

**THE VAULT, 91 HUTTON ROAD, SHENFIELD CM15 8YX**

# **APPENDIX A**

## **APPLICATION FORM**

*Application to Vary the Premises Licence*

25 FEBRUARY 2020



# Application to Vary a Premises Licence under the Licensing Act 2003

Reference: VPrL164873642

**Please note:** You must provide online payment for this licence after completing the form. After clicking the submit button at the end of the form you will be taken to our secure online payment website. You can then make the required payment using either a credit or a debit card.

Before completing this form, please read the guidance notes:

[Application to Vary a Premises Licence Guidance Notes](#)

You should keep a copy of the completed application for your records, this will be attached (PDF format) to your acknowledgement email which you will receive upon completion of this application. By completing this application online, you will automatically be notifying the Responsible Authorities.

## Cost of Licence

The fee you pay for your licence is based on the rateable value of the premises and if the premises is used exclusively or primarily for the supply of alcohol for consumption on the premises. If you do not know what the rateable value of your premises is, you can find this on the [Valuation Office Agency](#) website.

What is the Non-domestic rateable value of the premises?: 33001-87000

Cost of licence: £315.00

I/We, JOSEPH SULLIVAN, being the premises licence holder, apply for to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below.

## Part 1 - Premises Details

### Premises Address

Flat number (if any)

House number/name THE VAULT

Road name 91 HUTTON ROAD

Town SHENFIELD

County ESSEX

Post code CM15 8SD

Daytime contact telephone number

Premises email address (optional):

### Applicant Address

Flat number (if any)

House CHOICE SHENFIELD

number/name LTD

Road name UNIT 2, 99/101  
KINGSLAND ROAD

Town LONDON

County LONDON

Post code E2 8AG

Daytime contact telephor

Applicant email address:

## **Part 2 - Variation**

Do you want the proposed variation to have effect as soon as possible?: Yes

If not, from what date do you want the variation to take effect?:

**Please describe briefly the nature of the proposed variation (please see guidance note 1):**

TO VARY THE PERMITTED HOURS FOR ALL LICENSED ACTIVITIES AS FOLLOWS:

1) EXTEND THE PERMITTED HOURS FOR ALL AUTHORISED LICENSABLE ACTIVITIES UNTIL 01.00 SUNDAY, 00.30 MONDAY TO THURSDAY AND 02.00 FRIDAY & SATURDAY;

2) EXTEND THE PERMITTED HOURS FOR ALL AUTHORISED LICENSABLE ACTIVITIES ON BANK HOLIDAY SUNDAYS, CHRISTMAS EVE AND NEW YEARS EVE UNTIL 02.00.

If the club's proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend: N/A

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## **Part 3 - Operating Schedule**

**Please state those parts of the Operating Schedule which would be subject to change if this application to vary is successful.**

Provision of regulated entertainment for:

(b) films, (e) live music, (f) recorded music

Provision of late night refreshment:

Yes

Supply of alcohol: Yes

## a) Plays

Will the performance of a play take place indoors or outdoors or both? (please read guidance note 2):

**Standard Days and Timings (please read guidance note 6)**

<u>Day</u>	<u>Start</u>	<u>Finish</u>
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Please give further details here (please read guidance note 3):

State any seasonal variations for performing plays (please read guidance note 4):

Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed above, please list (please read guidance note 5):

## **b) Films**

Will the exhibition of films take place indoors or outdoors or both? (please read guidance note 2):

Indoors

### **Standard Days and Timings (please read guidance note 6)**

<b><u>Day</u></b>	<b><u>Start</u></b>	<b><u>Finish</u></b>
Monday	10:00	00:30
Tuesday	10:00	00:30
Wednesday	10:00	00:30
Thursday	10:00	00:30
Friday	10:00	02:00
Saturday	10:00	02:00
Sunday	10:00	01:00

Please give further details here (please read guidance note 3):

### **EXTENSION OF HOURS ONLY**

State any seasonal variations for the exhibition of films (please read guidance note 4):

NONE

Non-standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed above, please list (please read guidance note 5):

**ON BANK HOLIDAYS SUNDAYS, CHRISTMAS EVE AND NEW YEAR'S EVE THE PERMITTED HOURS FOR ALL LICENSED ACTIVITIES ARE EXTENDED TO 02.00.**

## **c) Indoor Sporting Events**

**Standard Days and Timings (please read guidance note 6)**

**Day      Start      Finish**

Please give further details here (please read guidance note 3):

State any seasonal variations for indoor sporting events (please read guidance note 4):

Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed above, please list (please read guidance note 5):



## **d) Box or Wrestling**

Will the boxing or wrestling entertainment take place indoors or outdoors or both? (Please read guidance note 2):

**Standard Days and Timings (please read guidance note 6)**

**Day      Start      Finish**

Please give further details here (please read guidance note 3):

State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4):

Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed above, please list (please read guidance note 5):

## e) Live Music

Will the performance of live music take place indoors or outdoors or both? (please read guidance note 2): Indoors

### Standard Days and Timings (please read guidance note 6)

<u>Day</u>	<u>Start</u>	<u>Finish</u>
Monday	10:00	00:30
Tuesday	10:00	00:30
Wednesday	10:00	00:30
Thursday	10:00	00:30
Friday	10:00	02:00
Saturday	10:00	02:00
Sunday	10:00	01:00

Please give further details here (please read guidance note 3):

### EXTENSION OF HOURS ONLY

State any seasonal variations for the performance of live music (please read guidance note 4):

NONE

Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed above, please list (please read guidance note 5):

ON BANK HOLIDAYS SUNDAYS, CHRISTMAS EVE AND NEW YEAR'S EVE THE PERMITTED HOURS FOR ALL LICENSED ACTIVITIES ARE EXTENDED TO 02.00.

## f) Recorded Music

Will the playing of recorded music take place indoors or outdoors or both? (please read guidance note 2): Indoors

### Standard Days and Timings (please read guidance note 6)

<u>Day</u>	<u>Start</u>	<u>Finish</u>
Monday	10:00	00:30
Tuesday	10:00	00:30
Wednesday	10:00	00:30
Thursday	10:00	00:30
Friday	10:00	02:00
Saturday	10:00	02:00
Sunday	10:00	01:00

Please give further details here (please read guidance note 3):

### EXTENSION OF HOURS ONLY.

State any seasonal variations for playing recorded music (please read guidance note 4):

NONE

Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed above, please list (please read guidance note 5):

ON BANK HOLIDAYS SUNDAYS, CHRISTMAS EVE AND NEW YEAR'S EVE THE PERMITTED HOURS FOR ALL LICENSED ACTIVITIES ARE EXTENDED TO 02.00.

## **g) Performance of Dance**

Will the performance of dance take place indoors or outdoors or both? (Please read guidance note 2):

**Standard Days and Timings (please read guidance note 6)**

Day      Start      Finish

Please give further details here (please read guidance note 3):

State any seasonal variations for the performance of dance (please read guidance note 4):

Non standard timings. Where you intend to use the premises for the performance of dance entertainment at different times to those listed above, please list (please read guidance note 5):

**(h) Anything of a similar description to that falling within (e) Live music, (f) Recorded music or (g) Performance of dance**

Please give a description of the type of entertainment you will be providing):

Will this entertainment take place indoors or outdoors or both? (please read guidance note 2):

**Standard Days and Timings (please read guidance note 6)**

**Day      Start      Finish**

Please give further details here (please read guidance note 3):

State any seasonal variations for entertainment of similar description to that falling within (e), (f) or (g) (please read guidance note 4):

Non-standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed above, please list (please read guidance note 5):

## **i) Late Night Refreshment**

Will the provision of late night refreshment take place indoors or outdoors or both? (please read guidance note 2): Indoors

### **Standard Days and Timings (please read guidance note 6)**

<b><u>Day</u></b>	<b><u>Start</u></b>	<b><u>Finish</u></b>
Monday	23:00	00:30
Tuesday	23:00	00:30
Wednesday	23:00	00:30
Thursday	23:00	00:30
Friday	23:00	02:00
Saturday	23:00	02:00
Sunday	23:00	01:00

Please give further details here (please read guidance note 3):

### **EXTENSION OF HOURS ONLY.**

State any seasonal variations for the provision of late night refreshment (please read guidance note 4):

NONE

Non standard timings. Where you intend to use the premises for provision of late night refreshment at different times to those listed above, please list (please read guidance note 5):

**ON BANK HOLIDAYS SUNDAYS, CHRISTMAS EVE AND NEW YEAR'S EVE THE PERMITTED HOURS FOR ALL LICENSED ACTIVITIES ARE EXTENDED TO 02.00.**



## (j) Supply of Alcohol

Will the supply of alcohol be for consumption on the premises or off the premises or both? (please read guidance note 7): On the premises

### Standard Days and Timings (please read guidance note 6)

<u>Day</u>	<u>Start</u>	<u>Finish</u>
Monday	10:00	00:30
Tuesday	10:00	00:30
Wednesday	10:00	00:30
Thursday	10:00	00:30
Friday	10:00	02:00
Saturday	10:00	10:00
Sunday	10:00	10:00

Please give further details here (please read guidance note 3):

### EXTENSION OF HOURS ONLY.

State any seasonal variations for the supply of alcohol (please read guidance note 4):

NONE

Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed above, please list (please read guidance note 5):

ON BANK HOLIDAYS SUNDAYS, CHRISTMAS EVE AND NEW YEAR'S EVE THE PERMITTED HOURS FOR ALL LICENSED ACTIVITIES ARE EXTENDED TO 02.00.

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

Name:

Address

Flat number (if any)

House number/name

Road name

Town

County

Post code

Personal Licence Number (if known)

Issuing Licence Authority (if known): BRENTWOOD BOROUGH COUNCIL

## **(I) Hours premises are open to public**

### **Standard Days and Timings (please read guidance note 6)**

<b><u>Day</u></b>	<b><u>Start</u></b>	<b><u>Finish</u></b>
Monday	07:30	01:00
Tuesday	07:30	01:00
Wednesday	07:30	01:00
Thursday	07:30	01:00
Friday	07:30	02:30
Saturday	07:30	02:30
Sunday	09:00	01:30

State any seasonal variations (please read guidance note 4):

NONE

Non-standard timings. Where you intend to use the premises to be open to the public at different times to those listed above, please list (please read guidance note 5):

ON BANK HOLIDAYS SUNDAYS, CHRISTMAS EVE AND NEW YEAR'S EVE THE OPENING HOURS ARE EXTENDED TO 02.30.

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation that you are seeking:

NONE

**Alternatively, this should be sent by post to:**

**Licensing, Brentwood Borough Council, Town Hall, Ingrave Road, Brentwood, Essex CM15 8AY.**

**Please include the reference number for this form, which will be produced when you submit it.**

If you are not able to provide the premises licence or relevant part of the premises licence, please state the reason why:



## **(n) Adult Entertainment and Services**

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

NONE

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## **(o) Promoting Licensing Objectives**

**Describe any additional steps that you intend to take to promote the four licensing objectives as a result of the proposed variation**

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

WE WILL OPERATE OUR PREMISES IN A RESPONSIBLE MANNER AND ACTIVELY PROMOTE THE LICENSING OBJECTIVES AT ALL TIMES.

ALL EXISTING CONDITIONS TO REMAIN IN FORCE.

b) The prevention of crime and disorder:

ALL EXISTING CONDITIONS TO REMAIN IN FORCE.

ADDITIONAL CONDITION:

THE PREMISES LICENCE HOLDER(S) OR DPS SHALL CARRY OUT AN ONGOING RISK ASSESSMENT TAKING INTO ACCOUNT ANY LOCAL EVENTS TAKING PLACE OR ADVICE RECEIVED FROM ESSEX POLICE TO IDENTIFY THE NEED FOR SIA LICENSED DOOR SUPERVISORS OR ADDITIONAL SIA LICENSED DOOR SUPERVISORS AND/OR PREMISES STAFF TO BE ON DUTY ON ANY DAY. DETAILS OF THE ONGOING RISK ASSESSMENT SHALL BE RECORDED IN THE APPROPRIATE PART OF THE INCIDENT BOOK.

c) Public safety:

ALL EXISTING CONDITIONS TO REMAIN IN FORCE.

d) The prevention of public nuisance:

ALL EXISTING CONDITIONS TO REMAIN IN FORCE.

e) The protection of children from harm:

ALL EXISTING CONDITIONS TO REMAIN IN FORCE.

## Declaration

I understand that I must now advertise my application: I agree

A copy of the Prescribed Form of Notice is available here:

[Public Notice of Application to Vary](#)

I have attached the premises licence or relevant part of it or an explanation: I agree

I understand that if I do not comply with the above requirements my application will be rejected: I agree

**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**

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## Part 4 - Signatures (please read guidance note 10)

**Signature of applicant (the current premises licence holder) 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: GRAHAM HOPKINS

Date: 31/12/2019

Capacity: AUTHORISED LICENSING CONSULTANT

**Where the premises licence is jointly held, 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: 31/12/2019

Capacity:

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

Correspondence Name: GT LICENSING CONSULTANTS

### Correspondence Address

Flat number (if any)

House  
number/name

Road name

Town

County

Post code

Telephone number

## Dave Leonard

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**From:** GRAHAM HOPKINS <gtlicensing@brentwood.gov.uk>  
**Sent:** 02 January 2020 15:27  
**To:** Dave Leonard; Licensing  
**Cc:** Heather Ziervogel; Jackie Cooper 42072594  
**Subject:** Re The Vault, 91 Hutton Road, Shenfield.

Good afternoon Dave,

Happy New Year.

Thank you for telling me re the error. Sorry for the clanger on the online form - I did check it but with online I am never surprised.

Terminal hours for all licensable activities should be as follows please:

**Sunday 01.00 Close 01.30**

**Monday to Thursday 00.30 Close 01.00**

**Friday & Saturday 02.00 Close 02.30**

**Non standards ie Bank Holiday Sundays, Christmas Eve & New Years Eve 02.00 Close 02.30.**

Could you please kindly confirm receipt and amend the form.

Kind regards,

Graham Hopkins  
GT Licensing Consultants

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## Dave Leonard

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**From:** GRAHAM HOPKINS <gtlicensingconsultants@brentwood.gov.uk>  
**Sent:** 10 February 2020 15:43  
**To:** Dave Leonard; David Carter  
**Subject:** The Vault / Amendment of Application

Dear Dave & Mr Carter,

### The Vault / Amendment of Application

Thank you very much for attending the meeting at The Vault today. It was a very helpful and positive meeting.

Our clients have instructed us to request to amend the application as follows:

A) The terminal hour for all licensable activities on Friday, Saturday & Bank Holiday Sundays will be reduced to 01.45 with close to the public at 02.15.

B) Add the following conditions:

- 1) All Door Supervisors are to wear body cameras when on duty.
- 2) A sterile area / room shall be available for use (in the office or kitchen) when the venue is open to the public for use in dealing with sick, vulnerable etc people. It shall be fitted with an audio equipped CCTV camera.
- 3) A written dispersal policy shall be prepared and submitted to the Licensing Authority.

NB Within the Dispersal Policy, Door Supervisors and Bar Staff when Door Supervisors are not on duty shall proactively aid in the dispersal from the area of departing customers from the terminal hour and throughout the closing period.

Kind regards,

Graham Hopkins  
GT Licensing Consultants

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*We will use your information to provide the service requested. We may share your personal data between our services and with partner organisations, such as government bodies and the police. We will do so when it is of benefit to you, or required by law, or to prevent or detect fraud. To find out more, go to [www.brentwood.gov.uk/privacy](http://www.brentwood.gov.uk/privacy).*



**THE VAULT, 91 HUTTON ROAD, SHENFIELD CM15 8YX**

# **APPENDIX B**

## **PREMISES LICENCE**

*Premises Licence, OS Maps & Images*

25 FEBRUARY 2020





## Premises Licence

**Premises Licence Number**

**PRM\_0568**

**Application Number**

**19/00326/LAVDPS**

**Date of Issue**

**09 December 2019**

### Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code

**The Vault  
91 Hutton Road  
Shenfield  
Brentwood  
Essex  
CM15 8SD**

Telephone number

Where the licence is time limited the dates

Licensable activities authorised by the licence

**Exhibition of a film  
Performance of Live music  
Playing of Recorded music  
Provision of Late Night Refreshments  
Sale by Retail of Alcohol**

Times the licence authorises the carrying out of licensable activities

#### **Exhibition of a film**

<b>Monday</b>	<b>10:00 - 22:30</b>
<b>Tuesday</b>	<b>10:00 - 22:30</b>
<b>Wednesday</b>	<b>10:00 - 22:30</b>
<b>Thursday</b>	<b>10:00 - 22:30</b>
<b>Friday</b>	<b>10:00 - 00:30</b>
<b>Saturday</b>	<b>10:00 - 00:30</b>
<b>Sunday</b>	<b>10:00 - 22:00</b>

**On all Bank Holiday Sundays Christmas Eve and New Year's Eve  
the permitted hours are extended to be from 1000hrs to 0030hrs**

### **Performance of Live music**

<b>Monday</b>	<b>10:00 - 22:30</b>
<b>Tuesday</b>	<b>10:00 - 22:30</b>
<b>Wednesday</b>	<b>10:00 - 22:30</b>
<b>Thursday</b>	<b>10:00 - 22:30</b>
<b>Friday</b>	<b>10:00 - 00:30</b>
<b>Saturday</b>	<b>10:00 - 00:30</b>
<b>Sunday</b>	<b>10:00 - 22:00</b>

**On all Bank Holiday Sundays Christmas Eve and New Year's Eve the permitted hours are extended to be from 1000hrs to 0030hrs**

### **Playing of Recorded music**

<b>Monday</b>	<b>10:00 - 22:30</b>
<b>Tuesday</b>	<b>10:00 - 22:30</b>
<b>Wednesday</b>	<b>10:00 - 22:30</b>
<b>Thursday</b>	<b>10:00 - 22:30</b>
<b>Friday</b>	<b>10:00 - 00:30</b>
<b>Saturday</b>	<b>10:00 - 00:30</b>
<b>Sunday</b>	<b>10:00 - 22:00</b>

**On all Bank Holiday Sundays Christmas Eve and New Year's Eve the permitted hours are extended to be from 1000hrs to 0030hrs**

### **Provision of Late Night Refreshments**

<b>Friday</b>	<b>23:00 - 00:30</b>
<b>Saturday</b>	<b>23:00 - 00:30</b>

**On all Bank Holiday Sundays Christmas Eve and New Year's Eve the permitted hours are extended to be from 2300hrs to 0030hrs**

### **Sale by Retail of Alcohol**

<b>Monday</b>	<b>10:00 - 22:30</b>
<b>Tuesday</b>	<b>10:00 - 22:30</b>
<b>Wednesday</b>	<b>10:00 - 22:30</b>
<b>Thursday</b>	<b>10:00 - 22:30</b>
<b>Friday</b>	<b>10:00 - 00:30</b>
<b>Saturday</b>	<b>10:00 - 00:30</b>
<b>Sunday</b>	<b>10:00 - 22:00</b>

**On all Bank Holiday Sundays Christmas Eve and New Year's Eve the permitted hours are extended to be from 1000hrs to 0030hrs**

The opening hours of the premises

<b>Monday</b>	<b>07:30 - 23:00</b>
<b>Tuesday</b>	<b>07:30 - 23:00</b>
<b>Wednesday</b>	<b>07:30 - 23:00</b>
<b>Thursday</b>	<b>07:30 - 23:00</b>
<b>Friday</b>	<b>07:30 - 01:00</b>
<b>Saturday</b>	<b>07:30 - 01:00</b>
<b>Sunday</b>	<b>09:00 - 22:30</b>

**On all Bank Holiday Sundays Christmas Eve and New Year's Eve  
the opening hours are extended from 0730hrs to 0100hrs**

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

**Alcohol is supplied for consumption on the Premise**

## Part 2

Name, (registered) address, telephone number and email (where relevant) of holder of premises licence

**Choice Shenfield Ltd.**  
**Unit 2, 99-101 Kingsland Road**  
**London**  
**E2 8AG**

Registered number of holder, for example company number, charity number (where applicable)

**Company Number**                      **11990202**

Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol

**Emma Jane Thomas**

Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

**Personal Licence Number:**  
**Issuing Authority: Brentwood Borough Council**

## **Annex 1 – Mandatory conditions**

- 1 No supply of alcohol may be made under this licence**
  - a) At a time when there is no designated supervisor in respect of it or,**
  - b) At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended**
  
- 2 Every supply of alcohol made under this licence must be made or authorised by a person who holds a personal licence.**
  
- 3 (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.**  
  
**(2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.**  
  
**(3) 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 either—**
  - (a) a holographic mark, or**
  - (b) an ultraviolet feature.**
  
- 4 (A). A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.**  
  
**(B).For the purposes of the condition set out in paragraph 1 -**
  - (a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;**
  - (b) "permitted price" is the price found by applying the formula where-**  
  
$$P = D + (D \times V)$$
    - (i) P is the permitted price,**
    - (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and**
    - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;**
  - (c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence-**
    - (i) the holder of the premises licence,**
    - (ii) the designated premises supervisor (if any) in respect of such a licence, or**
    - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;**



**(d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and**

**(e) "valued added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.**

**3. Where the permitted price given by Paragraph (b) of paragraph 2 would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.**

**4.—(1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.**

**(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.**

**5 (1) The responsible person must 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—**

**(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 in a manner which carries a significant risk of undermining a licensing objective; .**

**(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 in a manner which carries a significant risk of undermining a licensing objective; .**

**(d) 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; .**

**(e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).**

**6 The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available**

**7 The responsible person must 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) beer or cider: ½ pint;**

**(ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and,**

**(iii) still wine in a glass: 125 ml;**

**(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and .**

**(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available."**

**8 Only individuals licensed by the Security Industry Authority may be used at the premises to guard against:**

**a) Unauthorised access or occupation (eg through door supervision), or**

**b) Outbreaks of disorder, or**

**c) Damage**



## **Annex 2 – Conditions consistent with the Operating Schedule**

- 1 The premises shall have installed and maintained a closed circuit television surveillance (CCTV) system which at all times complies with the following requirements;**
  - a) CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality (in all lighting conditions) particularly facial recognition;**
  - b) CCTV cameras shall cover all entrances (and exits) and the areas where alcohol sales take place.**
  - c) The equipment must be maintained in good working order, be correctly time and date stamped, recordings must be kept in good working order and kept for a minimum of thirty-one (31) days.**
  - d) Upon the request of the police or authorised officers including local authority licensing staff screenshots shall be provided immediately. Viewable copies of recordings will be provided to police or authorised officers including local authority licensing staff within 48 hours of a request.**
  - e) On a minimum of a daily basis the premises licence holder or a trained staff member shall check that the CCTV is operating correctly and that the date & time print are correctly set. On a minimum of a weekly basis the premises licence holder or a trained staff member shall ensure that the CCTV system is recording images correctly and storing them for a minimum of thirty one (31) days, that they can be played back and downloaded so screenshots can be provided immediately, or that images can be downloaded onto a USB or a CD for police or authorised officers.**
  
- 2 Signs must be displayed at all entrances advising customers that CCTV is operating at the premises and shall be a minimum size of 200 X 148 mm and clearly legible at all times when the premises conducts licensable activities.**
  
- 3 An incident log shall be kept at the premises and made immediately available to police or authorised officers including licensing authority staff upon reasonable request.**

**The log must be completed as soon as is possible and in any case within four (4) hours of the occurrence and shall record the following:**

  - a) All crimes reported to the venue**
  - b) All ejections of patrons**
  - c) Any complaints received concerning crime and disorder**
  - d) Any incidents of disorder**
  - e) All seizures of drugs or offensive weapons**
  - f) Any faults in a CCTV system, searching equipment or scanning equipment mandated as a condition of the premises licence**
  - g) Where police are called a CAD number shall be obtained and recorded.**

**The incident log shall either be electronic or maintained in a bound document with individually numbered pages and be retained for at least twelve (12) months from the date of the last entry.**
  
- 4 Challenge 25 will be operated as the proof of age policy, only a photographic driving licence, valid passport, ministry of defence/ UK armed forces photographic identity card or proof of age card bearing the holders photograph & the pass hologram/ logo on it will be accepted as proof of age.**



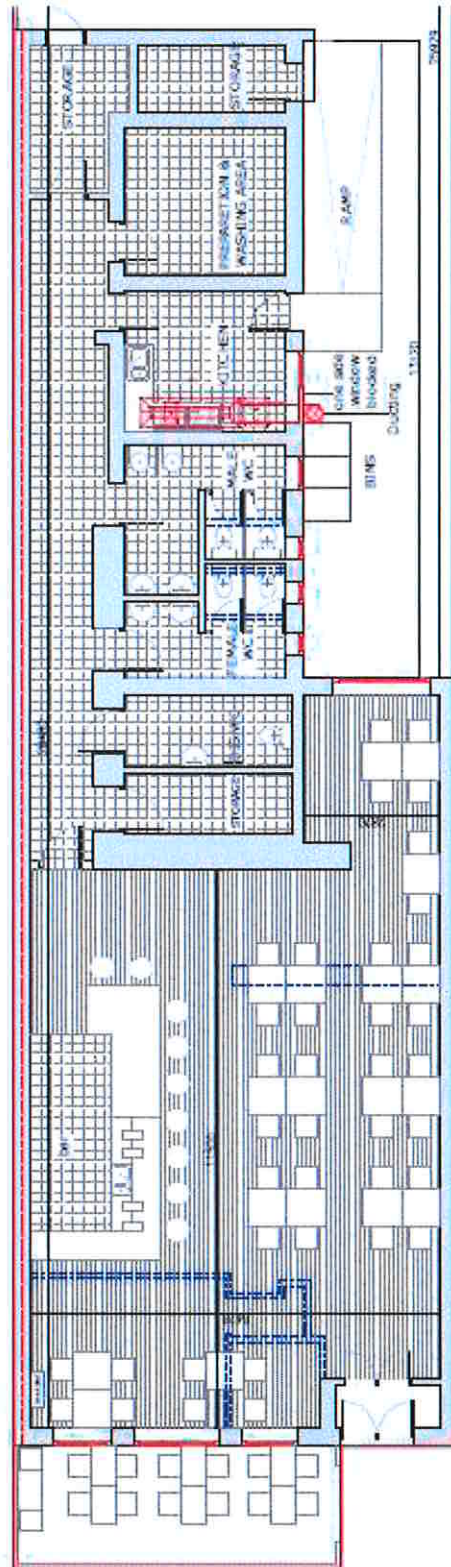
- 5 The premises shall clearly display signs at each point of sale and in areas where alcohol is displayed advising customers that a "Challenge 25" policy is in force. The signs at the point of sale / counter shall be a minimum size of 200mm x 148mm.**
- 6 Substantial food & non-intoxicating beverages shall be available in all parts of the premises where alcohol is sold or supplied for consumption on the premises.**
- 7 Drinks must only be served in polycarbonate or plastic or toughened glass containers except with the exception of champagne or similar fine wines.**
- 8 a) A refusals record shall be maintained as part of the incident record at the premises, which details all refusals to sell alcohol. Each entry shall, as a minimum, record the date and time of the refusal and the name of the staff member refusing the sale.  
b) All entries must be made as soon as possible and in any event within four (4) hours of the refusal and the record must be made immediately available to police or authorised officers including trading standards or local authority licensing officers upon reasonable request.  
c) The refusals record shall be either electronic or maintained in a bound document and retained for at least 12 months from the date of the last entry.**
- 9 a) All staff engaged in the sale or supply of alcohol on the premises shall have received training in relation to the protection of children from harm (including under- age sales), how to recognise drunkenness and the duty not to serve drunk persons. Refresher training shall be carried out at least every six months. Training will include identifying persons under 25, making a challenge, acceptable proof of age and checking it, making and recording a refusal, avoiding sales to intoxicated persons, avoiding conflict, responsible alcohol retailing and safeguarding children.  
b) Training records shall be kept on the premises (or otherwise be accessible on the premises) for a minimum of twelve (12) months and made available to police or authorised officers including trading standards or local authority licensing officers upon reasonable request.**
- 10 Prominent, clear and legible notices must be prominently displayed at all exits & on the front terrace requesting customers respect the needs of local residents and leave the premises and area quietly. These signs shall be of a minimum size of 200mm x148mm.**
- 11 Clear and legible notices must be prominently displayed at any area used for smoking requesting customers to respect local residents and use the area quietly. These signs shall be of a minimum size of 200m x 148mm.**
- 12 The disposal of waste bottles into external receptacles where noise will be audible to neighbouring properties, the emptying of bins into skips or waste receptacles, refuse collections or deliveries will not take place between 19:00 and 07:00 hours & arrangements must be in place to ensure that waste collection contractors do not collect refuse between 19:00 and 07:00 hours.**
- 13 A fire risk assessment and emergency plan will be prepared and regularly reviewed. All staff will receive appropriate fire safety training.**

- 14 A sound trap lobby acoustic door automatic door closer shall be installed to all doors opening to the outside entry door.**
- 15 All external doors and windows must be kept closed, other than for access and egress, in all rooms when events involving amplified music or speech are taking place.**
- 16 No music or speech shall be relayed via external speakers other than for events with the prior written approval of the licensing authority.**
- 17 Entertainment (whether regulated or deregulated) is to be held internally only & no music or speakers shall be provided to external areas of the premises**
- 18 The premises licence holder, designated premises supervisor or a nominated representative shall receive and respond to complaints throughout the duration of all entertainment (whether regulated or deregulated) and monitor external areas regularly to ensure noise does not cause disturbance to nearby residents.**
- 19 A suitable extraction system must be installed at the premises and maintained that complies with all legal requirements including the prevention of nuisance from cooking odours or noise nuisance.**
- 20 Smokers will be required to use the front of the premises at all times.**
- 21 Management & staff will regularly monitor the outside of the venue including customers at the outside tables & chairs or outside smoking by CCTV & physically suitable containers will be provided for cigarette ends.**
- 22 The premises frontage will be kept tidy at all times & shall be swept at close.**
- 23 A phone number will be displayed at the front of the premises for residents to contact management with any concerns, details of any complaints & the action taken will be recorded in the incident book.**
- 24 Staff will direct customers to a nearby cab office/ cab rank or call a cab for customers on request.**
- 25 A written dispersal policy shall be drafted & regularly reviewed with copies provided to the licensing authority & police licensing team.**
- 26 No child or young person under 18 will be permitted to consume alcohol on the premises at any time.  
No unaccompanied children will be permitted on the premises at any time.**
- 27 The outside tables and chairs will be brought in at 2200hrs daily**
- 28 From 2100hrs until 15 minutes after close on Friday and Saturday, the Sunday before Bank Holidays, Christmas Eve and New Year's Eve a minimum of 2 SIA licensed door supervisors shall be on duty**

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

# Annex 4 – Plans

This licence is issued subject to the following attached plan drawing no. P104 dated 05/08/19 and marked **91 HUTTON ROAD CM15 8YX**



Ground Floor Plan





## Premises Licence Summary

<b>Premises Licence Number</b>	<b>PRM_0568</b>
<b>Application Number</b>	<b>19/00326/LAVDPS</b>
<b>Date of Issue</b>	<b>09 December 2019</b>

### Part 1 – Premises Details

Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code

**The Vault**  
**91 Hutton Road**  
**Shenfield**  
**Brentwood CM15 8SD**

Telephone number

Where the licence is time limited the dates

Licensable activities authorised by the licence

**Exhibition of a film**  
**Performance of Live music**  
**Playing of Recorded music**  
**Provision of Late Night Refreshments**  
**Sale by Retail of Alcohol**

Times the licence authorises the carrying out of licensable activities

### Exhibition of a film

<b>Monday</b>	<b>10:00 - 22:30</b>
<b>Tuesday</b>	<b>10:00 - 22:30</b>
<b>Wednesday</b>	<b>10:00 - 22:30</b>
<b>Thursday</b>	<b>10:00 - 22:30</b>
<b>Friday</b>	<b>10:00 - 00:30</b>
<b>Saturday</b>	<b>10:00 - 00:30</b>
<b>Sunday</b>	<b>10:00 - 22:00</b>

**On all Bank Holiday Sundays Christmas Eve and New Year's Eve  
the permitted hours are extended to be from 1000hrs to 0030hrs**

### **Performance of Live music**

<b>Monday</b>	<b>10:00 - 22:30</b>
<b>Tuesday</b>	<b>10:00 - 22:30</b>
<b>Wednesday</b>	<b>10:00 - 22:30</b>
<b>Thursday</b>	<b>10:00 - 22:30</b>
<b>Friday</b>	<b>10:00 - 00:30</b>
<b>Saturday</b>	<b>10:00 - 00:30</b>
<b>Sunday</b>	<b>10:00 - 22:00</b>

**On all Bank Holiday Sundays Christmas Eve and New Year's Eve the permitted hours are extended to be from 1000hrs to 0030hrs**

### **Playing of Recorded music**

<b>Monday</b>	<b>10:00 - 22:30</b>
<b>Tuesday</b>	<b>10:00 - 22:30</b>
<b>Wednesday</b>	<b>10:00 - 22:30</b>
<b>Thursday</b>	<b>10:00 - 22:30</b>
<b>Friday</b>	<b>10:00 - 00:30</b>
<b>Saturday</b>	<b>10:00 - 00:30</b>
<b>Sunday</b>	<b>10:00 - 22:00</b>

**On all Bank Holiday Sundays Christmas Eve and New Year's Eve the permitted hours are extended to be from 1000hrs to 0030hrs**

### **Provision of Late Night Refreshments**

<b>Friday</b>	<b>23:00 - 00:30</b>
<b>Saturday</b>	<b>23:00 - 00:30</b>

**On all Bank Holiday Sundays Christmas Eve and New Year's Eve the permitted hours are extended to be from 2300hrs to 0030hrs**

### **Sale by Retail of Alcohol**

<b>Monday</b>	<b>10:00 - 22:30</b>
<b>Tuesday</b>	<b>10:00 - 22:30</b>
<b>Wednesday</b>	<b>10:00 - 22:30</b>
<b>Thursday</b>	<b>10:00 - 22:30</b>
<b>Friday</b>	<b>10:00 - 00:30</b>
<b>Saturday</b>	<b>10:00 - 00:30</b>
<b>Sunday</b>	<b>10:00 - 22:00</b>

**On all Bank Holiday Sundays Christmas Eve and New Year's Eve the permitted hours are extended to be from 1000hrs to 0030hrs**

The opening hours of the premises

<b>Monday</b>	<b>07:30 - 23:00</b>
<b>Tuesday</b>	<b>07:30 - 23:00</b>
<b>Wednesday</b>	<b>07:30 - 23:00</b>
<b>Thursday</b>	<b>07:30 - 23:00</b>
<b>Friday</b>	<b>07:30 - 01:00</b>
<b>Saturday</b>	<b>07:30 - 01:00</b>
<b>Sunday</b>	<b>09:00 - 22:30</b>

**On all Bank Holiday Sundays Christmas Eve and New Year's Eve  
the opening hours are extended from 0730hrs to 0100hrs**

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

**Alcohol is supplied for consumption on the Premise**

Name, (registered) address of holder of premises licence

**Choice Shenfield Ltd.  
Unit 2, 99-101 Kingsland Road  
London  
E2 8AG**

Registered number of holder, for example company number, charity number (where applicable)

**Company Number                      11990202**

Name of designated premises supervisor where the premises licence authorises for the supply of alcohol

**Emma Jane Thomas**

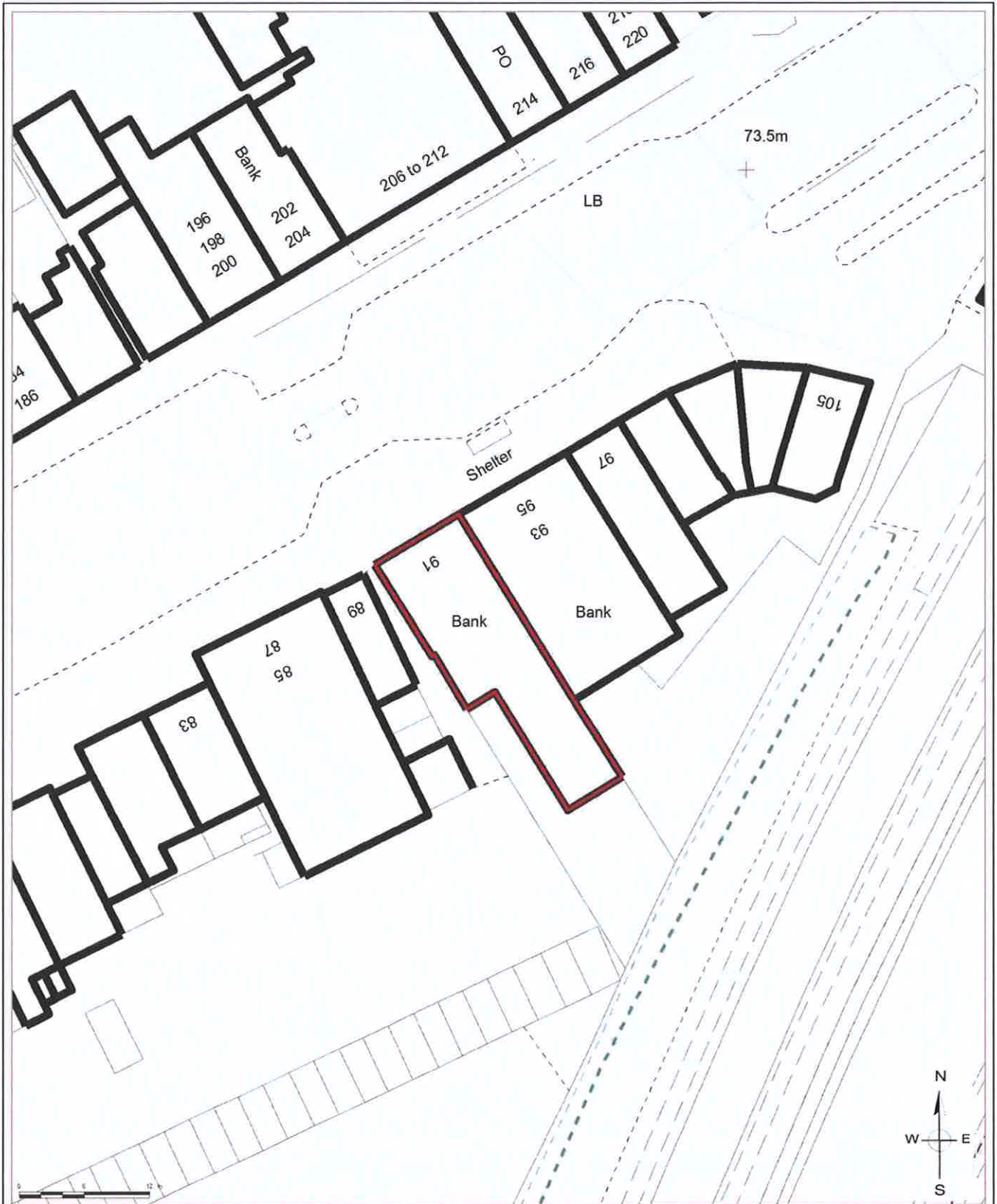
Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol

**Personal Licence Number:  
Issuing Authority: Brentwood Borough Council**

State whether access to the premises by children is restricted or prohibited

**No unaccompanied children will be permitted on the premises at any time**





# THE VAULT, 91 HUTTON ROAD, SHENFIELD, CM15 8YX



Drawing No. :  
 Scale at A4 : 1:500  
 Drawn by : OSJ  
 Service : ICT  
 Date : 13th February 2020

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Jonathan Stephenson  
 Chief Executive  
 Brentwood Borough Council  
 Town Hall, Ingrave Road  
 Brentwood, CM15 8AY  
 Tel.: (01277) 312500





# THE VAULT, 91 HUTTON ROAD, SHENFIELD, CM15 8YX



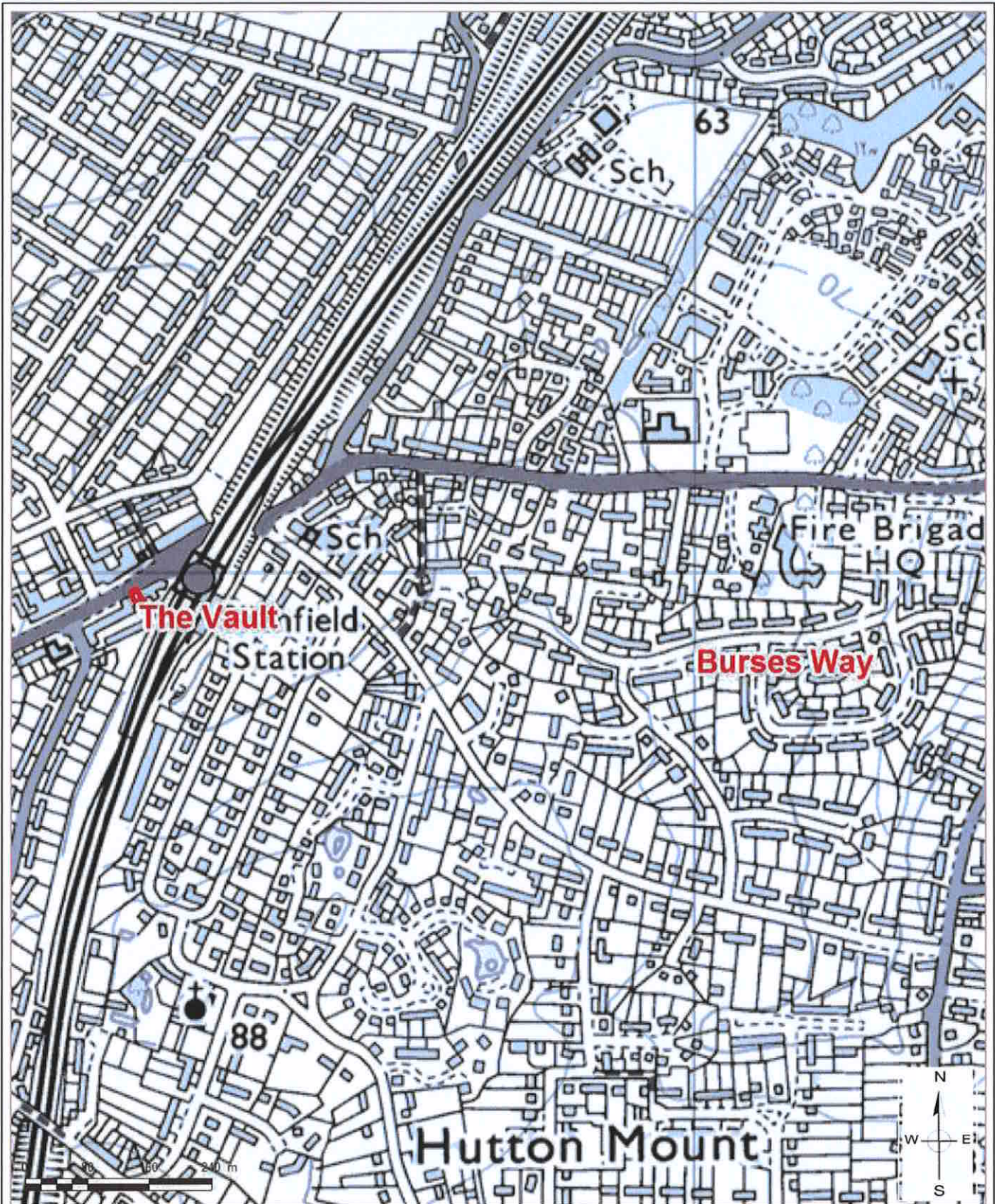
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 Service : ICT  
 Date : 13th February 2020

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**THE VAULT, 91 HUTTON ROAD,  
SHENFIELD, CM15 8YX**



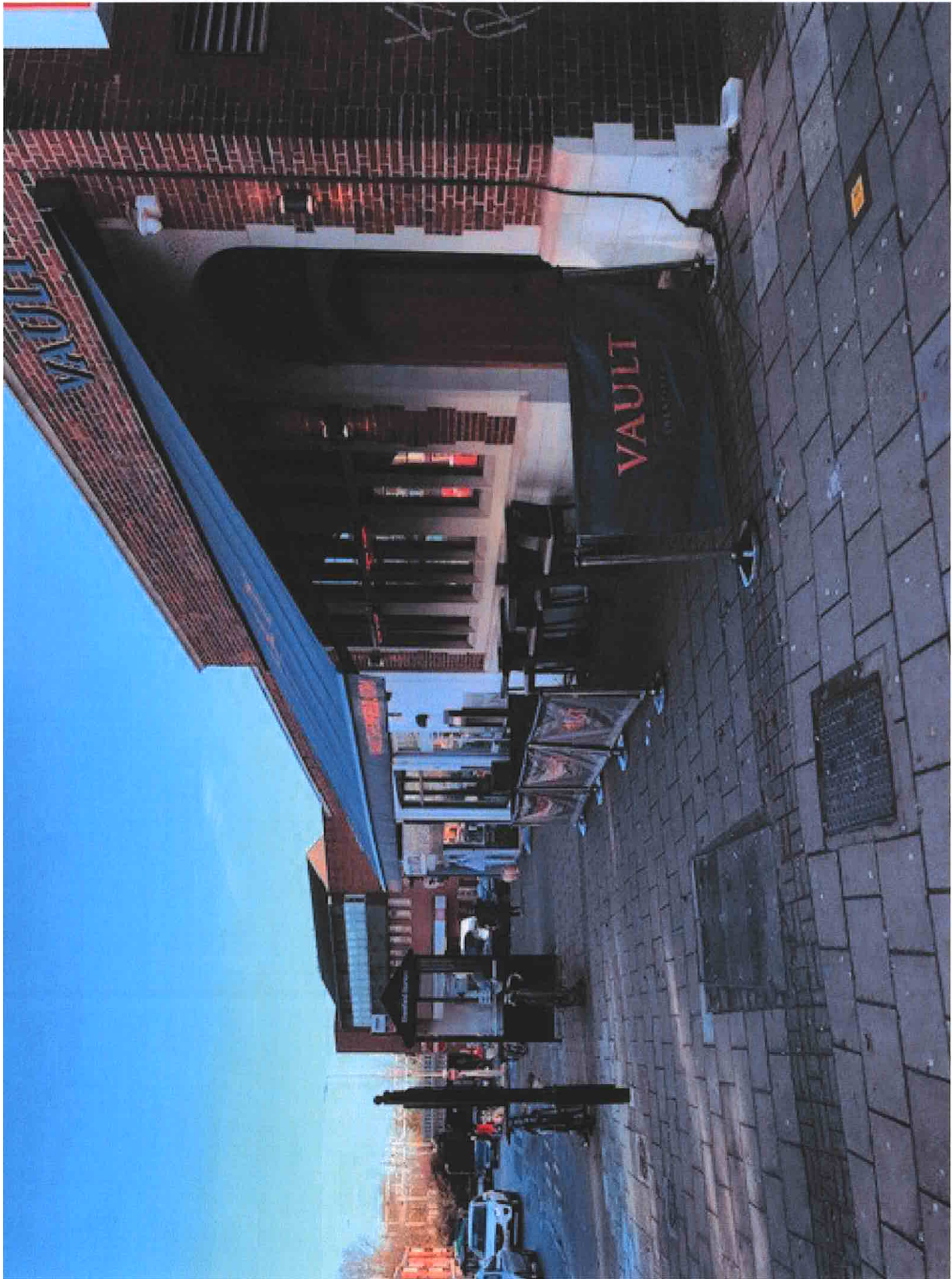
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Service : ICT  
Date : 13th February 2020

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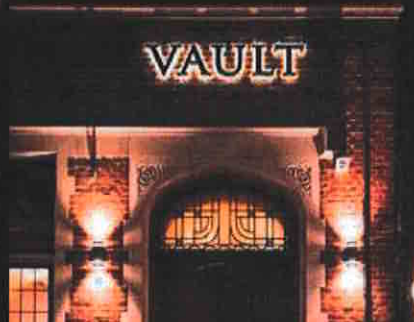
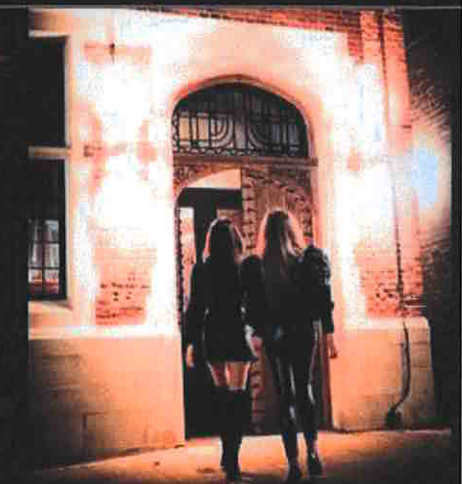
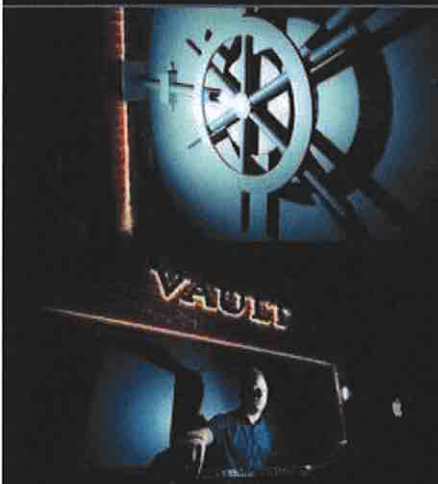
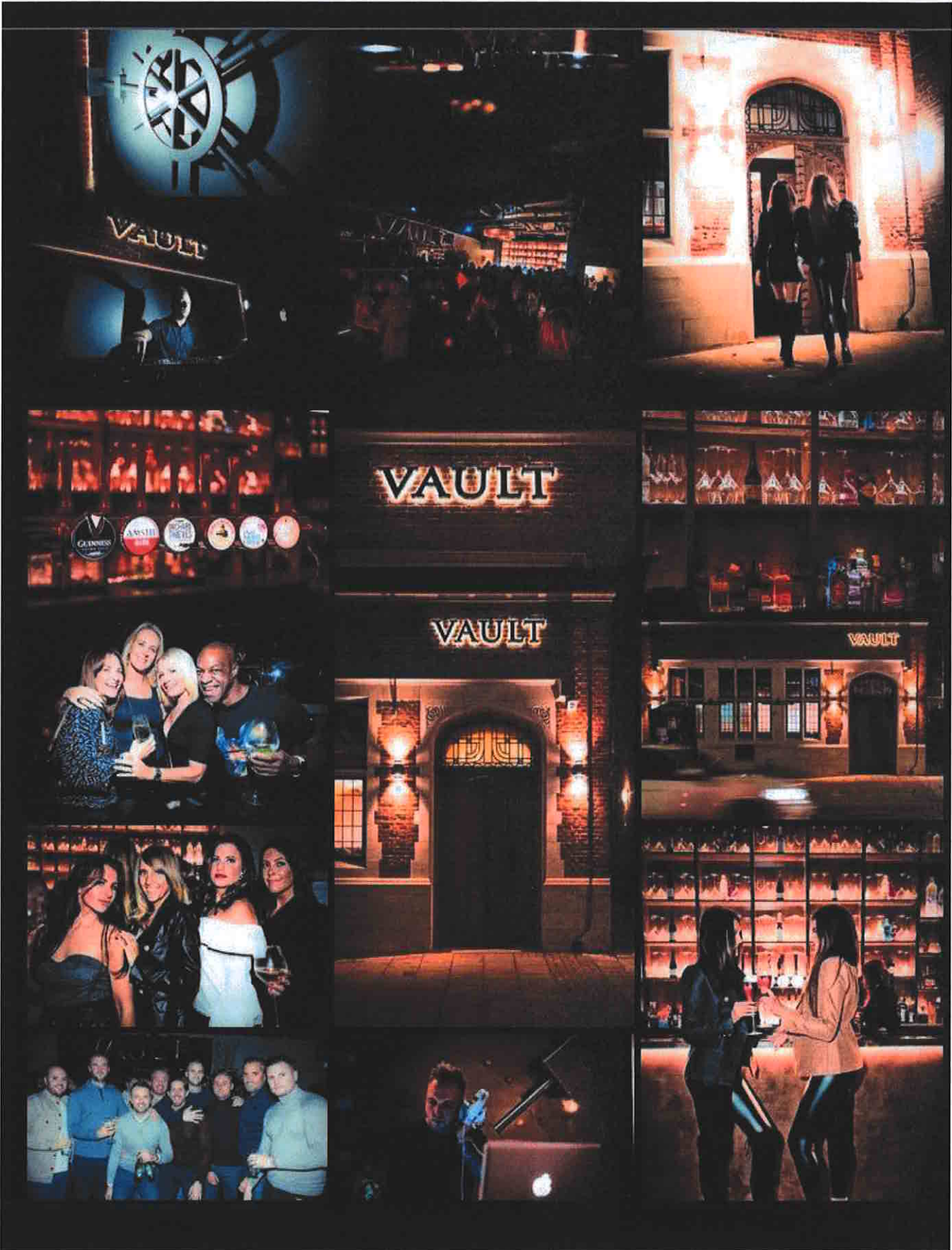
















**THE VAULT, 91 HUTTON ROAD, SHENFIELD CM15 8YX**

# **APPENDIX C**

## **REPRESENTATION**

*Other Person*

*Resident of Burses Way, Hutton*

25 FEBRUARY 2020



Delivered to Town Hall 25/1/20 by hand.  
Further copy in post.  
GR.

Dear Sir/Madam,

Variation of Premises Licence – The Vault, Hutton Road, Shenfield

In connection with the above application, I wish to object to the extension of opening hours, as advertised in the Brentwood Gazette of 8<sup>th</sup> January 2020.

This area is broadly residential in nature, with the shopping centre, in the main, having its focus on day time business activity. There are residential apartments above many of the shops, particularly on the block, Viceroy Parade, where the premises in question is located. The established night time businesses include just a few restaurants and food outlets, with two premises operating as a combined bar and eatery. Whenever I am passing, the noise and activity levels seem commensurate with the nature of the area.

However since The Vault has opened the whole atmosphere of the area has changed and is now much more edgy from the viewpoint of public safety. Although the entrance is supervised, once you are even a short distance away, you feel less safe. This change, if allowed will make the situation even more worrying and could turn Shenfield into the “no go” area that the lower end of Brentwood High Street has become. At one or two a.m., the buses have long ceased and the last trains from London are arriving so dispersal will have to be by vehicle. Given the limited space on Hutton Road, this will bring noise and nuisance to residents on side roads because customers will have to park nearby.

Yours faithfully,



Brentwood Borough Council,  
Town Hall  
Ingrave Road,  
Brentwood CM15 8AY



## Dave Leonard

---

**From:** Dave Leonard  
**Sent:** 11 February 2020 13:31  
**To:** [REDACTED]  
**Cc:** David Carter  
**Subject:** THE VAULT - APPLICATION TO VARY THE PREMISES LICENCE

Dear Mr [REDACTED]

As discussed, I have listed below the conditions that are attached to The Vault's current premises licence. These premises licence conditions are based on the operating schedule set and undertaken by The Vault's management and are, essentially, the reason why the Police didn't feel the need to make a representation against its granting. Following on from the twenty-eight currently attached conditions, I have added the amendments and additional undertakings offered by the applicants following their meeting with the Environmental Health Manager, Mr David Carter, yesterday. As a result of the proposed reduction in operating hours and the further undertakings being offered as additional conditions, Mr Carter has intimated that he is now inclined to withdraw his representation.

Please view the information below and consider if this addresses the concerns raised in your representation. If you remain unconvinced, please advise me as soon as possible so that I can proceed with preparing a report and agenda for the hearing. However, if these undertakings do satisfy your concerns, I invite you to withdraw your representation which will then remain of file together with the application.

I am mindful that you have advised me that you are unavailable to attend the Licensing Sub-Committee hearing at Brentwood Town Hall Council Chambers on Tuesday, 25<sup>th</sup> February 2020 at 11am. This hearing will still take place unless all representations are withdrawn.

### Current Premises Licence Conditions

- 1** *The premises shall have installed and maintained a closed circuit television surveillance (CCTV) system which at all times complies with the following requirements;*
  - a)** *CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality (in all lighting conditions) particularly facial recognition;*
  - b)** *CCTV cameras shall cover all entrances (and exits) and the areas where alcohol sales take place.*
  - c)** *The equipment must be maintained in good working order, be correctly time and date stamped, recordings must be kept in good working order and kept for a minimum of thirty-one (31) days.*
  - d)** *Upon the request of the police or authorised officers including local authority licensing staff screenshots shall be provided immediately. Viewable copies of recordings will be provided to police or authorised officers including local authority licensing staff within 48 hours of a request.*
  - e)** *On a minimum of a daily basis the premises licence holder or a trained staff member shall check that the CCTV is operating correctly and that the date & time print are correctly set. On a minimum of a weekly basis the premises licence holder or a trained staff member shall ensure that the CCTV system is recording images correctly and storing them for a minimum of thirty one (31) days, that they can be played back and downloaded so screenshots can be provided immediately, or that images can be downloaded onto a USB or a CD for police or authorised officers.*
  
- 2** *Signs must be displayed at all entrances advising customers that CCTV is operating at the premises and shall be a minimum size of 200 X 148 mm and clearly legible at all times when the premises conducts licensable activities.*



- 3 **An incident log shall be kept at the premises and made immediately available to police or authorised officers including licensing authority staff upon reasonable request. The log must be completed as soon as is possible and in any case within four (4) hours of the occurrence and shall record the following:**
  - a) **All crimes reported to the venue**
  - b) **All ejections of patrons**
  - c) **Any complaints received concerning crime and disorder**
  - d) **Any incidents of disorder**
  - e) **All seizures of drugs or offensive weapons**
  - f) **Any faults in a CCTV system, searching equipment or scanning equipment mandated as a condition of the premises licence**
  - g) **Where police are called a CAD number shall be obtained and recorded.****The incident log shall either be electronic or maintained in a bound document with individually numbered pages and be retained for at least twelve (12) months from the date of the last entry.**
- 4 **Challenge 25 will be operated as the proof of age policy, only a photographic driving licence, valid passport, ministry of defence/ UK armed forces photographic identity card or proof of age card bearing the holders photograph & the pass hologram/ logo on it will be accepted as proof of age.**
- 5 **The premises shall clearly display signs at each point of sale and in areas where alcohol is displayed advising customers that a "Challenge 25" policy is in force. The signs at the point of sale / counter shall be a minimum size of 200mm x 148mm.**
- 6 **Substantial food & non-intoxicating beverages shall be available in all parts of the premises where alcohol is sold or supplied for consumption on the premises.**
- 7 **Drinks must only be served in polycarbonate or plastic or toughened glass containers except with the exception of champagne or similar fine wines.**
- 8
  - a) **A refusals record shall be maintained as part of the incident record at the premises, which details all refusals to sell alcohol. Each entry shall, as a minimum, record the date and time of the refusal and the name of the staff member refusing the sale.**
  - b) **All entries must be made as soon as possible and in any event within four (4) hours of the refusal and the record must be made immediately available to police or authorised officers including trading standards or local authority licensing officers upon reasonable request.**
  - c) **The refusals record shall be either electronic or maintained in a bound document and retained for at least 12 months from the date of the last entry.**
- 9
  - a) **All staff engaged in the sale or supply of alcohol on the premises shall have received training in relation to the protection of children from harm (including under- age sales), how to recognise drunkenness and the duty not to serve drunk persons. Refresher training shall be carried out at least every six months. Training will include identifying persons under 25, making a challenge, acceptable proof of age and checking it, making and recording a refusal, avoiding sales to intoxicated persons, avoiding conflict, responsible alcohol retailing and safeguarding children.**
  - b) **Training records shall be kept on the premises (or otherwise be accessible on the premises) for a minimum of twelve (12) months and made available to police or authorised officers including trading standards or local authority licensing officers upon reasonable request.**
- 10 **Prominent, clear and legible notices must be prominently displayed at all exits & on the front terrace requesting customers respect the needs of local residents and leave the premises and area quietly. These signs shall be of a minimum size of 200mm x148mm.**
- 11 **Clear and legible notices must be prominently displayed at any area used for smoking requesting customers to respect local residents and use the area quietly. These signs shall be of a minimum size of 200m x 148mm.**

- 12 The disposal of waste bottles into external receptacles where noise will be audible to neighbouring properties, the emptying of bins into skips or waste receptacles, refuse collections or deliveries will not take place between 19:00 and 07:00 hours & arrangements must be in place to ensure that waste collection contractors do not collect refuse between 19:00 and 07:00 hours.**
- 13 A fire risk assessment and emergency plan will be prepared and regularly reviewed. All staff will receive appropriate fire safety training.**
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- 15 All external doors and windows must be kept closed, other than for access and egress, in all rooms when events involving amplified music or speech are taking place.**
- 16 No music or speech shall be relayed via external speakers other than for events with the prior written approval of the licensing authority.**
- 17 Entertainment (whether regulated or deregulated) is to be held internally only & no music or speakers shall be provided to external areas of the premises**
- 18 The premises licence holder, designated premises supervisor or a nominated representative shall receive and respond to complaints throughout the duration of all entertainment (whether regulated or deregulated) and monitor external areas regularly to ensure noise does not cause disturbance to nearby residents.**
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- 20 Smokers will be required to use the front of the premises at all times.**
- 21 Management & staff will regularly monitor the outside of the venue including customers at the outside tables & chairs or outside smoking by CCTV & physically suitable containers will be provided for cigarette ends.**
- 22 The premises frontage will be kept tidy at all times & shall be swept at close.**
- 23 A phone number will be displayed at the front of the premises for residents to contact management with any concerns, details of any complaints & the action taken will be recorded in the incident book.**
- 24 Staff will direct customers to a nearby cab office/ cab rank or call a cab for customers on request.**
- 25 A written dispersal policy shall be drafted & regularly reviewed with copies provided to the licensing authority & police licensing team.**
- 26 No child or young person under 18 will be permitted to consume alcohol on the premises at any time.  
No unaccompanied children will be permitted on the premises at any time.**
- 27 The outside tables and chairs will be brought in at 2200hrs daily**
- 28 From 2100hrs until 15 minutes after close on Friday and Saturday, the Sunday before Bank Holidays, Christmas Eve and New Year's Eve a minimum of 2 SIA licensed door supervisors shall be on duty**



And, received yesterday,

### The Vault / Amendment of Application

Thank you very much for attending the meeting at The Vault today. It was a very helpful and positive meeting.

Our clients have instructed us to request to amend the application as follows:

A) The terminal hour for all licensable activities on Friday, Saturday & Bank Holiday Sundays will be reduced to 01.45 with close to the public at 02.15.

B) Add the following conditions:

- 1) All Door Supervisors are to wear body cameras when on duty.
- 2) A sterile area / room shall be available for use (in the office or kitchen) when the venue is open to the public for use in dealing with sick, vulnerable etc people. It shall be fitted with an audio equipped CCTV camera.
- 3) A written dispersal policy shall be prepared and submitted to the Licensing Authority.

NB Within the Dispersal Policy, Door Supervisors and Bar Staff when Door Supervisors are not on duty shall proactively aid in the dispersal from the area of departing customers from the terminal hour and throughout the closing period.

Following the changes made to the application, will you be able to contact the resident to see if they will withdraw their representation please?

Kind regards,

Graham Hopkins  
GT Licensing Consultants

I hope that this helps.

If I can be of any further assistance please do not hesitate to contact me in the Licensing Office at Brentwood Town Hall on **01277 312523**.

Kind regards,



Dave Leonard | Licensing Officer

T: 01277 312523 | [www.brentwood.gov.uk](http://www.brentwood.gov.uk) | [dave.leonard@brentwood.gov.uk](mailto:dave.leonard@brentwood.gov.uk)



**Dave Leonard**

---

**From:** [redacted]  
**Sent:** 12 February 2020 15:35  
**To:** Dave Leonard  
**Subject:** Re: THE VAULT - APPLICATION TO VARY THE PREMISES LICENCE - LICENSING SUB-COMMITTEE HEARING - TUESDAY, 25th FEBRUARY 2020 at 11AM

Dear Mr. Leonard,

Thank you for this further information and your message this morning. I would still like my representations to be considered and realise that this means extra work for you in having to convene the Committee and prepare a report. Apologies for that. As you know, I am not free on the 25th February, so if I may, I shall submit a short supplementary piece tomorrow, which will cover the points of emphasis that I would have made at the meeting.

Yours sincerely,

[redacted]

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On 07/02/2020 16:43, Dave Leonard wrote:

[redacted]

**Notice of hearing - LICENSING ACT 2003**

Brentwood Council, being the licensing authority, on the 31st December 2019 received an application to vary the Premises Licence in respect of the premises known as:

**The Vault, 91 Hutton Road, Shenfield, Brentwood, Essex, CM15 8SD**

Representations have been received about this application, and a meeting of the Licensing Committee will be held in the Council Chamber at:

**11am on 25 February 2020**

**At: Brentwood Borough Council, Town Hall, Ingrave Road, Brentwood, Essex, CM15 8AY**

If you are the applicant, copies of the representations are enclosed with this Notice. If you have made representations, they will be included in the report to be made available to the Committee and which will be publicly available.

You are able to attend the meeting if you wish. You may be assisted or accompanied by another person if you like. Hearings are usually heard in public. You will have the opportunity to address the Committee and (if given permission by the Committee) will be able to question any other party.

Please note that if you do not attend the Committee may still consider the matter in your absence. If you do not attend, the Committee will consider any application or representations that you have made.

Should you require any further advice, please contact the Licensing team on 01277 312500.



You should complete enclosed form confirming acceptance and return it to Licensing Authority,  
Brentwood Borough Council, within five (5) working days before the day or the first day on which the hearing is to be held.

---

If I can be of any further assistance please do not hesitate to contact me in the Licensing Office at Brentwood Town Hall on **01277 312523**.

Kind regards,



Dave Leonard | Licensing Officer

T: 01277 312523 | [www.brentwood.gov.uk](http://www.brentwood.gov.uk) | [dave.leonard@brentwood.gov.uk](mailto:dave.leonard@brentwood.gov.uk)



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## Dave Leonard

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**From:** [Redacted]  
**Sent:** 13 February 2020 09:16  
**To:** Dave Leonard  
**Subject:** Fwd: Re: THE VAULT - APPLICATION TO VARY THE PREMISES LICENCE - LICENSING SUB-COMMITTEE HEARING - TUESDAY, 25th FEBRUARY 2020 at 11AM  
**Attachments:** Letter 13.2.20 BBC -Licensing The Vault supp..doc

Dear Mr. Leonard,

As promised yesterday, I attach my supplementary comments. Please present these with your report. Thank you.

Yours sincerely,

[Redacted Signature]

Dear Mr. Leonard,

Thank you for this further information and your message this morning. I would still like my representations to be considered and realise that this means extra work for you in having to convene the Committee and prepare a report. Apologies for that. As you know, I am not free on the 25th February, so if I may, I shall submit a short supplementary piece tomorrow, which will cover the points of emphasis that I would have made at the meeting.

Yours sincerely,

[Redacted Signature]

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On 07/02/2020 16:43, Dave Leonard wrote:

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Kind regards,



**Dave Leonard | Licensing Officer**

**T: 01277 312523 | [www.brentwood.gov.uk](http://www.brentwood.gov.uk) | [dave.leonard@brentwood.gov.uk](mailto:dave.leonard@brentwood.gov.uk)**



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Burses Way  
Hutton, Brentwood

13<sup>th</sup> February 2020

Dear Sir,

Variation of Premises Licence – The Vault, Hutton Road, Shenfield

I apologise that another appointment prevents me from attending the hearing for the above application on 25<sup>th</sup> February. In the light of the discussions between the applicant and the Council, may I therefore submit these further comments and which I would have made at the meeting.

Dispersal

Clearly by wanting the extended hours, the applicant is confident that significant numbers will be at the venue for that later period. Whilst the inside and the immediate area outside will be supervised, my concern remains about the dispersal from the wider area and the noise and disturbance that is bound to occur. At that time of night this will be by vehicle, on foot or by taxi if the cab rank decides to stay open. There are no buses and the last trains say on a Saturday depart at:

2339 for Romford/London, 0047 for Chelmsford and 0120 for Southend.

Thus I suspect that most patrons will be in vehicles and as well as using Hutton Road, which in itself is partly residential, there is bound to be parking in the side streets also.

Locality

Shenfield is not a main centre and by extending the hours for this business, others will surely follow suit, thereby risking Shenfield following Brentwood into becoming a changed environment in the early hours with all the risks to public safety that ensue.

Yours faithfully,

Licensing Officer,  
Brentwood Borough Council,  
Town Hall  
Ingrave Road,  
Brentwood CM15 8AY

