

# Licensing Committee Agenda

**HEARING TO CONSIDER AN APPLICATION FOR A NEW PREMISES LICENCES**

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

**26<sup>th</sup> November at 10am**

**Remote Meeting**

**MEMBERS OF COMMITTEE INVITED TO ATTEND HEARING**

Councillor R. Lee (Chair)

and Councillors D. Clark, A. Davidson and P. Wilson

Local people are welcome to attend this meeting remotely, where your elected Councillors take decisions affecting YOU and your City. If you would like to find out more, please telephone Dan Sharma-Bird in the Democracy Team on Chelmsford (01245) 606523 or email [dan.sharma-bird@chelmsford.gov.uk](mailto:dan.sharma-bird@chelmsford.gov.uk).

# Licensing Committee

26<sup>th</sup> November 2024

## AGENDA

### 1. Apologies for Absence

### 2. Declaration of Interests

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

### 3. Licensing Act 2003 – Application for a New Premises Licence: The Bassment, 16 Wells Street, Chelmsford, Essex, CM1 1HZ



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## Chelmsford City Council Licensing Committee

Date: 26<sup>th</sup> November 2024

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LICENSING ACT 2003 – APPLICATION FOR A NEW PREMISES LICENCE: 16 WELLS STREET, CHELMSFORD, ESSEX, CM1 1HZ

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Report by: Director of Public Places

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### Officer Contact:

Kate Kober, Licensing Officer, [katherine.kober@chelmsford.gov.uk](mailto:katherine.kober@chelmsford.gov.uk), 01245 606446

### Purpose

The purpose of this report is for members to consider a Premises Licence Application given by Assets Holding Ltd, made under section 17 of the Licensing Act 2003, for a new premise licence in respect of 16 Wells Street, Chelmsford, CM1 1HZ having regard to representations received and the requirement to promote the four licensing objectives. These are:

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

### Recommendations

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

- Grant the application, on the terms and conditions applied for
- Grant the application on the terms and conditions applied for, modified to such extent as considered appropriate to promote the licensing objectives.

- Refuse the application in whole or in part.

An appeal in respect of any determination made in connection with this application may be made to the Magistrates Court, within 21 days of the notification given by the licensing committee, by the licence holder, Chief officer of police, or any other person making relevant representation.

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## 1. Background

- 1.1 The premises is situated in Wells Street and is surrounded by both business and residential properties. A google image map showing the location of the premises in satellite and road view are attached as **Appendix A**.
- 1.2 The premises already has an existing premises licence which is attached as **Appendix B**.

## 2. Application

- 2.1 The application has been properly given in accordance with The Licensing Act 2003 and all procedures correctly followed. The completed application form as well as the operating schedule are attached as **Appendix C**.
- 2.2 A complete application was submitted on the 3<sup>rd</sup> of October 2024, and correctly advertised by placing blue public notices at the premises and by publication in a local paper and on Chelmsford City Council's website.
- 2.3 Please refer to **Appendix C** for the proposed licensable activities and operational hours.
- 2.4 Please find attached plans of the proposed licensable area as **Appendix D**.
- 2.5 Chelsea Knight has been nominated as the designated premises supervisor having obtained a personal licence from Braintree District Council.
- 2.6 Members are asked to note that as this report is available in the public domain, personal details have been redacted from some documents, however, both Authority and the applicant have received complete copies of all documents.

## 3. Representations

- 3.1 During the course of the application, Chelmsford City Council, in line with the Act, sent a copy of the application to all responsible authorities.
- 3.2 During the consultation period four representations were received, two from members of public, one from a local ward Councillor and one from Essex

County Fire and Rescue objecting to the application. A copy of these objections is shown as **Appendix E**.

- 3.3 The representation from Essex County Fire and Rescue regarded a previous non-compliance letter dated 9<sup>th</sup> February 2024 which had not yet been answered. This is shown as **Appendix F**.
- 3.4 Essex Police have agreed with the applicant that should a new licence be granted; the previous premise licence is to be surrendered so there is only one licence in operation at the venue. This is shown as **Appendix G**.

#### 4. Conclusion

- 4.1 In conclusion, the application for a new premises licence for the establishment In Wells Street has been properly submitted and advertised in accordance with The Licensing Act 2003 resulting in four representations. The application has been reviewed by the Licensing Authority and shared with all responsible authorities. The evidence provided should be carefully considered to ensure a balanced and justifiable decision is made in the interest of promoting the licensing objectives.
- 4.2 The Statement of Licensing Policy is brought to the attention of members and includes the following: Section 13, primarily concerns committees.
- 4.3 This application has been correctly submitted.
- 4.4 At the conclusion of this hearing, members are advised to consider the options as previously recommended at the start of this report.

#### Appendices:

- Appendix A – Google Maps
- Appendix B – Existing premises licence
- Appendix C – Application Form
- Appendix D – Premises Plans
- Appendix E – Representations
- Appendix F – Fire and Rescue letter
- Appendix G – Police email

#### Background Papers:

Application held by licensing authority

Statement of Licensing Policy

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#### Corporate Implications:

Legal/Constitutional: The application has been dealt with in compliance with the Licensing Act 2003 and The Licensing Act 2003 (Hearing Regulations) 2005.

Financial: None

Potential impact on climate change and the environment: None

Contribution toward achieving a net zero carbon position by 2030: None

Personnel: None

Risk Management: None

Equality and Diversity: None

Health and Safety: None

Digital: None

Other: None

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**Consultees:**

As per that required by legislation

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**Relevant Policies and Strategies:**

Statement of licensing policy

# Appendix A



# Appendix A





# Appendix B.



## Licensing Act 2003 Part B Premises Licence Summary

**Premises Licence Number**

05/00869/LAPRE

### Premises Details

The Bassment  
16 Wells Street  
Chelmsford  
Essex  
CMI IHZ

**Telephone number** 01245 358480

### Where the licence is time limited the dates

Not applicable

### Licensable activities authorised by the licence and the times the licence authorises the carrying out of licensable activities are

|                           |  |               |
|---------------------------|--|---------------|
| Sale or supply of Alcohol | Monday to Thursday                       | 12:00 - 03:00 |
| Sale or supply of Alcohol | Friday and Saturday                      | 12:00 - 04:00 |
| Sale or supply of Alcohol | Sunday                                   | 12:00 - 01:00 |
| Sale or supply of Alcohol | Thursday to Monday (Easter Weekend)      | 12:00 - 04:30 |
| Sale or supply of Alcohol | Friday-Mon (May Day Weekend)             | 12:00 - 04:00 |
| Sale or supply of Alcohol | Friday-Mon (Spring Bank Holiday Weekend) | 12:00 - 04:00 |
| Sale or supply of Alcohol | Friday-Mon (August Bank Holiday)         | 12:00 - 04:00 |

In respect of New Year's Eve, continuous opening from the end of the normal permitted hours detailed above to the commencement of the normal permitted hour the following day

|                      |  |               |
|----------------------|--|---------------|
| Exhibition of a Film | Monday to Thursday                       | 12:00 - 03:00 |
| Exhibition of a Film | Friday and Saturday                      | 12:00 - 04:00 |
| Exhibition of a Film | Sunday                                   | 12:00 - 01:00 |
| Exhibition of a Film | Thursday to Monday (Easter Weekend)      | 12:00 - 04:00 |
| Exhibition of a Film | Friday-Mon (May Day Weekend)             | 12:00 - 04:00 |
| Exhibition of a Film | Friday-Mon (Spring Bank Holiday Weekend) | 12:00 - 04:00 |
| Exhibition of a Film | Friday-Mon (August Bank Holiday)         | 12:00 - 04:00 |

In respect of New Year's Eve, continuous opening from the end of the normal permitted hours detailed above to the commencement of the normal permitted hour the following day

|                           |  |               |
|---------------------------|--|---------------|
| Performance of Live Music | Monday to Thursday                       | 12:00 - 03:00 |
| Performance of Live Music | Friday and Saturday                      | 12:00 - 04:00 |
| Performance of Live Music | Sunday                                   | 12:00 - 01:00 |
| Performance of Live Music | Thursday to Monday (Easter Weekend)      | 12:00 - 04:00 |
| Performance of Live Music | Friday-Mon (May Day Weekend)             | 12:00 - 04:00 |
| Performance of Live Music | Friday-Mon (Spring Bank Holiday Weekend) | 12:00 - 04:00 |
| Performance of Live Music | Friday-Mon (August Bank Holiday)         | 12:00 - 04:00 |

In respect of New Year's Eve, continuous opening from the end of the normal permitted hours detailed above to the commencement of the normal permitted hour the following day

|                           |             |   |
|---------------------------|-------------|---|
| Playing of Recorded Music | At any time | - |
|---------------------------|-------------|---|

|                       |  |               |
|-----------------------|--|---------------|
| Indoor Sporting Event | Monday to Thursday                       | 12:00 - 03:00 |
| Indoor Sporting Event | Friday and Saturday                      | 12:00 - 04:00 |
| Indoor Sporting Event | Sunday                                   | 12:00 - 01:00 |
| Indoor Sporting Event | Thursday to Monday (Easter Weekend)      | 12:00 - 04:00 |
| Indoor Sporting Event | Friday-Mon (May Day Weekend)             | 12:00 - 04:00 |
| Indoor Sporting Event | Friday-Mon (Spring Bank Holiday Weekend) | 12:00 - 04:00 |
| Indoor Sporting Event | Friday-Mon (August Bank Holiday)         | 12:00 - 04:00 |

In respect of New Year's Eve, continuous opening from the end of the normal permitted hours detailed above to the commencement of the normal permitted hour the following day

|                      |  |               |
|----------------------|--|---------------|
| Performance of Dance | Monday to Thursday                       | 12:00 - 03:00 |
| Performance of Dance | Friday and Saturday                      | 12:00 - 04:00 |
| Performance of Dance | Sunday                                   | 12:00 - 01:00 |
| Performance of Dance | Thursday to Monday (Easter Weekend)      | 12:00 - 04:00 |
| Performance of Dance | Friday-Mon (May Day Weekend)             | 12:00 - 04:00 |
| Performance of Dance | Friday-Mon (Spring Bank Holiday Weekend) | 12:00 - 04:00 |
| Performance of Dance | Friday-Mon (August Bank Holiday)         | 12:00 - 04:00 |

In respect of New Year's Eve, continuous opening from the end of the normal permitted hours detailed above to the commencement of the normal permitted hour the following day

|                                      |  |               |
|--------------------------------------|--|---------------|
| Provision anything of similar nature | Monday to Thursday                       | 12:00 - 03:00 |
| Provision anything of similar nature | Friday and Saturday                      | 12:00 - 04:00 |
| Provision anything of similar nature | Sunday                                   | 12:00 - 01:00 |
| Provision anything of similar nature | Thursday to Monday (Easter Weekend)      | 12:00 - 04:00 |
| Provision anything of similar nature | Friday-Mon (May Day Weekend)             | 12:00 - 04:00 |
| Provision anything of similar nature | Friday-Mon (Spring Bank Holiday Weekend) | 12:00 - 04:00 |
| Provision anything of similar nature | Friday-Mon (August Bank Holiday)         | 12:00 - 04:00 |

In respect of New Year's Eve, continuous opening from the end of the normal permitted hours detailed above to the commencement of the normal permitted hour the following day

|                            |                                     |               |
|----------------------------|-------------------------------------|---------------|
| Provision for making music | Monday to Thursday                  | 12:00 - 03:00 |
| Provision for making music | Friday and Saturday                 | 12:00 - 04:00 |
| Provision for making music | Sunday                              | 12:00 - 01:00 |
| Provision for making music | Thursday to Monday (Easter Weekend) | 12:00 - 04:00 |
| Provision for making music | Friday-Mon (May Day Weekend)        | 12:00 - 04:00 |

|                            |                                      |               |
|----------------------------|--------------------------------------|---------------|
| Provision for making music | Friday-Mon (Spring Bank Hol Weekend) | 12:00 - 04:00 |
| Provision for making music | Friday-Mon (August Bank Holiday)     | 12:00 - 04:00 |

In respect of New Year's Eve, continuous opening from the end of the normal permitted hours detailed above to the commencement of the normal permitted hour the following day

|                       |                                      |               |
|-----------------------|--------------------------------------|---------------|
| Provision for dancing | Monday to Thursday                   | 12:00 - 03:00 |
| Provision for dancing | Friday and Saturday                  | 12:00 - 04:00 |
| Provision for dancing | Sunday                               | 12:00 - 01:00 |
| Provision for dancing | Thursday to Monday (Easter Weekend)  | 12:00 - 04:00 |
| Provision for dancing | Friday-Mon (May Day Weekend)         | 12:00 - 04:00 |
| Provision for dancing | Friday-Mon (Spring Bank Hol Weekend) | 12:00 - 04:00 |
| Provision for dancing | Friday-Mon (August Bank Holiday)     | 12:00 - 04:00 |

In respect of New Year's Eve, continuous opening from the end of the normal permitted hours detailed above to the commencement of the normal permitted hour the following day

|  |                                      |               |
|--|--------------------------------------|---------------|
| Provision entertainment similar nature | Monday to Thursday                   | 12:00 - 03:00 |
| Provision entertainment similar nature | Friday and Saturday                  | 12:00 - 04:00 |
| Provision entertainment similar nature | Sunday                               | 12:00 - 01:00 |
| Provision entertainment similar nature | Thursday to Monday (Easter Weekend)  | 12:00 - 04:00 |
| Provision entertainment similar nature | Friday-Mon (May Day Weekend)         | 12:00 - 04:00 |
| Provision entertainment similar nature | Friday-Mon (Spring Bank Hol Weekend) | 12:00 - 04:00 |
| Provision entertainment similar nature | Friday-Mon (August Bank Holiday)     | 12:00 - 04:00 |

In respect of New Year's Eve, continuous opening from the end of the normal permitted hours detailed above to the commencement of the normal permitted hour the following day

|                        |                                      |               |
|------------------------|--------------------------------------|---------------|
| Late Night Refreshment | Monday to Thursday                   | 23:00 - 03:30 |
| Late Night Refreshment | Friday and Saturday                  | 23:00 - 04:30 |
| Late Night Refreshment | Sunday                               | 23:00 - 01:30 |
| Late Night Refreshment | Thursday to Monday (Easter Weekend)  | 23:00 - 04:00 |
| Late Night Refreshment | Friday-Mon (May Day Weekend)         | 23:00 - 04:00 |
| Late Night Refreshment | Friday-Mon (Spring Bank Hol Weekend) | 23:00 - 04:00 |
| Late Night Refreshment | Friday-Mon (August Bank Holiday)     | 23:00 - 04:00 |

In respect of New Year's Eve, continuous opening from the end of the normal permitted hours detailed above to the commencement of the normal permitted hour the following day

**The opening hours of the premises are**

|               |  |               |
|---------------|--|---------------|
| Opening hours | Monday to Thursday                       | 06:00 - 03:30 |
| Opening hours | Friday and Saturday                      | 06:00 - 04:30 |
| Opening hours | Sunday                                   | 07:00 - 01:30 |
| Opening hours | Thursday to Monday (Easter Weekend)      | 06:00 - 04:30 |
| Opening hours | Friday-Mon (May Day Weekend)             | 06:00 - 04:30 |
| Opening hours | Friday-Mon (Spring Bank Holiday Weekend) | 06:00 - 04:30 |
| Opening hours | Friday-Mon (August Bank Holiday)         | 06:00 - 04:30 |

In respect of New Year's Eve, continuous opening from the end of the normal permitted hours detailed above to the commencement of the normal permitted hour the following day

|  |
|--|
| <b>Where the licence authorises supplies of alcohol whether these are on and / or off supplies</b><br><br>On the premises  |
| <b>Name, (registered) address of holder of premises licence</b><br><br>Asset Holdings Essex LTD<br>Unit 9A<br>Reeds Farm Estate<br>Roxwell Road<br>Writtle<br>Chelmsford<br>Essex<br>CMI 3ST |
| <b>Registered number of holder, for example company number, charity number (where applicable)</b><br><br>15386070  |
| <b>Name, designated premises supervisor where the premises licence authorises for the supply of alcohol</b><br><br>Chelsea Knight  |
| <b>State whether access to the premises by children is restricted or prohibited</b><br><br>Children permitted  |

Signed:



**On behalf of the Licensing Authority**

Valid from 09.05.24 following a transfer of the premise licence

**Dated: 14th September 2005**

# Appendix C.



**Chelmsford City Council**  
**Application for a premises licence**  
**Licensing Act 2003**

For help contact  
[licensing@chelmsford.gov.uk](mailto:licensing@chelmsford.gov.uk)  
Telephone: 01245 606727

\* 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?

Yes  No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

### Applicant Details

\* First name

\* 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

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

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

Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Agent Details**

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

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

Are you:

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

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

A private individual acting as an agent

**Agent Business**

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

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

Registration number

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

**Agent Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

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

**Premises Address**

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

- Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

### Section 3 of 21

#### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body

- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales

- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England

- The chief officer of police of a police force in England and Wales

#### Confirm The Following

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

### Section 4 of 21

#### NON INDIVIDUAL APPLICANTS

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

#### Non Individual Applicant's Name

Name

#### Details

Registered number (where applicable)

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



Continued from previous page...

Private Limited Company

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Contact Details**

E-mail

Telephone number

Other telephone number

\* Date of birth  /  /

\* Nationality

Documents that demonstrate entitlement to work in the UK

Add another applicant

**Section 5 of 21**

**OPERATING SCHEDULE**

When do you want the premises licence to start?  /  /

dd mm yyyy

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

dd mm yyyy

Provide a general description of the premises

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

Licensed Premises

**Continued from previous page...**

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

**Section 6 of 21**

**PROVISION OF PLAYS**

See guidance on regulated entertainment

Will you be providing plays?

Yes

No

**Section 7 of 21**

**PROVISION OF FILMS**

See guidance on regulated entertainment

Will you be providing films?

Yes

No

**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

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...

SUNDAY

Start

End

Start

End

Will the exhibition of films 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.

Film and/or video shows or relays may be provided from time to time whether of a musical and/or sporting nature or otherwise and whether forming the principal entertainment offered or as ancillary to other entertainment, e.g. music and dancing.

State any seasonal variations for the exhibition of film

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 exhibition of film 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.

New Years Eve from the end of permitted hours New Years Eve to the start of permitted hours on the following day. The permitted hours may be extended until 5am on any day immediately preceding a bank holiday and on Christmas Eve and Boxing Day.

**Section 8 of 21**

**PROVISION OF INDOOR SPORTING EVENTS**

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes
- No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

Continued from previous page...

WEDNESDAY

Start  End

Start  End

THURSDAY

Start  End

Start  End

FRIDAY

Start  End

Start  End

SATURDAY

Start  End

Start  End

SUNDAY

Start  End

Start  End

State 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.

Such indoor sporting events as may be undertaken on the premises from time to time including, for example, pool, snooker etc.

State any seasonal variations for indoor sporting events

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 indoor sporting events 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.

New Years Eve from the end of permitted hours New Years Eve to the start of permitted hours on the following day. The permitted hours may be extended until 5am on any day immediately preceding a bank holiday and on Christmas Eve and Boxing Day.

**Section 9 of 21**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

Continued from previous page...

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

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of live music 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.

**Continued from previous page...**

The applicant wishes to be able to provided both live amplified and unamplified music and singing as may from time to time complement the range of entertainment being provided at the premises whether as the principal entertainment or in conjunction with dancing and/or any other permitted activity.

State any seasonal variations for the performance of live music

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 performance of live music 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.

New Years Eve from the end of permitted hours New Years Eve to the start of permitted hours on the following day. The permitted hours may be extended until 5am on any day immediately preceding a bank holiday and on Christmas Eve and Boxing Day.

**Section 11 of 21**

**PROVISION OF RECORDED MUSIC**

See [guidance on regulated entertainment](#)

Will you be providing recorded music?

Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

Continued from previous page...

FRIDAY

Start  End

Start  End

SATURDAY

Start  End

Start  End

SUNDAY

Start  End

Start  End

Will the playing of recorded music 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.

The applicants wish to have the facility for the provision of recorded music whether as the principal entertainment provided or in conjunction with dancing or any other permitted activity.

State any seasonal variations for playing recorded music

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 playing of recorded music 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.

New Years Eve from the end of permitted hours New Years Eve to the start of permitted hours on the following day. The permitted hours may be extended until 5am on any day immediately preceding a bank holiday and on Christmas Eve and Boxing Day.

## Section 12 of 21

### PROVISION OF PERFORMANCES OF DANCE

See guidance on regulated entertainment

Will you be providing performances of dance?

Yes  No

### Standard Days And Timings

Continued from previous page...

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the performance of dance 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.

The applicants wish to provide such performance of dance as may be required from time to time to complement the range of entertainment or in conjunction with dancing or any other permitted activity

State any seasonal variations for the performance of dance

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



Continued from previous page...

Non-standard timings. Where the premises will be used for the performance of dance 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.

New Years Eve from the end of permitted hours New Years Eve to the start of permitted hours on the following day. The permitted hours may be extended until 5am on any day immediately preceding a bank holiday and on Christmas Eve and Boxing Day.

**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

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

Give a description of the type of entertainment that will be provided

The applicant wishes to provide such other entertainment of a kind as may be required from time to time to complement the range of entertainment or in conjunction with dancing or any other permitted activity

Will this entertainment 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.

State any seasonal variations for entertainment

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 entertainment 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.

New Years Eve from the end of permitted hours New Years Eve to the start of permitted hours on the following day. The permitted hours may be extended until 5am on any day immediately preceding a bank holiday and on Christmas Eve and Boxing Day.

## 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

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

Continued from previous page...

TUESDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="23:00"/> | End | <input type="text" value="03:30"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

WEDNESDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="23:00"/> | End | <input type="text" value="03:30"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

THURSDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="23:00"/> | End | <input type="text" value="03:30"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

FRIDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="23:00"/> | End | <input type="text" value="05:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

SATURDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="23:00"/> | End | <input type="text" value="05:00"/> |
| Start | <input type="text"/>               | End | <input type="text"/>               |

SUNDAY

|       |                                    |     |                                    |
|-------|------------------------------------|-----|------------------------------------|
| Start | <input type="text" value="23:00"/> | End | <input type="text" value="01:30"/> |
| 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.

The applicants wish to be able to provide facilities for late night refreshment as may be required from time to time to complement the range of activities (whether licensable or not) being provided at the premises whether as principal or in conjunction any other permitted activity

State any seasonal variations

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

**Continued from previous page...**

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.

New Years Eve from the end of permitted hours New Years Eve to the start of permitted hours on the following day. The permitted hours may be extended until 5am on any day immediately preceding a bank holiday and on Christmas Eve and Boxing Day.

**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.

**Continued from previous page...**

Will the sale of alcohol be for consumption:

- On the premises       Off the premises       Both

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

State any seasonal variations

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

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

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

New Years Eve from the end of permitted hours New Years Eve to the start of permitted hours on the following day. The permitted hours may be extended until 5am on any day immediately preceding a bank holiday and on Christmas Eve and Boxing Day.

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

**Name**

First name

Family name

Date of birth  /  /   
dd      mm      yyyy

**Enter the contact's address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Personal Licence number (if known)

Continued from previous page...

Issuing licensing authority  
(if known)

### PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

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

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

Reference number for consent form (if known)

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

### Section 16 of 21

#### ADULT ENTERTAINMENT

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

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

There will be no activities of this nature

### 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

Continued from previous page...

FRIDAY

Start  End

Start  End

SATURDAY

Start  End

Start  End

SUNDAY

Start  End

Start  End

State any seasonal variations

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

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.

New Years Eve from the end of permitted hours New Years Eve to the start of permitted hours on the following day. The permitted hours may be extended until 5.30am on any day immediately preceding a bank holiday and on Christmas Eve and Boxing Day.

**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. The premises shall have installed and maintain a closed-circuit television surveillance (CCTV) system that at all times complies with the below requirements:
  - i. CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition;
  - ii. CCTV cameras shall cover all public areas including all entrances and exits and all areas where the sale of alcohol takes place;
  - iii. Equipment must be maintained in good working order, be correctly time and date stamped, recordings must be kept in good working order and kept for a minimum period of 31 days;
  - iv. At all times, whilst the premises is open for licensable activities, there are members of staff able to immediately provide viewable copies of recordings to the police or licensing authority staff upon reasonable request;
  - v. The recording equipment and data storage devices shall be kept in a secure environment and fitted with security functions (such as passwords) to prevent recordings being tampered with;
  - vi. An operational daily log report must be maintained endorsed by signature, indicating the system has been checked

*Continued from previous page...*

and is compliant: in the event of any failure, this will be recorded immediately.

2. Signs must be displayed at all entrances {and exits} advising customers that CCTV is operating at the premises and shall be a minimum size of 200 x 148 mm and clearly legible at all times when the premises conducts licensable activities.

3. An incident log shall be kept at the premises, and made immediately available to police or licensing authority staff upon reasonable request. The log must be completed as soon as is possible and within any case within 4 hours of the occurrence and shall 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) all seizures of drugs or offensive weapons
- f) any faults in a CCTV system, searching equipment or scanning equipment mandated as a condition of the licence.

The incident log shall either be electronic or maintained in a bound document with individually numbered pages and be retained for at least 6 months from the date of the last entry.

4. Where SIA licensed door supervisors are used at the premises a record shall be maintained (on the premises) which is legible and details:

- a) The day and date when door supervisors were deployed;
- b) The name and SIA registration number of each door supervisor on duty at the premises; and
- c) The start and finish time of each door supervisor's worked duty period.

This record shall be retained on the premises for 31 days and be immediately provided to police or licensing authority staff upon reasonable request.

5. On any occasion where the premises conducts licensable activities past 23:00 hours, at least 4 SIA licensed door supervisors must be on duty from 22:00 hours until at least 30 minutes after the premises closes.

6. All SIA licensed door supervisors engaged at the premises for the purpose of supervising or controlling queues or customers must wear high visibility jackets or vests

7. The premises shall have in place and operate a zero tolerance policy with regard to the use/possession of controlled drugs and psychoactive substances and advertise the same within the premises on posters and similar means. This policy shall specifically include but not be limited to:

- a) Searching practices upon entry;
- b) Dealing with patrons suspected of using drugs on the premises;
- c) Scrutiny of spaces including toilets or outside areas;
- d) Clear expectations of staff roles (including the DPS, managers/supervisors and door supervisors);
- e) Staff training regarding identification of suspicious activity and what action to take;
- f) The handling of items suspected to be illegal drugs or psychoactive substances
- g) Steps taken to discourage and disrupt drug use on the premises
- h) Steps to be taken to inform patrons of the premises drug policy/practices A copy of this policy document shall be lodged with the police and licensing authority

8. A suitable drugs safe/cabinet shall be fitted, and any seized items shall be deposited in it. The safe shall be installed in a location agreed upon with the police and only the police shall have the access keys. Any seized items shall be placed in a clear bag with a label stating the circumstances of why it is in the safe.

9. At all times no persons shall be permitted to take bottles, glasses or drinking vessels away from the curtilage of the premises. Conspicuous signage (of a minimum size of 200mm x 148 mm) shall be displayed, at each ingress/egress point explaining this policy

10. A qualified first aider shall be on the premises after 22:00 hours each day when the premises is open for the sale of alcohol. The first aider must have a valid (non-expired) qualification in Emergency First Aid at Work or higher, proof of which must be shown to police or licensing authority staff upon reasonable request.

11. Clear and legible notices must be prominently displayed at any area used for smoking requesting customers to respect local residents and use the area quietly.

12. A Challenge 25 scheme shall be operated, whereby any person who appears to be under the age of 25 years of age is required to produce on request an item which meets the mandatory age verification requirement (photo, name, date of birth and either a holographic mark or ultraviolet feature) and is either a:

- Proof of age card bearing the PASS Hologram;
- Photocard driving licence;
- Passport; or
- Ministry of Defence Identity Card.

13. All staff engaged in the sale or supply of alcohol on the premises shall have received training in relation to the



*Continued from previous page...*

protection of children from harm (including under-age sales), how to recognise drunkenness and the duty not to serve drunk persons. Refresher training shall be carried out at least every six months.

Training records shall be kept on the premises (or otherwise be accessible on the premises) for a minimum of 12 months and made immediately available to police, trading standards or licensing authority staff upon reasonable request.

14. Persons under the age of 18 years shall not be allowed entry to the premises save on occasions when either:

- An 'under 18' event is held without the sale or supply of alcohol, or
- The premises are exclusively used for a private function, for example wedding reception, engagement party employers Christmas party etc. and any person under 18 is accompanied by a responsible adult.

15. At all times, at least 2 door supervisors will wear Body Worn Video Cameras (BWV). Recordings of BWV shall be retained for a minimum of 31 days and be made available to Essex Police or an authorised officer of the licensing authority upon reasonable request.

Door supervisors will be required to activate the recording function of such devices under the following conditions:

1. Any use of force situations;
2. When it may be reasonably supposed a use of force situation is imminent;
3. When conducting a non-intimate consensual search as a condition of entry;
4. When dealing with an individual who is making threats of violence toward any other person; or
5. Initial scene capture where a criminal offence appears to have taken place.

16. On commencement of initial employment at the venue, each door supervisor shall be briefed by both a head doorman and a management representative which covers use of force, the tone to be set etc. and a record made of who delivered the briefing and to whom. This briefing will be refreshed every six months and similarly recorded.

These Briefing records shall be kept on the premises (or otherwise be accessible on the premises) for a minimum of 12 months and made immediately available to police or licensing authority staff upon reasonable request.

17. After 22:00 on Fridays and Saturdays there shall be a personal licence holder on duty on the premises when alcohol is offered for sale

18. The premises licence holder shall not directly employ door supervisors. A third-party contractor who has the appropriate SIA licence to employ door supervisors shall instead provide door supervisors.

For the avoidance of doubt, that contractor is not required to be a member of the SIA "Approved Contractor" Scheme

19. At least one door supervisor supervising the entrance to the premises will wear Body Worn Video Cameras (BWV). To be read with/incorporated into condition 16 (i.e., still a minimum of 2 SIA Door Supervisors to wear BWV).

b) The prevention of crime and disorder

See above conditions

c) Public safety

See above conditions

d) The prevention of public nuisance

See above conditions

e) The protection of children from harm

See above conditions

Continued from previous page...

## Section 19 of 21

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

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

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

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

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

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

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

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

*Continued from previous page...*

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

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

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

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

*Continued from previous page...*

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

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

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

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

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

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

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

#### **Section 20 of 21**

#### **NOTES ON REGULATED ENTERTAINMENT**

*Continued from previous page...*

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

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

**Continued from previous page...**

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

**Section 21 of 21**

**PAYMENT DETAILS**

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

\* Fee amount (£)

190.00

**ATTACHMENTS**

**AUTHORITY POSTAL ADDRESS**

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

**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

\* Capacity

Date (dd/mm/yyyy)

Add another signatory

*Continued from previous page...*

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.chelmsford.gov.uk/business/licensing/beer-licensing/premises-licence/apply-for-a-new-premises-licence/> to upload this file and continue with your application.

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

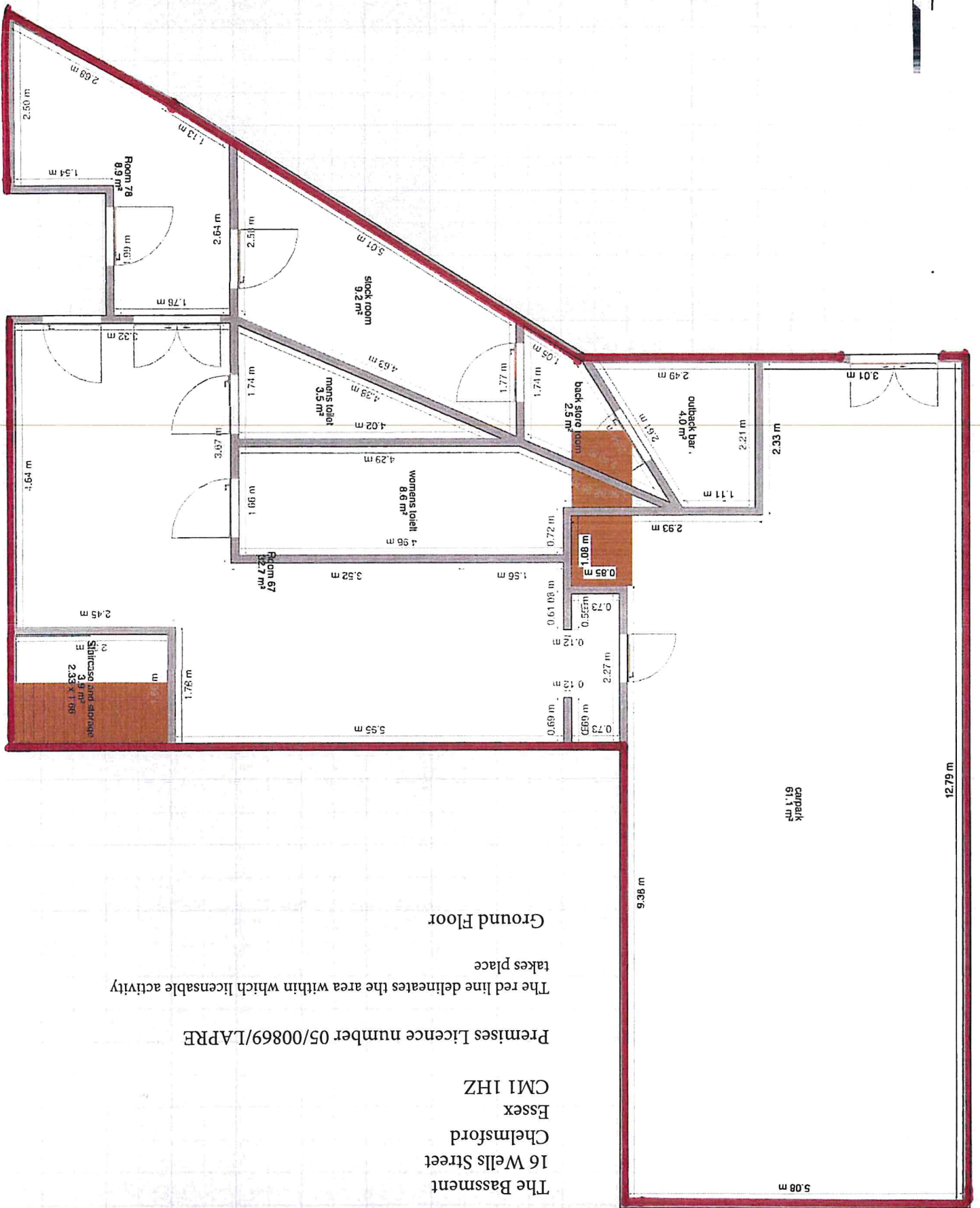
**IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**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**









Ground Floor

The red line delineates the area within which licensable activity takes place

Premises Licence number 05/00869/LAPRE

The Bassment  
16 Wells Street  
Chelmsford  
Essex  
CMI IHZ

# Appendix E

## Representation 1

To Whom ever this may concern,

I am writing this email as a concerned citizen of Chelmsford and representative of Townfield Street Neighbourhood Watch Scheme regarding the extension of Bassment Premises licence.

Since I moved to Chelmsford over two years ago there has been numerous occasions, where I have had to phone the police due to antisocial behaviour in relation to Bassment Nightclub. My worry is that this extension on alcohol license hours would increase the antisocial behaviour outside the premises.

March 2023 they had there license suspended due to concern of serious violence and July 2023 Police were called due to a report of a weapon on site at an under 18s event. I strongly believe the extension of licensing hours would be a grave mistake and the decision should not be taken lightly.

To reiterate my point, I strongly believe that the extension of the premises license would be detrimental to those who live in close proximity of the venue and would increase antisocial behaviour.

If you would like to discuss this further please do not hesitate to contact me.

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## Representation 2

Request to extend opening hours.

I am putting in my objection. I do not want the opening hours to be extended.

The club is right next to a residential area. Three am licence is already generous.

There is no input from the club for the community.

We already have problems once the club empties with people hanging around the seat at the end of our road till all hours. The club takes no responsibility for this.

Public safety is also an issue. I would not confront them as I would feel intimidated.

Can u please keep me updated.

Thank you

---

# Appendix E

## Representation 3

I can see no merit for the local community in the Bassment being open for these extended periods. I wish to object to this application.

I understand there have previously been issues with noise disturbance, nuisance behaviour etc and I would not wish to offer opportunities for these issues to occur even later into the night/morning

**Cllr Jude Deakin**

# Appendix F.



## Essex County Fire & Rescue Service

Rick Hylton  
Chief Fire Officer / Chief Executive

David Dadds  
Dadds LLP  
Crescent House  
51 High Street  
Billericay  
CM12 9AX

South East Group Service Delivery Point  
1<sup>st</sup> Floor Rayleigh Weir Fire Station  
500 Rayleigh Road  
Benfleet  
Essex SS7 3TR

Enquiries To: Katie Hanover - Fire Safety Officer  
Tel: +44 (0)1376 576500  
Email: southeastgroupsdp@essex-fire.gov.uk

Our Ref: 202257  
Your Ref:

Date: 29 October 2024

Dear Sir,

### **LICENSING ACT 2003**

### **THE REGULATORY REFORM (FIRE SAFETY) ORDER 2005**

**Premises:** 16 Wells Street Chelmsford CM1 1HZ

**TYPE OF LICENCE: ALCOHOL**

The Essex Police, Fire and Crime Commissioner Fire and Rescue Authority (hereafter called "the Authority") has audited the information submitted in support of the above application and concludes that insufficient information has been made available to determine whether the licensing objective for public safety has been met. Consequently, until such time as further information has been provided and the process completed, you should accept this letter as notice of the Authority's intention to make formal representation to the relevant Licensing Authority stating that the objective for public safety appears not to have been met.

The following additional information is required to enable the process to be completed and the Authority to reach a decision regarding the application.

Confirmation is required that the requirements of the letter of non compliance dated 9<sup>th</sup> February 2023 issued to Michael Quinn have been met. These non compliances present serious fire safety concerns. The findings at the time of the inspection were as follows;

- No certificate of service for the fire alarm system was available at the time of the audit.
- No certificate of service for the emergency lighting system was available at the time of the audit.
- No certificate of service for the fire extinguishers was available at the time of the audit.
- No electrical installations and hardwiring certificate was available at the time of the audit.
- No evidence of PAT on the electrical appliances within the premises was available at the time of the audit.
- The inspection revealed that the rear fire exit door did not close properly once opened.

Until we have confirmation that these items have been rectified we are unable to approve the licence. We require a response by the 13<sup>th</sup> November 2024.

Please quote our reference number in any future correspondence.

Page 46 of 47  
Yours faithfully,

## Appendix G

Essex Police comments:

Good afternoon,

Having spoken to the applicant's representative the only representation Essex Police have is that the original premises licence to be surrendered following the issue of the new licence.

This has been agreed with the applicant.

Only one premises licence in operation at the venue.

Thank you