

# Licensing Committee Agenda

## HEARING TO CONSIDER AN APPLICATION FOR A NEW PREMISES LICENCE

This meeting will consider only licensing matters delegated under the Licensing Act 2003

**24 July 2019 at 10am**

**Crompton Room, Civic Centre,  
Duke Street, Chelmsford**

## **MEMBERS OF COMMITTEE INVITED TO ATTEND HEARING**

Councillor L.A. Mascot (Chair)

and Councillors

A.E. Davidson, D.G. Jones and L.A. Millane

Local people are welcome to attend this meeting, where your elected Councillors take decisions affecting YOU and your City. There will also be an opportunity to ask your Councillors questions or make a statement.

If you would like to find out more, please telephone

Daniel Bird in the Democracy Team on Chelmsford (01245) 606523  
email [daniel.bird@chelmsford.gov.uk](mailto:daniel.bird@chelmsford.gov.uk), call in at the Civic Centre,  
or write to the address above. Council staff will also be available to offer  
advice in the Civic Centre for up to half an hour before the  
start of the meeting.

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**LICENSING COMMITTEE****HEARING TO CONSIDER AN APPLICATION FOR A NEW PREMISES LICENCE****24 July 2019****AGENDA**

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATION OF INTERESTS**

All Members are reminded that they must disclose any interests they know they have in items of business on the meeting's agenda and that they must do so at this point on the agenda or as soon as they become aware of the interest. If the interest is a Disclosable Pecuniary Interest they are also obliged to notify the Monitoring Officer within 28 days of the meeting.

3. **MINUTES**

To consider the minutes of the meeting held on 3 June 2019.

4. **LICENSING ACT 2003 – APPLICATION FOR A NEW PREMISES LICENCE – THE STORES, THE VILLAGE, GREAT WALTHAM, CHELMSFORD, CM3 1DE**

A report regarding this application is attached.



**MINUTES**

of the

**LICENSING COMMITTEE  
HEARING**

held on 3 June 2019 at 6.30pm

Present:

Councillor L.A. Mascot (Chair of Hearing)

Councillors, A.E. Davidson. D.G. Jones. And C.R. Tron

1. **Apologies for Absence**

There were no apologies for absence.

2. **Declarations of Interests**

All Members were reminded to declare any Disclosable Pecuniary Interests (DPI) or other registerable interests where appropriate in any of the items of business on the meeting's agenda, none were made.

3. **Minutes**

The minutes of the hearings held on 26 March and 4 April 2019 were agreed as a correct record and signed by the Chair.

4. **Licensing Act 2003 - Application for a New Premises Licence – Admirals Park, Chelmsford, Essex, CM1 2PL**

The Committee considered an application for a new premises licence in respect of Admirals Park, Chelmsford, CM1 2PL. The licence being applied for was for an annual event to take place on five consecutive days including two set up days as follows:

**Provision of films:**

Friday 19:00 - 22:00  
Saturday 10:30 – 22:00  
Sunday 10:30 – 18:00

**Provision of recorded music:**

Friday 17:00 – 23:00  
Saturday 10:00 – 23:00  
Sunday 10:00 – 18:30

**Supply of alcohol:**

Friday 17:00 – 22:40  
Saturday 17:00 – 22:40  
Sunday 10:00 – 18:00

It was noted by the Committee that there were three options namely;

1. Grant the application, on the terms and conditions applied for.
2. Grant the application, on the terms and conditions applied for, modified to such extent as considered appropriate to promote the Licensing Objectives.
3. Refuse the application in whole or in part.

The following parties attended this hearing and took part in it:

**The Applicant** – Arena Sports Live

**Objector** – One local resident

The Chair advised that the written representations had been read and considered by the members of the Committee in advance of the meeting. The Chair invited the applicant to introduce their application.

The applicant introduced their application and informed the Committee that it was for a single annual event and that they were an experienced operator of events across stadiums and arenas with high public attendance. The applicant stated that this event would be family friendly, non-music based and would include film screenings. It was also stated that despite the application being for five consecutive days, only the Friday to Sunday would be open to the public with the other two days being used for setup etc. The Committee was informed that the applicant had held similar style events at various venues last summer.

The applicant told the Committee that they had visited the venue today to check suitability and confirmed there would be a family zone included. The applicant also confirmed that the recorded music would just be background music played in the bar areas. The Committee also heard that parks near to residential areas were preferred by the applicant in order to promote visitors walking to the event.

The local resident who had objected to the application addressed the Committee and made the following points;

- Events in Admirals Park had often caused issues for residents in Admirals Walk, including taxis using the road as a pick up or drop off point in addition to anti-social behaviour from visitors leaving events.
- The operators of a similar event last year recognised the impact on residents of Admirals Walk and liaised with them in advance and put measures in place to mitigate issues. This had included stationing someone at the road entrance to ensure it was only used by residents and that similar measures would be welcomed and appreciated for this licence.

In response to the concerns raised by the local resident the applicant stated that they were happy to work with the local resident and help to mitigate any issues on Admirals Walk. The applicant stated they would be happy to agree to any measures suggested by the Committee to mitigate the impact on Admirals Walk.

In response to questions from the Committee the applicant stated that;

- A security company would be contracted for the event with SIA trained staff to work across the event site.
- They had organised thousands of public events including about 15 of a similar nature to the one being applied for.
- There was a target to sell approximately 500 tickets for the event on the Friday evening and approximately 2000 each for the Saturday and Sunday.

The Council's Licensing Officer stated that the applicant did not actually need a licence for background music in a bar area and that they could play background music until 11pm without a licence.

The Committee retired at 6.51pm to deliberate on the matter and returned at 7.15pm.

**RESOLVED** that the Director of Public Places be authorised to grant the application on the terms applied for subject to the following condition and advisory.

The imposition of the following condition:

*During the hours the event is open to the public, to ensure the provision of adequate stewarding on admirals walk with a view to minimising anti-social behaviours and public nuisance.*

Advisory:

*The committee would advise that the applicant consider stopping the provision of recorded music at 10:30pm on Friday and Saturday.*

The Chair provided a summary of the reasons for the Committee's decision and advised that a formal decision notice would be sent out in due course to the relevant parties.

The committee had carefully considered the concerns expressed by the objector, who is a local resident. The committee considered that subject to the imposition of the condition, there was no evidence to indicate prospective harm at this stage.

The committee was mindful of the fact that there was only one objector to the application, and none of the responsible authorities (e.g. The police or environmental health) had put in an objection or sought to impose any conditions in relation to control of noise etc.

The committee had noted however, that the single objector to this application is a local resident who lives in very close proximity to the application site. He had made reference to experiencing noise nuisance and other issues on Admirals Walk connected with the annual beer festival and other events which had taken place at Admirals Park.

*(6.30pm to 7.17pm)*

The meeting closed at 7.17pm.

Chair





**LICENSING COMMITTEE**

**24 JULY 2019**

**AGENDA ITEM 4**

<b>Subject</b>	<b>LICENSING ACT 2003 - APPLICATION FOR A NEW PREMISES LICENCE</b>  <b>The Stores, The Village, Great Waltham, Chelmsford. CM3 1DE</b>
<b>Report by</b>	<b>DIRECTOR OF PUBLIC PLACES</b>

Contact: Simon Casey (01245) 606724,  
Email (int./ext.) [simon.casey@chelmsford.gov.uk](mailto:simon.casey@chelmsford.gov.uk)

**Purpose**

To consider an application for a new premises licence, having regard to a representation received and the requirement to promote the four licensing objectives:

- a) The prevention of crime and disorder
- b) Public safety
- c) The prevention of public nuisance
- d) The protection of children from harm

**Options**

Members are advised that they have the following options when determining this application.

- (i) Grant the application, on the terms and conditions applied for
- (ii) Grant the application, on the terms and conditions applied for, modified to such extent as considered appropriate to promote the Licensing Objectives.
- (iii) Refuse the application in whole or in part.

The Committee is reminded that the applicant or any person making representation in relation to this matter may appeal the decision of the Council to the Magistrates' Court.

Corporate Implications	
Legal:	The Licensing Act 2003
Financial:	None
Personnel:	None
Risk Management:	None
Equalities and Diversity:	None
Health and Safety:	None
IT:	None
Other:	None

<b>Consultees</b>	None
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### Policies and Strategies

The Council's Statement of Licensing Policy as required, by the Licensing Act 2003.

#### 1. Introduction

1.1 Members are requested to consider an application by Adrian John of The Electric Press Trading Company Ltd, having regard to the representation received and the requirement to promote the four licensing objectives, namely:

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

#### 2 Background

2.1 An application for a premises licence was received on the 10<sup>th</sup> June 2019 in relation to The Stores, The Village, Great Waltham.

#### 3. Application

3.1 The premises application is for the following licensable activities

##### **Supply of Alcohol – On premises and Off premises sales**

Sunday to Thursday 08:00 - 18:00

Friday and Saturday 08:00 - 22:00

3.2 The application has been properly made in accordance with The Licensing Act 2003 and all procedures correctly followed. The completed application form is attached as **Appendix A**.

3.3 Members are asked to note that as this report is published publicly, personal details have been redacted from some documents, however, the licensing authority and the applicant have received complete copies of all documents.

- 3.4 The applicant has provided conditions consistent with the operating schedule intended to promote the four licensing objectives which are included as part of the application shown in **Appendix A**.

4. Representations

- 4.1 During the course of this application, in line with the Act, we sent a copy of the application to:

Essex Police

Essex County Fire and Rescue Service

Head of Planning Services

Principal Environmental Health Officer (Environmental Protection)

Head of the Children's Safeguarding Service

Essex Trading Standards

Principal Environmental Health Officer (Commercial)

Licensing Authority

Public Health Trust

- 4.2 Responses to the consultation on this application have been received from two interested parties (local residents). A copy of each representation received is attached to this report as **Appendix B**. It should be noted that no representations (objections or otherwise) have been received from any of the organisations ("responsible authorities") listed in 4.1 above.

5. Statement of Licensing Policy

- 5.1 There are no specific issues arising from this application relevant to the Council's statement of licensing policy, a copy of which can be found on our website: <https://www.chelmsford.gov.uk/business/licensing/alcohol-licensing/licensing-policies-and-objectives/>.

- 5.2 The following extracts from the Council's statement of licensing policy are brought to the general attention of members:

(1.2) When assessing applications, the Licensing Authority must be satisfied that the measures proposed in the applicant's operating schedule to promote the four licensing objectives aim to achieve that outcome, as far as possible.

(1.37) Where relevant representations are made, the Council will seek to make objective judgements as to whether conditions may need to be attached to various authorisations, to secure promotion of the licensing objectives.

(1.41) The Licensing Authority recognises that all applications should be considered on an individual basis and any condition attached to such a licence will be tailored to each individual premises, in order to avoid the imposition of disproportionate and other burdensome conditions on those premises. Standard conditions will therefore be avoided and no condition will be imposed that cannot be shown to be appropriate and proportionate for the promotion of the licensing objectives.

### **List of Appendices**

Appendix A	Copy of application form
Appendix B	Copies of representations received

### **Background Papers**

Licensing Act 2003  
Chelmsford City Council's Statement of Licensing Policy

**Section 1 of 21**

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

System reference	<input type="text" value="Not Currently In Use"/>	This is the unique reference for this application generated by the system.
Your reference	<input type="text"/>	You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
Are you an agent acting on behalf of the applicant? <input checked="" type="radio"/> Yes <input type="radio"/> No		Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

**Applicant Details**

* First name	<input type="text" value="Adrian John"/>	
* Family name	<input type="text" value="Woodley"/>	
* E-mail	<input type="text"/>	
Main telephone number	<input type="text"/>	Include country code.
Other telephone number	<input type="text"/>	
<input type="checkbox"/> Indicate here if the applicant would prefer not to be contacted by telephone		

Is the applicant:

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

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

**Applicant Business**

Is the applicant's business registered in the UK with Companies House?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Note: completing the Applicant Business section is optional in this form.
Registration number	<input type="text"/>	
Business name	<input type="text" value="The Electric Press Trading Company Ltd."/>	If the applicant's business is registered, use its registered name.
VAT number	<input type="text"/>	Put "none" if the applicant is not registered for VAT.
Legal status	<input type="text" value="Private Limited Company"/>	

**Continued from previous page...**

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Agent Details**

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

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

Are you:

☒ An agent that is a business or organisation, including a sole trader

A sole trader is a business owned by one person without any special legal structure.

☐ A private individual acting as an agent

**Agent Business**

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

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

Registration number

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status

**Continued from previous page...**

Your position in the business

Home country

The country where the headquarters of your business is located.

**Agent Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

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

**Premises Address**

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

☒ Address    ☐ OS map reference    ☐ Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

### Section 3 of 21

#### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☒ A limited company / limited liability partnership
- ☐ A partnership (other than limited liability)
- ☐ An unincorporated association
- ☐ Other (for example a statutory corporation)
- ☐ A recognised club
- ☐ A charity
- ☐ The proprietor of an educational establishment
- ☐ A health service body
- ☐ A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- ☐ A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- ☐ The chief officer of police of a police force in England and Wales

#### Confirm The Following

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

### Section 4 of 21

#### NON INDIVIDUAL APPLICANTS

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

#### Non Individual Applicant's Name

Name

#### Details

Registered number (where applicable)

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



**Continued from previous page...**

Private Limited Company

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Contact Details**

E-mail

Telephone number

Other telephone number

\* Date of birth

\* Nationality

Documents that demonstrate entitlement to work in the UK

Add another applicant

**Section 5 of 21**

**OPERATING SCHEDULE**

When do you want the premises licence to start?

 /  / 

dd mm yyyy

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

 /  / 

dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

40 seat cafe with table service. Some outside seating adjoining the premises.

*Continued from previous page...*

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

#### Section 6 of 21

##### PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes

☒ No

#### Section 7 of 21

##### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☐ Yes

☒ No

#### Section 8 of 21

##### PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes

☒ No

#### Section 9 of 21

##### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes

☒ No

#### Section 10 of 21

##### PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

☐ Yes

☒ No

#### Section 11 of 21

##### PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☐ Yes

☒ No

#### Section 12 of 21

##### PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

Continued from previous page...

### Section 13 of 21

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

[See guidance on regulated entertainment](#)

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

☐ Yes

☒ No

### Section 14 of 21

#### LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☐ Yes

☒ No

### Section 15 of 21

#### SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

☒ Yes

☐ No

#### Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start 08:00

End 18:00

Start

End

Will the sale of alcohol be for consumption:

☐ On the premises ☐ Off the premises ☒ Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

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

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

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

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

**Name**

First name Adrian John

Family name Woodley

Date of birth

*Continued from previous page...*

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number  
(if known)

Issuing licensing authority  
(if known)

Chelmsford City Council

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ☐ Electronically, by the proposed designated premises supervisor
- ☒ As an attachment to this application

Reference number for consent form (if known)

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

**Section 16 of 21**

**ADULT ENTERTAINMENT**

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

N/A

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start 08:00

End 18:00

Start

End

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

Continued from previous page...

TUESDAY

Start  End

Start  End

WEDNESDAY

Start  End

Start  End

THURSDAY

Start  End

Start  End

FRIDAY

Start  End

Start  End

SATURDAY

Start  End

Start  End

SUNDAY

Start  End

Start  End

State any seasonal variations

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

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

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

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**Section 18 of 21**

**LICENSING OBJECTIVES**

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

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

*Continued from previous page...*

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

Consideration of the Chelmsford City Council Licensing policy and pre-consultation with police licensing have been carried out to ensure the promotion of the four licensing objectives.

**b) The prevention of crime and disorder**

A camera CCTV system is in place covering all public areas of the premises.  
The CCTV system shall continuously record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings will be stored for a minimum of 31 days and can be accessed and downloaded immediately when requested by the police or other authorised officer.  
There will always be at least one person present whilst the premises is open to the public who is able to operate and download images from the CCTV.  
An incident log shall be kept at the premises, and made available on request to the police or an authorised officer.

**c) Public safety**

The premises will be maintained in a safe manner at all times.  
All exits will be kept unobstructed, easy to open and clearly signed.

**d) The prevention of public nuisance**

All refuse will be disposed of in an appropriate manner. Staff will be instructed to maintain all external areas in a clean and presentable manner at all times.  
Notices will be displayed asking patrons to leave the premises quietly and to have respect for local residents.

**e) The protection of children from harm**

A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of ID are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS hologram.  
The premises will operate a "No ID, No Sale" policy at all times for persons who look under 25.  
Staff will be trained in the understanding of this policy and training records maintained for inspection if requested by the police or any other responsible authority.

**Section 19 of 21**

**NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK**

*Continued from previous page...*

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

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

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

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

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

**Documents which demonstrate entitlement to work in the UK**

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



**Continued from previous page...**

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

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

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

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

**Continued from previous page...**

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

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

### **Home Office online right to work checking service**

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

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

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

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

## **Section 20 of 21**

### **NOTES ON REGULATED ENTERTAINMENT**

*Continued from previous page...*

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

**Continued from previous page...**

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

## Section 21 of 21

### PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card. For instructions on calculating the fee payable in respect of this licence, please refer to: <http://www.chelmsford.gov.uk/apply-new-licence>

\* Fee amount (£)

190.00

### DECLARATION

\* I/we understand 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.

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

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

\* Full name

Chris Nixon

\* Capacity

Acting/Licensing Agent

\* Date

10 / 06 / 2019  
dd mm yyyy

Add another signatory

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

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

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

Continued from previous page...

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

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

OFFICE USE ONLY

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



Thank you for contacting us.

**Appendix B**

We are looking at your enquiry, and one of our team will respond to you within three working days.

You will need to quote the reference number in the subject of this email if you contact us about this enquiry.

If you want to provide more information, you will need to complete another contact form.

We do not monitor this email address, so we will not see your message if you reply to this email.

Regards,

Chelmsford City Council

[www.chelmsford.gov.uk](http://www.chelmsford.gov.uk)

Submitted On: 06/07/2019

Submitted From: <https://www.chelmsford.gov.uk/your-council/contacting-us/contact-licensing/>

Submitted By:

**First name:** J

**Last name:** G

**Building number or name:**

**Address line 1 (optional):**

**Address line 2 (optional):**

**Town or city:**

**Postcode:**

**Phone number:**

**Email address:**

**Your enquiry:** To whom it may concern: I would like to object to a licence being given to The Stores (cafe) in Great Waltham. In accordance with your 4 objectives : as listed below : the prevention of crime and disorder public safety prevention of public nuisance the protection of children from harm We have 3 Pubs selling alcohol in this village already and extra outlet will increase the potential for crime and disorder in this village Public safety on this road directly outside The Stores is inadequate at the moment. The increase in traffic due to dropping off and picking up customers as well as business deliveries of food etc has doubled here since the opening of The Stores. We often are faced with business deliveries for The Stores parked on the bend on double yellow lines and this causes great difficult navigating an already dangerous part of road as evidenced in the 3 collisions into adjacent properties. Regarding public safety we have a school located 40 yards away from The Stores making crossing for children already very dangerous. Extra vehicles will compound the risk. Public nuisance has been a huge problem for myself a resident since the opening of the stores. We have many people shouting, people parking on our private property, vans and deliveries obscuring a

safe view on the road for me to exit my property as they are parked on the double yellow lines outside The Stores on the very dangerous bend. We have two huge commercial refuse bins obscuring the pavement! All afternoon which is dangerous for various reasons! This is a conservation area. Commercial bins are not permitted. The Stores, originally a house is located in a residential area. We live 4 meters away from the premises and have to endure a lot of noise disruption as well as litter, light pollution and dangerously parked vehicles. A licence to sell alcohol up to the time of 8 o'clock and then 11 o'clock on the weekends will stop my young children a lot of disruption and lack of sleep. The selling of alcohol will expose my children and Other residents in the area a lot of disruption as well as leaving them unprotected from alcohol related disturbance and harm. We have 4 pubs in this village! All of which provide food! We do not need another one. The tranquility of the conservation area of the village has been disrupted since the opening of The Stores. Granting them a licence to sell alcohol will greatly impact upon the quality of our lives as well of that of the other residence. Kind Re

**Date of enquiry:** 06/07/2019

**Page Meta Data:** SourcePage=<https://www.chelmsford.gov.uk/your-council/contacting-us/contact-licensing/>~



Thank you for contacting us.

We are looking at your enquiry, and one of our team will respond to you within three working days.

You will need to quote the reference number in the subject of this email if you contact us about this enquiry.

If you want to provide more information, you will need to complete another contact form.

We do not monitor this email address, so we will not see your message if you reply to this email.

Regards,

Chelmsford City Council

[www.chelmsford.gov.uk](http://www.chelmsford.gov.uk)

Submitted On: 04/07/2019

Submitted From: <https://www.chelmsford.gov.uk/your-council/contacting-us/contact-licensing/>

Submitted By:

**First name:** G

**Last name:** P

**Building number or name:**

**Town or city:**

**Postcode:**

**Phone number:**

**Email address:**

**Your enquiry:** To whom it may concern Representation regarding the Licence Application by The Stores, Great Waltham, CM3 1DE - Closing date 8 July 2019 I write with concern about the application for a licence by The Stores, Great Waltham, for the sale of alcohol and the extension of opening hours. The location of The Stores on a difficult road junction and its very close proximity to private houses with young families just a few yards across the road, plus the increase of noise late at night and additional car parking noise, does not meet the criteria of the four licensing objectives (the prevention of crime and disorder, public safety, prevention of public nuisance and the protection of children from harm). I therefore wish to object to this licence application. Yours faithfully

**Date of enquiry:** 04/07/2019

**Page Meta Data:** SourcePage=<https://www.chelmsford.gov.uk/your-council/contacting-us/contact-licensing/>~