



HILLINGDON
LONDON



Notice of Hearing

Licensing Sub-Committee

Date: THURSDAY, 21 JANUARY
2016

Time: 2.00 PM

Venue: COMMITTEE ROOM 6 -
CIVIC CENTRE, HIGH
STREET, UXBRIDGE

**Meeting
Details:** Members of the Public and
Press are welcome to attend
this meeting

Councillors on the Sub-Committee:

Councillor Dominic Gilham (Chairman)

Councillor Carol Melvin

Councillor Janet Gardner

IMPORTANT INFORMATION

On receipt of this notice, you **MUST** notify the Committee Clerk (contact details below) by the following date:

Monday 18 January 2016

If you don't notify you may lose your right to speak at the hearing. When notifying you must confirm:

- 1) Whether you intend to attend or to be represented by someone at the hearing;
- 2) If you consider a hearing to be unnecessary and;
- 3) Whether to request that another person attends (other than your representative) as a witness

Published: 7 January 2016

Committee Clerk:

Kiran Grover, Democratic Services

Tel: 01895 250693

Email: democratic@hillington.gov.uk

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www.hillingdon.gov.uk

Putting our residents first

Lloyd White

Head of Democratic Services

London Borough of Hillingdon,

3E/05, Civic Centre, High Street, Uxbridge, UB8 1UW

www.hillingdon.gov.uk

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Agenda

CHAIRMAN'S ANNOUNCEMENTS

Hearing Protocol

- 1 Apologies for Absence
- 2 Declarations of interest in matters coming before this meeting
- 3 To confirm that the items of business marked Part I will be considered in Public and items marked Part II will be considered in Private
- 4 Matters that have been notified in advance or urgent

Part I - Members, Public and Press

	Title of Report / Address of application	Ward	Time	Page
	Title of Report / Address of application	Ward	Time	Page
5	Application for a new Premises licence in respect of The Ivy leaf Club, Wellington Road, Uxbridge	Uxbridge South	Application for a new Premises licence in respect of The Ivy leaf Club, Wellington Road, Uxbridge	19 - 80

Part II - Members Only

	Title of Report / Address of application	Ward	Time	Page
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Appendix 3a - Police Meeting Minutes



Hearing Protocol

This protocol outlines the procedures that will be followed in relation to hearings held under the Licensing Act 2003 and the Gambling Act 2005

Agreed and adopted by the Licensing Committee on 15 October 2015

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1. Introduction

- 1.1 The Licensing Act 2003 (Hearings) Regulations 2005 and the Gambling Act 2005 (Proceedings of Licensing Committees and Sub-committees) (Premises Licences and Provisional Statements) (England and Wales) Regulations 2007 ("together hereafter the Regulations") provide that a Licensing Authority shall, subject to the provisions of those Regulations, determine for itself the procedure to be followed at a hearing.
- 1.2 These procedures set out the way in which the Licensing Authority will conduct hearings under the Licensing Act 2003 ("hereinafter the 2003 Act") and the Gambling Act 2005 ("hereafter 2005 Act") and the associated Regulations.
- 1.3 Appendix 1 of this protocol includes the procedure that will be adopted by the Licensing Authority in the event that an interim hearing must be held following notice of a Summary Review pursuant to Section 53A of the Act.

2. Timescales

- 2.1 Most hearings under the 2003 Act must take place within 20 working days from the last date in which representations can be made.
- 2.2 Exceptions under the 2003 Act:
 - Within 10 working days from the day after the Authority receives the notice for a review of the premises licence following a Closure Order.
 - Within 7 working days from after the end of the period within which the police can object to:
A temporary event notice (the police must give notice of their objection within 3 working days of being given a copy of the notice); and
 - Within 5 working days beginning with the day after the end of the last date for the police to object to an interim authority notice (the police must give notice of their objection within 2 working days of being given a copy of the notice).
- 2.3 For applications made under the 2005 Act the Authority must commence a hearing as soon as reasonably practicable after the expiry of the statutory period where representations can be received.
- 2.4 These matters are more fully set out in the Regulations.
- 2.5 Where a hearing will take more than one working day, the Authority must arrange for the hearing to take place on consecutive working days.

3. Timescales for Notice of Hearing to be given

3.1 In most cases, the Authority shall give notice of a hearing no later than 10 working days before the first day on which the hearing is to be held.

3.2 Exceptions under the 2003 Act:

- Review of a premises licence following a Closure Order;
- Summary Review of premises licence

At least two working days notice must be given to the parties to a hearing for determination of:

- Police objection to an Interim Authority Notice;
- Police objection to a Temporary Event Notice.

4. Persons who must be notified of a hearing

4.1 The persons who must be notified of a hearing are set out below as a summary:

- Any applicant for any licence, provisional statement or review made under the 2003 Act and the 2005 Act;
- The premises user who submitted the temporary event notice under the 2003 Act;
- Any person who has made relevant representations about an application for a licence or provisional statement or review;
 - Any police officer who has given notice of objection under the 2003 Act to a person specified as a Designated Premises Supervisor;
 - An interim authority;
 - Transfer of a premises licence;
 - Transfer of a club premises licence;
 - Transfer of a club premises certificate;
 - A temporary event notice;
 - A personal licence.
 - Any holder of a premises licence or club premises certificate when an application is made for review.

5. Information to be provided in a Notice of Hearing

5.1 The information and documentation that must accompany the Notice of Hearing relating to an application or notice under the 2003 Act includes:

- The procedure to be followed at the hearing;
- The right of the party to attend and to be assisted or represented by any person whether legally qualified or not;

- The ability to give further information in support of their application where the Authority has sought clarification;
- The right to question any other party;
- The right to address the Authority;
- Notice of any particular on which the Authority will want clarification at the hearing;
- The consequences if a party does not attend or is not represented at the hearing;

5.2 The information and documentation that must accompany the Notice of Hearing relating to an application under the 2005 Act includes:

- The consequences where a party informs the Sub-Committee that he/she does not wish to attend or be represented at the hearing or fails to inform the Sub-Committee whether he/she will attend or be represented at the hearing;
- The requirements imposed on the Sub-Committee in conducting a hearing as set out in the Regulations;
- The consequences where a party has indicated that he/she wishes to attend or be represented at the hearing, but fails to attend or be represented at the hearing;
- The procedure to be followed at the hearing;
- The time limit and method by which a party should inform the Sub-Committee that he/she wishes to be assisted or represented by another person;
- The time limit and method by which a party should inform the Licensing Authority that he/she will want to call a witness to give evidence at the hearing, and the matters in relation to which he/she will want to call a witness to give evidence at the hearing and the matters in relation to which he/she wishes that witness to give evidence;
- The time limit and method by which a party should inform the Sub-Committee that he/she is willing to consent to the application being determined without a hearing;
- The matters on which the Sub-Committee considers at the time that it will want clarification at the hearing from a party.

5.3 The Notice of Hearing will ask all parties to attend a briefing session 20 minutes before the hearing begins. At this briefing the Council's Legal Advisor will be available to answer questions or provide any clarification.

6. Notice of Reply

6.1 On receipt of the Notice of Hearing, all parties must inform the Authority whether they:

- Intend to attend or be represented at the hearing;
- Consider a hearing to be unnecessary; and
- Wish to request that another person appear at the hearing (other than their representative) as a witness. If such a request is made, it should be accompanied by details of the name of that person and a brief description of the point or points about which that person may be able to assist the hearing.

6.2 In the case of a hearing under-

- Section 48(3)(a) cancellation of interim authority notice following police objection; or
 - Section 105(2)(a) counter notice following police objection to Temporary Event Notice
- The party must return the notice no later than one working day before the day of the hearing.
 - In the case of a hearing under-
 - Section 167(5)(a) review of a premises licence following a closure order ; or
 - Section 53C review of premises licence following review notice; or
 - Paragraph 4(3)(a) of Schedule 8 conversion of an existing licence; or
 - Paragraph 16(3)(a) of Schedule 8 conversion of an existing club licence; or
 - Paragraph 26(3)(a) of Schedule 8 determination of application by holder of justices' licence for grant of personal licence
 - The party must return the notice no later than two working days before the day of the hearing.
 - In any other case, the party must give no later than five working days before the day of the hearing.

7. Failure of parties to attend the hearing

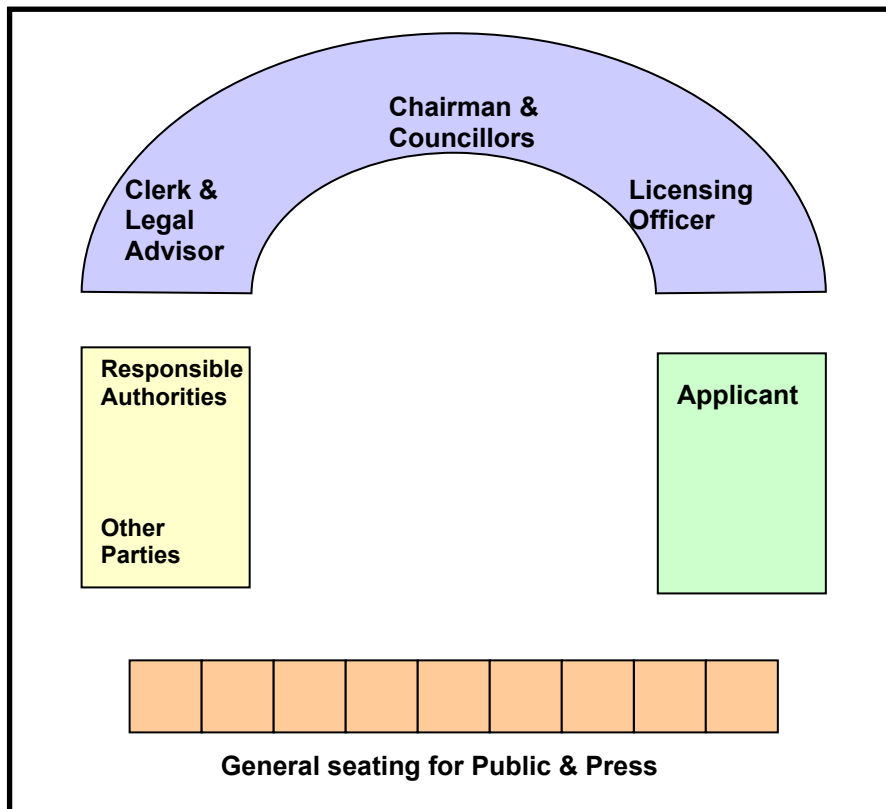
- 7.1 If a party has informed the Authority that they will not be attending or be represented at the hearing it may proceed in their absence.
- 7.2 If a party does not give notice that they will not be attending but fails to attend and is not represented the Authority may either:
- (a) Adjourn the hearing if it considers it to be necessary in the public interest; or
 - (b) Hold the hearing in the party's absence.
- 7.3 If the Authority holds the hearing in the absence of a party, it will consider at the hearing the application, the representation or notice given by the party.
- 7.4 If the Authority adjourns the hearing to a specified date it must forthwith (as soon as reasonably practicable under the Gambling Act regulations) notify the parties of the date, time and place to which the hearing has been adjourned.

8. Procedure at the hearing

- 8.1 Composition of Sub-Committee
- 8.2 The Sub-Committee will, usually consist of three members appointed from members of the Authority's Licensing Committee.

8.3 No business shall be transacted unless at least two members of the Sub-Committee are present and able to form a properly constituted Sub-Committee.

8.4 The usual room layout for the hearing will be as outlined below:



8.5 The usual order of proceedings will be as set out below:

Order of proceedings

The Chairman of the Sub-Committee will open the hearing by introducing the Councillors, explaining the purpose of the proceedings and the general procedure. The Chairman will then check that there are no additions or alterations to the list of those appearing at the hearing.

Introduction by the Council's Licensing Officer



The Applicant / Licence Holder



Responsible Authorities (if present)



Other Parties (residents etc...)



DISCUSSION LED BY THE SUB-COMMITTEE

The Chairman will lead the discussion. This will be a chance for all parties to provide comments on any submissions that have been made to the Sub-Committee.



Closing remarks from each party



Sub-Committee deliberates



Chairman announces the decision

The Licensing Officer will introduce the report and will outline the matter before the Sub-Committee, giving any relevant background information. The Sub-Committee may ask questions of the officer.

The Applicant, licence holder or the person representing him/her will be invited to address the Sub-Committee. They will be allowed sufficient time to present his/her case. The Sub-Committee may ask questions.

Responsible Authorities will be invited to address the Sub-Committee and will be allowed sufficient time. The Sub-Committee may ask questions of the Responsible Authorities.

Other parties will be invited to address the Sub-Committee. Where there are a number of parties making similar representations the Chairman will expect the parties to nominate a spokesperson to make the representations and all will be allowed sufficient time. The Sub-Committee may ask questions of the Other Parties.

The Chairman will invite the Responsible Authorities and Other Parties to make brief closing remarks on the application. The Applicant / licence holder makes the final closing remarks.

The Sub-Committee will remain in the room to deliberate and make their decision, with only the Legal Advisor and the Clerk to the Sub-Committee remaining. All others present will be asked to leave the room.

Parties may return to the room when invited to do so and the Chairman will announce the decision. The Chairman will remind the Applicant / licence holder that the decision will be sent to them in writing. There can be no further questions or statements.

- 8.6 The Sub-Committee may allow the parties to question any other party (if permission is given) and to address the Sub-Committee, but will seek in all cases to avoid repetition of matters (whether included in written material or otherwise) irrelevancy or any abuse of procedure.
- 8.7 The Sub-Committee will be guided by legal principles by determining whether evidence is relevant and fairly admissible. In particular, hearsay evidence may be admitted before the Sub-Committee but consideration will always be given to the degree of weight, if any, to be attached to such evidence in all the relevant circumstances.
- 8.8 When considering any representations or notice made by a party, the Authority may take into account documentary or other information produced by a party in support of their application, representation or notice, either:
- (a) Before the hearing; or
 - (b) With the consent of all other parties at the hearing.
- 8.9 If documentary or other evidence is submitted late or at the hearing, the Sub-Committee may decide to adjourn the hearing so as to allow Members and any other party time to consider the information and that may involve an adjournment of proceedings to another date. The Sub-Committee may decide not to consider the information if no satisfactory explanation is provided for its late submission.
- 8.10 Any party may withdraw their representations by contacting the Democratic Services Department by phone, letter or email, providing they give notice no later than 24 hours before the first day of the hearing. If, during the hearing, any party wishes to withdraw their representations they may do so orally by informing the Chairman.
- 8.11 The Sub-Committee when determining an application or notice under the provisions of the 2003 Act will disregard any information given by a party, or any other person appearing at the hearing which is not relevant to:
- (a) Their application, representation or notice;
 - (b) In the case of another person, the application representation or notice of the party requesting their appearance;
 - (c) The promotion of the licensing objectives; or
 - (d) In relation to a hearing to consider a notice given by the Police the crime prevention objective.
- 8.12 A hearing under the 2003 Act shall take place in public save that:
- (a) The Sub-Committee may exclude the public from all or part of a hearing where it considers that, on balance, it is in the public interest to do so;
 - (b) The parties and any person representing them may be excluded in the same way as another member of the public.

8.13 A hearing under the 2005 Act shall take place in public save that:

(a) The Sub-Committee may direct that all or part of a hearing must be in private if it is satisfied that it is necessary in all circumstances of the case, having regard to:

- Any unfairness to a party that is likely to result from a hearing in public; and
- The need to protect as far as possible, the commercial or other legitimate interests of a party.

8.14 The Sub-Committee may require any person attending the hearing who in their opinion is behaving in a disruptive manner to leave the hearing and may:

- (a) Refuse to permit the person to return; or
- (b) Allow them to return only on such conditions as the Authority may specify.

8.15 Any person excluded may, before the end of the hearing, submit to the Sub-Committee in writing, any information which, they would have been entitled to give orally had they not been required to leave and the Sub-Committee will take that information into account in reaching a determination of the application or review.

9 Determination of the application and time limits

9.1 For applications determined under the 2003 Act the Sub-Committee must make its determination at the conclusion of the hearing where the application is for:

- (a) A review of a premises licence following a closure order;
- (b) A summary review of a premises licence
- (c) A personal licence by the holder of a justices licence;
- (d) A counter notice following police objection to a temporary event notice.

9.2 In any other case, the Authority must make its determination within the period of five working days, beginning with the day or the last day on which the hearing was held.

9.3 Where a hearing has been dispensed with because all of the parties have agreed that a hearing is unnecessary (and the Authority has agreed, giving notice to the parties in writing) then the Authority must make its determination for the 2003 Act applications, reviews and notices within 10 working days beginning with the day the Authority gives such notices to the parties.

10 Record of Proceedings

10.1 The Authority must arrange for a record to be taken of the hearing in a permanent and intelligible form and for that record to be kept for six years from the date of determination. Where an appeal is brought against a determination by the Authority, the record must be kept for six years from the date of disposal of the appeal.

11 Irregularities

11.1 Proceedings will not be rendered void only as the result of failure to comply with any provision of the Regulations.

11.1 Where the Authority considers that any person may have been prejudiced as a result of an irregularity relating to the Regulations, it will take such steps, as it thinks fit to cure the irregularity, before reaching its determination.

11.2 Clerical mistakes in any document recording a determination of the Authority or errors arising in such a document as a result of an accidental slip or omission may be corrected by the Authority.

12 Notices

12.1 Any notices under these regulations will be given in writing. Such a notice may be sent electronically, providing:

- (a) It can be accessed by the recipient in a legible form;
- (b) It is capable of being reproduced as a document for future reference;
- (c) The recipient has agreed in advance to receive it in such form;
- (d) A copy is sent in documentary form forthwith to the recipient.

13 Appeals.

13.1 Either those that have made an application or those who have made representations on an application may have the right to appeal the Authorities decision to the Magistrates' Court.

13.1 An appeal must be commenced within twenty one days beginning with the day on which the appellant was notified by the Licensing Authority of their decision.

13.2 Notice of appeal should also be sent to the Authority's Legal Services Department.

14. Other information and contact details.

14.1 The minutes of a hearing will be made available on the Council's website at: www.hillingdon.gov.uk

14.2 Applicants for new premises licences, club premises certificates, applications for provisional statements and applications for variations of existing premises licences or club premises certificates must display a notice on the premises and advertise the application in a local newspaper.

14.3 All applications once they are lodged will be available for viewing on Hillingdon Council's website at www.hillingdon.gov.uk and in the Civic Centre Offices by appointment with the Regulatory Services Department during working hours.

14.4 The address and contact details for Democratic Services are:

Clerk to the Committee
Democratic Services
3E/05
Civic Centre
Uxbridge
UB8 1UW

14.5 The address and contact details for Legal Services are:

Legal Services Department
3E/04
London Borough of Hillingdon
Civic Centre
Uxbridge
UB8 1UW

DX: 45101 Uxbridge

Appendix 1

**Hearing Protocol for interim hearings held pursuant to
Section 53A to 53C of the Licensing Act 2003.**

1. Introduction.

- 1.1 The powers under Section 53A to 53C of Licensing Act 2003 ("the Act") are aimed at tackling serious crime and serious disorder.
- 1.2 The powers allow the police to trigger a fast track process to review a premises licence where the police consider that the premises are associated with serious crime or serious disorder (or both) and the Licensing Authority to respond by taking interim steps quickly, where appropriate, pending a full review.

2. Triggering the expedited review.

- 2.1 The Chief Officer of Police for the area in which the premises are situated may apply to the Licensing Authority for an expedited licence review if a senior member of the force has issued a certificate that in his/her opinion a licensed premises is associated with serious crime and serious disorder (or both).

3. The Licensing Authority and the interim steps.

- 3.1 Within 48 hours of receipt of the chief officer's application, the licensing authority must give the premises licence holder and the responsible authorities a copy of the application for review and a copy of the certificate and must also consider whether it is necessary to take interim steps pending the determination of the review applied for. When calculating the 48 hour period any non-working day will be disregarded.
- 3.2 Consideration of the interim steps may take place without the holder of the premises licence having been given an opportunity to make representations to the relevant Licensing Sub-Committee. There is no requirement to hold a formal hearing in order to take interim steps. This means that the relevant Sub-Committee members can communicate by telephone or other means in order to reach a decision. In such circumstances, a written record will always be produced as soon as possible after a decision is reached.
- 3.3 The interim steps that the Licensing Authority must consider taking are-
 - The modification of the conditions of the premises licence;
 - The exclusion of the sale of alcohol by retail from the scope of the licence;
 - The removal of the designated premises supervisor from the licence;
 - The suspension of the licence.
- 3.4 In the event that the Licensing Authority decides to take one or more such steps-
 - (a) Its decision takes effect immediately or as soon after that as the Licensing Authority directs; but
 - (b) It must give immediate notice of its decision and of its reasons for making it to-
 - (i) the holder of the premises licence; and

(ii) the Chief Officer of the Police for the area in which the premises are situated.

3.5 The Act does not specify that the immediate notice has to be in writing. Where the Licensing Authority decides that the decision should take immediate effect and the licence holder was not present for the decision, then it will approach the licence holder by telephone and the call will be followed up as soon as possible with a written version of the decision and the reasons which is identical to or not significantly different from the version given by telephone.

4. Making representations against the interim steps.

4.1 The holder of the premises licence may make representations against the interim steps taken by a Licensing Authority.

4.2 There is no time limit for the premises licence holder to make representations on the interim steps, although in practice this would at some point be superseded by the full review which has to be completed within 28 days of the application being received by the Licensing Authority.

4.3 On receipt of a representation the Licensing Authority must, if the representations are not withdrawn, hold a hearing to consider those representations within 48 hours of the time of its receipt.

4.4 The Licensing Authority must give advance notice of the hearing to-

(a) the holder of the premises licence;

(b) the chief officer of police for the area in which the premises are situated.

4.5 At the hearing, the Licensing Authority must -

(a) consider whether interim steps are appropriate for the promotion of the licensing objectives; and

(b) determine whether to withdraw or modify the steps taken.

4.6 The Licensing Authority cannot adjourn the hearing to a later date if the licence holder fails to attend at the scheduled time.

4.7 The licence holder does not need to be present for the hearing to take place.

4.8 There is no timescale for notifying the licence holder of the hearing under this process, providing the notification takes place before the hearing is held. However, the Licensing Authority will aim to provide the licence holder with as much notice as is possible in the circumstances to afford the holder a maximum opportunity to prepare for and attend the hearing.

4.9 There is no right of appeal to a Magistrates' Court against the Licensing Authority's decision at this stage.

5. The review of the premises licence.

5.1 Within 28 days of receipt of an application under section 53A of the Act, the Licensing Authority must:

- hold a Sub-Committee hearing to consider the application for review and any relevant representations;
- take such steps as it considers appropriate for the promotion of the licensing objectives;
- secure that, from the coming into effect of the decision made on the determination of the review, any interim steps having effect pending that determination cease to have effect.

5.2 Those steps are-

- (a) the modification of the conditions of the premises licence;
- (b) the exclusion of a licensable activity from the scope of the licence;
- (c) the removal of the designated premises supervisor from the licence;
- (d) the suspension of the licence for a period not exceeding three months; or
- (e) revocation of the licence.

5.3 The Licensing Authority must:

- advertise the review inviting representations from any persons for no less than seven consecutive days and if applicable on the Licensing Authority's website;
- advertise that any representations made by the premises licence holder, responsible authority and any other persons should be submitted to the Licensing Authority within 10 working days of the advertisement of the review appearing; and
- give formal notice of the hearing no later than five working days before the day or first day on which the hearing is to be held to the premises licence holder and to every responsible authority.

5.4 A party shall give to the Licensing Authority a notice no later than two working days before the day or first day of the hearing stating whether-

- he intends to attend or be represented at the hearing;
- he considers a hearing to be unnecessary
- he would like permission for any other person to appear at the hearing and if so, explain on which points that person will be able to contribute.

5.5 The regulations relating to hearings are set out in the Licensing Act 2003 (Hearings) Regulations 2005. They apply to final hearings under the section 53A(2)(b). The issues that these regulations deal with include who can make representations and what those representations can be about. It is therefore possible for responsible authorities or any other persons to make representations in relation to any of the licensing objectives, not just crime and disorder. Similarly where it is in the public interest, the regulations relating

to the exclusion of individuals from hearings, or conducting the hearing in private, will apply.

- 5.6 The Licensing Authority must notify the determination and its reasons for making it to-
- (a) the holder of the premises licence;
 - (b) any person who made relevant representations; and
 - (c) the chief officer of police for the area in which the premises are situated.
- 5.7 An appeal may be made to the Magistrates' Court within 21 days of the licence holder being notified of the Licensing Authority's determination on the review.
- 5.8 An appeal may be made by the premises licence holder, the chief officer of police and/or any other person who made relevant representations.
- 5.9 The decision of the licensing authority, following the review hearing, will not have effect until the end of the period allowed for appeal, or until the disposal of the appeal.

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Application for the grant of a Premises Licence

Committee	Licensing Sub-Committee
Officer Contact	Ian Meens Licensing Officer Ex 01895 277067 (7067)
Papers with report	Appendix 1 - Officer Recommendation Appendix 2 - Application for the grant of a premises licence including proposed plan Appendix 3 - Representation from the Metropolitan Police Appendix 3a - Minutes of Police meeting (Part 2 Members' Only Appendix 4 - Representation from Environmental Protection Unit Appendix 5 - Representations from local residents Appendix 6 - Current Club Premises Certificate Appendix 7 - Maps of the area and photos of the premises
Ward name	Uxbridge South
NOT FOR PUBLICATION	Note: the bulk of this report is public but it does contain an appendix with confidential or exempt information.

1.0 SUMMARY

To consider an application for a new Premises licence in respect of The Ivy leaf Club, Wellington Road, Uxbridge, and representations against the application received from two responsible authorities and local residents.

2.0 RECOMMENDATION

2.1 To grant the application for a premises licence in accordance with the conditions detailed in Appendix 1.

3.0 APPLICATION

3.1 The new Premises Licence application has been made by the Club Management Committee in order to make licensable activities available on the ground floor for non club members. The premises currently have the benefit of a Club Premises Certificate (CPC).

3.2 Name of applicant
Ivy leaf Club Uxbridge Limited

3.3 Type of application applied for
New Premises Licence

3.4 Description of premises taken from the application form
A private members club - Ground Floor only

3.5 A copy of the application form and premises plan is attached as **Appendix 2**

3.6 Licensable Activities

<u>Activity</u>		<u>Permitted under current CPC</u>	<u>Proposed for new premises licence</u>
Sale of Alcohol:	Consumption on the premises	x	x
	Consumption off the premises	x	x
Regulated Entertainment:	Plays		
(Indoors Only)	Films		
	Live Music	x	x
	Recorded Music	x	x
	Performances of dance	x	x
	Indoor Sporting Events		
	Boxing/Wrestling		
Late Night Refreshment (on premises only)		x	x

3.7 Licensable Activity Hours

	Sale of alcohol & regulated entertainment	
	Permitted under current CPC	Proposed hours for Premises Licence
Monday	10.00 - 00.00	10.00 - 00.00
Tuesday	10.00 - 00.00	10.00 - 00.00
Wednesday	10.00 - 00.00	10.00 - 00.00
Thursday	10.00 - 00.00	10.00 - 00.00
Friday	10.00 - 01.00	10.00 - 01.00
Saturday	10.00 - 01.00	10.00 - 01.00
Sunday	12.00 - 23.00	12.00 - 23.00

3.8 Opening Hours

	Permitted under current CPC	Proposed
Monday	10.00 - 00.30	10.00 - 00.30
Tuesday	10.00 - 00.30	10.00 - 00.30
Wednesday	10.00 - 00.30	10.00 - 00.30
Thursday	10.00 - 00.30	10.00 - 00.30
Friday	10.00 - 01.30	10.00 - 01.30
Saturday	10.00 - 01.30	10.00 - 01.30
Sunday	12.00 - 23.30	12.00 - 23.30

3.9 Operating Schedule and Conditions

- 3.10 The operating schedule, as proposed by the Applicant, can be found in the application form in **Appendix 2**.
- 3.11 Part M of the operating schedule demonstrates the steps the applicant proposes to take, in order to promote the licensing objectives.
- 3.12 The schedule promotes the conditions that are currently attached to the Club Premises Certificate to be endorsed on the Premises Licence, as well as other conditions including restrictions relating to non-members hiring the facility and also the nature of certain events i.e. 18th Birthday parties and 'stag nights'. A full list of licence conditions which are consistent with the operating schedule are contained in **Appendix 1** (officers recommendation).

4.0 **CONSULTATION**

- 4.1 Closing date for representations
28th December 2015
- 4.2 Public Notice published in local newspaper
9th December 2015 - Uxbridge Gazette
- 4.3 The application was published on the Councils website on 7th December 2015. Responsible Authorities and Ward Members were notified of the application on 7th December 2015.

5.0 REPRESENTATIONS

5.1 RESPONSIBLE AUTHORITIES

Two Responsible Authorities have responded and made representations;

Responsible Authority	Grounds for Representation	Appendix
Police	Prevention of Crime & Disorder	Appendix 3 & 3a
Environmental Protection Unit	Prevention of Public Nuisance	Appendix 4
Licensing Authority		
Fire Authority		
Public Health		
Trading Standards		
Planning Authority		
Safeguarding Children		
Food, Health & Safety		

5.4 All other Responsible Authorities as shown have not responded and are therefore considered to have no concerns about this application.

5.5 There are 2 representations from other parties

Interested Parties	Ground for Representation	Appendix
Mrs X	Crime & Disorder, Prevention of Public Nuisance, Protection of Children from Harm, Public Safety	Appendix 5
Fiona Hood-Ekpenyong	Crime & Disorder, Prevention of Public Nuisance, Protection of Children from Harm, Public Safety	Appendix 5

6.0 BACKGROUND INFORMATION

6.1 Other licences held;

This application is made by the Club Committee to allow greater operational flexibility with providing services and facilities to non-members. The Club currently operates under a Club Premises Certificate which allows the provision of licensable activities to club members and their guests. A copy of the current Club Premises Certificate is attached as **Appendix 6**.

6.2 Designated Premises Supervisor

The proposed designated Premises Supervisor is Mr Jack Peacock who is currently the club steward.

6.3 Description of the Premises

The premises is a members club situated over two floors with additional private accommodation. The premises is bordered by the Frays River, Wellington Road and Hows Road Uxbridge. The main door of the Premises faces the river and Rockingham recreation ground. There is a car parking area to the front of the premises which leads to a large patio area.

6.4 Other licensed premises nearby

The club has private housing on three sides with on street parking. There are no other immediate licensed premises near the location.

Maps of the area and photos of the premises are attached as **Appendix 7**.

7.0 **OFFICER'S OBSERVATIONS**

7.1 Observations

7.2 Regulatory Services have been receiving complaints from local residents about the premises since July 2015. These mainly concerned smoking by patrons in the patio area, noise and the use of the club late into the night. There were two elements of the complaints received. The majority of complaints are concerned with the use of a wooden decking area built to the rear of the club, adjacent to neighbouring gardens and the river. This decking is being used by smokers and as a general seating area.

The second aspect of complaint was noise from functions and the time these ended.

7.3 There has been ongoing discussion with the club management committee and they have been asked to take voluntary measures to restrict the use of this decked area from 23.00. This is still a matter in disagreement with local residents.

7.4 A supervisory visit was conducted by a Licensing Officer on 13th August 2015 together with Adam Stitson of the Antisocial Behaviour Investigations Team. Officers spoke with Mr Jack Peacock, Club Steward, regarding the usage of the patio area and noise issues generally. Mr Peacock agreed to limit the use of the patio after 23.00hours.

7.5 Regulatory Services were also in discussion with the Police from mid July 2015 following a number of violent incidents which took place at the premises. Police Officers convened a meeting with the Club Management Committee where operational agreements were made to prevent further incidents occurring. This meeting was supported by Officers of the Regulatory Services Team. The minutes of the meeting are referred to in the Police Representation attached as Appendices 3 & 3a.

7.6 S182 Guidance

The Committee's attention is drawn to the following particularly relevant section of the S182 Guidance:

Para 2:14 to 2:18 These paragraphs of the Guidance address the measures associated with nuisance in regard to noise and smells.

8.0 LEGAL CONSIDERATIONS

LEGAL COMMENTS

When considering licence applications the Sub-Committee shall carry out its functions with a view to taking steps it considers appropriate for promoting the licensing objectives. The licensing objectives are:

- Prevention of crime and disorder
- Public Safety
- Prevention of public nuisance
- Protection of children from harm

The Sub-Committee must ensure that all licensing decisions:

- Have a direct relationship to the promotion of one or more of the four licensing objectives
- Have regard to the Council's statement of licensing policy
- Have regard to the Secretary of State guidance
- Must not be subject to a blanket policy to the extent that it is applied so rigidly that an exercise of discretion in each individual case is precluded

The Sub-Committee is advised that when considering applications for a new premises licence, regard must be had to any relevant representations that are made. Having regard to those relevant representations, the Sub-Committee may take such of the following steps (if any) as it considers appropriate for the promotion of the licensing objectives. The steps are to:

- grant the application.
- grant the application subject to conditions the Sub-Committee considers appropriate to promote the licensing objectives
- exclude from the scope of the licence any of the licensable activities to which the application relates
- refuse to specify a designated premises supervisor
- reject the application

Officers have provided the Sub-Committee with recommendations related to this application. Subject to the above mentioned factors having been properly considered, the Sub-Committee may depart from the recommendations if there are good reasons for doing so.

The recommendation of the Licensing Officer is to grant the application with the following conditions annexed to the premises licence.

It is recommended that the following conditions are added to Annex 2 of the premises licence. These conditions are consistent with the operating Schedule as proposed by the applicant in the application;

1. The licensed area (ground floor only) shall be used only when hired to a Club Member.
2. A register of bookings and hire arrangements shall be maintained by the Club and shall be made available to Officers of the Licensing Authority and Police Officers. The register shall include;
 - Contact details for the Member making the booking
 - Timings of the event
 - Special arrangements i.e. security, entertainment etc
 - Number of persons attending the function.
3. Bookings shall not be accepted by the Club where it is considered that the event may be high risk, i.e. all male 'Stag Parties', 18th Birthday Parties etc.
4. The installed secure entry system at the main entrance to the premises shall be maintained in effective working order.
5. The installed CCTV system shall be maintained in effective working order. The CCTV images shall be maintained for a minimum of 28 days and copies of the images shall be made available to Officers of the Licensing Authority and Police Officers on request.
6. Notices shall be displayed at all entrance/exits requiring patrons to leave the area quietly.

It is recommended that the following conditions are added to Annex 3 of the Premises Licence; this in support of the conditions proposed by the Environmental Protection Unit the Police and addresses concerns of local residents;

1. All doors and windows to the premises shall be kept closed after 21.00 hours when regulated entertainment is taking place, except for access and egress.
2. Clear and legible notice shall be displayed in a prominent position in any external areas where customers are permitted to smoke or drink, requesting that they keep the noise to a minimum to avoid disturbing local residents.

3. Customers shall be encouraged to disperse quietly and avoid congregating outside the premises at closing time.
4. There shall be no admission or re-admission to the premises after 22:00 hours, except for customers exiting in order to smoke.
5. The designated premises supervisor or his representative shall conduct regular assessments of the noise coming from the premises on each occasion there is regulated entertainment, and shall take steps to reduce the levels of noise to ensure that there is no disturbance to local residents. Written records shall be kept detailing the noise assessments and any complaint received by the club, including any remedial action.
6. The external patio areas shall be cleared of all patrons, lights turned off and access restricted from 22.00hours each day.
7. Notices to this effect shall be placed in a conspicuous position for the attention of customers and members.

London Borough of Hillingdon Licensing Authority

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We Ivy Leaf Club Uxbridge Limited

(Insert name(s) of applicant)

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

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description			
Ground Floor Ivy Leaf Club Uxbridge Limited 8 Wellington Road			
Post town	Uxbridge		UB8 2AP

Telephone number at premises (if any)	01895 232723
Non-domestic rateable value of premises	£9,900

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- | | | |
|---|-------------------------------------|-----------------------------|
| a) an individual or individuals * | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i. as a limited company | <input checked="" type="checkbox"/> | please complete section (B) |
| ii. as a partnership | <input type="checkbox"/> | please complete section (B) |
| iii. as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv. other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |

- c) a recognised club please complete section (B)
- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

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

Please tick yes

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a statutory function or
 a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over					<input type="checkbox"/> Please tick yes
Current postal address if different from premises address					
Post town		Postcode			
Daytime contact telephone number					
E-mail address (optional)					

(B) OTHER APPLICANTS

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

Name Ivy Leaf Club (Uxbridge) Limited
Address 8 Wellington Road Uxbridge UB8 2AP
Registered number (where applicable) IP08275R
Description of applicant (for example, partnership, company, unincorporated association etc.) Private Limited Company
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

01	01	2016						
0	1	0	01	2	2	0	1	6

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

DD	MM	YYYY						

Please give a general description of the premises (please read guidance note 1)
 Private Members Club
 Existing Club Premises Certificate ref LBHIL 09/05C

Application for New Premises Licence limited to ground floor only

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

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

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

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			<u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 3)		
Tue					
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 4)		
Thur					
Fri			<u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 5)		
Sat					
Sun					

B

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

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Tue			
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Fri			
Sat			
Sun			

D

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

E

Live music Standard days and timings (please read guidance note 6)			<u>Will the performance of live music take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>		
Day	Start	Finish		Outdoors	<input type="checkbox"/>		
				Both	<input type="checkbox"/>		
Mon	10.00			<u>Please give further details here</u> (please read guidance note 3)			
		00.00					
Tue	10.00						
		00.00					
Wed	10.00					<u>State any seasonal variations for the performance of live music</u> (please read guidance note 4)	
		00.00					
Thur	10.00						
		00.00					
Fri	10.00			<u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u> (please read guidance note 5) St George's Day, St Patrick's day and St Valentines Day are 10.00 am to 01.00 am New Years Eve from start of business to close of business on New Year's Day			
		01.00					
Sat	10.00						
		01.00					
Sun	12.00						
		23.00					

F

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	10.00		<u>Please give further details here</u> (please read guidance note 3)		
		00.00			
Tue	10.00				
		00.00			
Wed	10.00		<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4)		
		00.00			
Thur	10.00				
		00.00			
Fri	10.00		<u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u> (please read guidance note 5) St George's Day, St Patrick's day and St Valentines Day are 10.00 am to 01.00 am New Years Eve from start of business to close of business on New Year's Day		
		01.00			
Sat	10.00				
		01.00			
Sun	12.00				
		23.00			

G

Performances of dance Standard days and timings (please read guidance note 6)			<u>Will the performance of dance take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	10.00		<u>Please give further details here</u> (please read guidance note 3)		
		00.00			
Tue	10.00				
		00.00			
Wed	10.00		<u>State any seasonal variations for the performance of dance</u> (please read guidance note 4)		
		00.00			
Thur	10.00				
		00.00			
Fri	10.00		<u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u> (please read guidance note 5) St George's Day, St Patrick's day and St Valentines Day are 10.00 am to 01.00 am New Years Eve from start of business to close of business on New Year's Day		
		01.00			
Sat	10.00				
		01.00			
Sun	12.00				
		23.00			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Mon	10.00			Outdoors	<input type="checkbox"/>
		00.00		Both	<input type="checkbox"/>
Tue	10.00		<u>Please give further details here</u> (please read guidance note 3)		
		00.00			
Wed	10.00				
		00.00	<u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 4)		
Thur	10.00				
		00.00			
Fri	10.00		<u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 5) St George's Day, St Patrick's day and St Valentines Day are 10.00 am to 01.00 am New Years Eve from start of business to close of business on New Year's Day		
		01.00			
Sat	10.00				
		01.00			
Sun	12.00				
		23.00			

I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	23.00		<u>Please give further details here</u> (please read guidance note 3)		
		00.00			
Tue	23.00				
		00.00			
Wed	23.00		<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)		
		00.00			
Thur	23.00				
		00.00			
Fri	23.00		<u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 5) St George's Day, St Patrick's day and St Valentines Day are 11.00 pm to 01.00 am New Years Eve from 11 pm to 05.00 am on New Year's Day		
		01.00			
Sat	23.00				
		01.00			
Sun	23.00				
		23.00			

J

Supply of alcohol Standard days and timings (please read guidance note 6)			<u>Will the supply of alcohol be for consumption – please tick</u> (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	<u>State any seasonal variations for the supply of alcohol</u> (please read guidance note 4)		
Mon	10.00	00.00			
Tue	10.00	00.00			
Wed	10.00	00.00			
Thur	10.00	00.00			
Fri	10.00	01.00			
Sat	10.00	01.00			
Sun	12.00	23.00	<u>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</u> (please read guidance note 5) St George's Day, St Patrick's day and St Valentines Day are 10.00 am to 01.00 am New Years Eve from start of business to close of business on New Year's Day		

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

Name Jack Peacock	
8 Wellington Road Uxbridge	
Postcode	UB8 2AP
Personal licence number (if known) LBHIL0611	
Issuing licensing authority (if known) London Borough of Hillingdon	

K

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

None

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			<u>State any seasonal variations</u> (please read guidance note 4)
Day	Start	Finish	
Mon	10.00	00.30	
Tue	10.00	00.30	
Wed	10.00	00.30	
Thur	10.00	00.30	
Fri	10.00	01.30	
Sat	10.00	01.30	
Sun	12.00	23.30	

Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)

St George's Day, St Patrick's day and St Valentines Day are 10.00 am to 01.00 am
New Years Eve from start of business to close of business on New Year's Day

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

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

Conditions attached to Club Premises Licence to be included as appropriate
 Licence to be used where the ground floor of the premises is hired to a member in person for a private function for business, domestic or social events.
 Persons who are guests of such a member may be admitted and alcohol may be sold or supplied to such person.
 An event or function register will be maintained containing details of all such hirings and is to be available to police officers or authorised officers of the Licensing Authority on request.
 Gaming Machines registered to the Club will be switched off on the occasion of hirings.
 Licence applicable to the ground floor only

b) The prevention of crime and disorder

Age restriction policy is Challenge 21
 A secure entry system to the premises will be maintained.
 CCTV system will be maintained and images retained for 28 days and made available to police and authorised officers of the Council on request.
 No 18th birthday party events. No 'stag' nights.

c) Public safety

Risk assessments to be carried out at regular intervals

d) The prevention of public nuisance

Notices are to be displayed and maintained at all exits requesting member and guests to leave the club and car park quietly. Notices are to be displayed and maintained requesting members and guests to wait in the foyer for taxis.
 The club will close 30 mins after the end of the time permitted for licensable activities.
 Members and guests are not permitted to use the raised patio area after 10.00 pm
 There shall be no audible noise from the premises at the boundary of residential premises in the vicinity of the premises.

e) The protection of children from harm

No risks to children identified.
 No adult entertainments proposed.
 Age restriction policy is Challenge 21
 Children will not be admitted after 19.00 unless the event is a family or domestic occasion
 All children to be accompanied by a responsible adult person when at the club premises.

Checklist:**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises. (ground floor)
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.

IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 4 – Signatures (please read guidance note 10)

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

Signature	
Date	30 th November 2015
Capacity	Solicitor for the Applicant Company

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

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13) David Smith Solicitor Turbervilles Hill House, High Street			
Post town	Uxbridge	Postcode	UB8 1JT
Telephone number (if any)	07850 303271		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) david.smith@turbervilles.co.uk			

Notes for Guidance

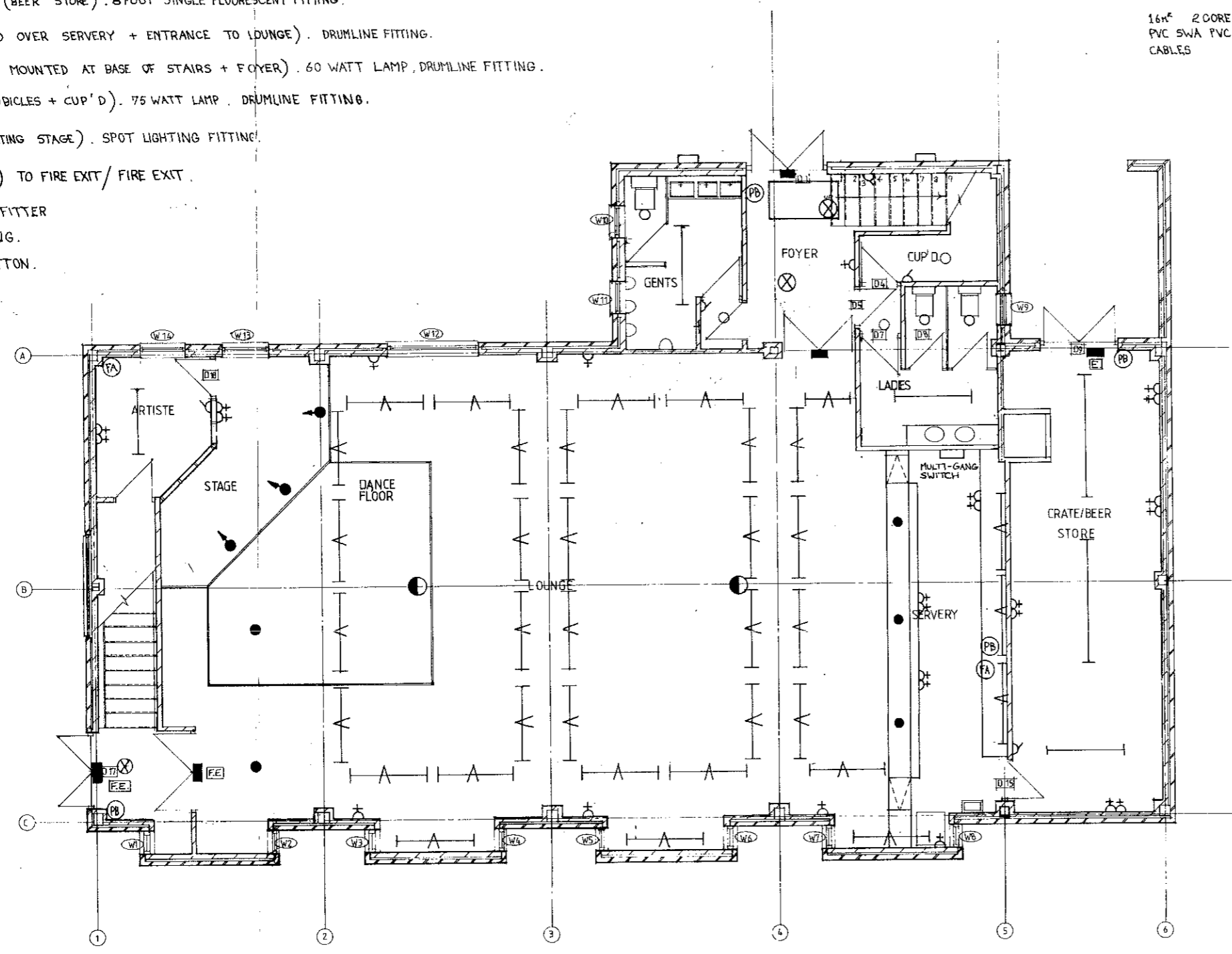
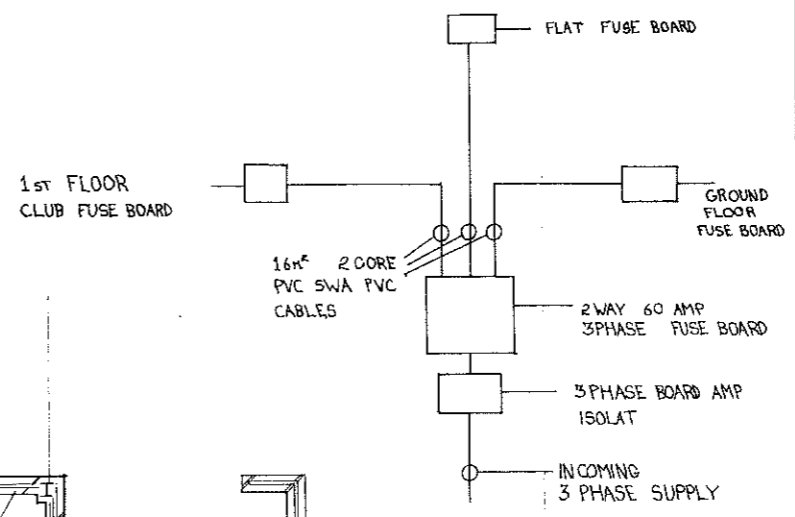
1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the 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.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please 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.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please 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 or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

This drawing and the building works depicted are the copyright of Transformation Ltd. and may not be reproduced except by written permission.

GENERAL NOTES
 All work to be carried out in accordance with the current building regulations and all other statutory requirements.
 Contractor must verify dimensions at the job before commencing any work or making any shop drawings.
 Any discrepancy in the drawings must be reported to the design office.

KEY

- (CONCEALED LIGHTING OVER LOUNGE, WINDOW BAYS + REAR OF BAR). 5 FOOT SLIM FLUORESCENT SINGLE FITTING.
- (OVER LOUNGE). 3 FOOT SINGLE FLUORESCENT FITTING.
- (ARTISTE + LADIES W.C. + DOORMAN). 4 FOOT SINGLE FLUORESCENT FITTING.
- (KITCHEN + GENTS W.C.). 5 FOOT SINGLE FLUORESCENT FITTING.
- (BEER STORE). 8 FOOT SINGLE FLUORESCENT FITTING.
- (RECESSED OVER SERVERY + ENTRANCE TO LOUNGE). DRUMLINE FITTING.
- (SURFACE MOUNTED AT BASE OF STAIRS + FOYER). 60 WATT LAMP, DRUMLINE FITTING.
- (W.C. CUBICLES + CUP'D). 75 WATT LAMP, DRUMLINE FITTING.
- (ILLUMINATING STAGE). SPOT LIGHTING FITTING.
- (ILLUMINATED SIGN) TO FIRE EXIT / FIRE EXIT.
- EMERGENCY LIGHT FITTER
- EXTERIOR LIGHTING.
- FIRE ALARM PUSH BUTTON.
- FIRE ALARM.



Page 45

Revisions	NO	date	drawn
REVISED GROUND FLOOR ELECTRICAL APPLIANCE LAYOUT TO SUIT NEW SCHEME WORKING DRAWING NO. 15.		24-3-82	R.S.
ILLUMINATED FIRE SIGNS ADDED & DOOR SWINGS ALTERED TO COMPLY WITH FIRE REGULATIONS. DRAWINGS SENT TO LASTER CONSTRUCTION LTD.	B	7/2/82	H.S.M.

THE IVY LEAF CLUB
 WELLINGTON ROAD
 UXBRIDGE

WORKING DRAWING - GROUND FLOOR
 ELECTRICAL APPLIANCES

scale 1:50
 date drawn P.D.A.Z.

transformation design group limited
 Architectural + Interior Designers
 276 Tong Road
 Leeds LS12 4NQ
 Tel Leeds (0532) 634311/7



Transformation Design Group (South) Ltd
 Market Chambers, Shelton Square, Coventry CV1 1DJ
 Tele (0302) 28221

contract number	drawing number	revision	system ref
TCV81/021	11	B	

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**METROPOLITAN
POLICE**

TOTAL POLICING

Date, 22/12/2015

The Licensing Officer
Licensing Services
London Borough of Hillingdon
Civic Centre
High Street
Uxbridge
UB8 1UW.

**Hillingdon Borough
Licensing Dept.
Ruislip Police Station
The Oaks
Ruislip
HA47LE.**

**Telephone: 020 8246 1933
Mobile: 07785 226483
Email: Licensing-xh@met.pnn.police.uk**

Your Ref - Licensing Policies

Dear Sir/Ma'am,

Re; The Ivy Leaf Club - Wellington Road Uxbridge - Application for a Premise License.

The Police would like to offer the following representation in this application:

Earlier this year it was noted by police that the Ivy leaf Club were experiencing some crime & disorder problems and incidents. The police response was to request the club officers to attend a meeting at the Police Station on Tuesday the 29th September 2015. The Police Licensing team along with the London Borough of Hillingdon Licensing service held a meeting with the Vice chairman, Chairman, Stewards and committee members from the Ivy leaf club. The meeting was held at Uxbridge Police Station.

The meeting was to discuss a recent GBH and Aggravated Burglary that occurred on the 28th August 2015. We also discussed other incidents that had occurred in the venue.

It was agreed by all parties present that making the club a safer venue and reducing the number of incidents being reported to both the police and Council was necessary.

Actions were agreed at the end of the meeting. It was agreed by all parties present at this meeting that this was a constructive way forward for the club.

Actions from this meeting

	Date	Person	Action	Complete by	Result
1	29/09/2015	Ian Wares	To provide vulnerability training	End of Nov	PENDING
2	29/09/2015	Ian Wares	To invite Ivy Leaf to XH pub watch (Liaise with Mike Crane)	Next XH pub watch	COMPLETE
3	29/09/2015	Ivy Leaf	Update committee Rules booklet	3 months	PENDING
4	29/09/2015	Ivy Leaf	Personal Licence Holders Course	3 Months	PENDING
5	29/09/2015	Ivy Leaf	To have on duty committee Members	End of October	COMPLETE
6	29/09/2015	Ivy Leaf	Premises Licence application	End of October	COMPLETE
7	29/09/2015	Emly Mitchell	To see how the club have progressed	3 Months	COMPLETE
8	29/09/2015	Ian Meens	Premises Licence application to the club	3 months	PENDING

In addition to these actions The Ivy Leaf has invested in a new security system.

They now have nine cameras covering the whole of the club now as well as a CCTV Monitor between the main doors to the club and the doors to the ground floor bar area, which clearly shows the images of everybody as they enter the club.

Ivy leaf have a new entry system into the club, with, c200 new fobs and also a new intercom system for whoever is working at any given time so that they can ask whoever is trying to get into the club to advise which members/guest they are.

Since the meeting on the 29th September police have visited the venue on two occasions, and seen a noticeable improvement in the Ivy Leaf Club. Staff and committee members have engaged fully with police on these visits

Police have visited on: Friday 06/11/2015 at 7.10pm ; Friday 18/12/2015 at 8pm

Having spoken with the local policing team from Uxbridge South I can confirm that we have had no reports into them.

It would appear at this stage that since the meeting on the 29th September the committee has fully engaged and there has been a marked improvement in the management of these premises

It is the opinion of the Police that the Club have reacted in a positive manner to all the actions/suggestions made at the September meeting, and they have invested several thousand pounds in order to do this. The problems that were being experienced there have diminished.

The Committee were open and honest at that meeting and said that they held private functions. It was pointed out that these were not covered by their current Club Premises Certificate, and that to carry on having those functions they would need to apply for a Premises License.

This application is a direct result of that meeting and that suggestion.

Whilst the police would have no specific objection to this application, we have had to make suggestions to the club due to problems and are pleased so far with the results. We note that the club has precluded any 18th parties and any stag nights being accepted to be held at the club within their application.

The addition of non members is akin to the club operating as a Pub at times when they choose to do so and in this regard we would like to see the following as conditions which we feel would further support the licensing objectives.

1. The patio area shall not be used and shall be closed and locked after 11pm.
2. Notices to this effect shall be placed in a conspicuous position for the attention of customers and members.
3. A notice asking all people leaving the venue asking patrons to leave quietly, and consider the neighbours
4. A similar sign in the smoking area asking patrons to keep the noise down and consider the neighbours.

I have submitted the minutes of the meeting held on the 29th September 2015 for the information of the committee.

Yours Sincerely,

Emily Mitchell PC 372 XH

.....
Police Licensing Enforcement Officer
Hillingdon Borough.

ENVIRONMENTAL PROTECTION UNIT

MEMORANDUM

From: Jo Smith	To: Licensing Officer
Location: 3S/02	Ext: <u>3S/09</u>
My Ref:	
Your Ref:	Date: 24 December 2015

Dear Sir or Madam,

Re: Application for a Premises Licence- Licensing Act 2003
Address: Ivy Leaf Club, 8 Wellington Road, Uxbridge UB8 2AP

I refer to the application for a Premises Licence under the Licensing Act 2003, relating to the above named premises.

The Ivy leaf club is in an area with residential surrounding it, with Fassnidge park to the rear. In preparing this representation I have visited the premises on numerous occasions and have a few concerns regarding noise breakout from the premises, mainly outside in the smoking areas and when people leave the premises.

I note that this application is for the downstairs only, and the club licence for the upstairs is not affected. The hours of use are consistent with the current opening hours for the club.

The Environmental Protection Unit, in its capacity as a responsible authority, is making a representation to this application, in relation to the licensing objective 'Prevention of Public Nuisance'.

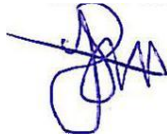
Should the Licensing Sub-Committee be minded to grant the licence the following actions/conditions are recommended:

1. All doors and windows to the premises shall be kept closed after 21.00 hours when regulated entertainment is taking place, except for access and egress.
2. Clear and legible notice shall be displayed in a prominent position in any external areas where customers are permitted to smoke or drink, requesting that they keep noise to a minimum to avoid disturbing local residents.

3. Customers shall be encouraged to disperse quietly and avoid congregating outside the premises at closing time.
4. There shall be no admission or re-admission to the premises after 22:00 hours, except for customers exiting in order to smoke.
5. A clear and legible notice shall be displayed in a prominent position in the smoking area asking customers to respect nearby residents and to be quiet whilst smoking outside the premises.
6. The designated premises supervisor or his representative shall conduct regular assessments of the noise coming from the premises on each occasion there is regulated entertainment, and shall take steps to reduce the level of noise where it is likely to cause a disturbance to local residents. A written record shall be kept in a log book and shall include the time and date of the checks, the person making them and the findings, including any remedial action.
7. The beer garden/external patio areas shall be cleared of all patrons, lights switched off and closed after 22:00 hours.

I would therefore invite the Licensing Sub-committee to consider this representation when making their decision regarding this application.

Yours sincerely,



Jo Smith
Principal Environmental Health Officer
Post Title
Jsmith26@hillington.gov.uk

Representation Form from Interested Parties

(Please read notes on reverse before completing)

Your details (See notes 2 & 3);

Your Name	Fiona Hood-Ekpenyong
Your residential address	19 Hows road, Uxbridge, UB8 2AR
Your email address	[REDACTED]
Your phone number	[REDACTED]
The name of the body or organisation you represent	Fionas childminding

About the premises;

Name of the premises you are making a representation about	Ivy Leaf club
Address of the premises you are making a representation about	Wellington road Uxbridge

The Licensing Objectives (See note 4);

Licensing Objective	Reasons for your representation and any supporting evidence
<p><i>Please tick;</i></p> <p>✓ Prevention of Crime/Disorder</p> <p>✓ Prevention of Public Nuisance</p> <p>✓ Protection of Children From Harm</p> <p>✓ Public Safety</p>	<p>PREVENTION OF CRIME/DISORDER</p> <ul style="list-style-type: none"> • Marijuana is regularly smoked on the premises, by multiple patrons. The smoke is so thick it can be smelt inside our house. As a childminder I have to regularly bring the children inside the house, as the air is not breathable. This concern has been brought to the management's attention but nothing has been done. This is currently members of the club so once the doors are open to the public, it will create a reputation for illegal substances to be bought and used premises without any repercussions. Bringing more criminal activities to what is a quiet residential area. • I have logged several complaints with the council in regards to the blatant disregard for us and our property. I regularly find cigarette butts in our yard. They have caused damaged to the toys I provide for my business. I have burn marks in several of the toys, I also have photos and complaints which I will attach to this email. I have spoken to management but nothing has changed. My daughters will tell me they are looking for cigarette butts when they play outside, as they are scared to get burnt and refuse to run around on the grass barefoot. I have infants in my care that I cannot take on to the grass as they have flicked their cigarettes over the fence while we have been playing. Missing my children by centimetres. How do I tell the parent of the child in my care they have burns from a cigarette thrown over the fence? Or even picked one up and put it in their mouth? (For everyone knows infants put everything in their mouths.) How do I earn a living if I'm constantly replacing toys they are damaging?

Will I have double or triple the amount of cigarette butts to collect the morning after an event?

- The amount of smoke that blows over the fence is choking. I have to bring the children in and avoid all garden play. During the hours the club is open my house has to be all shut. The smoke blows into the house and we end up breathing in second hand smoke. In the summer this is unbearable! My daughters room over looks the smokers shed and area and is the main point where the smoke settles. It is also the hottest point of the house and we can not open the windows to allow the air to circulate. And while an 11pm curfew was put on the use of the smoker's area it has not been enforced! If in the years to come would I be entitled to sue the club for damages if I or my family are struck down with cancer from breathing the harmful second hand smoke? For letting in the public will cause more, dangerously more smoke to fill our air.

Having 2 young daughter and other children in my care why would I want them to be an arm's length from criminal activity or polluting the bodies with the disgusting smoke spilling over the fence?

- Fights regularly break out on premises and spill out on to the streets. Leaving surrounding residents being disturbed day and night and the Rockingham Recreational park littered with cigarettes and broken glass. Making it unsafe for our children to enjoy the facilities provided for them. Why make this area a conservation area and try to preserve the history it holds, only to then allow this establishment to be open to all hours of the night/early mornings selling alcohol, and having accessing drugs, how does this contribute to this beautiful area you are trying maintain?
- During previous events our house has become a target. We had plastic bottles thrown at our daughter's window (waking and scaring them) and bricks thrown over the fence. How do I keep my daughters safe if they can hold more events and bring more people in?

PREVENTION OF PUBLIC NUISANCE

The parking situation on the street is already tight but in the evening and night it becomes a nightmare. The clubs member clog the streets with their cars, leaving those who live here with no space to park even though we are the ones paying for permits to park here. Then you have the member who use their car radios/cd players to play music at all hours of the day and night. Plus the speeding up and down the streets when the members leave intoxicated.

When music is played inside the club it is heard clearly in our master bed room and daughter's room. Any functions upstairs is as though I am in the club and not my own home. The house vibrates due to the intensity of the base. Then add the swearing, revving of car engines and fighting that goes on, and not only does this keep my daughters awake it can all be heard from the other side of the park.

PROTECTION OF CHILDREN FROM HARM

Children are regularly brought into the premises and play in the smoker's area and shed. During this time marijuana is smoked, exposing the children to it. They have shown no respect for the surrounding gardens or park with children playing. Filling the air with the smoke (cigarette and marijuana) and vulgar language. Regularly yelling at their children playing at the park across from the club. Also makes local families avoid the park due to groups of men watching the children play.

PUBLIC SAFETY

Criminal activities going on, on and in the premises, with nothing being done about it. Surrounding residents having to deal with the after mass of their night outs – lack of parking, litter, fights, noise. The smoking area being used after agreed upon curfew and marking the air in the area unbreathable and dangerous.

The outcome you are seeking from the Licensing Authority (See note 6);

Its pretty simple deny the new license. They do not control what is happening on the premises and have no respect for those who live around the club. Allowing them to have more patrons is only going to enhance the criminal activities and make the lives of the surrounding residents unbearable.

This area should be attracting families with the fantastic facilities not scaring them off due to intoxicated people, swearing, fighting, drugs and littering.

Signed: Mrs .F. Hood-Ekpenyong Date: 17/12/15

Notes:

- 1) All representations must be submitted before the conclusion of the 28 day consultation period. This will be advertised on the public notices and also on the Councils website.
- 2) Persons who may make representation include; persons who reside near to the premises to which the application relates and who are likely to be affected by licensable activities; residents associations who are representing residents who reside near to the application premises; Ward Councillors representing their constituents; any person who lives or works in the area and has concerns about the application premises.
- 3) Please note that representations cannot be anonymous. Copies of all representations will be published in any Committee papers and will be sent to all persons involved with the hearing including the applicant. If you have concerns about the use of your information and would like to discuss this further, please contact one of our Licensing Officers for a discussion, on the contact details below.
- 4) In order to be considered 'relevant', the representation must relate to one or more of the 'Licensing Objectives'. These objectives are;
 - a) Prevention of Crime/Disorder - This relates to any criminal activity, disorder or anti-social behaviour related to the application premises.
 - b) Prevention of Public Nuisance - This relates to noise nuisance and vibration, litter, noxious smells, light pollution.
 - c) Protection of Children from harm - This relates to the protection of children whilst on the application premises.
 - d) Public Safety - This relates to the physical condition of the premises and the safety features provided for members of the public such as; fire safety, health & safety.
- 5) Upon submitting a representation, it is expected that you will attend the Licensing Sub-Committee hearing to deliver your representation verbally and answer any queries that the Committee may have. If you are unable to attend, your written representation will be considered.
- 6) You may wish to suggest an outcome to the Licensing Sub-Committee ie. grant the application with extra conditions; grant the application with fewer hours/activities; reject the application. Please note that the Licensing Sub-Committee will only make reasonable and proportionate decisions based upon the evidence they are presented with, and in line with the laws and regulations governing Licensing Hearings.
- 7) You may continue on separate sheets of paper if necessary and you may also attach any evidence which supports your representation.
- 8) Please submit all completed forms to:

**The Licensing Officer
Regulatory Services
London Borough of Hillingdon
Civic Centre
High Street
Uxbridge, UB8 1UW**

licensing@hillingdon.gov.uk

Tel - 01895 277433
www.hillingdon.gov.uk/licensing

Representation Form from Interested Parties

(Please read notes on reverse before completing)

Your details (See notes 2 & 3);

Your Name	[REDACTED] Mrs X
Your residential address	[REDACTED]
Your email address	[REDACTED]
Your phone number	[REDACTED]
The name of the body or organisation you represent	Not Applicable

About the premises;

Name of the premises you are making a representation about	Ivy Leaf Club
Address of the premises you are making a representation about	Wellington Road Uxbridge

The Licensing Objectives (See note 4);

Licensing Objective	Reasons for your representation and any supporting evidence
<p><i>Please tick;</i></p> <p><input checked="" type="checkbox"/> Prevention of Crime/Disorder</p> <p><input checked="" type="checkbox"/> Prevention of Public Nuisance</p> <p><input checked="" type="checkbox"/> Protection of Children From Harm</p> <p><input checked="" type="checkbox"/> Public Safety</p>	<p><u>Prevention of crime/disorder</u></p> <p>I have previously requested that marijuana is not smoked on the premises with the managers, the council and the police but I can smell marijuana on a daily basis still. If this illegal activity is currently not being managed, by extending the use of this venue to public, then I believe you are increasing the risk of more crime relating to drug use.</p> <p>There are fights outside the club following consumption of alcohol. This will be multiplied with more events. This is a quiet residential area and i do not think it is fair to residents to risk this becoming disrupted when parties of a hundred people could be descending on a regular basis if the club is open to parties for the public.</p> <p><u>Prevention of public nuisance</u></p> <p>There are already issues with noise emitted from the premises, and in the garden and surrounding areas. The noise is from loud music, live music, talking, shouting, fighting, swearing, car music, car engines.</p> <p>Anti social behaviour is currently an issue with people leaving the club in a drunk state with loitering and fighting in the street and litter being dropped.</p> <p>Smoking is an issue, both normal cigarettes and marijuana. The smoking area which is mainly a shed and patio area is right next to my house and smoke comes in through my windows, meaning I have to keep my windows shut all the time the club is open. Lit cigarettes are also tossed into my garden which is dangerous as I have 2 small children.</p> <p>Parking is already an issue and there is not a facility for guests to park which means they use spaces that then restrict residents from parking near their house as there is not much other provision due</p>

	<p>to the central location of the streets. The patio is not currently supposed to be used past 11pm but this has not been enforced at all. So noise and smoke are big problems. Flood lights have been put in the club garden and are so bright they come into my garden and house and are on all night.</p> <p><u>Protection of children from harm</u> There have been children present whilst drugs like marijuana have been taken in the club in the past. There is also a public park across the river where marijuana can be smelt by children playing there and in surrounding gardens.</p> <p><u>Public safety</u> Drugs are currently being taken on a daily basis. This means that criminal activity is happening and is known about and is not being managed at present. The smoking shed is still in use after much discussion about it not being legal and causing problems to neighbours. It is right next to the residential houses and so smoke drifts into houses and gardens.</p>
--	--

The outcome you are seeking from the Licensing Authority (See note 6);

I have listed my concerns above and have discussed these with the club representatives alongside neighbours that have also been affected and with representative from the council. These concerns have not resulted in any changes to behaviour from the club and therefore I have no confidence that the club will be able to manage public parties any better than they can currently manage members only. Therefore I object to the application for the extended licence as there does not seem to be a way to control the public nuisance it is already causing. In fact I think there should be a review of their current licence as they do not seem to be able to manage this responsibly.

Signed:  **Date: 17 December 2015**

Notes:

- 1) All representations must be submitted before the conclusion of the 28 day consultation period. This will be advertised on the public notices and also on the Councils website.
- 2) Persons who may make representation include; persons who reside near to the premises to which the application relates and who are likely to be affected by licensable activities; residents associations who are representing residents who reside near to the application premises; Ward Councillors representing their constituents; any person who lives or works in the area and has concerns about the application premises.
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**The Licensing Officer
Regulatory Services
London Borough of Hillingdon
Civic Centre
High Street
Uxbridge, UB8 1UW**

licensing@hillingdon.gov.uk

Tel - 01895 277433

www.hillingdon.gov.uk/licensing

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HILLINGDON
LONDON

LICENSING ACT 2003
Section 78

CLUB PREMISES CERTIFICATE

Ref: LBH/SG

Club Premises Certificate Number: LBHIL 09/05C

This Club Premises Certificate has been issued by Stephanie Waterford on behalf of the Licensing Authority, London Borough of Hillingdon, Civic Centre, High Street, Uxbridge, UB8 1UW

Signature:

Date: 26th March 2013

Club Details

Name of club in whose name this certificate is granted and relevant postal address of club -

Ivy Leaf Club (Uxbridge) Ltd
8 Wellington Road

Post Town - Uxbridge

Postcode - UB8 2AP

Telephone number -01895 232723

If different from above the postal address of the Club Premises to which this certificate relates if any or, if none, Ordnance Survey map reference or description -

N/A

Post Town -

Postcode -

Telephone number -

Where the club premises is time limited, the dates -

N/A

Qualifying club activities authorised by the certificate -

Provision of Regulated Entertainment (indoors only)

Live Music

Recorded Music

Performance of dance

Anything of a similar description

Supply of alcohol

The times the certificate authorises the carrying out of qualifying club activities –

Monday to Thursday 10.00 hours to 00.00 hours

Friday and Saturday 10.00 hours to 01.00 hours the following day

Sunday 12.00 hours to 23.00 hours

St George's Day 10.00 hours to 01.00 hours

St Patrick's Day 10.00 hours to 01.00 hours

St Valentines Day 10.00 hours to 01.00 hours

New Year's Eve start of business to close of business New Year's Day

The opening hours of the club –

There are no restrictions on the opening hours for non-qualifying club activities.

When qualifying club activities are involved the hours detailed above plus 30 minutes shall apply.

Where the licence authorises supplies of alcohol whether these are on and/or off supplies -

On and Off supply to members.

On sales by retail to guests only

Annex 1 – Mandatory Conditions**Supply of alcohol for consumption off the premises**

The supply of alcohol for consumption off the premises can only be made during the hours specified in this document for the supply of alcohol for consumption on the premises.

Any alcohol supplied for consumption off the premises must be in a sealed container.

The supply of alcohol for consumption off the premises must be made to a member of the club in person.

(1) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children—

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to—

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

(ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;

(d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on—

(i) the outcome of a race, competition or other event or process, or

(ii) the likelihood of anything occurring or not occurring;

(e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).

The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.

(1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.

(2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.

The responsible person shall ensure that–

(a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures–

- (i) or cider: ½ pint;
- (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
- (iii) still wine in a glass: 125 ml; and

(b) customers are made aware of the availability of these measures.

Annex 2– Conditions consistent with the Club Operating Schedule

The Club Management Committee shall ensure that the following conditions are fully complied with:

General

The Rules of the Club as submitted to the Licensing Service on 21 June 2005 and Registered as Licensing Service Rules 63/05R shall be fully complied with and shall not be altered without notifying the Licensing Authority within 28 days following the date on which the alteration was made.

Prevention of Public Nuisance

Notices are to be displayed and maintained at all exits requesting members and guests to leave the club and car park quietly.

Notices are to be displayed and maintained requesting members and guests to wait in the foyer for taxis etc.

The Club closes 30 minutes after the qualifying club activities end.

Protection of Children from Harm

Children will not be admitted after 19.00 hours except on a family night.

All children must be accompanied by a responsible adult (over 18) when in the club.

Annex 3 – Conditions attached after a hearing by the licensing authority

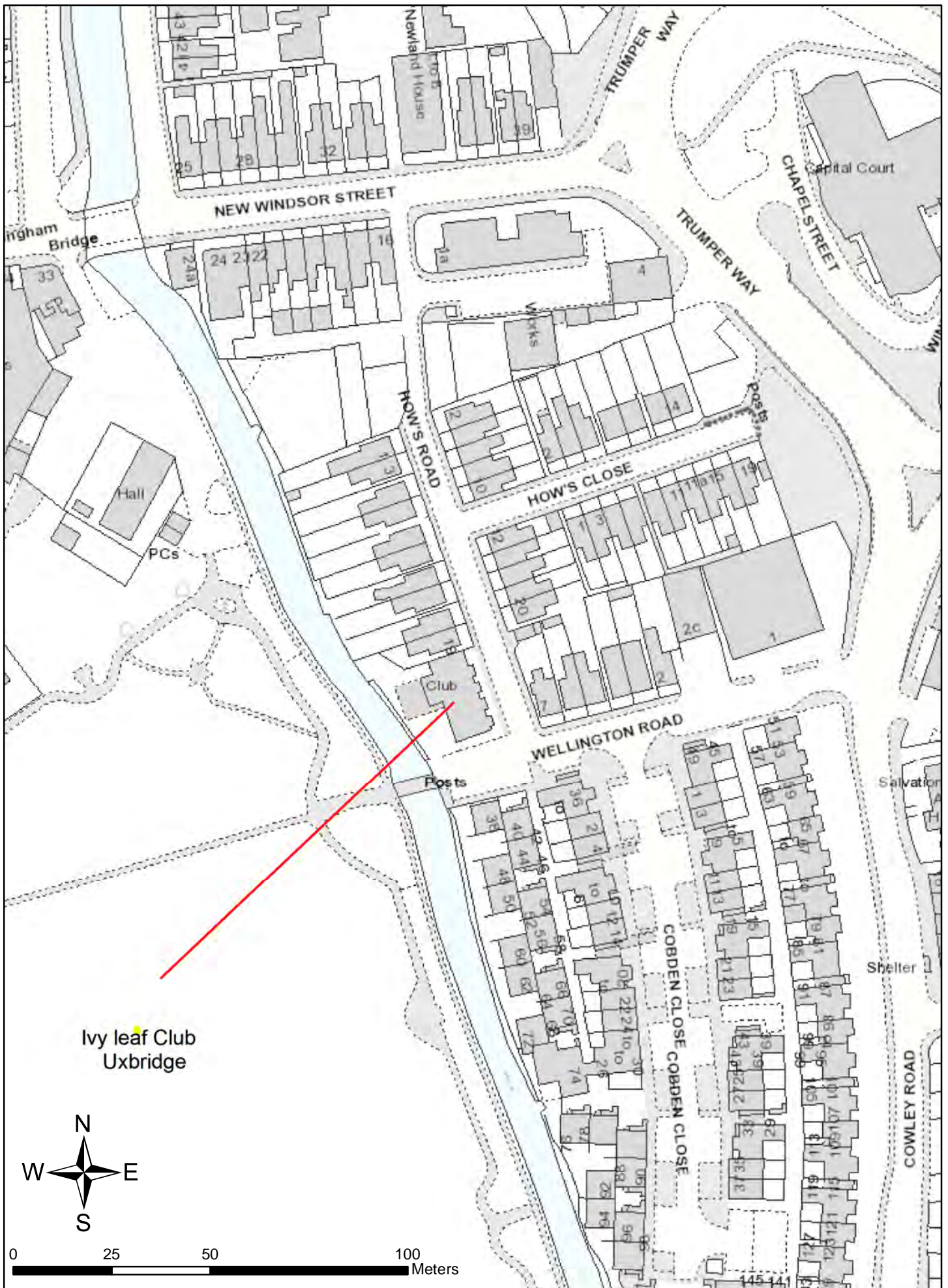
N/A

Annex 4 – Plans

Drawing Number 0003039 page 1 and 2 of 19/5/2005

Licensing Service Registered plan number 63/05(1) and 63/05(2)

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HOWS ROAD

Except cycles

AG04 NZN



THE CITY LEAF CLUB

Notice

Mitsubishi logo
GUN PININ



THE
IVY LEAF
CLUB

FOSTER'S
SMOOTH

NO PARKING
PRIVATE CAR PARK

LM06 KXC

CIVIC

HATCH





THE
IVY LEAF
CLUB



HOWS ROAD

Except cycles



ENVIRONMENTAL PROTECTION UNIT

MEMORANDUM

From: Jo Smith	To: Ian Meens, Licensing Officer
Location: 3S/02	Ext: <u>3S/09</u>
My Ref:	
Your Ref:	Date: 18 th January 2016

Dear Ian,

Re: Application for a Premises Licence- Licensing Act 2003
Address: Ivy Leaf Club, 8 Wellington Road, Uxbridge UB8 2AP

Further to my previous memo dated the 23rd December 2015, please find attached evidence that supports my original representation and on which I based my representation. This includes complaints that Antisocial Behaviour and EPU have received regarding amplified music and smoking:

ASBIT

14th June 2014 - Complaint raised at 22:00 regarding loud amplified Music (LAM). Not witnessed by the Antisocial Behaviour Team.

29th June 2014 - Complaint raised at 23:18 regarding smoking outside in garden area. Not witnessed.

4th July 2014 - complaint received by ASB regarding Karaoke 23:00 - not witnessed.

3rd July 2014 - Complaint received at 16:46 reporting patrons and smokers in garden area past 2:00am. Also reported LAM but not witnessed.

6th July 2014 - visit made by ASB officers at 00:14 Loud music audible at street level but Statutory Noise Nuisance not confirmed.

EPU

I have been in contact with one of the complainants regularly regarding the nuisances and I have been attempting to deal with the issues raised informally:

8th August 2014 - Ian Meens and I visited the Ivy Leaf Club and met with Nick Wilson and Jack Hamilton (Club Secretary and Steward respectively). We advised them that complaints had been received regarding loud music and

people smoking, and we gave advice regarding music breakout, the dispersal of people leaving the club and not using the smoking area after 10pm. I also advised that the shed could not be used as a smoking area despite the club attempting to contain the smoke within it. The club also agreed to build barriers to prevent patrons from getting too close the boundary fence.

10th August 2014 I arranged to meet residents and Jack Hamilton, Nick Wilson and Jason Bryan (Club Vice Chair) at the Club on a Sunday morning to attempt to bring an informal resolution to the complaints. Several residents attended and voiced their concerns regarding noise and smoking direct to the Club representatives. Following on from this meeting the club agreed to:

- Use the 'under flat' area for smoking after 10pm (the tarmac area directly underneath the steward's flat)
- Police the music from outside
- Install new fencing to prevent people from getting behind the shed.
- Notification to residents about any late night private parties so that residents can be warned and amend their plans if necessary.

However, despite this meeting, further complaints regarding smoking and cigarette butts landing in neighbouring gardens were received on the 24th May and the 13th July 2015. Photographs are attached.

On the 21st July 2015 I emailed the Ivy Leaf Club asking to visit the premises but received no response. I attended the premises anyway on 23rd July and found no one to be on the premises apart from the cleaner. I noted that the garden area had improved, the shed had been moved so that it backed onto the garden areas of no 15 and 17, in the hope that this prevented smokers getting too close to the fence and affecting the residents.

The decking area has had benches installed so that fewer people are able to stand in the decked area, and barriers in the form of planters had been placed to prevent people from standing too close to the boundary fence.

I would therefore invite the Licensing Sub-committee to consider this evidence supporting my original representation when making their decision regarding this application.

Yours sincerely,



Jo Smith
Principal Environmental Health Officer
Jsmith26@hillingdon.gov.uk

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