

**Notice of Meeting**

**LICENSING SUB-COMMITTEE**

**Wednesday, 3 January 2024 - 7:00 pm  
Council Chamber, Town Hall, Barking**

**Members:** Cllr Adegboyega Oluwole Cllr Victoria Hornby and Cllr Regina Rahman

Date of publication: 22<sup>nd</sup> December 2023

Fiona Taylor  
Chief Executive

Contact Officer: Leanna McPerson  
Tel. 020 8227 2852  
E-mail: leanna.mcpherson@lbdd.gov.uk

---

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

**AGENDA**

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

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

**LICENSING MATTERS**

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

**Licensing Policy and Statutory Guidance**

**Premises Licence Applications and Variations - Procedure**

- |   | <b>Ward</b> |
|---|-------------|
| <b>3. Licensing Act 2003 - Application for a Premises Licence: D'Will Events Centre, Selinas Lane, Dagenham, RM8 1QH (Pages 7 - 53)</b> | Whalebone   |

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

#### **Private Business**

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

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

Our Vision for Barking and Dagenham

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

Our Priorities

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

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

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

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

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

## Licensing Policy and Statutory Guidance

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

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

This page is intentionally left blank

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

---

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

## Notes

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



## LICENSING SUB COMMITTEE

3<sup>rd</sup> January 2024

<b>Title: Licensing Act 2003 – Application for a Premises Licence: D’Will Events Centre, Selinas Lane, Dagenham, RM8 1QH</b>	
<b>Open Report</b>	<b>For Decision</b>
<b>Ward Affected:</b> Whalebone	<b>Key Decision:</b> No
<b>Report Author:</b> Karen Collier, Service Manager Public Protection	<b>Contact Details:</b> E-mail: <a href="mailto:Karen.Collier@lbbd.gov.uk">Karen.Collier@lbbd.gov.uk</a>
<b>Accountable Strategic Director:</b> Deirdre Collins, Head of Legal and Monitoring Officer	
<b>Summary</b>	
<p>An application for a new premises licence has been made by Fola Kelani Afolabi for an event space at D’Will Events Centre, Selinas Lane, Dagenham, RM8 1QH.</p> <p>Three representations against the premises licence have been received. All three are from responsible authorities. These are as follows;</p> <ul style="list-style-type: none"> <li>• Metropolitan Police Licensing;</li> <li>• Environmental Health;</li> <li>• Licensing Authority</li> </ul> <p>The matter is put to the Sub-Committee for determination at a public hearing, accordingly.</p>	
<b>Recommendation</b>	
<p>That the Sub-Committee considers this report and appendices together with any oral submissions given at the hearing and determines the application.</p>	

**1. Introduction and Background**

1.1 The Licensing Act 2003 establishes the national licensing regime for the following licensable activities:

- The sale and supply of alcohol;
- The provision of regulated entertainment; and
- The provision of late-night refreshment.

1.2 Under this regime, the Council, as the local licensing authority for its area, is responsible for licensing premises to provide any of the licensable activities under a ‘premises licence’. Where a premises licence includes the sale and

supply of alcohol, then a Designated Premises Supervisor must be incorporated onto the licence, holding a personal licence.

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

## **2. Matters for consideration**

- 2.1 On the 6<sup>th</sup> November 2023 an application was made by Fola Kelani Afolabi for an event space premises in respect of the premises trading at D'Will Events Centre, Selinas Lane, Dagenham, RM8 1QH.
- 2.2 The application seeks the following licensable activities and timings:  
The Performance of Plays, Live Music, Recorded Music, Performances of Dance, Provision of anything similar to Live Music, Recorded Music and Performances of Dance, Supply of Alcohol (for consumption ON the premises) and Late-Night Refreshment indoors & outdoors

Monday to Thursday: 08:00 – 01:00 hours

Friday & Saturday: 08:00 – 05:00 hours  
Sunday: 08:00 – 03:00 hours

Late Night Refreshment:  
Monday to Thursday: 23:00 – 01:00 hours  
Friday & Saturday: 23:00 – 05:00 hours  
Sunday: 23:00 – 03:00 hours

Hours Premises are Open to the Public:  
Monday to Thursday: 08:00 – 01:00 hours  
Friday & Saturday: 08:00 – 05:00 hours  
Sunday: 08:00 – 03:00 hours

#### Non-Standard timings

During the Festive period, religious events and Bank Holidays that do not fall on a weekend the weekend hours will apply.

A copy of the application is attached as **Appendices A & A1**.

### **3. The Representations**

- 3.1 The representation from the Metropolitan Police Licensing Officer is submitted under the Licensing Objectives of the Prevention of Crime and Disorder and the Prevention of Public Nuisance. This is attached as **Appendix B**.
- 3.2 The representation from the Council's Environmental Protection Officer is submitted under the Licensing Objective the Prevention of Public Nuisance. This is attached as **Appendix C**.
- 3.3 The representation from the Council's Licensing Authority Responsible Authority Officer is submitted under the Licensing Objectives of the Prevention of Public Nuisance and the Prevention of Crime & Disorder. This is attached as **Appendix D**.

### **4. Conciliation**

- 4.1 Further correspondence has taken place between the Environmental Enforcement Officer and the applicant. Details of this correspondence are attached at **Appendix E**.

### **5. Legal Comments**

- 5.1 The Council has a duty as a Licensing Authority under the Licensing Act 2003 to carry out its functions with a view to promoting the following four licensing objectives:
  - The Prevention of Crime and Disorder;
  - Public Safety;
  - Prevention of Public Nuisance and

- The Protection of Children from Harm.

It should be noted that each of the licensing objectives have equal importance and are the only grounds upon which a relevant representation can be made and for which an application can be refused, or terms and conditions attached to a licence.

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

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

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

## **7. Consultation**

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

## **8. Legal Implications**

Implications completed by Deirdre Collins, Head of Legal

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

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

### **List of Appendices:**

- **Appendix A - Application**
- **Appendix A1 – Proposed Floor Plan**
- **Appendix B – Metropolitan Police Objection**
- **Appendix C – Environmental Health Objection**
- **Appendix D – Licensing Authority Objection**
- **Appendix E - Environmental Health Officer and applicant correspondence**



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

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

\* required information

### Section 1 of 21

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

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

### Applicant Details

- \* First name
- \* Family name
- \* E-mail
- Main telephone number  Include country code.
- Other telephone number
- Indicate here if you would prefer not to be contacted by telephone

- Are you:
- 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 you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Continued from previous page...

**Your Address**

Address official correspondence should be sent to.

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

**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	<input building"="" candles="" center"="" currently="" d@will="" events="" glown="" stone="" type="text" value="Formally Known as "/>
Street	<input type="text" value="SELINAS LANE"/>
District	<input type="text" value="DAGENHAM"/>
City or town	<input type="text" value="LONDON"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text" value="RM8 1QH"/>
Country	<input type="text" value="United Kingdom"/>

**Further Details**

Telephone number	<input type="text"/>
Non-domestic rateable value of premises (£)	<input type="text"/>

## 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

### INDIVIDUAL APPLICANT DETAILS

#### Applicant Name

Is the name the same as (or similar to) the details given in section one?

- Yes  No

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

First name

Family name

Is the applicant 18 years of age or older?

- Yes  No

Continued from previous page...

### Current Residential Address

Is the address the same as (or similar to) the address given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes  No

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

### Applicant Contact Details

Are the contact details the same as (or similar to) those given in section one?

If "Yes" is selected you can re-use the details from section one, or amend them as required. Select "No" to enter a completely new set of details.

Yes  No

E-mail	<input type="text" value="dwillevents@gmail.com"/>
Telephone number	<input type="text"/>
Other telephone number	<input type="text"/>
* Date of birth	<input type="text" value=""/> / <input type="text" value=""/> / <input type="text" value=""/> dd mm yyyy
* Nationality	<input type="text"/>
Right to work share code	<input type="text"/>

[Documents that demonstrate entitlement to work in the UK](#)  
[Right to work share code if not submitting scanned documents](#)

## 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



*Continued from previous page...*

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.

It's an Open space hall for Hire for different activities such as religious events i.e churches, parties, conferences, wedding receptions, office space.

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

#### 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

Will the performance of a play take place indoors or outdoors or both?

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

Indoors       Outdoors       Both

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.

Parties events including Wedding reception/engagement, Church activities, Birthday celebration, Brand lunching (not Exclusively) In all these occasions amplified music will be provided

State any seasonal variations for performing plays

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

It will be indoor

Non standard timings. Where the premises will be used for the performance of a play 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.

special days: if the Christmas days happened to be during the week and Monday Bank holiday. Also There may be variation during the week IF there will be Church or religious night vigil for specific religious group members.

### Section 7 of 21

#### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

Yes       No

### Section 8 of 21

#### PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

Yes       No

### Section 9 of 21

#### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

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.

As an event hire our application is to be considered for both amplified and unamplified. The amplified can either be live music or recorded music. This will be determined by the occasion and the hirer. .

Continued from previous page...

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.

We don't have a particular day but our application is to be approve for everyday because we are flexible to hire the event center to the community people who need our services

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.

We don't have a particular day but our application is to be approve for everyday because we are flexible to hire the event center to the community people who need our services .

## 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

##### FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="05:00"/>
Start	<input type="text" value="08:00"/>	End	<input type="text" value="05:00"/>

SUNDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="03:00"/>
Start	<input type="text" value="08:00"/>	End	<input type="text" value="03:00"/>

Will the playing of recorded music take place indoors or outdoors or both? Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

Indoors                       Outdoors                       Both

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.

As an event hire our application is to be considered for both amplified and unamplified. The amplified can either be live music or recorded music. This will be determined by the community people who hirer using the venue

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.

There will no variation in our application operational days because the usage of the hall depend when we have someone to hire the center for events or party. However there might be variation or extension in our operation time for playing music during festive, religious and bank holiday season that happened to be during the week or week days

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.

The variation may be during festive period that is not on weekends. For example if Christmas is on Tuesday and we have a hirer we might want to extend the service as weekend services

**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**

MONDAY

Start	<input type="text" value="08:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text" value="08:00"/>	End	<input type="text" value="01:00"/>

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

Continued from previous page...

TUESDAY

Start  End   
Start  End

WEDNESDAY

Start  End   
Start  End

THURSDAY

Start  End   
Start  End

FRIDAY

Start  End   
Start  End

SATURDAY

Start  End   
Start  End

SUNDAY

Start  End   
Start  End

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.

As an event hire, dancing will take place during party event with amplified music or recorded music.

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.

Not particularly (depending on the hirer) and during Festive season happen to be weekdays

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

Continued from previous page...

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

Not particularly, depending on the hirer and it will be within the time and day specify, with the exception of festive periods and bank holiday where there might be extension in term of service hours

**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

SUNDAY

Start

End

Start

End

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

Continued from previous page...

This is depending on what type of entertainment hirers will have. For example for a birthday event they may have a DJ or a live band.

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.

DJ  
Live band

State any seasonal variations for entertainment

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

Variation may occurred during festive period e.g. Easter Christmas and bank holiday that is during the week

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.

Yes there might be Variation during festive period e.g. Easter Christmas and bank holiday that is during the week

## 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.

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

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

- Indoors       Outdoors       Both

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

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

Late night refreshments will be provided by the hirer serving food or snacks to their guest for free. The Outdoor refreshment will be provided if the hirer is not providing food. The plan is to provide a small mobile kiosk to serve food to prevent illegal street food hawkers that sell on the street and causes traffic and littering the street

State any seasonal variations

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

(depending on the hirer) However the only variation might be during festive period e.g Christmas

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

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

Continued from previous page...

Yes there might be variation during Christmas and festive periods where weekend timing we apply

**Section 15 of 21**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

- Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- On the premises  Off the premises  Both

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

*Continued from previous page...*

State any seasonal variations

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

Depending on when we have hirer. However, we may have variation of extending hours of service during the weekdays that happen if to be festive period e.g Christmas, other religious festival or bank holiday

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.

Depending on when we have hirer and if the hirer will be serving or selling Alcohol. However, we may have variation of extending hours of alcohol service during the weekdays that happened to be festive period e.g Christmas, other religious festival or bank holiday

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)

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?

Continued from previous page...

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

Reference number for consent form (if known)

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

**Section 16 of 21**

**ADULT ENTERTAINMENT**

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

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

Adult Entertainment is prohibited

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

Continued from previous page...

SATURDAY

Start  End

Start  End

SUNDAY

Start  End

Start  End

State any seasonal variations

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

occasionally we may have variation and extension hours during festival season, religious vigil and bank holidays. individuals booking varies according to the community hiring the venue.

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.

Individuals booking varies according to the community people hiring the venue. occasionally, we MAY have variation and extension of our operational hours during festive season, bank holiday religious vigil and bank holidays.

**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.

In order to meet all the 4 licensing objectives we will endeavour to constantly review our process and our operations policy that might have direct or indirect impact on Crime and disorder, Public safety, Public nuisance and the protection of children.

We will ensure that we work closely with the Police and other officials i.e. Council for support as well as report on matters that may jeopardize any of the licensing objectives. All our booking procedure has been adapted to ensure in promoting the licensing objectives. These includes Obtaining proof of personal details of hirer (so that they can be traceable if and when necessary).

Function CCTV camera that captures inside and outside the premises.

b) The prevention of crime and disorder

**B) THE PREVENTION OF CRIME AND DISORDER.**

All booking is assessed to determine if extra security will be needed. Where we deem necessary, we have SIA licensed door staff that sometime come with trained dogs to ensure safety and drug free environment that.

*Continued from previous page...*

During events, we have staff the patrol the premises and monitor all activities around the venue. In the event where sales or distribution of drugs is noticed, police will be called and the event will be cancelled.

Under-age drinking is not permitted and all event hirer must adhere to this (as highlighted in the hirer contract.

We required proof of address and Identity for all hirers to ensures safety and accountability

c) Public safety

The capacity of the hall is less than 400 and that number is maintained to avoid overcrowded.

There is clear mark for fire exist. We maintain clear exist, unobstructive escape route with clear signage provided. The venue is well lightening and we have fire extinguishers and fire safety plan  
Adaptation of the best practice guide. We have our staff that is available during all events

d) The prevention of public nuisance

**D) THE PREVENTION OF PUBLIC NUISANCE**

In order to prevent and limit public nuisance the following actions were in place:

We do not allowed sales of ticket in the premises during events.

We have parking attendant that control traffic through the events.

Event hirer are given limited time of one to two hours to leave the premises to avoid loitering and excessive noise.

SIA staff will be at certain events to ensure safety & order.

e) The protection of children from harm

Adult or sexual entertainment is strictly prohibited.

Adult or sextual entertainment is strictly prohibited.

Event holders are asked if children will be in attendance. If so, they are required to adhere to our safeguarding rules. These includes, Children are not allowed in the centre after 21:00 hrs, prohibition of under age drinking and no harm to children and accompany of minors at all time. Gate secured during children party

OUR Chidren contract Policy:

**CHILDREN SAFETY CONTRACT POLICY:**

- Parents and guardian are responsible for looking after their children. Children under the age of 12 must not be left unattended at any time.
- No alcohol is served to minors
- Children party cannot exceed 21:00hrs.
- Recognition of sign of abuse on any child will be reported to the Police or the Council
- Children are not allowed in the kitchen
- All Children / minors must be accompanied when using the toilet

**Section 19 of 21**

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

*Continued from previous page...*

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

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

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

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

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

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

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

*Continued from previous page...*

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

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

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

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



*Continued from previous page...*

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

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

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

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

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

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

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

## **Section 20 of 21**

### **NOTES ON REGULATED ENTERTAINMENT**

*Continued from previous page...*

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

- Plays: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08:00 and 23:00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08:00 and 23:00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08:00 and 23:00 on any day, on any premises.
  - o a performance of amplified live music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08:00 and 23:00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o any playing of recorded music between 08:00 and 23:00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o any playing of recorded music between 08:00 and 23:00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08:00 and 23:00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

*Continued from previous page...*

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

## Section 21 of 21

### PAYMENT DETAILS

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

Premises Licence Fees are determined by the non&nbsp;domestic rateable&nbsp;value of the premises.

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

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00\*

Band E - £125001 and over £635.00\*

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

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

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

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

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

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

### DECLARATION

Continued from previous page...

[APPLICABLE TO INDIVIDUAL APPLICANTS ONLY, INCLUDING THOSE IN A PARTNERSHIP WHICH IS NOT A LIMITED LIABILITY PARTNERSHIP] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15) The London Borough of Barking and Dagenham is committed to protecting your privacy when you use our services. This privacy notice explains how we use information about you and how we protect your privacy. Please follow the link for more information <https://www.lbdb.gov.uk/general-privacy-notice>

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)

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

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

\* Full name

\* Capacity

\* Date  /  /   
dd mm yyyy

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

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

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

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

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

**OFFICE USE ONLY**

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

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [Next >](#)

This page is intentionally left blank



Architecture Way Ahead  
Limited  
Architectural Design And Planning Consultation  
0044 7760143360

Client: Mrs Fola Kelani

Site Address:  
Stoneglow Candles  
Selinas Lane Dagenham Essex  
RM8 1QH

Project:  
Premises Licence To Use The Building As  
Reception/Hall.

Title: Block Plan

Architect: Gaetano Paternostro

Drawing No.: AWA/1043/02

Scale: 1:200 & A3

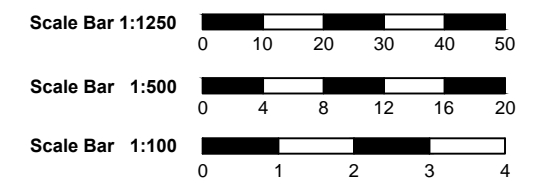
Date: 23 February 2023

General Notes:

1. Dimensions should not be scaled from the drawings where accuracy is essential.
2. Details dimensions and levels to be checked on site by builder prior to commencement of works. Any works commenced prior to all necessary local authority approvals are entirely at the risk of the owner & builder.
3. Structural details are subject to exposure of existing construction and verification by L.A Surveyor and any necessary revised details are to be agreed with the L.A Surveyor prior to carrying out the affected works.
4. All materials are to be used in accordance with the manufacturers' guidelines and all relevant British Standards Codes of Practice & Regulation 7 of Building Regs.
5. All works are to be carried out in accordance with Local Authority requirements.
6. The intended works fall within the Party Wall Act 1996 and any adjoining owners affected must be notified prior to commencement of any works.
7. Thames Water Authority permission to be obtained if building over or adjacent to sewers within 3 metres. ( Tel: 08459 200 800)
8. No part of the extension to project into adjoining boundary lines.



Block Plan  
Scale 1:200



SELINAS LANE

This page is intentionally left blank





Licensing Authority  
 London Borough of Barking & Dagenham  
 1 Clockhouse Avenue  
 Town Hall Square  
 Barking  
 Essex  
 IG11 7LU

A/PS Owen DUNN 3326EA  
 East Area Licensing Team  
 Romford Police Station  
 19 Main Road  
 Romford  
 Essex  
 RM1 3BJ  
 Telephone:  
 Email: owen.dunn@met.police.uk  
 www.met.police.uk  
 Your ref:

30/11/2023

**Subject: Application for a premises licence - D'Will Centre (Formerly Stone Glow Candles building ) Selina's Lane, Dagenham RM8 1QH**

Dear Licensing Team,

On behalf of the Commissioner for Police of the Metropolis I wish to make a representation against the application for a premises licence at D'Will Centre (Formerly Stone Glow Candles building) Selina's Lane, Dagenham RM8 1QH.

The application is made in order to obtain licensable activity provisions for ***sale of alcohol, late night refreshment (LNR) and regulated entertainment.***

The hours which have been requested are;

**Monday to Thursday - 08:00am to 01:00am the following morning**  
**Friday and Saturday - 08:00am to 05:00am the following morning**  
**Sunday - - 08:00am to 03:00am the following morning**

This is with the exception of LNR clearly commencing from 23:00pm each evening.

Police make these representations under the principle licensing objectives of;

- Prevention of Crime & Disorder
- Prevention of Public Nuisance

Police have concerns with this application due to the hours applied for, what events the venue is going to be used for, and how these events will be controlled.

The application is structured with vague and unsure comments.

Police have serious concerns about the hours applied for.

This application contains licensable hours from 08:00am daily, until 01:00, 05:00am or 03:00am terminal time. This includes supply of alcohol.

That is a serious duration of time for supply of alcohol and Police are not sure why it would be needed to supply alcohol to anyone at such an early hour as 08:00am and also why supply of alcohol would be needed up until 05:00am on the weekends.

With increased hours of supply of alcohol there is an obvious connection to increase of intoxication levels, which in turn, increases the chances of crime & disorder taking place.

Police do not have confidence that the applicant is capable of dealing with a licenced event involving various licensable activity, as there has been no demonstration within the application as to how the operation will be run and what mitigating factors will be in place.

The area on Selinas Lane has been subjected to multiple UME's in the past, either having taken place, or having been prevented by the issuing of closure notices by Police.

As much as Police appreciate the applicant has applied for a licence and is an opportunity for events to be run legally in this area. The concern is that this venue could be subjected to nightclub/rave style events unbeknown to the management as they are hiring out to third parties. If this licence is granted there is a possibility that rave style events could legally take place until 05:00am in this venue.

"Nightclub/ rave style events" has been mentioned, as it is not clear enough to Police what this licence will be used for. The application mentions weddings, birthdays and religious events. However, within the conditions, mentions security with drug detection dogs to ensure "a drug free environment".

That is the type of comment we expect to see on a music festival drug policy, not an event hosting weddings or religious events. Therefore Police are concerned about the types of events that will be hosted at the premises as there isn't enough clarity.

Police feel that the conditions submitted are not robust enough.

The "booking procedure" which is mentioned in the application, states that obtaining proof of personal details will be conducted. But there is no mention as to how they will be vetting people looking to hire the venue.

The late night licences which are currently on the borough, are operated by the management of those venues, and those management teams have control over the events they host at their venue, they are not then sublet or hired out to third parties.

There is a huge risk to allowing a third party to take control of a venue under their licence without proper procedures in place.

D'Will would as it seems, not have control over the events at their own venue.

Unfortunately the conditions supplied are not robust enough and some of them are not even enforceable and therefore not viable conditions, as seen below.

The CCTV condition states that "***Function CCTV camera that captures inside and outside the premises***", no further mention of CCTV on the licence.

***"SIA staff will be at certain events to ensure safety & order."*** This cannot be an enforceable condition, there has to be more specifics.

These conditions do not give Police enough information as to how events at this premises will be run. Therefore there is little confidence as to how well this premises would operate.

Police have noted the representation submitted by the Environmental Protection Officer, which states that this venue is located close to residential properties on Whalebone Lane South and Burlington Gardens.

This representation suggests that the structure and materials of the premises are not suitable to host amplified music, given its lack of sound insulation from the materials present. This would have a detrimental effect of the licensing objective of "Prevention of public nuisance".

With "regulated entertainment" requested and till such a late/early hour in the morning, even during working week days. It is suggest that these residents are likely to be disturbed given the ability of sound to travel, from an industrial area which will be inactive at these hours.

There was mention in the application of a parking attendant be required, which would suggest the venue are anticipating a large number of vehicles attending the venue for their events. The concern is that the risk of drink driving could be high especially as during the weekends at 05:00am there will be no public transport available.

There has been no mention of ideas such as dispersal policies or noise limiting devices which would give confidence that the applicant has thought about the potential consequences of such a late night licence.

There hasn't been any mention of simple conditions in relation to notices asking guests to respect local residents in relation to noise or littering, no mention of how glass wear will be managed, "Challenge 25" campaign, training logs, incident logs, authorisation for sale of alcohol, or SIA register, just to mention a few basic topics.

This are all basic conditions which are seen on standard operating schedules.

This application is for a late night licence on a daily basis, therefore Police would have expected to see a set of robust and enhanced conditions in this application.

There are concerns that the applicant either has a lack of understanding of the Licensing Act and what is expected of them as a responsible operator.

Within "seasonal variations" and "non-standard timings" sections have comments such as "there might be an extension in hour operating time" this is in addition to already requesting 05:00am terminal hour.

Police are unsure as to how or why the applicant could possibly require any more hours to run their business.

As it stands, this application is not fit to be produced into an operational licence.

The applicant has clearly not researched into what is required for a premises licence, or looked at the London Borough of Barking & Dagenham's statement of licensing policy, or the suggested conditions within the policy as there are a lot of conditions missing which Police would expect to see with a late night licence.

In addition to all of the above, this venue has no history or experience in running licenced events. The venue has previously applied for Temporary Event Notices in the past, which

have been objected to, one which the applicant at the time withdrew, and one TEN which this sub-committee rejected at a hearing.

With there being no experience in running a licenced event from this venue, the applicant has applied for what would be the latest operating hours on the borough. Which is not acceptable.

This licence application should not be granted as the hours are far too late for a venue with no experience in running licenced events.

The applicant has previously failed to convince Police and the sub-committee that they are capable of running licenced events, as they failed secure TEN's. They now failed to convince Police that the operations they wish to run will be run to a satisfactory standard, given the lack of information provided. Therefore it would not be suitable or sensible to grant them a premises licence with the latest operating hours on the borough.

This application should not be granted.

I object on the grounds of the above.

**Yours Sincerely,**

A handwritten signature in black ink, appearing to read 'Owen Dunn', with the alphanumeric code '3326EA' written in smaller text to the right of the signature.

**PC Owen DUNN 3326EA  
East Area Licensing Team**

London Borough of Barking & Dagenham

## **Environmental Health & Public Protection Responsible Authority Representation**

**To: LBBD Licensing Department**

**Date: 08/11/2023**

From: Chris Hurst - Contract Environmental Protection Officer

Email: [Chris.Hurst@lbbd.gov.uk](mailto:Chris.Hurst@lbbd.gov.uk)

CC: Ed Davies - Environmental Protection Team Leader

Application: Premises License Application

Premises: D'Will Centre (Formerly Stone Glow Candles building ), Selinas Lane, Dagenham RM8 1QH.

Response Deadline: 04/12/2023

Thank you for consulting the Environmental Protection Team on the above application. Based on the information provided with the application I make the following comments.

The application includes Live and Recorded music.

*Monday to Thursday - 08:00am to 01:00am the following morning*

*Friday and Saturday - 08:00am to 05:00am the following morning*

*Sunday - - 08:00am to 03:00am the following morning*

The area is largely commercial/industrial however there are residential dwellings at Whalebone Lane South approx. 80m to the east of the site. The premises is an industrial warehouse construction with relatively lightweight roof including lighting panels. This will offer relatively limited sound reduction performance, specifically in the low frequency region. Typical Internal levels for amplified music will be in the range of 95 to 100dB(A) and 100 to 115dB(C) and therefore the construction of the building may need to be enhanced to comply with external noise guideline limits.

With regard to the Licensing Act 2003 objective of the promotion of the prevention of public nuisance the application operating schedule does not include suitable information to demonstrate how regulated entertainment will be controlled to comply with objective.

Typically, for this type of venue which proposes to operate until the early hours of the morning , an objective noise assessment should be undertaken by an experienced and qualified acoustic consultant which demonstrates that music noise breakout from the venue will not cause any significant adverse noise impact which could result in public nuisance. It is likely that without further mitigation to the building structure, the proposed use as an event space / night club will not be able to operate, without either causing significant noise breakout and consequent disturbance to residents within the vicinity, or music sound levels would have to be limited to such an extent to make the businesses unviable

**Therefore, based on the application as it has been presented this department makes a representation and recommends that the application should be refused.**

If the applicant wishes to amend the operating schedule to include details on how the public nuisance objective will be complied with this department can review this information and amend our response as appropriate.

The council at this time does not have any guidance on noise control from places of entertainment but the British Beer & Pub Association provides a guide which can be downloaded at [noise \(beerandpub.com\)](http://noise.beerandpub.com) and contains some relevant information which maybe helpful to the applicant.

It is also recommended that the applicant seeks advice from a competent person regarding noise control from regulated entertainment.

### **Assessment by Competent Person**

The assessment of noise is a complex task requiring specialist training, experience, techniques and equipment. Consequently, noise surveys, impact assessments, mitigation design and report writing is best carried out by suitably qualified persons with appropriate knowledge, skills and experience. The Borough is not able to endorse or recommend the services of individual consultants. However, details of acoustic consultants may be obtained from:

#### **The Institute of Acoustics**

77A St Peter's Street, St Albans, Hertfordshire, AL1 3BN, UK Tel: +44(0) 1727 848195; [www.ioa.org.uk](http://www.ioa.org.uk)

#### **The Association of Noise Consultants**

105 St Peter's Street, St Albans, Hertfordshire, AL1 3EJ, UK Tel: +44(0) 1727 896092; [www.association-of-noise-consultants.co.uk](http://www.association-of-noise-consultants.co.uk)

**The Chartered Institute of Environmental Health**

Chadwick Court, 15 Hatfields, London, SE1 8DJ

Tel: +44 (0) 207 827 6307; <http://www.cieh.org/advisoryservices.htm>

This page is intentionally left blank



Licensing Authority  
Barking Town Hall  
Town Hall Square  
Barking  
IG11 7LU

Licensing Team  
Barking Town Hall  
Town Hall Square  
Barking  
IG11 7LU

Reference: **LGD1/01/12/23**  
Date: 1<sup>st</sup> December 2023

Dear Sir / Madam,

**Licensing Act 2003: New Licence Application – D’Will Events Centre, Selinas Lane, Dagenham, RM8 1QH**

On behalf of the Licensing Authority, as a Responsible Authority under the Licensing Act 2003, I write to object to the application for a new premises licence, which seeks to authorise licensable activities at: **D’Will Events Centre, Selinas Lane, Dagenham, RM8 1QH.**

This objection is raised on the basis of the following licence objectives:

- **The Prevention of Crime and Disorder;**
- **The Prevention of Public Nuisance**

The application seeks the following licensable activities and times:

**The Performance of Plays, Live Music, Recorded Music, Performances of Dance, Provision of anything similar to Live Music, Recorded Music and Performances of Dance, Supply of Alcohol (for consumption ON the premises):**

Monday to Thursday: 08:00 – 01:00 hours  
Friday & Saturday: 08:00 – 05:00 hours  
Sunday: 08:00 – 03:00 hours

**Late Night Refreshment:**

Monday to Thursday: 23:00 – 01:00 hours  
Friday & Saturday: 23:00 – 05:00 hours  
Sunday: 23:00 – 03:00 hours

**Hours Premises are Open to the Public:**

Monday to Thursday: 08:00 – 01:00 hours  
Friday & Saturday: 08:00 – 05:00 hours  
Sunday: 08:00 – 03:00 hours

## The Prevention of Crime and Disorder

The application seeks extensive hours for the sale of alcohol, starting at 8am, seven days a week, finishing at 1am Monday to Thursday, 5am Friday and Saturday and 3am Sunday. The Licensing Authority has serious concerns that these extensive hours could lead to high levels of intoxication, and the potential anti-social behaviour and associated criminality this can lead to. Indeed, the Licensing Authority can see no reason why an 'events hall' would need sales of alcohol so early in the morning, and to such late terminal hours. The Council's Statement of Licensing Policy makes specific reference to this objective at paragraphs 105 – 109:

105. This Council is committed to further improving the quality of life for the people of the borough by continuing to reduce crime and the fear of crime and anti-social behaviour.
106. Section 17 of the Crime and Disorder Act 1998 introduced a wide range of measures for preventing crime and disorder and imposed a duty on local licensing authorities, the police, and other partner agencies, to consider crime and disorder reduction in the exercise of all their duties. The Licensing Act 2003 reinforces this duty for local authorities.
107. The promotion of the prevention of crime and disorder licensing objective places an equal shared responsibility on licence holders to promote this objective.
108. Applicants will be expected to demonstrate in their operating schedule that suitable and sufficient measures have been identified and will be implemented and maintained to reduce or prevent crime and disorder inside of and in the vicinity of their premises. Conditions should be targeted on deterrence and preventing crime and disorder.
109. When addressing the issue of crime and disorder, the applicant should be able to demonstrate that adequate consideration has been given to the range of factors that impact on crime and disorder. These factors may include:
  - Anti-social behaviour
  - Drunkenness and drugs misuse
  - Violent behaviour
  - The possession of weapons
  - Harassment
  - Under-age drinking
  - Theft (of personal property or alcohol)
  - Illegal working

It is the Licensing Authority's submission that this application, if granted, would do the opposite of reducing crime and reducing the fear of crime as detailed in the policy paragraph 105 listed above. The applicant has proposed some conditions in an attempt to address this licensing objective, but the four suggested conditions are in no way robust enough to address the concerns raised in relation to this, and the areas of concern mentioned in policy paragraph 109 listed above. It is the Licensing

Authority's view that the concerns raised around this objective are so severe that the measures proposed so threadbare that the application be refused in its entirety.

Although the lead on Crime and Disorder objective should correctly be provided by the Police, The Crime and Disorder Act 1998 ensures it is right and proper that other Responsible Authorities should also consider this objective when considering applications.

### **Hire of premises to third parties and 'promoted events'**

The application states the premises is intended for use as a 'hall for hire' which will involve the use of third parties hiring out the hall. Unfortunately, it is not clear from the application, or the conditions offered, how much control the applicant will retain over these events. Without appropriate re-assurances surrounding how this will operate, the Licensing Authority is unable to determine the risk associated with the potential grant of this licence application to the licensing objectives, as the operators could vary from event to event, and control measures may vary accordingly. The Council's Statement of Licensing Policy makes specific reference to this at paragraphs 120 – 122:

120. A recent growing concern has been with the hire of premises by third parties and the use of premises not normally used for the provision of licensable activities for private and / or promoted events.
121. It is advised that no premises are hired out to third parties unless a diligent and 'robust' booking procedure is put into place which establishes the identity of the proposed user and verifies and records their full contact details; the nature, timing and duration of the event that is proposed; and the arrangements.
122. It should be understood that the licensee retains responsibility for events staged in their premises and for any problems that may arise even when hired out to third parties. The licensee should always have senior staff present overseeing any external hire of the premises.

It is not clear from the application what the booking procedure is, and how many checks are going to be carried out by the applicant when the hall is hired out to third parties. With such late proposed hours, the applicant needs to provide much more re-assurance around the booking procedures and relevant checks made, as well as the measure of control the applicant will have over third party events which take place at the venue. The Licensing Authority would expect the applicant to demonstrate clear control over such events, and provide appropriate conditions to demonstrate this. This application does not provide enough such reassurances.

### **The Prevention of Public Nuisance**

The application lists extremely late hours throughout the week, until 1am Monday to Thursday, until 5am Friday and Saturday and until 3am on Sunday. Although the premises itself is sited on an industrial site, there are residential properties situated within 80 metres of the venue. There can be no doubt that the operation of a music

venue until 5am does have the potential to cause public nuisance to residents in the area. In addition, the potential public nuisance issues would not only be through potential noise outbreak from the venue, but also from disbursement of customers at the late hours sought by the applicant. The Council's Statement of Licensing Policy makes specific reference to this objective at paragraphs 156 – 159.

### **The Third Licensing Objective – The Prevention of Public Nuisance**

156. When determining licence applications this Authority is conscious of the need to strike a balance between what may be the conflicting needs of our residents and those of our business community. We must ensure our residents can peacefully enjoy their homes and environment whilst also encouraging responsible and positive investment and economic growth.
157. Therefore, this Council as Licensing Authority will not grant applications that do not promote the prevention of public nuisance licensing objective. We expect the operation of licensed premises not to unreasonably interfere with the personal comfort or amenity of immediate neighbours or the nearby community.
158. It is important to note that Public Nuisance can include low-level nuisance, perhaps affecting a few people locally, as well as larger scale nuisance affecting the whole community.
159. In determining applications when relevant representations have been received for new and varied licences, regard will be made to:
- the location of premises,
  - the type and construction of the building
  - the likelihood of nuisance and disturbance to the amenity of nearby residents by reason of noise from within the premises, or as a result of people entering or leaving the premises or from individuals or groups of customers gathered outside (e.g., in order to smoke).

The Licensing Authority is not satisfied that the operator has given enough consideration to the potential negative impact on the public nuisance licensing objective, especially bearing in mind the late hours requested. In such a scenario, as detailed at paragraph 157 of the Council's Statement of licensing policy re-iterated above, the Council will not grant such applications.

### **Summary**

This application seeks extensive licensing hours with a wide range of licensable activities being offered. The early start and late finishes raise serious concerns under the prevention of crime and disorder and prevention of public nuisance objectives alone. The lack of a cohesive and effective range of conditions to help mitigate concerns around these late hours gives rise to further doubts about the suitability of this application at this venue. When the issue of third-party hire is taken into account as well, with the lack of clarity on vetting and controls, the Licensing Authority has severe concerns about this proposal.

The Licensing Authority has carefully considered the application to determine whether there are amendments which could be made to the application, such as a reduction of hours and / or addition of condition(s) which could be made which would alleviate the concerns raised. However, in this instance the Authority is of the view that the lack of controls on the matters raised in this objection are too great to be rectified in such a manner.

With the contents of the objection considered, on this occasion it is the Licensing Authority's view that the issues surrounding this proposal are so severe that the only recommendation for this application is that it is **refused**.

Yours Sincerely,

Lewis Dodd  
Senior Licensing Officer  
Licensing Authority, London Borough of Barking and Dagenham

This page is intentionally left blank

**Leanna McPherson**

---

**Subject:** FW: PREMISES License application Selinas Lane  
**Attachments:** DWill Banqueting suite.PNG; DWill Banqueting suite.PNG; SELINAS LANE SATALITE PIC.docx

---

**From:** D'Will Events <[dwillevvents@gmail.com](mailto:dwillevvents@gmail.com)>  
**Sent:** Friday, December 1, 2023 4:19 PM  
**To:** Chris Hurst <[Chris.Hurst2@lbbd.gov.uk](mailto:Chris.Hurst2@lbbd.gov.uk)>  
**Cc:** Licensing <[Licensing@lbbd.gov.uk](mailto:Licensing@lbbd.gov.uk)>  
**Subject:** PREMISES License application Selinas Lane

Dear Chris,

Thank you for your thorough evaluation. We appreciate the considerations regarding noise impact. It's important to note that our venue is situated 250 meters away, not 80 meters as mentioned, from the street, which is a substantial distance that significantly minimizes the likelihood of noise disturbance to nearby residents. See the satalite view showing the our venue and the mentoned street

Your insights are valuable, and we're committed to ensuring a positive coexistence with the community. For late events we plan to have security controlling traffic parking and noise levels. Thank you for your understanding and consideration."

Kind Regard  
Fola  
--

D'Will Banqueting Suite

Selinas Lane, Dagenham, London RM8 1QH

This page is intentionally left blank