view=Binary>
- Epping Forest District Council's statement of licensing policy.
<http://www.eppingforestdc.gov.uk>

Attached documents:

- A copy of the Premises Licence.
- Application for Premises Licence.

- Detailed Plans.
- Copy of the notice.
- Newspaper advert.
- Representation from local residents.
- Map showing the area.

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PREMISES LICENCE

Part A



Environmental
Health

Premises licence number:

2005

LN/210001748

LN/210005207

Part 1 – Premises details:

Postal address of premises, or if none, ordnance survey map reference or description:

East 15 Acting School/The Corbett Theatre
Hatfields,
Rectory Lane,

Post Town: Loughton

Post code: IG10 3RY

Telephone number: 020 8508 5983

Where the licence is time limited the dates: N/A

Licensable activities authorised by the licence:

Performance of Plays
Exhibition of Films
Live Music
Recorded Music
Performances of Dance
Provision of Facilities for Making Music
Provision of Facilities for Dancing
Sale of Alcohol

The times the licence authorises the carrying out of licensable activities:

Monday – Saturday 12.00-00.00
Sunday 14.00-22.30

Sale of Alcohol

Monday – Saturday 11.00-23.00
Sunday 12.00-22.30
Good Friday 12.00-22.30
Christmas Day 12.00-15.00 & 19.00-22.30

The opening hours of the premises:

Varied depending on activity

Where the licence authorises supplies of alcohol whether these are on and / or off supplies:

On Only

Name, (registered) address, telephone number and e-mail (where relevant) of holder of premises licence:

John Baraldi

**East 15 Acting School/The Corbett Theatre, University of Essex, Hatfields, Rectory Lane,
Loughton, Essex, IG10 3RY**

020 8508 5983



Registered number of holder, for example company number, charity number (where applicable):

N/A

Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol:

John Wood



Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol:

Epping Forest District Council

LN/210001747

Annex 1 – Mandatory conditions:

1. No supply of alcohol may be made under the premises licence:-
 - a) at a time when there is no designated premises supervisor in respect of the premises licence, or
 - b) at a time when the designated premises supervisor does not hold a personal licence or when the designated supervisor has a licence suspended
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence (see section 19 Licensing Act 2003)
3. Each individual at the premises who carry out a security activity, must be licensed by the Security Industry Authority (see section 21 Licensing Act 2003)
4. Where a premises licence authorises the exhibition of films, the admission of children to the exhibition of any film is to be restricted in accordance with section 20 Licensing Act 2003.

Annex 2 – Conditions consistent with the Operating Schedule:

1. Not more than 130 persons shall be allowed to be present in the Corbett theatre when it is being used for any purpose authorised by this licence.
2. The Theatre lighting shall only be used in accordance with the current electrical certificate.

Annexe 3 – Conditions attached after a hearing by the licensing authority:

N/A

Annexe 4 – Plans:

Plans held at Epping Forest District Council



Application to vary a premises licence 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 **East15 Acting School**
(Insert name(s) of applicant)

being the premises licence holder, apply to vary a premises licence under Section 34 of the Licensing Act 2003 for the premises described in Part 1 below

Premises licence number LN/210001748

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description East15 Acting School & Corbett Theatre Hatfields Rectory Lane			
NB: For the purpose of this application to include the hard and soft landscaped areas, lawns and Orchard within the Campus Grounds for consumption of Alcohol.			
Post town	Loughton	Postcode	IG10 3RY
Telephone number at premises (if any)	020 8508 5983		
Non-domestic rateable value of premises	£63000		

Part 2 – Applicant details

Daytime contact telephone number	020 8418 7326		
E-mail address (optional)	ms16811@essex.ac.uk		
Current postal address if different from premises address			
Post town		Postcode	

Part 3 – Variation

Please tick as appropriate

Do you want the proposed variation to have effect as soon as possible? Yes No

If not, from what date do you want the variation to take effect?

DD	MM	YYYY

Do you want the proposed variation to have effect in relation to the introduction of the late night levy?
(Please see guidance note 1) Yes No

Please describe briefly the nature of the proposed variation (Please see guidance note 2)
During redevelopment of student facilities on campus servery / bar area to be temporarily reallocated to new part of building and provision of temporary W/C facilities due to existing being part of redevelopment. Drawing attached showing indicating location of changes.

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend:

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Part 4 Operating Schedule

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

Provision of regulated entertainment

Please tick all that apply

- (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 late night refreshment (if ticking yes, fill in box I)

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	12:00	00:00	Please give further details here (please read guidance note 4) As part of training provided by the school; student of east15 are required to perform plays to an audience; plays also include those written, directed and produced by students; technical support is provided by students attending east15's Stage Production and Management Course under supervision of technical departmental staff.		
Tue	12:00	00:00			
Wed	12:00	00:00	State any seasonal variations for performing plays (please read guidance note 5) Increased number of performances at latter part of academic terms; Increased outside performances during spring/summer months.		
Thur	12:00	00:00			
Fri	12:00	00:00	Non standard timings. Where you intend to use the premises for the performance of plays at different times from those listed in the column on the left, please list (please read guidance note 6) None currently anticipated.		
Sat	12:00	00:00			
Sun	14:00	22:30			

B

Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) As Part of the performance of plays described in section A; projection of images / backdrops and/or display of film(s). <u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5) Increased number of performances at latter part of academic terms; Increased outside performances during spring/summer months. <u>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</u> (please read guidance note 6) None currently anticipated.		
Mon	12:00	00:00			
Tue	12:00	00:00			
Wed	12:00	00:00			
Thur	12:00	00:00			
Fri	12:00	00:00			
Sat	12:00	00:00			
Sun	14:00	22:30			

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details here</u> (please read guidance note 4)	
Day	Start	Finish		
Mon				
Tue				
Wed				<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Thur				
Fri				<u>Non standard timings. you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Sat				
Sun				

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Both	<input type="checkbox"/>				
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Tue					
			<u>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</u> (please read guidance note 6)		
Wed					
Thur					
Fri					
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon	12:00	00:00	Please give further details here (please read guidance note 4) As Part of the performance of plays described in section A; The performance of Live Music.		
Tue	12:00	00:00			
Wed	12:00	00:00	State any seasonal variations for the performance of live music (please read guidance note 5) Increased number of performances at latter part of academic terms; Increased outside performances during spring/summer months.		
Thur	12:00	00:00			
Fri	12:00	00:00	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 6) None currently anticipated.		
Sat	12:00	00:00			
Sun	14:00	22:30			

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<p>Please give further details here (please read guidance note 4) As Part of the performance of plays described in section A; The performance of Recorded Music</p> <p>State any seasonal variations for the playing of recorded music (please read guidance note 5) Increased number of performances at latter part of academic terms; Increased outside performances during spring/summer months.</p> <p>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 6) None currently anticipated.</p>		
Mon	12:00	00:00			
Tue	12:00	00:00			
Wed	12:00	00:00			
Thur	12:00	00:00			
Fri	12:00	00:00			
Sat	12:00	00:00			
Sun	14:00	22:30			

G

Performance of dance Standard days and timings (please read guidance note 7)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) As Part of the performance of plays described in section A; The performance of Dance		
Mon	12:00	00:00			
Tue	12:00	00:00			
Wed	12:00	00:00	<u>State any seasonal variations for the performance of dance</u> (please read guidance note 5) Increased number of performances at latter part of academic terms; Increased outside performances during spring/summer months.		
Thur	12:00	00:00			
Fri	12:00	00:00			
			<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 6) None currently anticipated.		
Sat	12:00	00:00			
Sun	14:00	22:30			

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)</p>			<p>Please give a description of the type of entertainment you will be providing</p>		
Day	Start	Finish	<p><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)</p>	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<p><u>Please give further details here</u> (please read guidance note 4)</p>		
Wed			<p><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)</p>		
Thur			<p><u>Non-standard timings. Where you intend to use the premises for entertainment of a similar description to that falling within (e), (f) or (g) at different times from those listed in the column on the left, please list</u> (please read guidance note 6)</p>		
Fri					
Sat					
Sun					

1

Late night refreshment Standard days and timings (please read guidance note 7)			<u>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Thur					
Fri			<u>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</u> (please read guidance note 6)		
Sat					
Sun					

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5) None currently anticipated		
Mon	11:00	23:00			
Tue	11:00	23:00			
Wed	11:00	23:00			
Thur	11:00	23:00			
Fri	11:00	23:00			
Sat	11:00	23:00			
Sun	11:00 12:00	22:30			

K

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 9)

None.

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5) None currently anticipated
Day	Start	Finish	
Mon	11:00	23:00	
Tue	11:00	23:00	
Wed	11:00	23:00	
Thur	11:00	23:00	
Fri	11:00	23:00	Non standard timings. Where you intend the premises to be open to the public at different times to those listed in the column on the left, please list (please read guidance note 6) None currently anticipated
Sat	11:00	23:00	
Sun	12:00	22:30	

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking
None

Please tick as appropriate

- I have enclosed the premises licence
- I have enclosed the relevant part of the premises licence

If you have not ticked one of these boxes, please fill in reasons for not including the licence or part of it below

Reasons why I have not enclosed the premises licence or relevant part of premises licence

M – Describe the steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

(a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

East15 Acting school is part of the University of Essex and is compliant with the Universities Health & Safety Policies and is audited and assessed annually to ensure compliance. All staff to be trained sufficiently by the responsible person to carry out their duty to the requirements of Licencing Act 2003 and specifics of the granted premises licence.

(b) The prevention of crime and disorder

SIA security operative present on site during the hours of 17:00 and 24:00 hours Monday to Friday and 09:00 and 24:00 hours on Saturday and to be present on Sundays and Public Holidays by arrangement when carrying out licensed activity. Recorded CCTV operating around campus buildings remotely monitored by the UoE in House security based at Colchester between 24:00 and 09:00 hours and 24:00 to 23:59 hours on Sundays and Public Holidays, All Principal building protected by intruder alarms and monitored remotely by the UoE in House security based at Colchester. Site secured at the end of each day and gate / fences regularly checked for defects and security risk. External lighting provided around campus and public areas. East15 has a zero tolerance off illicit substances and the carrying of items that are likely to cause harm to others and will notify the relevant authorities should they be found to be present on the premises.

(c) Public safety

As part of the University of Essex; East15 Acting School is compliant with the Universities health and safety policies which ensure statutory requirements are met, these will be reviewed at a minimum of 12 months or at any time within 12month if it is deemed necessary to do so. Suitably qualified First Aider to present on site at times the premises are operating. Fire protection system in place and regularly checked for correct operation, provision of firefighting equipment, annual inspection by UoE fire safety officer to ensure adherence to policy and statutory requirements. Theatre Audience capacity of the Corbett Theatre not to exceed capacity 130 no glass drinking vessels and/or bottles or standing in the auditorium. Stairways and walkways to be kept clear and monitored by responsible person, front of house staff and production team. Glass drinking vessels and/or bottles to be regularly cleared and stored safely. Means of escape regularly inspected to ensure free egress in the event of emergency. Maintained emergency lighting and Escape route signage in place. A fire evacuation steward to be present at all times to ensure safe evacuation, east15/UoE permanent staff to be trained in the role of Fire Evacuation Steward and Basic Fire Safety. All incidents and occurrences to be reported using forms available on the website and issued to UoE safety advisory service and to premises DPS. No smoking or use of E-cigarettes within university buildings. Ensure building and site access and egress routes a maintained to good standard. Security operative

present during hours of operation as detailed in section B

(d) The prevention of public nuisance

Ensure performances are at and appropriate distance from boundaries so as to avoid public nuisance. Music and voice to be kept at a level appropriate to the time of day so as not to disturb the public. Display prominent signage To Leave Premises Quietly and Promptly. Security operative present as detailed in section B

(e) The protection of children from harm

Restrict access to site by children; only accompanied children of friends and family of those studying and/or working at the premises. Operate a Strict Over 21 age verification scheme and promote the scheme throughout the premises via posters. Publicise any performance content considered unsuitable for any age group clearly and offer guidance of content to those accompanying children.

Checklist:


Please tick to indicate agreement

- I have made or enclosed payment of the fee; or
- I have not made or enclosed payment of the fee because this application has been made in relation to the introduction of the late night levy
- I have sent copies of this application and the plan to responsible authorities And others where applicable
- I understand that I must now advertise my application
- I have enclosed the premises licence or relevant part of it or explanation
- I understand that if I do not comply with the above requirements my application will be rejected

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING 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 5 – Signatures (please read guidance note 11)

Signature of applicant (the current premises licence holder) or applicant's solicitor or other duly authorised agent (please read guidance note 12). If signing on behalf of the applicant, please state in what capacity

Signature	
Date	7/7/17
Capacity	Deputy Director

Where the premises licence is jointly held, signature of second applicant (the current premises licence holder) or second applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

Signature	
Date	
Capacity	

Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 14)

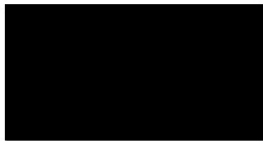
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by email, your email address (optional)			

Epping Forest District Council

Consent of individual to being specified as premises supervisor

I Mark A Spicer

Of



hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for variation of designated premises supervisor

by East 15 Acting School / The Corbett Theatre

relating to premises licence LN/210001748

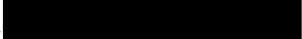
for East 15 Acting School / The Corbett Theatre
Hatfields
Rectory Lane
Loughton
Essex IG10 3RY

and any premises licence to be granted or varied in respect of this application made by the above applicant concerning the supply of alcohol at the above named premises.

I also confirm that I currently hold a personal licence, details of which I set out below.

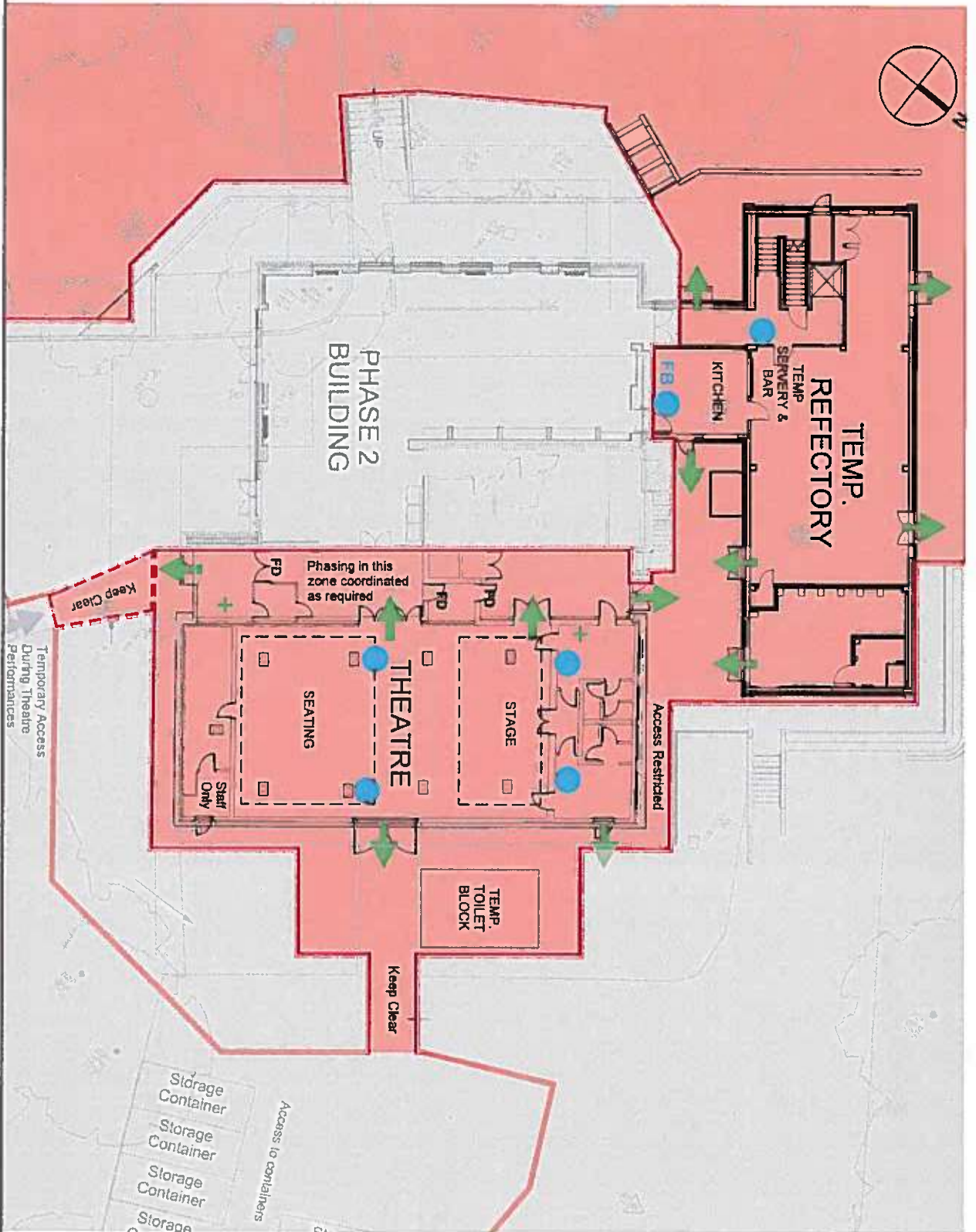
Personal Licence Number LN/000002788





Personal licence issuing authority Licensing Team, Neighbourhoods Directorate, Epping Forest District Council, Civic Offices, High Street, Epping, Essex CM16 4BZ Tel: 01992 564034

Signed.. 

Print Name.. MARK SPICER

Dated..... 6/7/17



- LEGEND
-  1/1 Evacuation Routes (Approved for Phase 2 Works)
 -  Fire Exit
 -  Fire Extinguisher (Green Pin & Red Foam)
 -  Fire Alarm (12.7.1.1.2M)
 -  Fire Aid Point
 -  Fire Door



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

Notice is given this day 10th July 2017 that East 15 Acting School/The
Corbett Theatre of Hatfields, Rectory Lane, Loughton, Essex IG10 3RY
has applied to the Licensing office of Epping Forest District Council for a
Premises Licence Variation in respect of East 15 Acting School/The
Corbett Theatre of Hatfields, Rectory Lane, Loughton, Essex IG10 3RY.

The proposed licence is for:

- Performance of plays
- Exhibition of film
- Performance of live music
- Playing of recorded music
- Performance of dance

Monday to Saturday 12:00-00:00
Sunday 14:00-22:30

Supply of Alcohol

Monday to Saturday 11:00-23:00
Sunday 12:00-22:30

The register of licensed premises is maintained at the Licensing Office of
Epping Forest District Council, Civic Offices, High Street, Epping, Essex,
CM8 4BT. Applications for premises licences may be inspected at this
office during office hours. Anyone wishing to oppose this application
must give written notice to the Licensing Office within 28 days of this
notice.

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

Announcements - Public Notices

Licensing Act 2003 Notice of application for the grant of a Premises Licence under section 17 of the Licensing Act 2003.

Notice is hereby given that Mr. Jamie Hart of Hart's Bode Shop Ltd have applied to the London Borough of Waltham Forest for the grant of a Premises Licence at 21 St James Court, Walthamstow, E17 7EL. The application seeks to permit sale of alcohol for consumption on and off the premises Monday to Friday, 08:00 - 23:00, Saturday 10:00 - 23:00 and Sunday, 12:00 - 23:00.

The Licensing register listing full details of the application is kept by the Licensing Service, Bycanore House, Walthamstow Town Hall, Forest Road, Walthamstow E17 4BL. The application may be viewed Monday to Friday between the hours of 9am - 5pm (except Bank Holidays). Any person wishing to make a representation in respect of the above activities may do so in writing to the Licensing Service, Bycanore House, Waltham Forest Town Hall, Forest Road, London E17 4BL. Representations must be received no later than 2nd August 2017. It is an offence under Section 158 of the Licensing Act 2003 to knowingly or recklessly make a false statement in connection with an application. A person is liable to an unlimited fine on conviction should such a false statement be made.

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

Notice is given this day 19th July 2017 that East 15 Acting School/The Carbel Theatre of Hudders, Rectory Lane, Longton, Essex, M10 3RY has applied to the Licensing office of Epping Forest District Council for a Premises Licence Variation in respect of East 15 Acting School/The Carbel Theatre of Hudders, Rectory Lane, Longton, Essex, M10 3RY. The proposed licence is for Performance of plays, Exhibition of film, Performance of live music, Playing of recorded music and performance dance Monday to Saturday, 12:00-00:00 and Sunday, 12:00-23:00, the Supply of Alcohol Monday to Saturday 11:30-23:00 and Sunday 14:00-22:00. The register of Epping Forest premises is maintained at the Licensing Office of Epping Forest District Council, One Ormeau, High Street, Epping, Essex, CM16 4BT. Any person who wishes to make representations in respect of this application must give written notice to the Licensing Office within 28 days of the notice. It is an offence knowingly or recklessly to make a false statement in connection with an application which could lead to a fine on summary conviction (maximum £5000).

SIDNEY JOHN CHARLES BRACHER (Deceased)

Pursuant to the Inheritance Act 1975 any person having a claim against the estate of the deceased should apply to the Probate Registry, High Court, London EC4A 3DF, who died on 28/03/2017. Any person wishing to apply for a grant of probate or letters of administration should apply to the Probate Registry, High Court, London EC4A 3DF. The application should be made to the Probate Registry, High Court, London EC4A 3DF. The application should be made to the Probate Registry, High Court, London EC4A 3DF.

JOSEPH BRANDEZ (Deceased)
Pursuant to the Inheritance Act 1975

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July 14, 2017

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An Advert This Size (3x4)
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4 WEEKS £30+VAT
HOLD TILL SOLD £50+VAT

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ADDRESS _____

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020 8884 7403
Email: gcooper@london.newsquest.co.uk

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Handan Ibrahim

From: Anthony Teplizki [REDACTED]
Sent: 12 July 2017 17:50
To: Licensing
Subject: Opposition to the application of East 15 Acting School to vary their premises licence

To whom it may concern

Please advise if our concerns need to be put into writing rather than in an email.

We are writing to **strongly object** to the application of East 15 Acting School and Corbett Theatre, Rectory Lane, IG10 3RY to vary their premises licence. We are the owner occupiers of [REDACTED] Abbess Terrace, [REDACTED] and we feel that the noise that this change in licence would create for local residents is wholly **unacceptable**.

We are a family of four with two very young children; our youngest child is just 10 days old. We are already disturbed by noise from the acting school in what is otherwise a very quiet area but we appreciate that the noise does not extend beyond 11pm at night in compliance with UK noise laws and it is not many nights of the week. This variation to the licence of the acting school would allow noise until midnight 6 nights a week! Even on a Sunday there would be noise late into the evening! For live music to be allowed in a residential area every single night is **absolutely ludicrous**; particularly as UK noise laws only allow noise until 11pm yet this would be later. We are very concerned about the impact that this would have on our family life and the much needed sleep of our children.

If there is anything else that we need to do to emphasise how strongly we are against this action then please do let us know. We are also in contact with neighbours who feel as strongly about this as we do to discuss a plan of action to stop this happening.

Regards,

Anthony and Elizabeth Teplizki
[REDACTED] Abbess Terrace
Loughton
Essex
[REDACTED]

Handan Ibrahim

From: Julian Bunting [REDACTED]
Sent: 13 July 2017 09:08
To: Licensing
Subject: Applicant Name: East 15 Acting School

Dear Sir / Madam

We received a letter from Epping Forest District Council dated 10 July 2017, however, no reference was stated, relating to an application for a premises licence for the above.

We live at [REDACTED] Leaden Close, Loughton, [REDACTED] and moved in to the property on 14 February 2014. For reference, our property backs directly on to the acting school.

When we first moved in to the property, the acting school was relatively quiet during the evening and we were rarely disturbed. We were generally advised by letter when a performance / event would be happening and advised that there would be noise until late in the evening. This wasn't a problem and we were able to live with occasional disturbance.

However, the notifications stopped and now, on a regular basis, there is noise from both the students practicing their performances and from late night parties. It now appears that the acting school is used as a form of students union bar, with freshers week at the start of the university year and regular parties that are not necessarily connected to 'acting'.

We have, on occasion had to drive round to the acting school and go in to the studio to ask them to keep the noise down as we have a 3 year old child who gets disturbed by the noise, to be fair when we have asked the noise has stopped but we don't want this to become a more regular / permanent occurrence.

By introducing a premises licence, we feel this will encourage more late night parties and disturbance. If the sale of alcohol can be restricted to performances only then we wouldn't have an objection, however, if it will become a permanent bar scenario we feel there will become a situation whereby public nuisance is an ongoing issue.

Regards

Julian Bunting
[REDACTED]

[REDACTED]

Handan Ibrahim

From: Jerry Morgan [REDACTED]
Sent: 26 July 2017 11:14
To: Licencing; Rodings Directors; David Tamsitt; Julian Bunting
Cc: Rodings Directors; David Tamsitt; Julian Bunting; Police and Crime Commissioner Essex
Subject: RE: Response to Notice of Consultation In Respect of Premises Licences

Dear Sir/ Madam

Thank you for your call this morning.

I understand verbally from the call that the licence application is in fact a licence variation of existing licence types and times from licencing dating back to 2005 between facilities on the premises although this was not stated clearly in the Notice of Consultation.

However, I confirm that my objections to the licence application/ variation remain exactly per my email representation below. In addition as discussed I would ask that licencing history be checked with regard to E15 Acting School becoming part of / affiliated with the University of Essex and whether there should have been previous applications / amendments to reflect changes in the management of the site.

I am unimpressed by E15/University of Essex Loughton Campus reportedly claiming that they have never had any complaints from residents – they do not answer the phone, return calls or respond to email. As I explained, EFDC Environment (Noise) section has received complaints from several residents in the time that I have been living here including at least three noise complaints about the 2016 University of Essex Loughton Campus/ E15 Acting School firework night which was per my email below a large, rowdy incredibly noisy and very anti-social event that upset everyone living nearby – house roofs and windows vibrating with firework explosions, babies crying, small children frightened, pets hiding under the bed etc.

This Consultation is an overdue opportunity for residents to engage with the Licencing Team and the management of the site over their licencing and licenced activities to seek reassurances and quite possibly to seek some conditions to the licences.

Many thanks.

Yours faithfully

Jerry Morgan

[REDACTED]

18/7/17

Licensing Team
Epping Forest District Council
Civic Offices

High Street
Epping
CM16 4BZ

Dear Sir/ Madam

Thank you for your letter of 10/7/17 in respect of a licence application for East 15 Acting School:

	Monday- Saturday	Sunday
Plays	12pm to 12am	2pm to 22.30pm
Films	12pm to 12am	2pm to 22.30pm
Live Music	12pm to 12am	2pm to 22.30pm
Recorded Music	12pm to 12am	2pm to 22.30pm
Supply of Alcohol	11am to 11pm	12pm to 22.30pm

I have been living next door to the E15 Acting School premises since 2010. My house is approximately 40m from The Corbett Theatre.

Prior to becoming part of the University of Essex E15 and the Corbett Theatre were generally good neighbours. There would be noise from rehearsals indoors during the day from time to time and occasionally noise in the evening from shows.

In the past three years or so since E15 Acting School became part of the University of Essex there has been:

- increase in rehearsal noise due to rehearsals being held outside by the boundary or inside the theatre with the doors open – and some scenes involving large numbers of the cast can be very loud
- an increase in alcohol being consumed on the premises with noisy party type activities going on around the theatre in the evenings after plays and rehearsals
- construction noise from the building of a new structure in the grounds with noisy construction work starting in the early morning
- very loud music from the new structure until late at night and party noise which sounds as if alcohol has been consumed
- what is thought to be E15 students late at night on the verges on Newmans Lane and the entrance to our estate and surrounding roads continuing their evening drinking and taking soft drugs until the early hours. Needless to say litter is left – empty bottles of wine, beer, cigarette ends, spliff ends and worse.
- November 2016 a large outdoor fire work party late at night with demonstration fireworks being let off over our house and neighbouring houses together with lots of party type noise and again sounding very much as people had been drinking.

We have only had one courtesy letter from E15 or University of Essex in the past 7 years to warn of any noisy planned events and that was last month – around the time when they were putting in this licence application.

In 2016 I made complaints by phone about the fireworks – no answer then no response by phone and in writing – no response. In 2017 I made a complaint about loud music and party noise late on a Sunday night (until gone 11pm) and received no response at all. What I did note however was social media comments from University of Essex Students directed at people who make complaints about the noise and anti-social behaviour – apparently we need to get a life etc. Well we do have a life and it involves small children who need a good night's sleep before school and being able to get-up. People need to be able to go to work in the morning and if they work nights they need to be able to sleep when they are off shift.

Overall I think it is fair to say that the current University of Essex Loughton Campus/ East 15 Acting School has proved to be a bad neighbour to the Rodings Estate over the past three years if not longer. So in that context I am very concerned to read of the licence application and write to object to this licence application on the following grounds:

1. Prevention of Crime and disorder: It will lead to drinking and drug taking and anti-social behaviour in public in the surrounding area. It will likely lead to underage drinking at the premises and associated with that there is an increased risk of other crime/ order issues arising
2. Public Safety: consumption of alcohol on the premises will lead to an increase in drinking in the street/ in public by students who will put themselves at risk and others. It will lead to an increase in the level of parties/ drunkenness that is already noticeable in student lets near the college
3. Prevention of public nuisance: in addition to 1) & 2) above there will be a considerable increase in noise late at night during the week and at the weekends. Given the track record over the last three years I have no confidence that E15/ University of Essex will be a considerate neighbour in this respect – management of the events, providing notice, dealing with complaints. Aside from the noise and disturbance there is likely to be litter left in the Newmans Lane Park/ Verges/ Newmans Lane entrance to our estate as result of “after party activities”
4. The protection of children from harm. E15 takes students from the age of 16yrs for some courses. It seems right to question therefore whether it is appropriate to be licensed to server day and night seven days a week and how they will prevent under-age drinking with students of 16/17 yrs and students of 18yrs and above.

It is also relevant that local policing and safer neighbourhoods policing has been cut back severely in Loughton and Debden. There is no local police presence – it is only reactive. This means that drug dealing/ use has increased and continues to increase in the local area and disorder and violence is a problem locally. Any increase in licencing is likely to lead to drug dealers trying to target students as they already do in and outside Epping College on Borders Lane.

I would ask that this licence application is regarded with caution and that E15/ University of Essex are given reduced licencing for a period of 3 years in which to demonstrate that they can be a good licensee and a considerate neighbour. The November 2016 fireworks show in particular -with powerful fireworks going off over our houses- was an appallingly anti-social, ignorant thing to do and really shook my confidence in the Campus Management and Student Union at the Campus who really should have known better in the first place and who did not as far as I am aware issue and kind of apology to neighbours or the Council or anyone afterwards.

I would request that:

Plays/ Live Music/ Recorded Music and Films are licensed to no later than 10pm on any night and that a special licence application be made for events that E15 wish to run later so that there is some control/ oversight for the licencing office of the type/ frequency of late night events.

Alcohol licencing be refused and applications made per event/ show. It is pretty clear that there a long track record of alcohol consumption on the premises – licenced and unlicenced and this raises questions about the management of any future alcohol licencing.

I would feel a lot happier about this licence application if E15/ University of Essex Loughton Campus had a good track record with noise from the premises, communication with neighbours and dealing with complaints.

Yours faithfully

Jerry Morgan (mr)

Abbess Terrace

Loughton

Essex

Hatfields Residents
Loughton
Essex

17th July 2017

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

Dear Licensing Manager

We write collectively to oppose the decision to the variation of the current premises licence for the East 15 Acting School. The grounds on which we wish to make representation are:

The prevention of crime and disorder and the prevention of public nuisance.

We have had to deal with students climbing fences and walking through the gardens of ours to take a "shortcut home" to their rented accommodation in Hatfields.

Rubbish is being left down the street, takeaway pots thrown in gardens, Beer bottles left in bushes and under car wheels.

Extremely noisy students leaving the East 15 Acting School who are intoxicated, shouting, screaming, skateboarding at all hours of the night waking up the young children that live in our street .

Noise is a huge issue, not only do we have the noise from live music events and recorded music events we have the screaming, shouting and swearing from the young people once they have had a drink. If we had wanted to have moved next door to a pub then we would have, we thought the Acting School was a place of education, yet it feels more and more like a place to get drunk and make a load of noise, not only at the Acting School but all the way up the street on their way back from a drinking session at the Acting School.

At the moment in the evenings the noise is so loud that we have to keep our patio and garden doors shut for us to be able to watch a television programme or do homework with the children. Children have to be moved from the back bedrooms and into the front ones so that they can fall asleep on a Friday and Saturday night, we can't even have any windows open upstairs as the noise is so loud. The nose is a mixture of music, singing, screaming and swearing. Intoxicated young adults generally behaving badly, and leaving a trail of mess behind them in Hatfields, that we have to pick up.

Some of the neighbours work very early shifts and so need to be able to get to bed at a reasonable hour, but this is very often not possible, or if they do fall asleep they are then woken by the noise of the youngsters shortly after as the intoxicated students then walk home up Hatfields.

The times you have given to us for the new application are totally disregarding of the neighbouring community in which the East 15 Acting school is located. The supply of alcohol until 11pm six days a week and 10:30pm on a Sunday and noise from Films/Plays etc until those times are completely without regard for their neighbours. The noise is unbearable most days now so a variation to the current premises licence is an absolute No No for us as neighbouring residents. Please find a collective signature list below.

Kind Regards

Hatfields Residents

Name	Address	Signature
Charlie Dove	Hatfields	
ZEN OUTRAM	Hatfield	
ZEN PAGE	HATFIELDS	
Carol Mabey	HATFIELDS	
DAVID MABEY	HATFIELDS	
MICHAEL ASHMAN	HATFIELDS	
NANTI PARMAR	HATFIELDS	
Tegan Wrate	Hatfields	
Esther Crawley	Hatfields	
P.T. [unclear]	HATFIELDS	
JANA DAVIES	HATFIELDS	
JOANNE CHINWARI	HATFIELDS	
JAMES DAVIES	Hatfields	
TARA OLIVER-FITZ	HATFIELDS	
KISH SUDRA	HATFIELDS	
DAN SOYKA	HATFIELDS	
Kerry Barrett	Hatfields	
MS J ANDERSON	Hatfields	
MR C DACESTA	Hatfields	
H. Hussein	Hatfields.	
ZOE IMAMZADE	Hatfields	
JASON SHEEN	Hatfields	
Barbara Outram	Hatfields	
IAN SHEEN	HATFIELDS	
DAWN SHELLEY	HATFIELDS	
Kate Disson	Hatfields	
DOMINA LOWE	HATFIELDS	
Ann [unclear]	Hatfield	

Mr & Mrs L Outram
[REDACTED] Hatfields,
Loughton,
Essex.
[REDACTED]

Dear Licensing Sub-Committee,

Re: East 15 Acting School and Corbett Theatre

My husband and I wish to oppose the application that the East 15 Acting School and Corbett Theatre, Hatfields, Rectory Lane, Loughton, Essex IG10 3RY has submitted. We are against the application on the grounds of the prevention of public nuisance and the prevention of crime and disorder.

Our property No [REDACTED] Hatfields backs on to the acting school. We have lived there for thirty years and have had students from the acting school lodge with us.

We have in the past, along with our neighbours, complained about the level of noise when certain evening functions have taken place. It has resulted in the acting school imposing a water shed of 6pm to all functions, such as end of year prom etc.

When events are held at East 15 Acting School and Corbett Theatre, the live music is so loud we cannot have our patio door open and even have to turn up the television to hear it above the music.

Two of the houses in our road are let out to students from the acting school. On a Friday and Saturday night, they make excessive noise and disturbance to the neighbourhood as they walk home after drinking. We are often woken up as they then sit outside in their front garden chatting and drinking. We have turned a blind eye to this as, it is the weekend, and we were all young once; however, we do oppose East 15 Acting Schools' application as we fear this will exacerbate the situation. If the acting school is open until 11:30 and licensed for the public as well, it will be unbearable for the residents of Hatfields.

The second key reason for opposing the application, is crime associated with the acting school and the risk of it increasing should this application be accepted.

In the past, we have had a student jump over our back fence and trespass through our garden as a short cut to get home. We also worry about our cars parked on the residential street being vandalised by the drunken public who tend to cut through Hatfields to Newmans Lane.

I (Mrs Outram) get up at 5am for work during the week and worry that I will not get to sleep due to the loud noise. I know my neighbour is worried about this too, as she has two young school-aged children that sleep in the back bedroom of their house, which backs onto the acting school.

We hope that you will consider our representations, and that agree that declining the East 15 Acting School's application would be in the public interest and in the best interests of its neighbours, on whom it would have a detrimental effect.

Yours sincerely

[REDACTED]

[REDACTED]

Mr L Outram and Mrs B Outram

Friday 21 July 2017

Mr Elia Pace
[REDACTED] Abbess Terrace
Loughton
[REDACTED]
Essex

To whom it may concern,

I live at [REDACTED] Abbess Terrace. I am devastated to read these proposals, as I think how the colleges to the rear of my property behave is bad enough as it is.

If it is a college why is there even need to have a alcohol selling venue with live and/or recorded music being played until up to 00.00 every night except the 22.30 curfew on Sunday?

The prevention of crime and disorder.

It seems venues are being closed on the High Road in Loughton (Nu Bar and Luxe soon I believe), as well as purpose built pubs (The Golden Lion & Sir Winston Churchill) and moved closer to residential properties. As it appears on the proposal that it will be open to the public, one can assume many of the trouble clientele who would frequent the Nu Bar & The Golden Lion, may well start frequenting this area and establishment, bringing with it the anti-social behaviour, of which there was much documented evidence, that has warranted the closure of those venues. This seems to be simply moving the problem from one area and dumping it a mile away, in the middle of tens and tens of residential properties. Bringing with it the high possibility of anti-social behaviour, drug use and excessive alcohol consumption leading to violence, intimidation and the requirements of an already stretched police force.

The prevention of public nuisance.

Then there is the huge element of excessive noise. When the students are in the bar area currently, they are often outside and the combination of youth, alcohol and loud music is quite unbelievable to listen to in such a residential area. Due to the proximity to all our properties, it sounds like they are in our back gardens. Thudding basslines reverberate into our properties and the patrons, in various states of inebriation, shout and scream all night long up until the current curfew, which is around the 23.15 mark a couple of nights a week (Thurs/Fri usually). No matter what the college say or do to try and soundproof the venue, when the doors/windows are open wide and the patrons are in the grounds smoking and drinking, the noise is very high.

I would expect somebody from the council to pay a surprise visit on one of these occasions to hear the noise levels. They can be ridiculous. Now these proposals have been submitted I will use a decibel level meter myself to record the volumes the college emits, to see if it is within the Governments guidelines. The apps I use also record date, time and even photographic evidence. These apps are not as exact as the ones that would be required to be used, but would at least give an indication of noise levels.

Permitted noise levels

The permitted noise level using A-weighted decibels (the unit environmental noise is usually measured in) is:

- 34 dBA (decibels adjusted) if the underlying level of noise is no more than 24 dBA
- 10 dBA above the underlying level of noise if this is more than 24 dBA

We will be forced to go to bed after midnight as we will not be able to sleep with essentially, a mini festival taking place seven nights a week, maybe 300ft away. This area has lots of older people and very young children that live in an area like this because they don't want the noise pollution of London. Yet that is what appears to be happening due to these colleges.

When the students are rehearsing during the day inside, or outside, we can hear them as if it were a performance for us all. That's one thing at 14.00 in the afternoon. Quite another at 22.00 - 00.00 with alcohol fuelling the situation and less ambient daytime noise to temper the volumes.

Sincerely,

A solid black rectangular box used to redact the signature of Mr Elia Pace.

Mr Elia Pace.



Traffic is the main source of noise pollution in cities.



A **Qantas Airways Boeing 747-400** passes close to houses shortly before landing at **London Heathrow Airport**.

Noise pollution or **noise disturbance** is the disturbing or excessive **noise** that may harm the activity or balance of human or animal life. The source of most outdoor noise worldwide is mainly caused by **machines** and **transportation systems**, **motor vehicles** engines, **aircraft**, and **trains**.^{[1][2]} Outdoor noise is summarized by the word **environmental noise**. **Poor urban planning** may give rise to noise pollution, since **side-by-side industrial and residential buildings can result in noise pollution in the residential areas**. Documented problems associated with urban noise go back as far as Ancient Rome.^[3]

Outdoor noise can be caused by machines, construction activities, and **music performances**, especially in some workplaces. **Noise-induced hearing loss** can be caused by outside (e.g. trains) or inside (e.g. music) noise.

High noise levels can contribute to cardiovascular effects in humans and an increased incidence of **coronary artery disease**.^[4] In animals, noise can increase the risk of death by altering predator or prey detection and avoidance, interfere with reproduction and navigation, and contribute to permanent hearing loss.^[5]

Health

Humans



A **sound level meter**, a basic tool in measuring sound.

Main article: [Health effects from noise](#)

Noise pollution affects both health and behavior. Unwanted sound (noise) can damage psychological health. Noise pollution can cause **hypertension**, high stress levels, **tinnitus**, hearing loss, **sleep disturbances**, and other harmful effects.^{[6][7][8][9]}



Reaction to noise

Sound becomes unwanted when it either interferes with normal activities such as sleeping, conversation, or disrupts or diminishes one's quality of life.^[10]

Kim Tuckey

From: DAWN SHELLEY [REDACTED]
Sent: 03 August 2017 [REDACTED]
To: Licensing
Subject: objecting licensing

As Residents of
[REDACTED]

We make objections to licence application from East 15 acting school dated 10/7/17 and Corbett Theatre, Hatfields Rectory Lane, Loughton, Essex IG10 3RY

We object on the following grounds

The prevention of public nuisance

E15 Acting school grounds and buildings

Noise levels are already high at times during day time evenings, especially when different functions are happening.

At times people talking together can be quite noisy, but often we hear loud shouting, screaming even swearing.

Obviously students will quite often rehearse outside on fair days, this is quite noticeable we understand this is what the active school is all about, also music, live, records can be heard.

Evenings and night time is a different matter!

Residential Areas next to and surrounding E15 Acting school

At present we quite often have late evenings when students etc are leaving functions and the bar the bar area, the noise associated with this can be very annoying, as many students live in properties in surroundings roads, all noise is carried on from leaving E15, walking through Hatfields and surrounding roads often in groups of 2 or 3 people.

But often larger groups, these groups pass through at variable intervals as they do not all leave exactly at the same time. Therefore instead of having noise for a short period it can extend to 20 - 30 minutes etc.

People talking to each other even in small groups at times can be very annoying especially as they quite often talk very loudly, as if it is mid afternoon could it be something to do with the amount of alcohol consumed, also people laughing, singing, swearing can be heard.

If the proposed increase in bar opening hours and increase in hours to be able to show films plays and have recorded and live music is allowed.

This will greatly increase the amount of noise and general nuisance possibly after midnight until early hours.

Some residents in Hatfields have early morning starts and get up between 4am 5am if not earlier.

Also a large number of children have to get enough sleep for their school day ahead!

The Prevention of crime and disorder

After evening functions etc residents including ourselves have found next day empty beer bottles etc left on garden walls on pavements and sometimes broken in the road at times near the vehicles.

We have found door mirrors knocked backwards, window wipers pulled up luckily not broken up until now. with things like this occurring and the associated noise with people leaving E15 to get home this could easily lead to arguments and confrontation with residents in the Hatfields and other areas.

Speaking to other residents we know that some have had at times to go out and speak to groups of people passing through to keep noise levels down and not hang around any longer than needed!

Other residents have also complained to the acting school staff at times, due to various incidents which have taken place, These should have been logged by staff and should be on record.

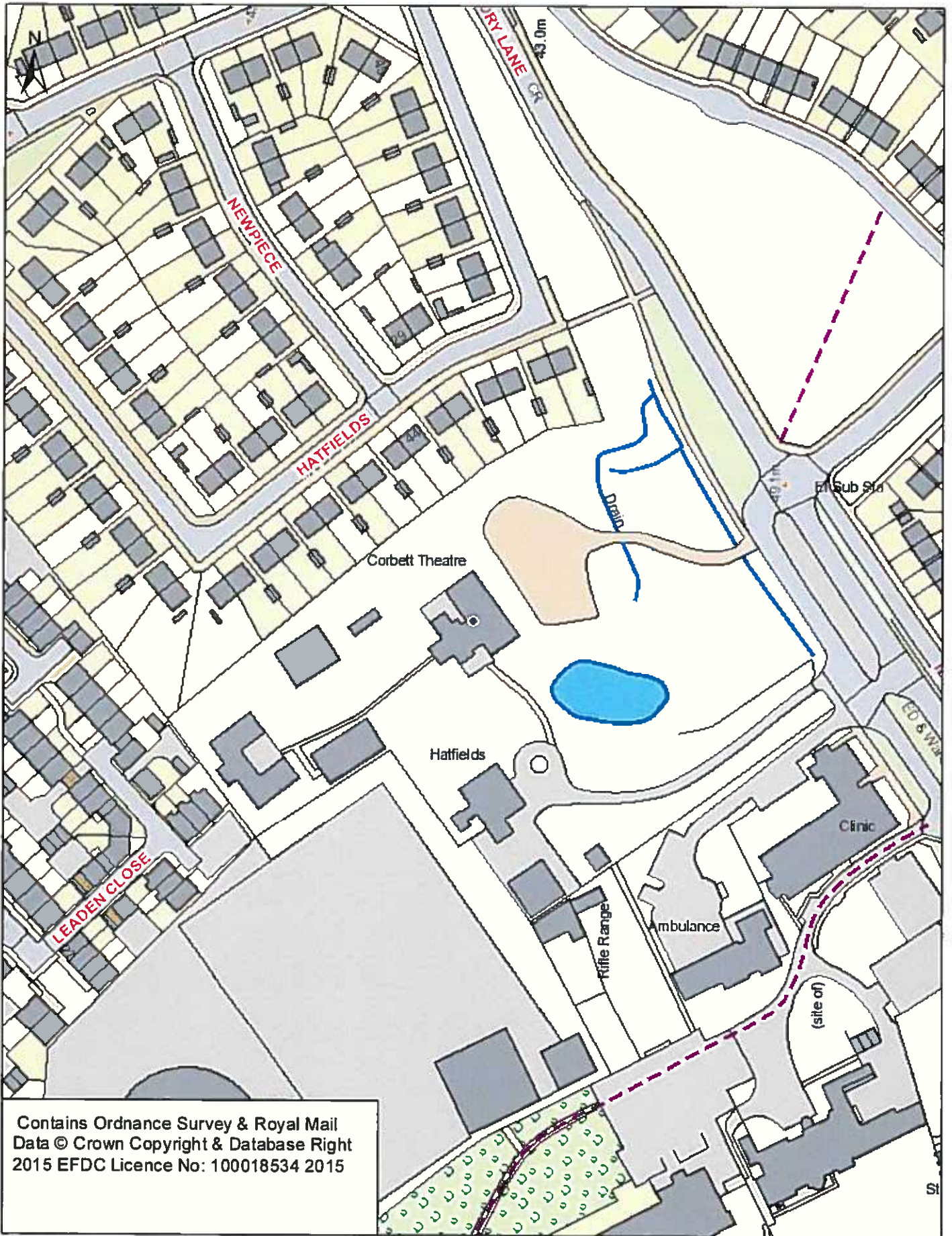
We are not against the E15 Acting school carrying on the good work that they do, it is obviously a great well know asset for the area and Epping Forest Council in general.

But at times it feels that we live next to a school during the day, and a pub with a beer garden at night and all that goes with that.

Please do not make it harder for ourselves and all other residents.

Mr Ian Shelley

Mrs Dawn Shelley



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Report to the Licensing Sub-Committee

Date of meeting: 5 September 2017



**Epping Forest
District Council**

Subject: Application for a Premises Licence.

Address: The Light Tree Bistro, 262 High Road, Loughton, IG10 1RB.

Responsible Officer: Handan Ibrahim (01992 564153).

Democratic Services: Gary Woodhall (01992 564470).

Decisions Required:

(1) To determine the application for a new Premises Licence under the Licensing Act 2003.

Report:

Application

1. An application has been made by Light Tree Brasserie Ltd, for a new premises Licence at 262 High Road, Loughton, IG10 1RB. The application was received on 11 July 2017 and requests:

- | | | | |
|-----|-------------------|---------------|------------------|
| (a) | Live Music | Monday-Sunday | 18:00-22:00; |
| (b) | Recorded Music | Monday-Sunday | 08:00-23:00; and |
| (c) | Supply of Alcohol | Monday-Sunday | 12:00-23:00. |

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. The Responsible Authorities have received a copy of the application; it was also advertised at the premises and in a local newspaper.

6. All residences and businesses within 150 meters radius of the premises were individually consulted.

7. The authority has received a representation from a local resident, which is attached. Responses have been received from The Police, who have no objection due to agreed conditions to be added and the Essex Fire Service who have no objections.

8. The Objections relate to 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 2.15 to 2.21 of the Guidance are relevant to this application.

Options

11. 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

12. 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

13. 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.
- Email from Peter Jones (Epping & Brentwood Licensing police officer) with agreed conditions.
- One letter of objection from a local resident.

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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 DEAN FLOYD 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 <u>The Light Tree Bistro</u> <u>262 HIGH ROAD</u>	
Post town <u>LOUGHTON</u>	Post code <u>IG10 1RB</u>

Telephone number at premises (if any)

020 8508 9911

Non-domestic rateable value of premises

£ 21,000

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 First names

I am 18 years old or over Please tick ✓ yes

Current postal address if different from premises address

Post Town Postcode

Daytime contact telephone number

E-mail address (optional)

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	LIGHT TREE BRASSERIE LTD
Address	UNIT 8 HAINAULT BUSINESS PARK FOREST ROAD HAINAULT IG6 3JP
Registered number (where applicable)	9852726
Description of applicant (for example partnership, company, unincorporated association etc)	COMPANY
Telephone number (if any)	N/A
E-mail address (optional)	

Part 3 Operating Schedule

When do you want the premises licence to start?

Day	Month	Year
01	07	2017

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.

N/A

Please give a general description of the premises (please read guidance note1)

SMALL CAFE, FORMING PART OF A TERRACE AT 262 HIGH ROAD LOUGHTON. THE CAFE IS ON THE GROUND FLOOR AND CURRENTLY HAS 30 COVERS INSIDE AND 16 COVERS OUTSIDE ON THE TERRACE AT THE FRONT. THE CAFE HAS BI-FOLD DOORS OPENING. THE GROUND FLOOR COMPRISES A SMALL BAR AREA / SERVERY, ONE UNISEX TOILET CUBICLE AND KITCHEN TO THE REAR. THE FLOORS ABOVE ARE RESIDENTIAL. THE AREA SURROUNDING IS MIXED RESIDENTIAL / COMMERCIAL, SHOPPING AREA. THE CAFE SERVES, BREAKFAST, LUNCH & EVENING MEAL TOGETHER WITH CAKES AND PASTRIES.

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 <u>indoors or outdoors or both</u> – 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 <u>indoors or outdoors or both</u> – 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)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed			
Thur			<u>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</u> (please read guidance note 5)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 6)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick [Y]</u> (please read guidance note 2)	
Day	Start	Finish	Indoors	
Mon			Outdoors	
			Both	
Tue			<u>Please give further details here</u> (please read guidance note 3)	
Wed				
Thur			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 4)	
Fri				
Sat			<u>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</u> (please read guidance note 5)	
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	Y
Day	Start	Finish		Outdoors	
Mon	1800	2200	Please give further details here (please read guidance note 3)	Both	
Tue	1800	2200			
Wed	1800	2200	State any seasonal variations for the performance of live music (please read guidance note 4)		
Thur	1800	2200			
Fri	1800	2200	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	1800	2200			
Sun	1800	2200			

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	Y
Day	Start	Finish		Outdoors	
Mon	0800	2300	Please give further details here (please read guidance note 3) Background music	Both	
Tue	0800	2300			
Wed	0800	2300	State any seasonal variations for playing recorded music (please read guidance note 4)		
Thur	0800	2300			
Fri	0800	2300	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	0800	2300			
Sun	0800	2300			

G

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

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			

Provision of facilities for making music Standard days and timings (please read guidance note 6)			<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>	Indoors	
				Outdoors	
Day	Start	Finish			
Mon			<p>Please give further details here. (please read guidance note 3)</p>		
Tue					
Wed			<p>State any seasonal variations for the provision of facilities for making music (please read guidance note 4)</p>		
Thur					
Fri			<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>		
Sat					
Sun					

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

Mon			Please give further details here (please read guidance note 3)
Tue			
Wed			State any seasonal variations for providing dancing facilities (please read guidance note 4)
Thur			
Fri			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 (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)			Please give a description of the type of entertainment facility you will be providing	
Day	Start	Finish	Will the entertainment facility be indoors or outdoors or both – please tick [Y] (please read guidance note 2)	Indoor
Mon				Outdoor
				Both
Tue			Please give further details here (please read guidance note 3)	
Wed				
Thur			State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within j or k (please read guidance note 4)	
Fri				
Sat			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 (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)	Both		
Tue						
Wed				State any seasonal variations for the provision of late night refreshment (please read guidance note 4)		
Thur						
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	<input checked="" type="checkbox"/>
Day	Start	Finish		Off the premises	
Mon	12.00	23.00	State any seasonal variations for the supply of alcohol (please read guidance note 4)	Both	Y
Tue	12.00	23.00			
Wed	12.00	23.00			
Thur	12.00	23.00	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)		
Fri	12.00	23.00			
Sat	12.00	23.00			

Sun	12:00	23:00	
-----	-------	-------	--

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

Name..... GLEN O'CONNOR

Address..... 

Postcode..... 

Personal Licence number(if known) 5426

Issuing licensing authority (if known)..... LONDON BOROUGH OF HAVERING

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)

NIA

O

Hours premises are open to the public Standard timings (please read guidance note 6)			State any seasonal variation (please read guidance note 4)
Day	Start	Finish	
Mon	0800	23.30	<u>NONE</u>
Tue	0800	2330	
Wed	0800	23.30	
Thur	0800	2330	
Fri	0800	2330	
Sat	0800	2330	
Sun	0800	2330	
			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)
			<u>NIA</u>

Epping Forest District Council

Consent of individual to being specified as premises supervisor

I GLEN O'CONNOR.....(insert name of prospective premises supervisor)

Of



(home address of prospective premises supervisor)

hereby confirm that I give my consent to be specified as the designated premises supervisor in relation to the application for variation of designated premises supervisor

by DEAN FLOYD.....(name of applicant)

relating to premises licence 3.....(number of existing licence if any)

for

LIGHT TREE BISTRO
262 HIGH ROAD
LOUGHTON 1910 12B

(name and address of premises to which application relates)

and any premises licence to be granted or varied in respect of this application made by the above applicant concerning the supply of alcohol at the above named premises.

I also confirm that I am applying for, intend to apply or currently hold a personal licence, details of which I set out below.

Personal Licence Number 5426.....(insert personal licence number, if any)

Personal licence issuing authority HAVERING.....
(insert name, address and telephone number of issuing authority, if any)

Signed

Print Name GLEN O'CONNOR

Dated 6/6/17

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)

See attached

b) The prevention of crime and disorder

See attached

c) Public safety

See Attached

d) The prevention of public nuisance

See Attached

e) The protection of children from harm

See Attached

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 

Date.....

Capacity PROPRIETOR, DIRECTOR

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

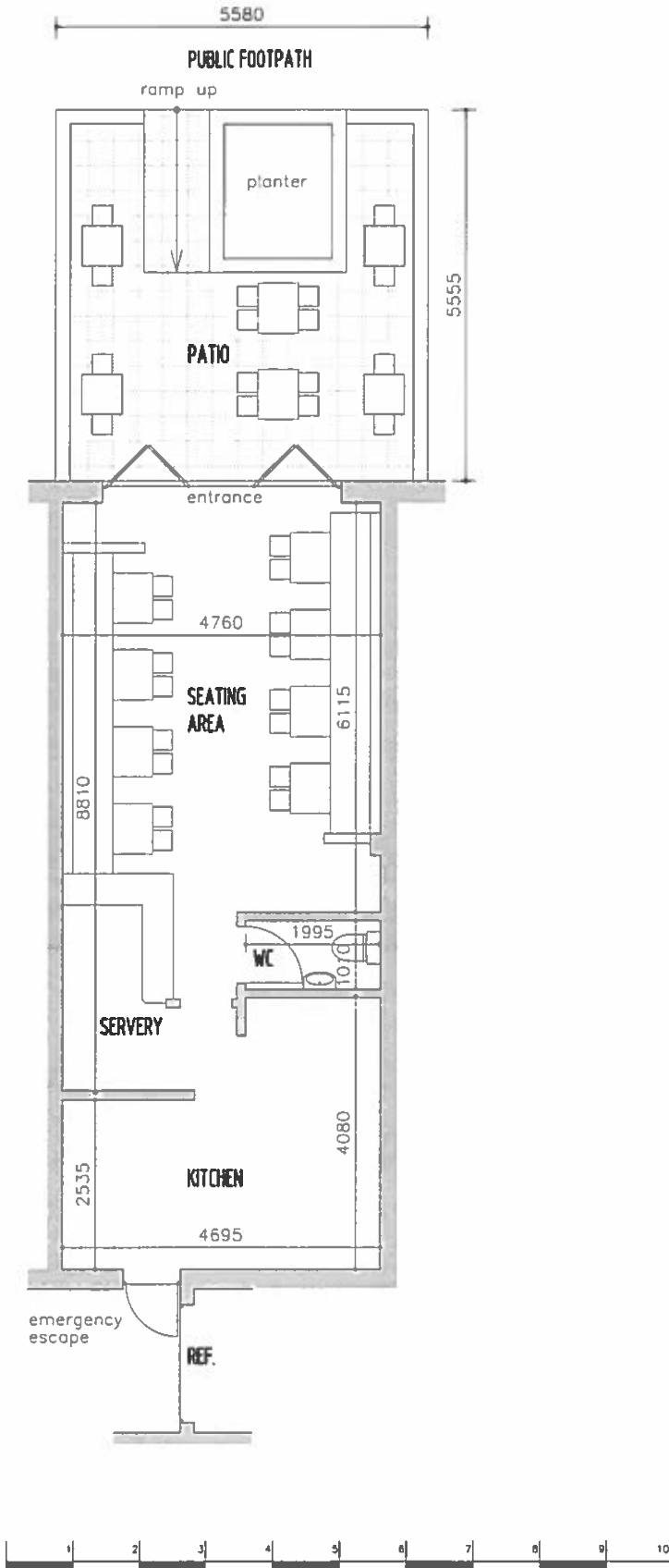
Date.....

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)	

Conditions consistent with the Operating Schedule

1. The premises licence holder shall ensure that notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and leave the area quietly.
2. The premises licence holder shall ensure that staff shall be vigilant in relation to litter issues and routinely check the premises frontage during opening hours to ensure it is clean and tidy.
3. The premises licence holder shall ensure that reasonable and adequate staff training shall be carried out and properly documented in relation to, dealing with incidents and prevention of crime and disorder; sale of alcohol (to underage persons; persons over 18 purchasing for underage; drunks etc) prior to being allowed to sell alcohol.
4. The premises licence holder shall ensure that all training records shall be retained for 12 months and made available to police and local authority officers upon reasonable request.
5. The premises licence holder shall ensure that refresher training shall be satisfactorily completed every 12 months for all staff and documented as above.
6. The premises licence holder shall ensure that the premises shall install and maintain a Closed Circuit Television (CCTV) system.
7. The premises licence holder shall ensure that the CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises and signage to this effect is to be displayed.
8. The premises licence holder shall ensure that a staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public.
9. The premises licence holder shall operate a 'Challenge 25', or similar, scheme at the premises whereby anyone who appears to be under the age of 25 shall be asked to provide proof of age that he or she is over 18. Proof of age shall only comprise of a passport, a photo-card driving licence or an industry approved proof of age identity card.
10. The premises licence holder shall ensure that notices shall be prominently displayed in the premises to advise patrons and staff that a 'Challenge 25', or similar, scheme operates in the premises.
11. The premises licence holder shall ensure that any refusals of sale of age-related products are recorded in a refusals log as soon as is reasonably practicable after the sale is refused. The log should show the date and time of the event; the product(s) sought; the gender and approximate age of the customer together with a description of the customer. The refusals log shall be made available for inspection by the licensing team, police or trading standards.



NOTES



Do not scale from this drawing
 Check all dimensions on site
 This drawing is prepared for -
 Planning application and/or,
 Building Regulations application purposes only
 Read this drawing with others in series
 Read this drawing with consultants' drawings
 where provided/available

REVISIONS

A 25.05.2017
 dimensions and external furniture added

PROJECT

LIGHT TREE BISTRO
262 HIGH ROAD
LOUGHTON IG10 1RB

DRAWING

GROUND FLOOR PLAN

SCALE

1:100 @ A4

DATE

JULY 2017

DRAWN BY

BD

17.013 001 A

BRIAN DAGWORTHY
 REGISTERED ARCHITECT

27 HELMSDALE ROAD RISE PARK ROMFORD ESSEX RM1 4DW 07762 561675
 brian.dagworthy@gmail.com

Example: Must be on Blue Paper

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

Notice is given this day, 11th July 2017 that *The Light Tree
Bistro Limited* of 262 High Road, Loughton Essex IG10
1RB has applied to the Licensing Office of Epping Forest
District Council for a Premises Licence in respect of *The
Light Tree Bistro* of 262 High Road, Loughton IG10 1RB

The proposed licence is for the sale of alcohol until
2300hrs Monday to Sunday

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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Handan Ibrahim

From: Licensing Epping and Brentwood <licensing.epping.and.brentwood@essex.pnn.police.uk>
Sent: 18 July 2017 12:15
To: [REDACTED]
Cc: Licensing
Subject: Light Tree Bistro, 262 High Road, Loughton

Good Afternoon,

I am currently dealing with your application for a Premises Licence at Light Tree Bistro, 262 High Road, Loughton.

Whilst you offer a number of measures to promote the licensing objectives, it appears that you intend to operate as a café/restaurant. With that in mind I would request you consider the following conditions to be added to the premises licence if granted.

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

Should you be happy to agree this then Essex Police will make no further comment on the application.

All correspondence should include the Licensing Authority licensing@eppingforestdc.gov.uk

Kind regards,

Peter

Peter Jones MIOL, ABII (7706)

Epping & Brentwood Licensing Officer
Epping Forest & Brentwood Local Policing Hub
West LPA
Tel: 101 (Ext. 313604) or 01279 625405
<http://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.



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Handan Ibrahim

From: Sarah Rosenbloom [REDACTED]
Sent: 13 July 2017 19:42
To: Licensing
Subject: Light tree

I would like to object to the light tree application to play loud music till 11pm on the weekend.

We live at [REDACTED] habgood road with young children and feel this would be very disruptive with noise pollution.

Kind regards
Sarah Trenam

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