

**Notice of Meeting**

**LICENSING SUB-COMMITTEE**

**Thursday, 12<sup>th</sup> September 2024 - 7:00pm**  
**Council Chamber, Town Hall, Barking**

**Members:** Cllr Adegboyega Oluwole (Chair); Cllr Alison Cormack and Cllr Victoria Hornby

Date of publication: 4<sup>th</sup> September 2024

Fiona Taylor  
Chief Executive

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Please note that this meeting will be webcast via the Council's website. Members of the public wishing to attend the meeting in person can sit in the public gallery on the second floor of the Town Hall, which is not covered by the webcast cameras. To view the webcast online, click [here](#) and select the relevant meeting (the weblink will be available at least 24-hours before the meeting).

**AGENDA**

- 1. Apologies for Absence**
- 2. Declaration of Members' Interests**

In accordance with the Council's Constitution, Members are asked to declare any interest they may have in any matter which is to be considered at this meeting.

**LICENSING MATTERS**

The following are to be heard under the Licensing Act 2003 in line with relevant procedure.

**Licensing Policy and Statutory Guidance**

**Premises Licence Applications and Variations - Procedure**

- 3. Licensing Act 2003 – Application for a Premises Licence: Aroma - 951 Green Lane, Dagenham, RM8 1AD**

**Ward**

Whalebone

4. **Any other public items which the Chair decides are urgent**
5. **To consider whether it would be appropriate to pass a resolution to exclude the public and press from the remainder of the meeting due to the nature of the business to be transacted.**

#### **Private Business**

The public and press have a legal right to attend Council meetings such as the Licensing Sub-Committee, except where business is confidential or certain other sensitive information is to be discussed. The list below shows why items are in the private part of the agenda, with reference to the relevant legislation (the relevant paragraph of Part 1 of Schedule 12A of the Local Government Act 1972 as amended). ***There are no such items at the time of preparing this agenda.***

6. **Any other confidential or exempt items which the Chair decides are urgent**

Our Vision for Barking and Dagenham

**ONE BOROUGH; ONE COMMUNITY;  
NO-ONE LEFT BEHIND**

Our Priorities

- Residents are supported during the current Cost-of-Living Crisis;
- Residents are safe, protected, and supported at their most vulnerable;
- Residents live healthier, happier, independent lives for longer;
- Residents prosper from good education, skills development, and secure employment;
- Residents benefit from inclusive growth and regeneration;
- Residents live in, and play their part in creating, safer, cleaner, and greener neighbourhoods;
- Residents live in good housing and avoid becoming homeless.

To support the delivery of these priorities, the Council will:

- Work in partnership;
- Engage and facilitate co-production;
- Be evidence-led and data driven;
- Focus on prevention and early intervention;
- Provide value for money;
- Be strengths-based;
- Strengthen risk management and compliance;
- Adopt a “Health in all policies” approach.

The Council has also established the following three objectives that will underpin its approach to equality, diversity, equity and inclusion:

- Addressing structural inequality: activity aimed at addressing inequalities related to the wider determinants of health and wellbeing, including unemployment, debt, and safety;
- Providing leadership in the community: activity related to community leadership, including faith, cohesion and integration; building awareness within the community throughout programme of equalities events;
- Fair and transparent services: activity aimed at addressing workforce issues related to leadership, recruitment, retention, and staff experience; organisational policies and processes including use of Equality Impact Assessments, commissioning practices and approach to social value.

## Licensing Policy and Statutory Guidance

**LBBD LICENSING POLICY** [Licensing Policy - 2022 to 2027.pdf \(lbbd.gov.uk\)](#)

**STATUTORY GUIDANCE** – [S182 OF THE LICENSING ACT 2003 Revised guidance issued under section 182 of the Licensing Act 2003 \(December 2023\)](#)



**Licensing and Regulatory Sub Committee  
Procedure for Premises Licence Applications (and Variations)**

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1. All Parties shall introduce themselves.
2. The Chair shall ask all parties to note this Procedure.
3. The Licensing Officer shall present the application.
4. Objectors to the application who have made valid representations, their representatives and/or any witnesses they wish to call, will be invited to speak. Statutory consultees (e.g. the Police, Fire Brigade etc.) will be invited to speak before any other objectors to the application. In the case of members of the public and other interested parties (for example, elected representatives acting on behalf of their constituents or interested organisations, etc.) who have made valid representations, it is desirable that they give notice of their intention to speak by 12.00 noon on the day before the Sub Committee meeting. Statutory consultees who have made valid representations are not required to register to speak at the meeting.
5. The Applicant shall put their case for the granting of the application/ respond to the objections.
6. Members of the Sub Committee may ask questions of the Licensing Officer, objector(s) and applicant and/ or their representatives and any witnesses. The Legal Advisor to the Sub Committee may ask questions of the objectors and the applicant, and/or their representatives or witnesses for the purpose of clarifying points for the Sub Committee
7. The Objectors and their representatives may ask questions of the Applicant, their representative and any witnesses present to support the application, if permitted by the Chair.
8. The Applicant may ask questions of the objectors, their representatives and any witnesses present to support the objections, if permitted by the Chair.
9. The Objectors will sum up, if they wish (a time limit of 3 minutes shall apply).
10. The Applicant will sum up, if they wish (a time limit of 3 minutes shall apply).
11. The Sub Committee will retire to consider its decision in private; however, the Sub Committee's Legal Advisor and the Governance Officer may remain present during the deliberations. If during the deliberations, the Sub Committee have a point of clarification they wish to request from any party, the meeting must be reconvened so that the clarification can be sought in the presence of all relevant parties.
12. On returning, the Chair will ask the Sub Committee's Legal Advisor to announce the decision of the Sub Committee.

## Notes

- Sub Committee Members should commit to stay for the duration of the meeting in order to ensure that the required quorum is maintained, and the business is transacted.
- While each application is considered, Sub Committee Members must be in attendance for the entire period and should not leave the room at any time without the express permission of the Chair. If required, and with the Chair's agreement, the meeting will be adjourned until all Members are ready to recommence the hearing. Any Member leaving the meeting while it is ongoing will be precluded from any further involvement in that application.
- A Sub Committee Member arriving late will not be able to take part in the consideration and decision-making process for any application to which he/she has not been in attendance for the entire period.
- The Council's Statement of Licensing Policy for Licensing Act 2003 applications requires that Members of the Sub Committee will not hear cases that relate to premises in their own Ward.



## LICENSING SUB COMMITTEE

12<sup>th</sup> September 2024

<b>Title:</b> Licensing Act 2003 – Application for a Premises Licence: Aroma - 951 Green Lane, Dagenham, RM8 1AD	
<b>Open Report</b>	<b>For Decision</b>
<b>Ward Affected:</b> Whalebone	<b>Key Decision:</b> No
<b>Report Author:</b> Karen Collier, Service Manager Environmental Health & Public Protection	<b>Contact Details:</b> E-mail: <a href="mailto:Karen.Collier@lbbd.gov.uk">Karen.Collier@lbbd.gov.uk</a>
<b>Accountable Strategic Director:</b> Leona Menville, Strategic Director My Place	
<b>Summary</b>  An application for a New Premises Licence has been made by Jed Tech London Ltd for Aroma, 951 Green Lane, Dagenham, RM8 1AD.  Eight (8) representations against the premises licence have been received. One from a ward Councillor (supported by the additional two ward Councillors), seven (7) from residents and one from a responsible authority.  Amendments to the application have been agreed between the applicant with the Metropolitan Police Licensing Officer and the Councils Environmental Protection Officer.  The matter is put to the Sub-Committee for determination at a public hearing, accordingly.	
<b>Recommendation</b>  That the Sub-Committee considers this report and appendices together with any oral submissions given at the hearing and determines the application.	

### 1. Introduction and Background

- 1.1 The Licensing Act 2003 establishes the national licensing regime for the following licensable activities:
- The sale and supply of alcohol;
  - The provision of regulated entertainment; and
  - The provision of late-night refreshment.
- 1.2 Under this regime, the Council, as the local licensing authority for its area, is responsible for licensing premises to provide any of the licensable activities under a 'premises licence'. Where a premises licence includes the sale and supply of alcohol, then a Designated Premises Supervisor must be incorporated onto the licence, holding a personal licence.

- 1.3 Applications for premises licences are subject of public consultation and consultation with a range of expert ‘responsible authorities’ named in the Act. It is open to any responsible authority or other person to raise concerns regarding an application as representations.
- 1.4 If no representations are received, the application is granted, subject to mandatory licence conditions and conditions reflecting the management controls proposed by the applicant under the operating schedule contained in the application. Where representations are received, the application becomes subject of a conciliation process. If conciliation is successful in finding an agreed, negotiated outcome, then the application may be granted subject to the agreements reached. If conciliation is unsuccessful, then the application must be determined at a public hearing by the Council’s Licensing Sub-Committee.
- 1.5 When carrying out its licensing duties, a local licensing authority must have regard to:
- The Act and associated secondary regulations
  - Guidance for local licensing authorities issued by the Home Office (current version published December 2022); and
  - The Authority’s own Statement of Licensing Policy (current version published 2022 to 2027).
- 1.6 The Authority must also aim to promote the four licensing objectives:
- The prevention of crime and disorder
  - Public safety
  - The prevention of public nuisance; and
  - The protection of children from harm.
- 1.7 Premises licences generally continue for the life of the business or operation concerned but they may be called into review at any time by any one of the named responsible authorities under the Act or an ‘other person’.

## **2. Matters for consideration.**

- 2.1 On the 18<sup>th</sup> of July 2024 an application was made by Jed Tech London Ltd for a Premises Licence in respect of a premises trading as Aroma, 951 Green Lane, Dagenham, RM8 1AD.
- 2.2 The application seeks the following licensable activities and timings:

### **Sale of Alcohol on the Premises**

Monday to Thursday 0900-2345

Friday to Saturday 0900-0145

Sunday 0900-2245

Non-standard timings – 0900-0145 on days preceding a Bank Holiday

### **Late Night Refreshment**

Monday to Thursday 2300-2345

Friday to Saturday 2300-0145

Non-standard timings 2300-0145 on days preceding a Bank Holiday

A copy of the application, Plan and aerial view is attached as **Appendices A, A1 and A2.**

### **3. The Representations**

- 3.1 One (1) representation is received from a Ward Councillor and is submitted under the Licensing Objectives of the Prevention of Crime and Disorder, Public Safety, Prevention of Public Nuisance and Protection of children from harm. This is attached as **Appendix B**
- 3.2 Seven (7) representations are received from Interested parties and are submitted under the Licensing Objectives of the Prevention of Crime and Disorder, Public Safety, the Prevention of Public Nuisance and Protection of Children from Harm. These are attached as **Appendix C**

### **4. Conciliation**

- 4.1 Police Licensing have engaged with the applicant's representative during the consultation process, and amendments to the application have been agreed. Which consists of reduction in timings and additions conditions. Attached as **Appendix D.**
- 4.2 The Council Environmental Protection Team have also engaged with the applicants representative and amendments to the application have been agreed and the representation is now withdrawn. Part of the agreement is a dispersal policy submitted. Agreed amendment with Environmental Protection is attached at **Appendix E**
- 4.3 As part of the conciliation process between the Interested Parties and the applicant, a letter was sent to all interested parties. Attached as **Appendix F.**
- 4.4 No agreement has been reached.

### **5. Legal Comments**

- 5.1 The Council has a duty as a Licensing Authority under the Licensing Act 2003 to carry out its functions with a view to promoting the following four licensing objectives:
- The Prevention of Crime and Disorder
  - Public Safety
  - Prevention of Public Nuisance
  - The Protection of Children from Harm.
- 5.2 It should be noted that each of the licensing objectives have equal importance and are the only grounds upon which a relevant representation can be made and for which an application can be refused, or terms and conditions attached to a licence.

### **6. The Options open to the Sub-Committee**

- 6.1 Having had regard to all relevant matters and taken all relevant information into account the Sub-Committee may decide to:

- Option 1: Refuse the application.
- Option 2: That the application be approved, together with any conditions, restrictions or reductions in the proposed application which Members consider necessary for the promotion of the four Licensing objectives.
- Option 3: Grant the application in full as applied for.

## **7. Consultation**

7.1 The application has been advertised in accordance with the normal procedures. This includes a copy of a public notice being placed in a local newspaper, a similar notice displayed at the premises and information on the Council's website. Notifications have been provided to all responsible authorities and ward councillors.

## **8. Legal Implications**

Implications completed by Deirdre Collins, Head of Legal Services

8.1 The London Borough of Barking and Dagenham, as Licensing Authority under the Licensing Act 2003 and subordinate legislation, is empowered to determine applications of this nature.

**Public Background Papers Used in the Preparation of the Report: None**

**List of appendices:**

**Appendix A, A1 and A2 – Application, Plan and Aerial View**

**Appendix B – Ward Councillor Representations**

**Appendix C – Interested Parties Representations**

**Appendix D – Agreement between the Police and Applicant**

**Appendix E – Agreement between the Environmental Protection Officer**

**Appendix F – Conciliation letter from the Applicants representative**



**Barking and Dagenham**  
**Application for a premises licence**  
**Licensing Act 2003**

For help contact  
[licensing@lbbd.gov.uk](mailto:licensing@lbbd.gov.uk)  
 Telephone: 020 8215 3000

\* required information

**Section 1 of 21**

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

- System reference  This is the unique reference for this application generated by the system.
- Your reference  You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
- Are you an agent acting on behalf of the applicant? Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.
- Yes  No

**Applicant Details**

- \* First name
- \* Family name
- \* E-mail
- Main telephone number  Include country code.
- Other telephone number
- 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?  Yes  No
- Registration number
- Business name  If the applicant's business is registered, use its registered name.
- VAT number   Put "none" if the applicant is not registered for VAT.
- Legal status
- Note: completing the Applicant Business section is optional in this form.

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.

Is your business registered outside the UK?  Yes  No

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

**Agent Business Address**

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

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

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

**Premises Address**

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

- Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

**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 His 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...

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

**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.

Aroma is to be a restaurant style premises with customers sat at tables, a full menu available at all times and there shall be no vertical drinking save for the limited number able to stand at the bar.

The venue is large enough to hold a capacity of 130 persons, but the applicant does not wish to make the venue feel

*Continued from previous page...*

crowded and has set the capacity to 100.

There will be approximately 10 members of staff covering shifts throughout the day, two of whom are personal licence holders, and a number of staff members will be first aid trained.

The premises has a patio area to the right of the venue accessed from inside the restaurant. Smokers will be directed to this area and as it is closed off from the passing public, customers will be permitted to take their drinks outside when smoking. As a result of this facility, it is not expected that there will be smokers to the front of the building on the public pavement.

The applicant submits a comprehensive proposed operating schedule which acknowledges the style of premises, the location and the licensing objectives.

The applicant signs up to the Women's Safety Charter, is aware of both ask Angela and ask Clive campaigns and ACT. They will be reaching out to the responsible authority regarding these.

The provision of door staff at such a premises is to be considered more of a concierge style supervisor given the lateness of the hours applied for on Fridays and Saturdays. Their tasks will be to welcome customers to the venue and to assist in their safe departure from the venue, assisting with transport if required and ensuring the licensing objectives are upheld during those later hours.

The venue is currently under a complete refit and during this time a new Smart CCTV system covering the entirety of the premises will be installed.

Right to work code

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**

Continued from previous page...

**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?

Yes  No

**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

**Standard Days And Timings**

MONDAY

Start

End

Start

End

TUESDAY

Start

End

Start

End

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

Continued from previous page...

WEDNESDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="23:45"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="23:45"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="01:45"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="01:45"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

Will the provision of late night refreshment take place indoors or outdoors or both?

- Indoors       Outdoors       Both

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

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

Late night refreshment 'outdoors' refers to the fact that the venue has an outside area.

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 the premises will be used for the supply of late night refreshments 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.

Continued from previous page...

2300-0145 on days preceding a bank holiday

**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

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

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.

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.

**Continued from previous page...**

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.

0900-0145 on days preceding a bank holiday

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

**Name**

First name	<input type="text" value="Sandra"/>
Family name	<input type="text" value="BAJRALIU"/>
Date of birth	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/> dd mm yyyy

**Enter the contact's address**

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>
Personal Licence number (if known)	<input type="text" value="066419"/>
Issuing licensing authority (if known)	<input type="text" value="Barking &amp; Dagenham"/>

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

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

Continued from previous page...

- 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.

NONE

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

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

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

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

06:00-02:00 on days preceding a bank holiday

**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)

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

1. A bound incident log shall be kept at the premises, and made available on request to an authorised officer of the council or the police, which will record the following:

- a. all crimes reported to the venue.
- b. all ejections of patrons
- c. any complaints received concerning crime and disorder.
- d. any incidents of disorder
- e. any faults in the CCTV system
- f. any visit by a relevant authority or emergency service.

2. The premises licence holder or nominated representative shall keep and maintain all right to work documents for all staff members. Right to work documents shall be kept at the premises and produced to an authorised officer of the council or the police upon request. Right to work documents must be retained at the premises for a minimum of 12 months after employment has ceased.

3. There shall be at least 1 personal licence holder on duty at all times the premises is operating with licensable activities.

4. Any detail shown on the plan that is not required by the licensing plans regulations is indicative only and subject to



*Continued from previous page...*

change at any time.

5. The licensee shall operate the venue as a restaurant style premises with a substantial food offering and will be laid out to tables and chairs.

b) The prevention of crime and disorder

6. CCTV shall be installed, operated and maintained at all times that the premises is open for licensable activities, so as to comply with the following criteria;

- The licensee will ensure that the system is checked every two weeks to ensure that the system is working properly and that the date and time are correct. A record of these checks, showing the date and time of the person checking, shall be kept and made available to police or authorised council officers on request
- The police must be informed if the system will not be operating for longer than one day of business for any reason
- One camera will show a close-up of the entrance to the premises, to capture a clear, full length image of anyone entering
- The system will provide coverage of any exterior part of the premises accessible to the public
- The system shall record in real time and recordings will be date and time stamped
- Recordings will be kept for a minimum of 31 days and downloaded footage will be provided free of charge to police or authorised council officers on request, (subject to the Data Protection Act 1998) within 24 hours of any request, and
- At all times the premises are open for licensable activity, there will be a person on the premises who can operate the system sufficiently to allow police or authorised council officers to view footage on request

7. Signage stating that CCTV is in operation at the premises will be clearly displayed at the premises

8. The use of CCTV at the premises will be registered with the Information Commissioners officer (ICO)

9. In the event that a serious assault is committed on the premises (or appears to have been committed) the management will immediately ensure that:

- a) the police (and, where appropriate, the Ambulance Service) are called without delay;
- b) all measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police;
- c) the crime scene is preserved so as to enable a full forensic investigation to be carried out by the police; and
- d) such other measures are taken (as appropriate) to fully protect the safety of all persons present on the premises.

10. There shall be a minimum of 1 x SIA licensed door supervisor on duty at the Premises each day from 10pm to 15 minutes after close when the Premises is open for Licensable Activities beyond midnight. The Premises Licence Holder shall risk assess the need for SIA licensed door supervisors at other times.

11. The licensee/management shall record the full name, home address and contact telephone number, SIA registration number, and the time/date of employment of any door supervisor(s) employed at the premises. Where door supervisor(s) are provided by an agency the name, business address and contact telephone number will also be recorded. These records are to be maintained for no less than 12 months.

12. There will be a written policy on conduct and searching by SIA door staff, this document must be made available to Police and Council staff on request without delay and will be reviewed annually.

13. The capacity of the premises shall not exceed 100 persons (not including staff).

14. The premises licence holder shall display crime prevention posters/material as provided by the police, aimed at preventing the theft or loss of personal possessions. These posters/materials will be affixed/displayed in a prominent position to be agreed between the licence holder and a member of the police licensing team within the premises.

15. The sale of alcohol will be by table service only to persons sat at a table save for a maximum of 8 persons stood at the bar area.

c) Public safety

16. An adequate and appropriate supply of first aid equipment and materials must be available on the premises at all times.

*Continued from previous page...*

17. A fire safety risk assessment will be completed as per government guidelines on an annual basis (Regulatory Reform (Fire Safety) Order 2005) And produced to authorised officers of the council, Police or the Fire Service upon request.

18. All exit routes and public areas shall be kept unobstructed, shall have non-slippery and even surfaces, shall be free of trip hazards and shall be clearly signed.

19. The premises will operate the 'Ask for Angela' and 'Ask for Clive' schemes and will display relevant signage within the premises advertising the schemes.

d) The prevention of public nuisance

20. The Licensee shall ensure that all staff are fully trained and made aware of the legal requirement of businesses to comply with their responsibility as regards the disposal of waste produced from the business premises. The procedure for handling and preparing for disposal of the waste shall be in writing and displayed in a prominent place where it can be referred to at all times by staff.

21. The licensee will ensure that there is an adequate number of receptacles for waste within the premises for the public to use.

22. No noise generate on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.

23. No fumes, steam or odours shall be emitted from the licensed premises so as to cause a nuisance to any persons living or carrying on business in the area where the premises is situated.

24. During the hours of operation of the premises, the licence holder shall ensure sufficient measures are in place to remove and prevent litter or waste arising or accumulating from customers in the area immediately outside the premises.

25. No collections of waste or recycling materials (including bottles) from the premises shall take place between 2100 and 0700 hours the following day.

26. Bottling out shall not take place between 2100 and 0700 the following day.

27. Notices shall be prominently displayed at all exits requesting patrons leaving the premises to do so quietly respecting the needs of local residents and businesses.

28. All windows and external doors shall be kept closed after 2100 hours, except for the immediate access and egress of persons.

29. The premises shall operate a dispersal policy and all staff shall be trained in its implementation.

e) The protection of children from harm

30. The premises shall at all times operate a Challenge 25 policy to prevent any customers who attempt to purchase alcohol and who appear to the staff member to be under the age of 25 years without having first provided identification. Only a valid British driver's licence showing a photograph of the person, a valid passport or proof of age card showing the 'Pass' hologram are to be accepted as identification. Military ID Cards can also be accepted.

31. All staff members engaged, or to be engaged, in selling alcohol on the premises shall receive full training pertinent to the Licensing Act, specifically in regard to age-restricted sales, and the refusal of sales to persons believed to be under the influence of alcohol or drugs.

32. All such training is to be fully documented and signed by not only the employee but the person delivering the training.

*Continued from previous page...*

Training records shall be kept at the premises and made available upon request to either an authorised officer of the council or the police on request/ Staff employed to sell alcohol and assist a licensable activity shall undergo training upon induction. This shall include, but not be limited to;

- The premises age verification policy
- Dealing with refusal of sales.
- Proxy purchasing
- Identifying attempts by intoxicated persons to purchase alcohol
- Identifying signs of intoxication

33. Such training sessions are to be documented and refreshed every twelve months. All training sessions are to be documented in English. Records of training shall be kept for a minimum of one year and be made available to an authorised officer of the council or the police upon request.

**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:
  - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - 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.
  - 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.
  - 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.
  - 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:
  - 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.
  - 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.
  - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

**Continued from previous page...**

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

**Section 21 of 21**

**PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00\*

Band E - £125001 and over £635.00\*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

0.00

**ATTACHMENTS**

**AUTHORITY POSTAL ADDRESS**



Continued from previous page...

**Address**

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

**DECLARATION**

[APPLICABLE TO INDIVIDUAL APPLICANTS ONLY, INCLUDING THOSE IN A PARTNERSHIP WHICH IS NOT A LIMITED LIABILITY PARTNERSHIP] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a

\* licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15) The London Borough of Barking and Dagenham is committed to protecting your privacy when you use our services. This privacy notice explains how we use information about you and how we protect your privacy. Please follow the link for more information <https://www.lbbd.gov.uk/general-privacy-notice>

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or

\* her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

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	<input type="text"/>
* Capacity	<input type="text"/>
Date (dd/mm/yyyy)	<input type="text"/>

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

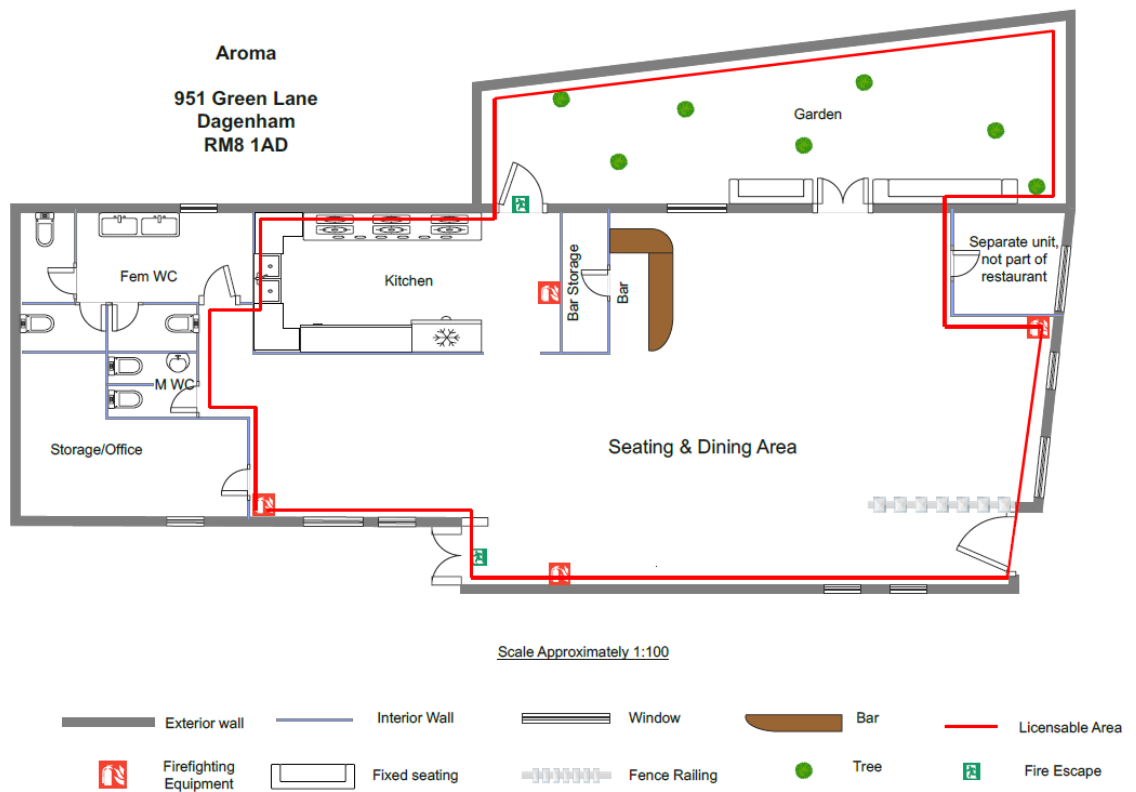
1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/barking-and-dagenham/apply-1> to upload this file and continue with your application.

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**





**From:** Councillor Achilleos Andrew <[Andrew.ACHILLEOS@lbbd.gov.uk](mailto:Andrew.ACHILLEOS@lbbd.gov.uk)>  
**Sent:** Friday, August 2, 2024 3:50 PM  
**To:** Rachel Taylor <[Rachel.Taylor2@lbbd.gov.uk](mailto:Rachel.Taylor2@lbbd.gov.uk)>; Councillor Paddle Glenda <[Glenda.Paddle@lbbd.gov.uk](mailto:Glenda.Paddle@lbbd.gov.uk)>; Councillor Yusuf Mukhtar <[Mukhtar.Yusuf@lbbd.gov.uk](mailto:Mukhtar.Yusuf@lbbd.gov.uk)>; Licensing <[Licensing@lbbd.gov.uk](mailto:Licensing@lbbd.gov.uk)>  
**Subject:** Re: Premises Licence application - Aroma, 951 Green Lane, Dagenham RM8 1AD.

Good afternoon

We are contacting to outline our objection to the Premises Licence application - Aroma, 951 Green Lane, Dagenham RM8 1AD on behalf of our residents in Whalebone Ward.

This section of Green Lane between Tenterden Road and Winifred Road already experiences significant public nuisance related primarily to illegal parking practices at the top of Winifred Road. As Ward Councillors we have been working to resolve these issues which relate to existing businesses. We feel that granting this application will set back our work to make the street safe for pedestrians and car users alike, as there will be an increased need for customer parking, presumably for lengthy periods. Concerns have already been raised by us relating to this premises whereby the bollard immediately outside was removed from the footpath during construction leading to unauthorised and dangerous parking of vehicles on the pavement.

Following on from the above, Robert Clack School is also in close proximity to the premises, and as outlined the parking arrangements already make the street less safe for young people. Given the operating hours and completely unnecessary request for the sale of alcohol from 9am, it is presumed Aroma will be generating traffic throughout the day, thus making the surrounding roads more congested, and given the accessibility of alcohol, more prone to avoidable accidents.

There is already considerable anti-social behaviour in this location, and residents have raised their concerns with us that there are two existing locations to consume alcohol along this very small stretch of road, both catering to very different demographics. The concern is that a third would add further late night disruption for residents on Green Lane, Winifred Road, Fordyke Road, and other streets on what is locally known as the Triptons Estate. It is considered that should this application be granted, that it would also put further strain on our already overstretched Safer Neighbourhoods Police Team in Whalebone Ward – particularly as we also have concerns about the possibility of conflict between customers of the three sites.

Returning to the parking situation, there are only two narrow entrances to the homes on the Tripton Estate, and at present due to illegal parking on Winifred Road generated by existing businesses there is limited access for emergency services and refuse teams. It is worth noting that the residents rejected a controlled parking zone, but that this is nothing to do with the problems faced. There are double yellow lines and bollards at the top of the road which were paid for through our ward budget in an attempt to deal with

the issues – and we do not have the resources to effectively enforce the area 24hrs a day which is what is needed at present. This additional licensing request, if approved would only serve to exacerbate the issues.

For the reasons outlined above, all three of us are requesting that this application is rejected. We would like to note that we are in no way anti-business, but believe that this is wholly the wrong location for such an application.

Regards

Cllrs, Andrew Achilleos, Glenda Paddle, Mukhtar Yusuf

Objection to Licence application-Aroma 951 Green Lane RM81AD



Neil Davis  
Community

Reply Reply All Forward ...  
10/28/2024 11:03

Good Morning,

I would like to take this opportunity to voice my objection towards the Licence Application for the business named Aroma of 951 Green Lane RM81AD.

The building which the business has been proposed to trade from is sited next to Robert Clack Lower School. The School has children attending from 11 years old and upwards,

Of note, to have this application displayed for review during the closed period of the school is unfair and possibly planned to avoid the Schools objecting views.

Many of the children attending will be making their way to School without an adult accompanying them, some for the first time in September.

The totally unreasonable proposed licence times to open within a close proximity to a school from 9am heightens Safeguarding issues, also brings unknown risks, with potential patrons able to frequent and consume Alcohol so close to many vulnerable young people.

The extended hours of opening would have an obvious negative night time economy issue to the residential Community.

To have another Alcohol vendor with late night opening every night on a road which already suffers with issues relating to street drinking ASB would add to the already high local Policing workload.

Residential fears that this new business will bring more congestion of traffic, due to drop offs on a red route/double yellow lined already struggling section of road.

The possibly the new trend culture of pavement parking outside similar establishments causing unsafe Pedestrian/Vehicle sight lines.

This would then need more traffic enforcement officers in the area to monitor.

Evidently late-night opening of new bars and restaurants within heavy residential communities, bringing an extra weight of people causing unwanted out of hours noise nuisance and anxiety. Undoubtedly increasing the number of calls by Communities to Council Teams in the area who are already struggling to help with issues being suffered by unsighted issues.

We have a chance to act before this happens.

Regards

Neil Davis



Hi, we have heard that a restaurant on Green Lane has applied for a licence to sell alcohol. I strongly disapprove if this as it will cause a lot of disturbance in the area. Firstly because it is right next door to a secondary school therefore always creating tension for the neighbourhood. If Alcohol is allowed to be served till so late, there will be a lot of drunk people around in the mornings while we send our children to school, creating unnecessary tension. Sometimes allowing the children to go on their own can become dangerous. People might start coming in for drinks around school hometime putting us parents in a very uncomfortable situation, the school hometime is different for all the year groups, some have intervention other times detention. This is unsafe for the children and the community. I do not agree with this licence being issued. Allowing the sale of Alcohol right near a school is very inconsiderate.

Thank you for your time.

Concerned Neighbour.





To whom it may concern,

I am a resident of Green Lane, and I am writing to express my concerns regarding the license application for the sale of alcohol at the premises located at 951 Green Lane, RM8 1AD.

Firstly, there is a significant issue with the availability of car parking spaces around Green Lane. The addition of an establishment selling alcohol is likely to exacerbate this problem, leading to increased congestion and competition for the already limited parking spaces. This will undoubtedly cause inconvenience to local residents and negatively impact local businesses.

Furthermore, our area already has several businesses such as off-licenses, fast food shops, and gambling establishments. Introducing another venue that sells alcohol raises concerns about potential antisocial behavior. Customers who may become intoxicated could lead to an increase in disturbances, including fights and other forms of disorderly conduct. There is also a risk of increased littering and urination on private properties, which would diminish the quality of life for residents and the aesthetic appeal of the neighborhood.

I urge you to take these concerns into serious consideration. The potential negative impacts on our community are substantial, and I hope that a resolution can be found that addresses these issues effectively.

Thank you for your attention to this matter.

Kind regards,

Sazzad Miah  
Resident of Green Lane

--

Sazzad Miah

Objection to application



Vicki Goode  
VC

VC  
Vicki Goode  
VC

My Mail My Calendar My Photos

Aroma  
951 Green Lane  
Dagenham  
Essex  
RM8 1AD

Dear Sir/Madam

I would like to put forward my objection to the licensing for the above address to be approved for a restaurant with alcohol license.

The borough is a place that desperately needs positive places for local residents to shop and to enjoy. There are so many places to eat and fast-food restaurants down Green Lane and adding another one right next to a school is irresponsible. We do not want more places for people to congregate. Make this a space where locals can learn new skills or access literacy classes to support their children. Please do not make this another establishment where there will be a chance for mostly men out of work to congregate and intimidate other residents.

There is already a pub, The Matapan and a restaurant a few doors down where loads of men come together. This is not community....this is another opportunity for consumption of alcohol in our already deprived area.

This could be a college hairdressers or beauty salon, massage therapy students, well being activities. Arts and crafts for adults, painting workshops.

This should not be another restaurant with alcohol being consumed.

Kind regards  
Vicky Goode

Sent from Outlook for Android

Re new shop at the fiddlers (Barclays bank)



Carrie Davis



Forward | Reply | Reply All | More

Good evening I notice that there's a sign on the Barclays Bank (new name aroma) door showing a licensing application for late night opening and alcohol. This is the opportunity for us to reject this via this sight.

As residents in the area we wish to reject this proposal it will have a negative impact to the community (problematic late night economy) relating to noise and anti social behaviour

Carrie davis

Sent

from Outlook for iOS



Dear Sirs,

It has recently come to my attention that this former Barclays Bank premises is to open as a licensed establishment under the above name.

I am a long established local resident and whilst I would not wish to impede the growth of new business in this area, I am most concerned by the effect this restaurant/bar will have on the local area.

A number of the surrounding shops have more recently become eating establishments and they ought to satisfy almost any taste - but this particular restaurant is of concern as it proposes to maintain opening hours for 7 days of the week well into the early hours of the morning! What an alarming idea - any convenience these hours may offer that restaurant must certainly be to the detriment of residents in the local community. Offering 'Light refreshments' in the early hours of the morning with the opportunity for the sale of alcohol, will undoubtedly attract those many dubious elements of interest which seem to thrive out of those conditions!!

May I suggest that before granting the proposed license, the licensing officers make visits to the nearby residential streets during those hours? They will soon establish that after 10pm almost all houses are in total darkness as the residents are mostly families where early to bed is a necessity. They are 'Starma's' essential 'working' families with young children... and any noise of cars or foot fall and chatter (and of course music) will result in great disturbance.

This restaurant 'Aroma' will be immediately next to Robert Clack School - which has a wide open sports field lying in the arc between Green Lane and Whalebone Lane. Across that open space a north wind blows to send sounds from each road reverberating loudly at night and any music from one road is carried and heard more loudly than in the original.

Already there are hours of much unregulated activity on Whalebone Lane at night - attracting those elements of society that enjoy using that straight piece of busy road as a roaring race track, so please do not create the possibility of a 'pit-stop' at 'Aroma' in the early hours of the morning - so easily it could become such a gathering place and soon we would see a repeat of the recent fight and stabbing which took place a few yards around the corner!

This site is at a main junction for all points in and out of Dagenham so its commercial attraction is clear, but we must also keep in mind that late night clients would be mostly men - so now think of girls and women returning home on a late bus, forced to pass that way.

Unfortunately, LBBD is not yet ready for 'cafe society' and in any event late hours are rarely a feature of that European model - but if you grant the license - please keep the hours in line with those of a public house and any music license restricted to indoors.

Aroma restaurant Green lane



020 894 1234 020 894 1234 020 894 1234

Dear barking and dagenham licensing,

I am a resident of Green lane and i am very close to the building that was previously Barclays bank. I have heard this is becoming Aroma restaurant which i think is good however i very much disagree that they should be allowed a license to sell liquor and alcohol very late into the evening. Myself and others on this road will be disturbed by people acting drunk and disorderly when we are working class people who will need to sleep and go to work. I believe this is very unfair to all of us on green lanes close to the building, and i am emailing to request that the license be denied or at least brought down to a reasonable time like 9pm.

thanks so much, Sophie.

### **Agreement between Metropolitan Police and the applicant's representative**

- Terminal hour of midnight (Monday to Saturday including preceding bank holidays) with licensable activity to 23:45. Sunday to remain as is on application.
- Condition 15 to be reworded to - **“Persons who are not paying for a table meal or purchasing a takeaway meal may not be served alcohol at the venue, save for 8 persons at the bar awaiting a table or takeaway meal.”**
- Conditions 10, 11 & 12 from the original application to be removed.

## RE: Premises Licence application - Aroma, 951 Green Lane, Dagenh...



Kenny Abere

To  LicensingCc  Bolanle Morafa;  Rachel Taylor

Tue 13/08

Follow up. Start by 13 August 2024. Due by 13 August 2024.  
You replied to this message on 13/08/2024 17:44.

Dear sir/ma,

Thanks for contacting the Environmental Protection Team regarding the above Premises Licence application.

Having consider the nature and time for the requested premises licence application with the applicant confirming in the application that, there will be no play, films, live music, recorded music and dance, **we have no objection regarding the proposed premises license, but it can only be approved subject to further few clarifications from the applicant.**

**Firstly, the applicant will need to take note of the following issues as we have a strong concern in respect of a late opening until 0145hr and 0200hr on Friday, Saturday, and Sunday for late night refreshment at both indoor and outdoor part of the premises despite the applicant stating there will be no play, films, live music, recorded music and dance.**

With residential properties near the premises and other structurally adjoining flats to the side of the venue, in other to comply with the objective on the promotion of the prevention of public nuisance of the Licensing Act 2003, the applicant will need to ensure after any of our concerns in respect of the late-night refreshment details has been addressed that:

- a. Music volume levels where any are reduced after 12am in other to minimize any music noise breakout from the venue.
- b. That the parking marshals are on ground to help with traffic movement and congestion as well as.
- c. Managing the dispersal of the premises attendees after the close of the program to prevent any un-necessary street noise that can cause significant adverse noise impact which could result in public nuisance. Customers will need to respect residents and leave quietly and not to loiter outside the premises nor dispose of litter legally.
- d. Notices must be prominently displayed by the Entry/Exit door and point of sale (as appropriate) advising customers: The permitted hours for the provision of late-night refreshment, the last order times, and the opening times of the premises.
- e. **Whilst the applicant has remained silent on the nature or details of activities that will take place during the late refreshment, applicant will need to provide more information about this as the current submission is a bit sketchy.**
- f. The applicant must also ensure that; no noise is generated on the premises, or by its associated plant or equipment, emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
- g. All windows and external doors shall be kept closed when regulated entertainment takes place if any, except for the immediate access and egress of persons
- h. A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents and businesses in the vicinity.

- i. With the applicant confirming no entertainment at the premises, loudspeakers shall not be in the entrance and exit of the premises or outside the building where one becomes necessary.
- j. A sound limiting device shall be fitted to/used by any in-house or peripatetic musical amplification system/s used at the venue and maintained in accordance with the relevant criteria to be set should there be any need for music equipment.

Therefore, based on the current available information submitted by the applicant, this department makes a representation and recommends that the application can be approved **SUBJECT to the applicant provision of more information as regards the site late night refreshment, confirmation of whether any of the above item (a – j) will be applicable and the relevant mitigation plan in place should any of the items be applicable to the premises.**

Once the applicant is in the position to address our concerns above, we will be happy to review the submitted information and amend our response as appropriate.

Finally, we take note of the applicant submission in section 18 (d) The prevention of public nuisance of the submitted application which can, form part of the site condition should we be satisfied with the requested applicant submission in relation to the late night refreshment and the licensing team is happy to approve the application.

We hope the above clarify our position on the submitted application. Otherwise, feel free to contact us should you have any further query in respect of the application quoting Flare reference number 602300.

Yours sincerely

**Environmental Protection Team**

**N.B. The above comment supersedes our previous comment dated Sat 10/08/2024 19:28.**



**Aroma**  
**951 Green Lane**  
**Dagenham**  
**RM8 1AD**

The purpose of this dispersal policy is to ensure, so far as is possible, that minimum disturbance or nuisance is caused and to ensure that the operation of the premises makes the minimum impact upon the area in relation to potential nuisance and anti-social behaviour.

Staff at the premises will take proactive measures at the end of each evening to ensure the controlled and safe dispersal of our patrons.

At the end of each evening,

- Sale of alcohol will cease 15 minutes prior to closure
- Music will be switched off.
- There are clearly signed toilet facilities which are available for customers to use at all times.
- Given the size and nature of the venue it is anticipated that there will be a gradual dispersal from the venue as the evening draws to a close and that the venue will not be at capacity at closure.
- All employees will be given appropriate instructions and training to encourage customers to leave the premises in a controlled manner. There will be clearly visible staff at the exit at the end of each evening
- Staff will assist customers with transport from the premises if required – chauffeurs, hackney carriages, Ubers etc.
- Notices shall be prominently displayed at the exit requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
- Staff will advise patrons to leave the premises and the area, quickly and quietly.
- Staff will ensure that no patrons leave the premises with bottles or any forms of drinking receptacle from within the venue.
- Patrons will be actively discouraged from gathering outside the venue at the end of the evening.
- Staff will ensure that the exterior of the premises will be clean and litter free.
- We will attach the utmost importance to the careful investigation and prompt resolution of any complaint made in respect of the running of the premises. Particular emphasis will be placed on building and maintaining close links with our immediate commercial and residential neighbours. This

includes hosting meetings where necessary to allow our neighbours to raise any issues and for those issues to be quickly resolved.

- The telephone number of the premises is published on our website and will be provided to our neighbours. Any complaint will be recorded noting the date and time of complaint, the approximate location of the complainant, a description of the noise and how it is affecting the complainant, and any follow up action.
- We will constantly review our Dispersal Policy and respond quickly to the needs of the local community of businesses and residents.



Peter Conisbee  
4 Beacon Close  
Huntingdon  
Cambridgeshire  
PE29 6GB

Friday 30<sup>th</sup> of August 2024

**Re: New Premises Licence for a Restaurant:  
Aroma - 951 Green Lane, Dagenham, RM8 1AD**

Dear Residents,

Type text here

I write on behalf of my client Jed Tech London Ltd the current leaseholder of the above premises and applicant in this matter. Thank you for your comments on the application, apologies it has taken a little while to reply, I have been in consultation with both the police and Environmental Health and wanted to finish matters to be able to update you with the result of our discussions.

When an application is put together it is well thought out and considered before submission. Whilst this venue does not sit within a cumulative impact area, the operating schedule was put together with the view that the venue was and in doing so, therefore made more robust.

We considered the licensing objectives and ensured that the operation my client is applying for will not be of negative impact. It is impossible to detail everything within an application and despite my client having honourable intentions with the application, it is difficult to know exactly how local residents will react. For my client to apply for the sale of alcohol and late-night refreshment for a restaurant with very tight controls, we genuinely did not expect the level of response we have had.

This is not an application for a restaurant. This is an application for the sale of alcohol, and late-night refreshment *at* a restaurant. There is no requirement for a licence to operate a restaurant, we are aware of numerous restaurants in London that operate without issue whilst not

having a premises licence, permitting their customers to ‘bring your own’ alcohol. Whilst this does not require a licence, it is far better to have a venue with a regulated licence than to have one without as it would give assurances under the Licensing Act 2003 of the manner in which the premises will be managed. If this application is refused, the venue will still operate as a restaurant.

We are very aware that not every person will have had full sight of the application, many will respond solely to the blue notice or the legal notice in the local newspaper. Unfortunately, with such a large operating schedule we simply cannot put the full application within such notices. I have attached the proposed operating schedule, to the foot of this letter.

In terms of the responsible authorities, the experts that deal day in and day out with the main issues of operating a licensed premises are that of the licensing authority, environmental health and the police. We put the schedule together in the hopes that the responsible authorities with their knowledge and expertise of the area would find no fault and be of the opinion that in their minds, the application would not impact the licensing objectives.

During consultation we had conversation with the police and have amended the application at their request. The environmental health team also raised concerns that we received after consultation had concluded and have since agreed further amendments as below. Please note, there are several changes, not least to the timings of the application. I have noted the amendments below and as you read through the proposed operating schedule, noted whether a condition has been amended by Environmental Health (EH), Police (Pol) or from public Representations (Reps), for your clarity. We are also happy to add a further condition with regard to concerns over the proximity to the school and reduce the timings even further by moving the commencement of sale of alcohol to a later time.

### Police Agreement

The terminal hour for licensable activity Monday to Saturday has been drawn back to 2345 hours with closure of the venue on those days to midnight.

“Persons who are not paying for a table meal or purchasing a takeaway meal may not be served alcohol at the venue, save for 8 persons at the bar awaiting a table or takeaway meal.”

As a result of this the police withdrew their representation.

### Environmental Health (EH) Agreement

EH requested that music volume levels were reduced after midnight, this is resolved by the venue being closed at midnight.

- Issue of parking. This is now resolved as my client has access to parking space at the rear of the premises, which provides direct access to the venue. There is also a public car park opposite the venue. Customers will be informed of the parking facilities via the website/social media.
- The management of dispersal. As per the operating schedule (at point 30) a dispersal policy will be in place which I have attached at the foot of this letter.
- Requests that the applicant ensure no noise is generated that would give rise to a nuisance. This was already agreed and offered within the operating schedule (point 23).
- All windows and external doors shall be kept closed when regulated entertainment takes place if any, except for the immediate access and egress of persons (at point 29).
- A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents and businesses in the vicinity. (added to point 28).
- With the applicant confirming no entertainment at the premises, loudspeakers shall not be in the entrance and exit of the premises or outside the building where one becomes necessary. Agreed
- A sound limiting device shall be fitted to/used by any in-house or peripatetic musical amplification system/s used at the venue and maintained in accordance with the relevant criteria to be set should there be any need for music equipment. Agreed.

As a result of these agreements the EH team withdrew their representation.

Therefore, there are now no further representations from the responsible authorities. Having reviewed the public representations, many of which are similar in content, I have gathered them together below and for clarity, answered each point. You will note that many of those concerns have already been dealt with via the police and EH representations and agreements. We have also responded to some of the concerns and offer additional condition to mitigate those concerns as detailed below.

- It will have a negative impact to the community (problematic late night economy) relating to noise and anti-social behaviour.

**Understandably this is always a concern when an application is submitted for licensable activity. However, there are a number of valid points that should provide assurance. The applicant will be bound by the terms of the premises licence. You will have already noted the extensive conditioning within the application and the dispersal policy. If the licensee is in breach of any of these conditions, their premises licence is at stake. Note too that this is not a drinking establishment per se, this is not a pub a bar or club, it is a restaurant. People will not be able to walk off the street and come inside to have a drink UNLESS they are sitting down to take a meal with the drink too. The style of premises that my client looks to build here will not welcome any untoward behaviour and it would certainly not assist the quiet relaxed dining experience he hopes to offer his customers.**

- 7 days of the week well into the early hours of the morning.

**The initial application was only applying for two nights a week to go beyond midnight. As stated above, this has now been withdrawn midnight.**

- Music will result in great disturbance.

**Whilst the playing of recorded/live music is deregulated between certain times, this is a restaurant. My client had no intention of playing music above what is considered background levels (where conversation can still be heard without raised voices) but this has been resolved with the additional condition of a limiter.**

- Late night clients will be mostly men - so now think of girls and women returning home on a late bus, forced to pass that way.

**I'm afraid I cannot agree that late night venues are mostly frequented by men - especially restaurants. That said we totally understand the issues for women and other sections of society that may feel vulnerable in certain situations.**

**My client will be implementing the Women's Safety Charter, Ask Angela and Ask for Clive (note condition 19). My client will also be linking in with the authorities for Welfare and Vulnerability Engagement (WAVE) training for staff.**

- Next to Robert Clack Lower School. The school has children attending from 11 years old and upwards, this brings with it safeguarding issues, and unknown risks with people able to consume alcohol so close to many vulnerable people.

**All of these points are always considered at the very start of preparation for the application. A lot of licensed premises (off-sale) will be able to sell alcohol from the moment they open in the morning. I always ensure that if my clients are near to a school that alcohol sales do not commence *before* the children should be at school, hence 9am - thereby causing no impact.**

**I'd ask you to also consider a number of other points,**

- ***“Persons who are not paying for a table meal or purchasing a takeaway meal may not be served alcohol at the venue”***
- **There is no outside seating to the front of the venue.**
- **No one is permitted to take drinks outside of the venue.**
- **See conditions 31-33 with regard to safeguarding children.**

**However, my client is happy to amend the application to reduce concerns with the implementation of the following condition;**

***“On any school day, no one under the age of 18 will be permitted on the premises before 1600 hours, unless accompanied by an adult”***

**My client is also happy to move the start time for the sale of alcohol to 1100 hours.**

- Residential fears that this new business will bring more congestion of traffic, due to drop offs on a red route/double yellow lines.

**As stated earlier the licensee will be directing customers as to where they can safely park. It is not in my clients control as to where Hackney Carriages or Uber drivers drop off. Both Hackney carriages and Private Hire vehicles are permitted to stop on red routes to allow passengers to get in/out of the vehicle, they are not permitted to remain any longer than it takes to perform that function. As my client's customer base grows, they will educate and inform customers that drop offs and pick-ups directly outside the venue should be avoided as it would be safer and easier to do so at other nearby points.**

- If alcohol is to be served till so late, there will be a lot of drunk people around in the mornings when we take our children to school creating unnecessary tension.

**The restaurant will be shut at midnight. Even if the venue were to close at 2am - that would have been weekends only. Given that this is a restaurant and not a drinking establishment per se, the protocol of any restaurateur would be to ensure the exterior of the premises were tidy and secure at close of business. The dispersal policy also deals with this in ensuring that people, leave the area. If any drunk people were loitering outside the premises 8+ hours after closure I would suggest they are nothing to do with this restaurant.**

- People might start coming in for drinks around school home time putting us parents in a very uncomfortable situation.

**This is a restaurant; customers cannot simply come in for a drink as has been discussed above. Please also note our offered additional conditions regarding school days and u18's**

- There is significant issue with the availability of car parking spaces around Green Lane.

**As discussed, parking is secured at the rear of the premises and if overspill a public car park across the road from the venue. Customers will be directed to these locations.**



- There is also a risk of increased littering and urination on private properties.

**Businesses do not want to be associated with littering or such acts. The licensee will ensure that there is no litter or waste caused by the venue as per offered condition 25. Whether or not that litter is caused by the venue, the licensee will not want an unattractive appearance to the venue, and it will be dealt with. You will note too that there are ample facilities within the premises for customers to use prior to departure.**

- There is already considerable anti-social behaviour in this location.

**Restaurants do not tend to cause the same issues as pubs, bars clubs etc where the main sale is alcohol. The main draw to a restaurant is to dine, with the *potential* of an alcoholic drink (not always) as ancillary to that meal. We appreciate the concerns for ASB as it can take many forms - we feel that through our proposed operating schedule, dispersal policy and agreements with the responsible authorities that we have mitigated this concern.**

I hope this has answered your concerns. My client has not ignored your representations, and we hope you note the offers to amend the operating schedule with additions to mitigate some of the issues raised.

If you have any further question or concerns, please do not hesitate to contact me on the details below. If the amendments offered to the operating schedule and answers above have dealt with your concerns and you feel able to withdraw your representation, please inform the licensing authority.

Kind Regards

Peter Conisbee Q.Inst.Pa  
Licensing Consultant  
[www.pclicensing.co.uk](http://www.pclicensing.co.uk)  
07877 851 048

### **Opening Hours**

Sunday 0600-2300  
Monday to Saturday (and days preceding bank holidays) 0600-0000

### **Licensable Activity**

Sale of Alcohol  
Monday to Saturday (and days preceding bank holidays) 1100-2345

Sunday 1100-2245  
Late Night Refreshment  
Monday to Saturday 2300-2345

### **Draft Operating Schedule**

#### General

1. A bound incident log shall be kept at the premises, and made available on request to an authorised officer of the council or the police, which will record the following:
  - a. all crimes reported to the venue.
  - b. all ejections of patrons
  - c. any complaints received concerning crime and disorder.
  - d. any incidents of disorder
  - e. any faults in the CCTV system
  - f. any visit by a relevant authority or emergency service.
2. The premises licence holder or nominated representative shall keep and maintain all right to work documents for all staff members. Right to work documents shall be kept at the premises and produced to an authorised officer of the council or the police upon request. Right to work documents must be retained at the premises for a minimum of 12 months after employment has ceased.
3. There shall be at least 1 personal licence holder on duty at all times the premises is operating with licensable activities.

4. Any detail shown on the plan that is not required by the licensing plans regulations is indicative only and subject to change at any time.
5. The licensee shall operate the venue as a restaurant style premises with a substantial food offering and will be laid out to tables and chairs.
6. **Persons who are not paying for a table meal or purchasing a takeaway meal may not be served alcohol at the venue, save for 8 persons at the bar awaiting a table or takeaway meal. (Pol)**

#### Prevention of Crime

7. CCTV shall be installed, operated and maintained at all times that the premises is open for licensable activities, so as to comply with the following criteria;
  - The licensee will ensure that the system is checked every two weeks to ensure that the system is working properly and that the date and time are correct. A record of these checks, showing the date and time of the person checking, shall be kept and made available to police or authorised council officers on request
  - The police must be informed if the system will not be operating for longer than one day of business for any reason
  - One camera will show a close-up of the entrance to the premises, to capture a clear, full length image of anyone entering
  - The system will provide coverage of any exterior part of the premises accessible to the public
  - The system shall record in real time and recordings will be date and time stamped
  - Recordings will be kept for a minimum of 31 days and downloaded footage will be provided free of charge to police or authorised council officers on request, (subject to the Data Protection Act 1998) within 24 hours of any request, and
  - At all times the premises are open for licensable activity, there will be a person on the premises who can operate the system sufficiently to allow police or authorised council officers to view footage on request

8. Signage stating that CCTV is in operation at the premises will be clearly displayed at the premises
9. The use of CCTV at the premises will be registered with the Information Commissioners officer (ICO)
10. In the event that a serious assault is committed on the premises (or appears to have been committed) the management will immediately ensure that:
  - a) the police (and, where appropriate, the Ambulance Service) are called without delay.
  - b) all measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police.
  - c) the crime scene is preserved so as to enable a full forensic investigation to be carried out by the police; and
  - d) such other measures are taken (as appropriate) to fully protect the safety of all persons present on the premises.
11. There shall be a minimum of 1 x SIA licensed door supervisor on duty at the Premises each day from 10pm to 15 minutes after close when the Premises is open for Licensable Activities beyond midnight. The Premises Licence Holder shall risk assess the need for SIA licensed door supervisors at other times.
12. The licensee/management shall record the full name, home address and contact telephone number, SIA registration number, and the time/date of employment of any door supervisor(s) employed at the premises. Where door supervisor(s) are provided by an agency the name, business address and contact telephone number will also be recorded. These records are to be maintained for no less than 12 months.
13. There will be a written policy on conduct and searching by SIA door staff, this document must be made available to Police and Council staff on request without delay and will be reviewed annually.
14. The capacity of the premises shall not exceed 100 persons (not including staff).

15. The premises licence holder shall display crime prevention posters/material as provided by the police, aimed at preventing the theft or loss of personal possessions. These posters/materials will be affixed/displayed in a prominent position to be agreed between the licence holder and a member of the police licensing team within the premises.
16. The sale of alcohol will be by table service only to persons sat at a table save for a maximum of 8 persons stood at the bar area.

#### Public Safety

17. An adequate and appropriate supply of first aid equipment and materials must be available on the premises at all times.
18. A fire safety risk assessment will be completed as per government guidelines on an annual basis (**Regulatory Reform (Fire Safety) Order 2005**) And produced to authorised officers of the council, Police or the Fire Service upon request.
19. All exit routes and public areas shall be kept unobstructed, shall have non-slippery and even surfaces, shall be free of trip hazards and shall be clearly signed.
20. The premises will operate the 'Ask for Angela' and 'Ask for Clive' schemes and will display relevant signage within the premises advertising the schemes.

#### Prevention of Public Nuisance

21. The Licensee shall ensure that all staff are fully trained and made aware of the legal requirement of businesses to comply with their responsibility as regards the disposal of waste produced from the business premises. The procedure for handling and preparing for disposal of the waste shall be in writing and displayed in a prominent place where it can be referred to at all times by staff.

22. The licensee will ensure that there is an adequate number of receptacles for waste within the premises for the public to use.
23. No noise generate on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
24. No fumes, steam or odours shall be emitted from the licensed premises so as to cause a nuisance to any persons living or carrying on business in the area where the premises is situated.
25. During the hours of operation of the premises, the licence holder shall ensure sufficient measures are in place to remove and prevent litter or waste arising or accumulating from customers in the area immediately outside the premises.
26. No collections of waste or recycling materials (including bottles) from the premises shall take place between 2100 and 0700 hours the following day.
27. Bottling out shall not take place between 2100 and 0700 the following day.
28. Notices shall be prominently displayed at all exits;
  - requesting patrons leaving the premises to do so quietly respecting the needs of local residents and businesses.
  - displaying the permitted hours for the provision of late-night refreshment, the last order times, and the opening times of the premises.
  - displaying the telephone number for the management of the premises **(EH Amended)**
29. All windows and external doors shall be kept closed after 2100 hours, and when and regulated entertainment takes place, except for the immediate access and egress of persons. **(EH Amended)**
30. The premises shall operate a dispersal policy and all staff shall be trained in its implementation.

31. Loudspeakers shall not be located in the entrance lobby or outside the premises building **(EH New)**
32. A sound limiting device shall be installed, set and sealed at a level approved by the council **(EH New)**
33. The website will inform customers that the venue has its own parking area to the rear of the premises and will also display the telephone number for the management of the venue. **(EH New)**

#### Protection of Children from Harm

34. The premises shall at all times operate a Challenge 25 policy to prevent any customers who attempt to purchase alcohol and who appear to the staff member to be under the age of 25 years without having first provided identification. Only a valid British driver's licence showing a photograph of the person, a valid passport or proof of age card showing the 'Pass' hologram are to be accepted as identification. Military ID Cards can also be accepted.
35. All staff members engaged, or to be engaged, in selling alcohol on the premises shall receive full training pertinent to the Licensing Act, specifically in regard to age-restricted sales, and the refusal of sales to persons believed to be under the influence of alcohol or drugs.
36. All such training is to be fully documented and signed by not only the employee but the person delivering the training. Training records shall be kept at the premises and made available upon request to either an authorised officer of the council or the police on request/ Staff employed to sell alcohol and assist a licensable activity shall undergo training upon induction. This shall include, but not be limited to;
  - The premises age verification policy
  - Dealing with refusal of sales.
  - Proxy purchasing

- Identifying attempts by intoxicated persons to purchase alcohol
- Identifying signs of intoxication

37. Such training sessions are to be documented and refreshed every twelve months. All training sessions are to be documented in English. Records of training shall be kept for a minimum of one year and be made available to an authorised officer of the council or the police upon request.

38. **“On any school day, no one under the age of 18 will be permitted on the premises before 1600 hours, unless accompanied by an adult” (Reps New)**



## Dispersal Policy

The purpose of this dispersal policy is to ensure, so far as is possible, that minimum disturbance or nuisance is caused and to ensure that the operation of the premises makes the minimum impact upon the area in relation to potential nuisance and anti-social behaviour.

Staff at the premises will take proactive measures at the end of each evening to ensure the controlled and safe dispersal of our patrons.

At the end of each evening,

- Sale of alcohol will cease 15 minutes prior to closure
- Music will be switched off.
- There are clearly signed toilet facilities which are available for customers to use at all times.
- Given the size and nature of the venue it is anticipated that there will be a gradual dispersal from the venue as the evening draws to a close and that the venue will not be at capacity at closure.
- All employees will be given appropriate instructions and training to encourage customers to leave the premises in a controlled manner. There will be clearly visible staff at the exit at the end of each evening
- Staff will assist customers with transport from the premises if required – chauffeurs, hackney carriages, Ubers etc.
- Notices shall be prominently displayed at the exit requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
- Staff will advise patrons to leave the premises and the area, quickly and quietly.
- Staff will ensure that no patrons leave the premises with bottles or any forms of drinking receptacle from within the venue.
- Patrons will be actively discouraged from gathering outside the venue at the end of the evening.
- Staff will ensure that the exterior of the premises will be clean and litter free.

- We will attach the utmost importance to the careful investigation and prompt resolution of any complaint made in respect of the running of the premises. Particular emphasis will be placed on building and maintaining close links with our immediate commercial and residential neighbours. This includes hosting meetings where necessary to allow our neighbours to raise any issues and for those issues to be quickly resolved.
- The telephone number of the premises is published on our website and will be provided to our neighbours. Any complaint will be recorded noting the date and time of complaint, the approximate location of the complainant, a description of the noise and how it is affecting the complainant, and any follow up action.
- We will constantly review our Dispersal Policy and respond quickly to the needs of the local community of businesses and residents.