

# Appendix 1





FOR OFFICE USE			
RECEIPT / INVOICE NO.	FEE REQUIRED:	Date:	Initials:

This form should be completed and forwarded to: Licensing Section, Mulberry Place (AH), PO Box 55739, 5 Clove Crescent, London E14 1BY with a cheque for the correct fee, made payable to the London Borough of Tower Hamlets.

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

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

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

I/We (Insert name(s) of applicant) MARTIN HALSALL

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

**Part 1 – Premises details**

Postal address of premises or, if none, ordnance survey map reference or description	
102 MIDDLESEX STREET, BROADWOODS TRADING 27 OCT 2010 LICENSING	
Post town	Post code
LONDON	E1 7EZ

Telephone number at premises (if any)

Non-domestic rateable value of premises £ NOT KNOWN

## Part 2 - Applicant details

Please state whether you are applying for a premises licence as

- Please tick  yes
- a) an individual or individuals\*  Please complete section (A)
- b) a person other than an individual \*
- i. as a limited company  please complete section (B)
  - ii. as a partnership  please complete section (B)
  - iii. as an unincorporated association or  please complete section (B)
  - iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)
- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) an individual who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

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

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

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

Surname

HALSALL

First names

MARTIN WILLIAM

I am 18 years old or over

Please tick  yes

Current postal  
address if different  
from premises  
address

[Empty box for current postal address]

Post Town

[Empty box for post town]

Postcode

[Empty box for postcode]

Daytime contact telephone number

[Redacted telephone number]

E-mail address  
(optional)

[Redacted email address]

SECOND INDIVIDUAL APPLICANT (if applicable)

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

Surname

[Empty box for surname]

First names

[Empty box for first names]

I am 18 years old or over

Please tick  yes

Current postal  
address if different  
from premises  
address

[Empty box for current postal address]

Post Town

[Empty box for post town]

Postcode

[Empty box for postcode]

Daytime contact telephone number

[Empty box for telephone number]

E-mail address  
(optional)

[Empty box for email address]

**B) OTHER APPLICANTS**

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

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

**Part 3 Operating Schedule**

When do you want the premises licence to start?

Day	Month	Year
01	12	2010

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

Day	Month	Year

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

--

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

INTO UEA LONDON PROVIDES PATHWAYS TO  
BRITISH UNIVERSITIES FOR INTERNATIONAL STUDENTS  
AT UNDERGRADUATE AND POSTGRADUATE LEVELS.

ANY SOCIAL ACTIVITIES ARE NOT OPEN TO THE GENERAL  
PUBLIC. ALL FUNCTIONS WILL BE PRE-BOOKED AND  
MANAGED BY US

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

**Provision of regulated entertainment**

- |  |  |
|--|--|
|  | Please tick <input type="checkbox"/> yes |
| a) plays (if ticking yes, fill in box A)   | <input checked="" type="checkbox"/>      |
| b) films (if ticking yes, fill in box B)   | <input checked="" type="checkbox"/>      |
| c) indoor sporting events (if ticking yes, fill in box C)  | <input type="checkbox"/>                 |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D)   | <input type="checkbox"/>                 |
| e) live music (if ticking yes, fill in box E)  | <input checked="" type="checkbox"/>      |
| f) recorded music (if ticking yes, fill in box F)  | <input checked="" type="checkbox"/>      |
| g) performances of dance (if ticking yes, fill in box G)   | <input checked="" type="checkbox"/>      |
| h) anything of a similar description to that falling within (e), (f) or (g)<br>(if ticking yes, fill in box H) | <input type="checkbox"/>                 |

**Provision of entertainment facilities for:**

- |  |                                     |
|--|-------------------------------------|
| i) making music (if ticking yes, fill in box I)  | <input checked="" type="checkbox"/> |
| j) dancing (if ticking yes, fill in box J)   | <input checked="" type="checkbox"/> |
| k) entertainment of a similar description to that falling within (i) or (j)<br>(if ticking yes, fill in box K) | <input type="checkbox"/>            |

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

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

**In all cases complete boxes N, O and P**

**A**

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of a play take place indoors or outdoors or both - please tick (please read guidance note 2)</b>	Indoors	X
Day	Start	Finish		Outdoors	
				Both	
Mon	1700	2100	<b>Please give further details here (please read guidance note 3)</b>  NORMALLY IN THE GROUND FLOOR LECTURE THEATRE		
Tue	1700	2100			
Wed	1700	2100		<b>State any seasonal variations for performing plays (please read guidance note 4)</b>	
Thur	1700	2100			
Fri	1700	2100		<b>Non standard timings. Where you intend to use the premises for performance of plays at different times to those listed in the column on the left, please list (please read guidance note 5)</b>	
Sat	1200	2100			
Sun	-	-			

**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			<b>Will the exhibition of a film take place indoors or outdoors or both - please tick (please read guidance note 2)</b>	Indoors	
Day	Start	Finish		Outdoors	
				Both	
Mon	1200	2100	<b>Please give further details here (please read guidance note 3)</b>  NORMALLY IN THE GROUND FLOOR LECTURE THEATRE		
Tue	1200	2100			
Wed	1200	2100		<b>State any seasonal variations for exhibition of films (please read guidance note 4)</b>	
Thur	1200	2100			
Fri	1200	2100		<b>Non standard timings. Where you intend to use the premises for exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 5)</b>	
Sat	1200	2100			
Sun					



**C**

Indoor sporting events Standard days and timings (please read guidance note 6)			Please give further details here (please read guidance note 3)
Day	Start	Finish	
Mon	<del>1200</del>	<del>2100</del>	<p><b>State any seasonal variations for indoor sporting events</b> (please read guidance note 4)</p> <p><b>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</b> (please read guidance note 5)</p> <p style="text-align: center;">N/A.</p>
Tue	1200	2100	
Wed	1200	2100	
Thur	1200	2100	
Fri	1200	2100	
Sat	<del>1200</del>	<del>2100</del>	
Sun	-	-	

**D**

Boxing or wrestling entertainment Standard days and timings (please read guidance note 6)			Will the Boxing or wrestling entertainment take place indoors or outdoors or both - please tick (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	
Mon	N/A		Both		<p>Please give further details here (please read guidance note 3)</p> <p style="text-align: center;">N/A.</p> <p><b>State any seasonal variations for boxing or wrestling entertainment</b> (please read guidance note 4)</p> <p><b>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</b> (please read guidance note 5)</p>
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					

**E**

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick [Y]</b> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)  NORMALLY ONLY A QUARTET ON THE FIRST FLOOR		
Mon	1200	2300			
Tue	1200	2300	<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)		
Wed	1200	2300			
Thur	1200	2300	<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Fri	1200	2400			
Sat	1200	2400			
Sun					

**F** - Amended

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick [Y]</b> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)  ANY LOCATION		
Mon	1200	2300			
Tue	1200	2300	<b>State any seasonal variations for playing recorded music</b> (please read guidance note 4)		
Wed	1200	2300			
Thur	1200	2300	<b>Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Fri	1200	2400			
Sat	1200	2400			
Sun					

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			Will the performance of dance take place indoors or outdoors or both – please tick [X] (please read guidance note 2)	Indoors <input checked="" type="checkbox"/>	
				Outdoors <input type="checkbox"/>	
				Both <input type="checkbox"/>	
Day	Start	Finish	Please give further details here (please read guidance note 3)  NORMALLY ONLY ON THE FIRST FLOOR		
Mon	1200	2100			
Tue	1200	2100			
Wed	1200	2100			
Thur	1200	2100			
Fri	1200	2300			
Sat	1200	2300			
Sun	-	-			
			State any seasonal variations for the performance of dance (please read guidance note 4)		
			Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed in the column on the left, please list (please read guidance note 5) 5)		

**H**

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	Please give further details here (please read guidance note 3)		
Mon					
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
			State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 4)		
			Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 5)		

① - Amended

Provision of facilities for making music Standard days and timings (please read guidance note 6)			Please give a description of the facilities for making music you will be providing		
			<b>Will the facilities for making music be indoors or outdoors or both – please tick [Y] (please read guidance note 2)</b>	Indoor	X
				Outdoor	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon	1200	2300	SMALL SCALE – IN CLASSROOMS		
Tue	1200	2300			
Wed	1200	2300	State any seasonal variations for the facilities for making music (please read guidance note 4)		
Thur	1200	2300			
Fri	1200	2400	Non standard timings. Where you intend to use the premises for the facilities for making music entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)		
Sat	1200	2400			
Sun	—	—			

J - Amended

<b>Provision of facilities for dancing</b> Standard days and timings (please read guidance note 6)			<b>Please give a description of the facilities for dancing you will be providing</b>							
			<b>Will the facilities for dancing be indoors or outdoors or both – please tick [Y] (please read guidance note 2)</b>	<table border="1"> <tr> <td>Indoor</td> <td>X</td> </tr> <tr> <td>Outdoor</td> <td></td> </tr> <tr> <td>Both</td> <td></td> </tr> </table>	Indoor	X	Outdoor		Both	
Indoor	X									
Outdoor										
Both										
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here (please read guidance</b>							
Mon	200	2300	NORMALLY FIRST FLOOR ONLY							
Tue	1200	2300								
Wed	1200	2300	<b>State any seasonal variations for the facilities for dancing (please read guidance note 4)</b>							
Thur	1200	2300								
Fri	1200	2400	<b>Non standard timings. Where you intend to use the premises for the facilities for dancing entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)</b>							
Sat	1200	2400								
Sun										

**K**

<b>Provision of facilities for entertainment of a similar description to that falling within I or J</b> <b>Standard days and timings</b> (please read guidance note 6)			<b>Please give a description of the type of entertainment facility you will be providing</b>		
			<b>Will the entertainment facility be indoors or outdoors or both – please tick (Y)1</b> (please read guidance note 2)	Indoor	
				Outdoor	
				Both	
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance		
Mon			<b>State any seasonal variations for the provision of facilities for entertainment of a similar description to that falling within I or k</b> (please read guidance note 4)		
Tue					
Wed					
Thur					
Fri					
Sat					
Sun					
			<b>Non standard timings. Where you intend to use the premises for the provision of facilities for entertainment of a similar description to that falling within I or J at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		

L

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both - please tick [Y] (please read guidance note 2)	Indoors	X
Day	Start	Finish		Outdoors	
Mon	16.00	24.00	Please give further details here (please read guidance)  NORMALLY : LECTURE THEATRE : FIRST FLOOR OPEN AREA : THIRD FLOOR OPEN AREA	Both	
Tue	16.00	24.00			
Wed	16.00	24.00		State any seasonal variations for the provision of late night refreshment (please read guidance note 4)	
Thur	16.00	24.00			
Fri	16.00	24.00		Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times to those listed in the column on the left, please list (please read guidance note 5)	
Sat	16.00	24.00			
Sun	16.00	24.00			

M

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption - please tick [Y] (please read guidance note 7)	On the premises	X
Day	Start	Finish		Off the premises	
Mon	17.00	24.00	Please give further details here (please read guidance)  NORMALLY ONLY IN: LECTURE THEATRE : FIRST FLOOR OPEN AREA : THIRD FLOOR OPEN AREA	Both	
Tue	17.00	24.00			
Wed	17.00	24.00		State any seasonal variations for the supply of alcohol (please read guidance note 4)	
Thur	17.00	24.00			
Fri	17.00	24.00		Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 5)	
Sat	17.00	24.00			
Sun	17.00	24.00			

Box M continues on the next page...

**Box M continued**

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

**Name**

MARTIN HAZZALL

**Address**

[Redacted]  
Postcode [Redacted]

**Personal Licence number(if known)**

[Redacted]

**Issuing licensing authority (if known)**

[Redacted]

**N**

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

[Empty box for highlighting concerns]



O

Hours premises are open to the public Standard timings (please read guidance note 6)			State any seasonal variation (please read guidance note 4)
Day	Start	Finish	
Mon			<p>PREMISES ARE NOT ROUTINELY OPEN TO THE PUBLIC, ONLY TO STAFF AND STUDENTS AND THOSE ENQUIRING ABOUT FUTURE STUDY</p>
Tue			
Wed			
Thur			<p><u>Non standard timings. Where you intend to the premises to be open at different times to those listed in the column on the left, please list.</u> (please read guidance note 5)</p>
Fri			
Sat			
Sun			

P

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

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

AN AGE VERIFICATION POLICY IS IN FORCE  
THIS WILL BE ENFORCED BY THE STAFF USING  
CLASS LISTS. STAFF WILL ALWAYS SUPERVISE ALL  
FUN GAMES INVOLVING STUDENTS

b) The prevention of crime and disorder

SIA GUARDS ARE EMPLOYED IN THE LOBBY 24/7  
THE GUARDS ARE INTEGRATED INTO THE CENTRE'S  
STAFF AND ARE SUPPLEMENTED MON-FRI 0800-  
2000 BY A PROFESSIONAL RECEPTIONIST

c) Public safety

NO GLASSES WILL BE REMOVED FROM THE BUILDING  
SIA GUARD WILL ENSURE COMPLIANCE

d) The prevention of public nuisance

NOTICES WILL BE POSTED REQUIRING PEOPLE  
TO RESPECT OUR NEIGHBOURS AND THEIR PROPERTY  
STUDENTS WILL BE BRIEFED  
STAFF WILL MONITOR BEHAVIOUR

e) The protection of children from harm

ALL STAFF ARE CRB (ENHANCED) CHECKED  
PASTORAL CARE OF OUR STUDENTS NO MATTER  
WHAT AGE IS PARAMOUNT AND PART OF  
OUR ROUTINE SAFEGUARDING INITIATIVES

You have completed part 3 of this form. Below is a checklist for your assistance.

CHECKLIST:

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

**Part 4 – Signatures** (please read guidance note 10)

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

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

Signature

[Redacted Signature]

Date

26 October 2010

Capacity

CHIEF OPERATIONS OFFICER

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

Signature

Date

Capacity

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

Post town

Post code

Telephone number (if any)

If you would prefer us to correspond with you by e-mail your e-mail address (optional)

# Appendix 2



**Mohshin Ali**

---

**From:** Thomas Doyle  
**Sent:** 13 December 2010 16:21  
**To:** Alkesh Solanki  
**Cc:** Mohshin Ali  
**Subject:** RE: INTO University of East Anglia London, 102 Middlesex Street

Thanks Alkesh.

Mohshin - On that basis I would be happy to withdraw my objection too if this can be done.

Regards

Thomas.

Planning Enforcement Officer  
London Borough of Tower Hamlets  
Ph: 0207 364 5204

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**From:** Alkesh Solanki  
**Sent:** 08 December 2010 15:59  
**To:** Thomas Doyle  
**Cc:** Mohshin Ali  
**Subject:** RE: INTO University of East Anglia London, 102 Middlesex Street

HI THOMAS,

Apparently they need 24hour access for staff and students. And yes I withdrew my objections. I met RUTH HARPER and Alan (POLICE) a couple of weeks ago onsite. The biggest confusion lies in the fact that Martin H and Ruth were both negotiating with us....The last piece of correspondence from the applicant is as is cut and paste below, and it seems different to what info you have, read on:

"Dear Alan and Alkesh,

Thank you both for meeting with me today.

To confirm our discussions, the application will be as per the written submission, except for the following:

Sections F (Recorded Music), I (Making Music) and J (Dancing) will all be adjusted to the same times as G (Performances of Dance): Monday – Thursday 12.00-21.00 and Friday – Saturday 12.00-23.00.

Section O – Opening times to Public are 12.00-00.30.

We will adhere to the conditions:

No alcohol to be taken from the premises.

14/12/2010

No glasses/bottles to be taken outside.

Kind Regards,

**Ruth Harper**

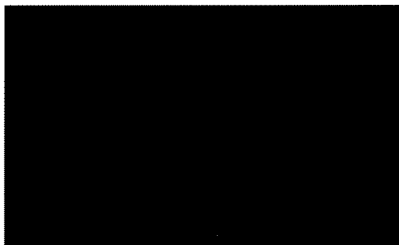
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Academic Support and Operations Manager

UEA London/INTO UEA/INTO City

102 Middlesex Street

London E1 7EZ



**Alkesh Solanki**  
Area Team North, Environmental Protection

<a href="mailto:alkesh.solanki@towerhamlets.gov.uk">alkesh.solanki@towerhamlets.gov.uk</a> 020 7364 6518
London Borough of Tower Hamlets 4th Floor   Anchorage House   2 Clove Crescent London   E14 2BE <a href="#">Click here for map.</a>

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**From:** Thomas Doyle  
**Sent:** 07 December 2010 13:08  
**To:** Mohshin Ali  
**Cc:** Alkesh Solanki  
**Subject:** RE: INTO University of East Anglia London, 102 Middlesex Street

Hi Alkesh,

Have you withdrawn your objection to this?

I would have no objection with sale of alcohol till midnight but do they really need to be open 24hrs to the public?

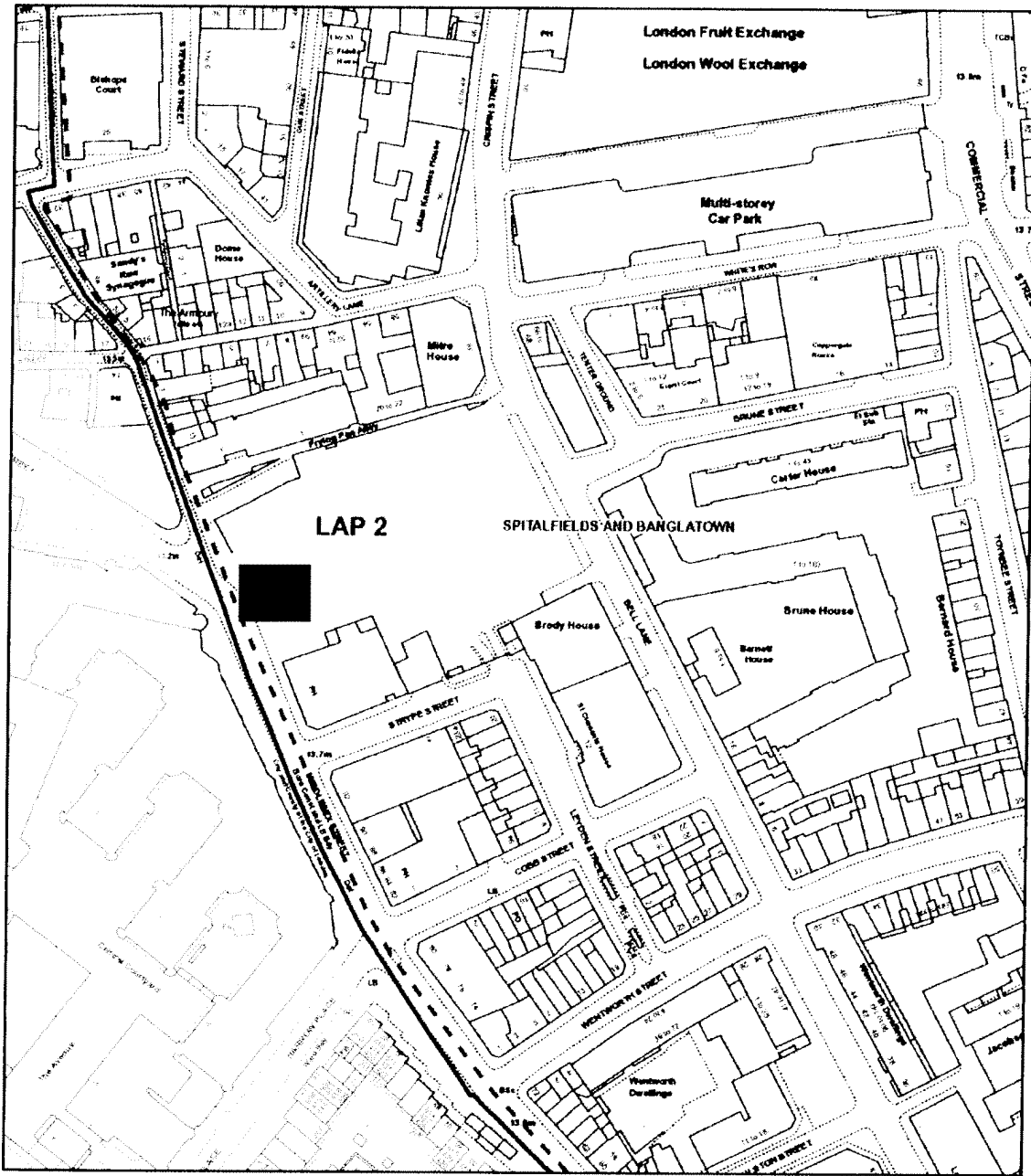
I'm a little confused because the original application said they wished to provide function facilities, which would be self contained with no open access to licensed areas for members of the general public with all functions being pre booked.

14/12/2010



# Appendix 3

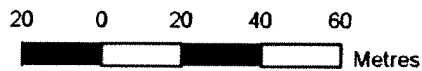




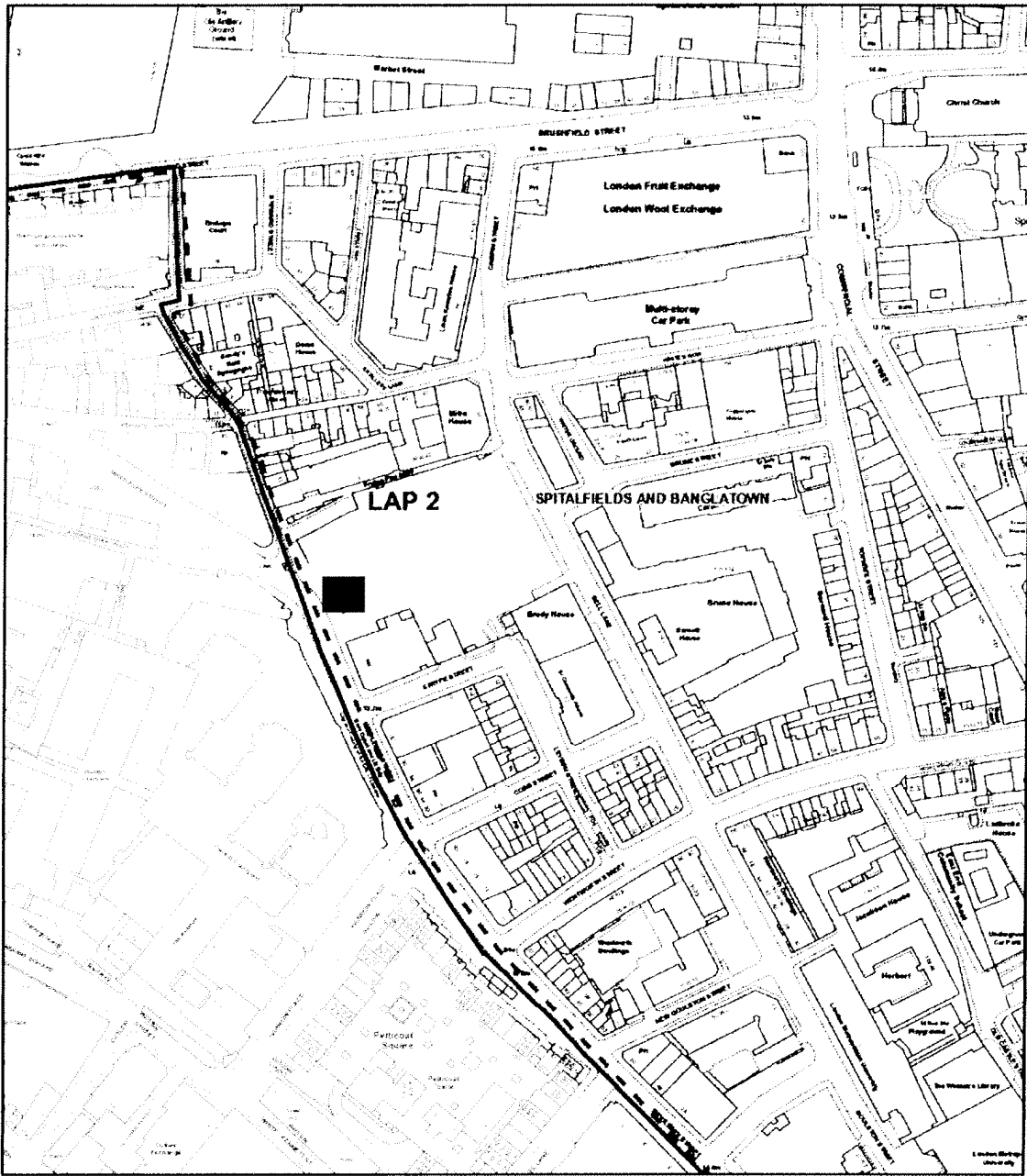
# 102 Middlesex Street



Scale 1:1665



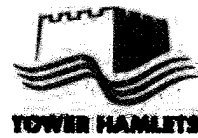
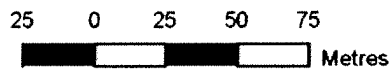
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# 102 Middlesex Street



Scale 1:2321



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# Appendix 4

## Section 182 Advice by the Home Office

Updated October 2010

### Relevant, vexatious and frivolous representations

- 9.8 A representation would only be “relevant” if it relates to the likely effect of the grant of the licence on the promotion of at least one of the licensing objectives. For example, a representation from a local businessman which argued that his business would be commercially damaged by a new licensed premises would not be relevant. On the other hand, a representation that nuisance caused by the new premises would deter customers from entering the local area and the steps proposed by the applicant to control that nuisance were inadequate would be relevant. There is no requirement for an interested party or responsible authority to produce a recorded history of problems at a premises to support their representations, and in fact this would not be possible for new premises. Further information for interested parties about the process for making representations is available in “Guidance for interested parties: Making representations” which can be found on the Home Office website.
- 9.9 The “cumulative impact” on the licensing objectives of a concentration of multiple licensed premises may also give rise to a relevant representation when an application for the grant or variation of a premises licence is being considered, but not in relation to an application for review which must relate to an individual premises.
- 9.10 It is for the licensing authority to determine whether any representation by an interested party is frivolous or vexatious on the basis of what might ordinarily be considered to be vexatious or frivolous. Vexation may arise because of disputes between rival businesses and local knowledge will therefore be invaluable in considering such matters. Frivolous representations would be essentially categorised by a lack of seriousness. An interested party who is aggrieved by a rejection of their representations on these grounds may challenge the authority’s decision by way of judicial review.

- 9.11 Licensing authorities should not take decisions on whether representations are relevant on the basis of any political judgement. This may be difficult for ward councillors receiving complaints from residents within their own wards. If consideration is not to be delegated, contrary to the recommendation in this Guidance, an assessment should be prepared by officials for consideration by the subcommittee before any decision is taken that necessitates a hearing. Any ward councillor who considers that their own interests are such that they are unable to consider the matter independently should disqualify themselves.
- 9.12 The Home Secretary recommends that in borderline cases, the benefit of the doubt should be given to the interested party making the representation. The subsequent hearing would then provide an opportunity for the person or body making the representation to amplify and clarify it. If it then emerged, for example, that the representation should not be supported, the licensing authority could decide not to take any action in respect of the application.
- 9.13 Licensing authorities should consider providing advice on their websites about how any interested party can make representations to them.

# Appendix 5





Hi To whom it may concern,

I am writing to you regarding the receipt of  
an application for 24hr drinking at

UEA London 102 Middlesex Street E1  
(Ref TSS/LIC/042457)

I would like to express my strong view  
against this. The students are often loud  
and drunk wandering around this area at  
very early hours of the morning. I live in  
the adjacent building, Wexner Building, and am  
often woken up by the students. The addition  
of this licence will mean more noise,  
and attract the likes of crime, looking to  
take advantage of drunk students and their  
friends.

Please consider my letter,

Many Thanks

Erica Platt



To whom it may concern,

Re your ref: TSS/LIC/042464

/MA

The licence that has been applied for by 102 Middlesex Street E17EZ. Many thanks for sending me the updated proposal, however I must still submit my objections.

I am willing to appreciate a licence until 11pm is perfectly acceptable during the week/weekend but I work long hours on a Friday to finish early for religious reasons and therefore students drinking and allowed live music until midnight on a Friday is not acceptable. The students have an outside area right by my bedroom window that they make a lot of noise in already. Having live music (though they specify inside, they keep the doors open) would be intolerable and upsetting on a Friday, my health will suffer if not allowed to sleep until midnight, as well as my prayers being interrupted. Friday is still a weekday, please honour our desire for rest and piece after a long week working which

LBTH

students will not appreciate  
I must also object to a drinking licence  
until midnight every night for the same  
reasons. We are already in legal proceedings  
with the bar next door breaching their  
licence past 11pm, please do not add another  
disturbance, we only want to rest and enjoy some  
quiet, but with the bar and university this is  
becoming impossible.

The outside space will and is already used  
for drinking, and substantial noise is not enforced  
by the university officials, attracting attention  
from outside peoples.

I have lived here for 3 years and never experienced  
drug dealers in the area before. Now they hang  
around at 10pm/11pm looking for student buyers,  
it's awful. Please limit the drinking/entertainment  
to 11pm as is customary for a residential  
neighbourhood and help us enjoy some peace. Many  
Thanks, we really need your help.

Erica Platt

# Appendix 6

## Crime and disorder on the premises

### Licensing Policy

The Licensing Authority expects the applicant to have addressed all crime and disorder issues relating to the premises in their operating schedule and to have sought appropriate advice. **(See Sections 5.2. of the Licensing Policy)**

The Licensing Authority will consider attaching conditions to deter crime and disorder and these may include conditions drawn from the Model Pool of Conditions relating to Crime and Disorder. **(See Appendix 2 Annex D of the Licensing Policy)**. In particular Members may wish to consider (this list is not exhaustive):

- Methods of management communication
- Use of registered Door Supervisors
- Bottle Bans
- Plastic containers
- CCTV
- Restrictions on open containers for "off sales"
- Restrictions on drinking areas
- Capacity
- Proof of Age scheme
- Crime prevention notices
- Drinks promotions-aimed at stopping irresponsible promotions
- Signage
- Seating plans
- Capacity

If Members believe that there is a substantial problem of anti-social behaviour and it cannot be proportionately addressed by licensing conditions they should refuse the application.

### Police Powers

The Licensing Act 2003, Part 8 gives a senior police officer the power to close a premises for up to 24 hours where the officer believes there is, or is likely to be disorder on or in the vicinity and closure is necessary in the interests of public safety.

Guidance Issued under Section 182 of the Licensing Act 2003.

The pool of conditions, adopted by the council is recommended (Annexe D).

The key role of the police is acknowledged (2.2).

Conditions attached to licences cannot seek to manage the behaviour of customers once they are beyond the direct management of the licence holder and their staff or agents, but can directly impact on the behaviour of customers on, or in the immediate vicinity of the premises as they seek entry or leave (2.4).

Conditions are best targeted on deterrence and preventing crime and disorder (S.2.6) communication, CCTV, police liaison, no glasses, capacity limits are all relevant (S.2.7-2.11).

Guidance Issued under Section 182 of the Licensing Act 2003

Conditions can be imposed for large capacity “vertical consumption” premises (10.40).

Guidance Issued by the Office of Fair Trading

This relates to attempts to control minimum prices

Other Legislation

The Council has a duty under Section 17 of the Crime and Disorder Act 1998 to do all it reasonably can to prevent crime and disorder.

# Appendix 7

## Crime and disorder from patrons leaving the premises

### General Advice

Members need to bear in mind that once patrons have left a premises they are no longer under direct control. Members will need to be satisfied that there is a link between the way the premises is operating and the behaviour that is complained of. An example of this would be that irresponsible drinking is being encouraged. Before deciding that any particular licensing conditions are proportionate, Members will also need to be satisfied that other legislation is not a more effective route. For example, if the problem is drinking in the street it may be that the Council should designate the area as a place where alcohol cannot be consumed in public.

Members may also wish to consider whether the hours of opening relate to any problems of anti-social behaviour.

If Members believe that there is a substantial problem of anti-social behaviour and it cannot be proportionately addressed by licensing conditions they should refuse the application.

### Licensing Policy

The policy recognises that other legislation or measures may be more appropriate but also states that licensing laws are "a key aspect of such control and will always be part of an overall approach to the management of the evening and night time economy." Other controls need to be borne in mind. **(See Section 4.10 and 4.11 of the Licensing Policy).**

- The Licensing Authority will consider attaching conditions to deter crime and disorder and these may include Conditions drawn from the Model Poll of Conditions relating to Crime and Disorder. **(See Appendix 2 Annex D of the Licensing Policy).**

### Police Powers

The Licensing Act 2003, Part 8 gives a senior police officer the power to close a premises for up to 24 hours where the officer believes there is, or is likely to be disorder on or in the vicinity and closure is necessary in the interests of public.

### Guidance Issued under Section 182 of the Licensing Act 2003.

The pool of conditions, adopted by the council is recommended (Annexe D).  
The key role of the police is acknowledged (2.2).

Conditions attached to licences cannot seek to manage the behaviour of customers once they are beyond the direct management of the licence holder and their staff or agents, but can directly impact on the behaviour of customers on, or in the immediate vicinity of the premises as they seek entry or leave (2.4).

Conditions are best targeted on deterrence and preventing crime and disorder (S.2.6) communication, CCTV, police liaison, no glasses, capacity limits are all relevant (S.2.7-2.11).

Conditions can be imposed for large capacity "vertical consumption" premises (10.40).

*There is also guidance issued around the heading of "public nuisance as follows*

The pool of conditions, adopted by the council is recommended (Annexe G).  
Licence conditions should not duplicate other legislation (1.16).

Necessary and appropriate conditions should normally focus on the most sensitive periods and may address disturbance as customers enter or leave the premises (2.36) but it is essential that conditions are focused on measures within the direct control of the licence holder" (2.38). Conditions relating to behaviour once they are beyond the control of the licence holder cannot be justified. (2.38)

### Other Legislation

#### Crime and Disorder Act 1998

The Council has a duty under Section 17 of the Crime and Disorder Act 1998 to do all it reasonably can to prevent crime and disorder.

The Act also introduced a wide range of measures designed to address anti-social behaviour committed by adults and young people. These include:

- Anti-Social Behaviour Orders
- Child Curfew Schemes
- Truancy
- Parenting Orders
- Reparation Orders
- Tackling Racism



# Appendix 8

## Noise while the premise is in use

### General Advice

If they conclude this is a problem Members should consider whether it is possible to carry out suitable and proportionate noise control measures so that noise leakage is prevented. In addition Members may consider that only certain activities are suitable.

The hours of operation also need to be considered (see below).

If Members believe that there is a substantial problem of noise while the premises are in use and it cannot be proportionately address by licensing conditions they should refuse the application.

### Licensing Policy

The policy recognises that noise nuisance can be an issue, especially if a premises is open late at night. **(See Sections 8.1 of the Licensing Policy)**.

The policy also recognises that staggered closing can help prevent problems at closure time **(See Section 12.1)**.

However, while all applications will be considered on their merits, consideration will be given to imposing stricter conditions in respect of noise control where premises are situated close to local residents. **(See Section 12.4)**.

The Licensing Authority expects the applicant to have addressed all nuisance issues relating to the premises in their operating schedule and to have sought appropriate advice from the Council's Environmental Health Officers. **(See Sections 8.2 of the Licensing Policy)**.

The Licensing Authority will consider attaching conditions to prevent nuisance and these may include Conditions drawn from the Model Pool of Conditions relating to Crime and Disorder. (**See Appendix 2 Annex D of the Licensing Policy**). In particular Members may wish to consider (this list is not exhaustive):

- hours of opening (this needs to be balanced against potential disorder caused by artificially early closing times)
- Whether certain parts should close earlier than the rest (for example a “beer garden”, or restricted in their use)
- Whether or not certain activities should have to close at an early hour, for example live music
- Conditions controlling noise or vibration (for example, noise limiters, keeping doors and windows closed).
- Prominent clear and legible notices at all exits requesting the public to respect the needs of local residents and leave the premises and area quietly
- Conditions controlling the use of explosives, pyrotechnics and fireworks
- Conditions controlling the placing of refuse
- Conditions controlling noxious smells
- Conditions controlling lighting (this needs to be balanced against potential crime prevention benefits)

### Police Powers

Part 8 of the Licensing Act 2003 enables a senior police officer to close down a premises for up to 24 hrs. a premises causing a nuisance resulting from noise emanating from the premises.

### Guidance Issued under Section 182 of the Licensing Act 2003

The Licensing Policy has adopted the recommended Pool of Conditions as permitted (13.20 and Annex D).

The prevention of public nuisance could include low-level nuisance, perhaps affecting a few people living locally as well as major disturbance affecting the whole community (2.33).

Licence conditions should not duplicate other legislation (1.16).

Necessary and appropriate conditions should normally focus on the most sensitive periods (2.36) and may address disturbance as customers enter or leave the premises but it is essential that conditions are focused on measures within the direct control of the licence holder (2.38).

### Other Legislation

The Environmental Protection Act 1990, Part 111 gives Environmental Health Officers the power to deal with statutory nuisances.

The Anti-social Behaviour Act 2003, Sections 40 and 41 give Environmental Health Officers the power of closure up to 24 hours in certain circumstances.

# Appendix 9

## Access and egress problems

Such as:

Disturbance from patrons arriving/leaving the premises on foot

Disturbance from patrons arriving/leaving the premises by car

Lack of adequate car parking facilities

Close proximity to residential properties

### Comment

The above have been grouped together as egress problems. Of course the particular facts will be different for each alleged problem.

### General Advice

In considering concerns relating to disturbance from egress, Members need to be satisfied that the premises under consideration has been identified as the source of the actual or potential disturbance. If they are satisfied that this is a problem, then proportionate conditions should be considered.

The hours of operation also need to be considered.

If Members believe that there is a substantial problem concerning egress and it cannot be proportionately addressed by licensing conditions, they should refuse the application.

### Licensing Policy

The policy recognises that noise nuisance can be an issue, especially if a premises is open late at night. **(See Section 8.1 of the Licensing Policy)**.

The Licensing Authority expects the applicant to have addressed all nuisance issues relating to the premises in their operating schedule and to have sought appropriate advice from the Council's Environmental Health Officers. **(See Section 8.2 of the Licensing Policy)**.

The policy also recognises that staggered closing can help prevent problems at closure time **(See Section 12.10)**.

However, while all applications will be considered on their merits, consideration will be given to imposing stricter conditions in respect of noise control where premises are situated close to local residents. **(See Section 12.10)**

The Council has adopted a set of framework hours (**See 12.8 of the licensing policy**). This relates to potential disturbance caused by late night trading.

The Licensing Authority will consider attaching conditions to prevent nuisance and these may include Conditions drawn from the Model Pool of Conditions relating to the prevention of Public Nuisance. (**See Appendix 2 Annex G of the Licensing Policy**). In particular Members may wish to consider (this list is not exhaustive):

- hours of opening (this needs to be balanced against potential disorder caused by artificially early closing times)
- Whether certain parts should close earlier than the rest (for example a “beer garden”, or restricted in their use)
- Whether or not certain activities should have to close at an early hour, for example live music
- Conditions controlling noise or vibration (for example, noise limiters, keeping doors and windows closed).
- Prominent clear and legible notices at all exits requesting the public to respect the needs of local residents and leave the premises and area quietly

#### Guidance Issued under Section 182 of the Licensing Act 2003

The pool of conditions, adopted by the council is recommended (Annex G). The prevention of public nuisance could include low-level nuisance, perhaps affecting a few people living locally as well as major disturbance affecting the whole community. (2.33).

Licence conditions should not duplicate other legislation (1.16).

Necessary and appropriate conditions should normally focus on the most sensitive periods and may address disturbance as customers enter or leave the premises (2.36) but it is essential that conditions are focused on measures within the direct control of the licence holder” (2.38).

In certain circumstances conditions relating to noise in the immediate vicinity of the premises may also prove necessary to address any disturbance anticipated as customers enter and leave (2.36).

However, it is essential that conditions are focused on measures within the direct control of the licence holder. Conditions relating to behaviour once they are beyond the control of the licence holder cannot be justified. (2.38)

# Appendix 10

## Planning

An application for a Premises Licence can be made in respect of a premises even where the premises does not have relevant Planning Permission. That application has to be considered and Members can only refuse the application where the application itself does not promote one or more of the Licensing Objectives. Members cannot refuse just because there is no planning permission. Where a Premises Licence is granted and which exceeds what is allowed by the Planning Permission and that Premises then operates in breach of planning then the operator would be liable to enforcement by Planning.



# Appendix 11

## Licensing Policy relating to hours of trading

All applications have to be considered on their own merits.

The Council has however adopted a set of framework hours as follows

Sunday to Thursday 06 00 hrs to 23 30 hrs

Friday and Saturday 06 00 hrs to midnight

(see 12.8 Of the licensing policy)

In considering the applicability of frame work hours to any particular application regard should be had to the following

- Location
  - Proposed hours of regulated activities, and the proposed hours the premises are open to the public
  - The adequacy of the applicants proposals to deal with issues of crime and disorder and public nuisance
  - Previous history
  - Access to public transport
  - Proximity to other licensed premises, and their hours
- (see 12.8 of the licensing policy)

Subject to any representations to the contrary in individual cases the following premises are not generally considered to contribute to late night anti-social behaviour and will therefore generally have greater freedom

- Theatres
- Cinemas
- Premises with club premises certificates
- Premises licensed for off sales only