

**Application for a New Premises Licence**

**SAINSY'S PIE SHOP, 111 HIGH STREET, BRENTWOOD CM14 4RX**

# **APPENDIX A**

*Application for a New Premises Licence*

*received 22 June 2022*

# Application for a Premises Licence to be granted under the Licensing Act 2003

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**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 debit card.

Before completing this form please read the guidance notes:

[Premises Licence Application 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.

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## 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 Nondomestic rateable value of the premises?: 4301-33000

Cost of licence: £190.00

I/We,

Name of the applicant: Daniel Barrie Sains

**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.**

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## Premises Details

Does the premises have a postal address, or would you like to enter ordnance survey map references, or a description of its location?: Yes, it has a postal address

Ordnance survey map reference or description:

### Premises Address

Flat number (if any)

House number/name 111

Road name High Street

Town Brentwood

County Essex

Post Code CM14 4RX

Daytime contact telephone number (if any):

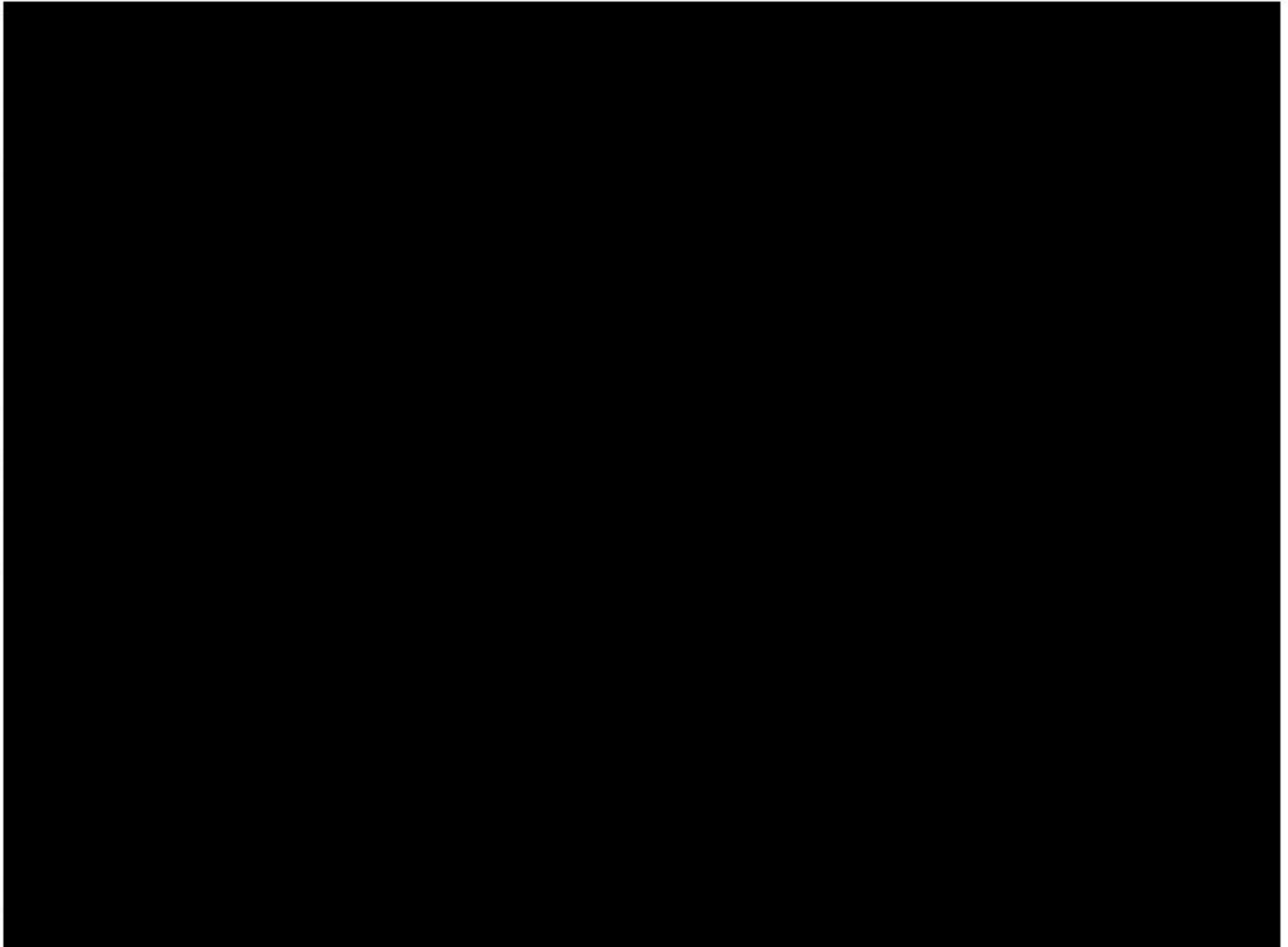
Premises email address (optional):



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Please state whether you are applying for a Premises Licence as: (a) an individual or individuals I am: carrying on or proposing to carry on a business which involves the use of premises for licensable activities

## **Individual Applicants**



### **Second Individual Applicant (if applicable)**

Title:

First name(s):

Surname:

Date of birth:

I am 18 years old or older:

Nationality:

Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information):

**Applicant Address**

Flat number (if any)

House number/name

Road name

Town

County Essex

Post Code

Daytime contact telephone number:

Application email address (optional):

**Other Applicants**

**Please provide name and registered address of the 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.**

# Operating Schedule

When do you want the premises licence to start?: 20/07/2022

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

General description of the premises (Please read guidance note 1):

The proposed business is a traditional London Pie Mash and Liquor shop during the day and offering a bar environment into the evening.

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 [section 1](#) and [section 14](#) of the Licensing Act 2003 and [Schedule 1](#) and [Schedule 2](#) to the Licensing Act 2003)

Provision of regulated entertainment for:

(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)**

**Day      Start      Finish**

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):

**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 exhibition of films (please read guidance note 4):

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):

## **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) Boxing 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 a 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	00:00
Tuesday	10:00	00:00
Wednesday	10:00	00:00
Thursday	10:00	00:00
Friday	10:00	00:45
Saturday	10:00	00:45
Sunday	10:00	23:00

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

Live music performances ancillary to the sale of alcohol, limited to no more than 2 performers.  
State any seasonal variations for the performance of live music (please read guidance note 4):

n/a

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):

Any Sunday before a Bank Holiday Monday until 00:00h.

## 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	00:00
Tuesday	10:00	00:00
Wednesday	10:00	00:00
Thursday	10:00	00:00
Friday	10:00	00:45
Saturday	10:00	00:45
Sunday	10:00	23:00

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

Recorded music/DJ's ancillary to the sale of alcohol.

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

n/a

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

Any Sunday before a Bank Holiday Monday until 00:00h.

## **g) Performances of Dance**

Will the performance of dances 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 dances (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)**

<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 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 be taking 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	00:00
Tuesday	23:00	00:00
Wednesday	23:00	00:00
Thursday	23:00	00:00
Friday	23:00	00:45
Saturday	23:00	00:45
Sunday		

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

Hot food/drink served after 11pm

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

n/a

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

Any Sunday before a Bank Holiday Monday from 23:00h until 00:00h.



## j) Supply of Alcohol

Will the sale of alcohol be for consumption on the premises, of the premises or both? (please read guidance note 7): Both

### **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	00:00
Tuesday	10:00	00:00
Wednesday	10:00	00:00
Thursday	10:00	00:00
Friday	10:00	00:45
Saturday	10:00	00:45
Sunday	10:00	23:00

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

Alcohol sales for delivery (off sales), will be part of a substantial food order.

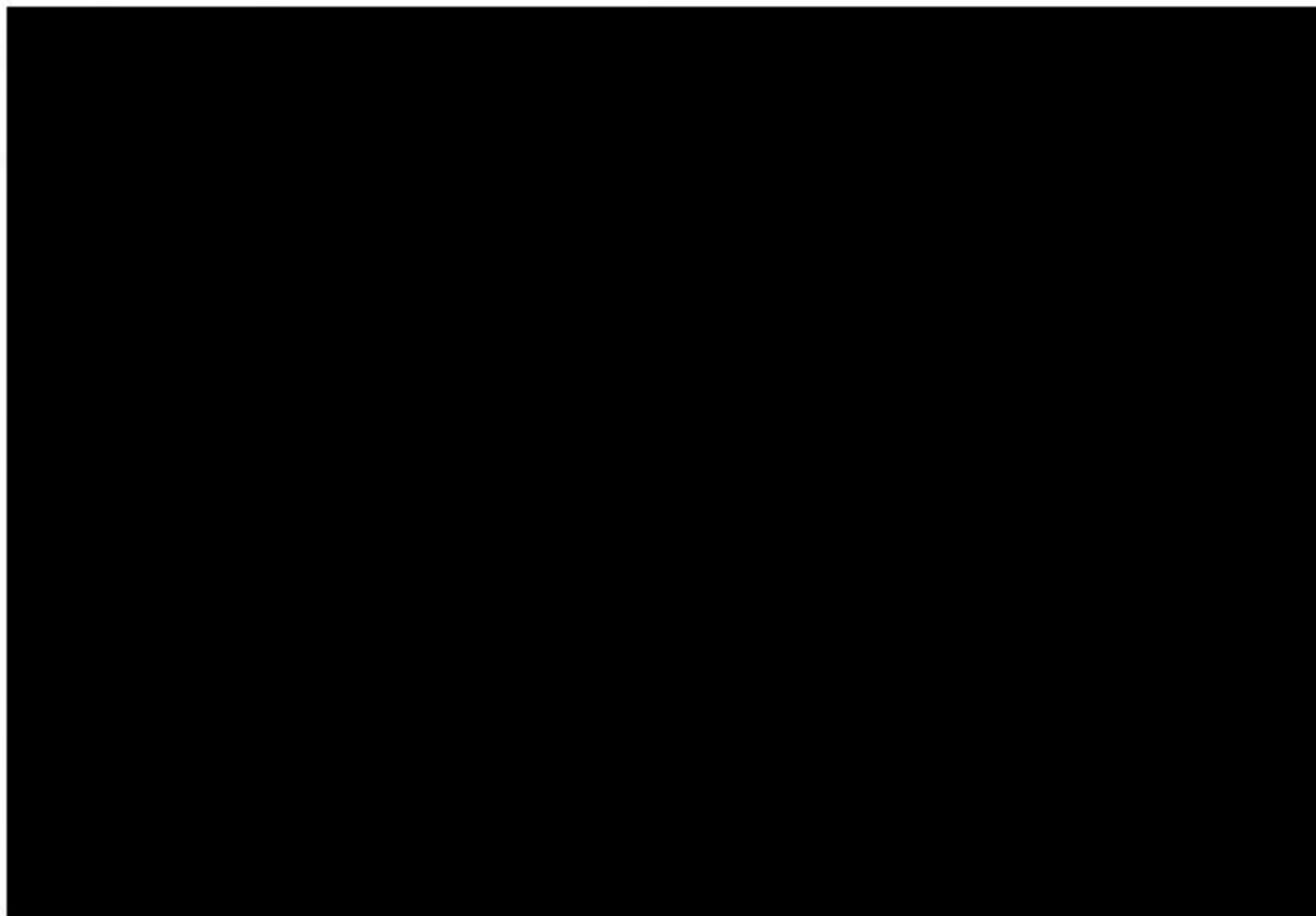
State any seasonal variations for the supply of alcohol (please read guidance note 4):

n/a

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):

Any Sunday before a Bank Holiday Monday until 00:00h.

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



# I) Hours Premises are open to the public

## 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	01:15
Saturday	10:00	01:15
Sunday	10:00	23:30

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

n/a

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

Any Sunday before a Bank Holiday Monday until 00:30h the following morning.

## **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 the steps that you intend to take to promote the four licensing objectives:

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

Locations of fire safety and other safety equipment subject to change in accordance with the requirements of the responsible authorities or following a risk assessment.

The premises licence currently in place for this property (premises licence number PRM\_0587) to be surrendered upon satisfactory grant of this application.

Any detail shown on the plan that is not required by the licensing plans regulations is indicative only and subject to change at any time.

Food will be available at all times the premises is conducting licensable activity.

Staff shall receive training in relation to the sale of alcohol commensurate with their duties.

Staff training will be refreshed every 6 months.

A record of staff training shall be kept on the premises and made available to a designated member of the responsible authorities on request.

b) The prevention of crime and disorder:

The premises shall install a CCTV system which will:

(a) Operate at all times that the premises are open to the public

(b) Capture images digitally and will have date and time stamps on them

(c) Images to be retained for a period of at least 30 days

(d) Cameras must be of sufficient sensitivity to enable them to operate as required under their normal working conditions and lighting levels

(e) External cameras should be capable of giving useable images under a variety of weather and lighting conditions

(f) Copies of CCTV footage to be provided to the police or licensing authority on reasonable request

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

The premises will install and maintain a security alarm.

On occasions when licensable activity takes place on the premises beyond 10pm on any day, the management will risk assess the requirement for SIA doorstaff to be employed at the premises. Evidence of this risk assessment to be made available for inspection by police or licensing authority on reasonable request.

Any SIA licensed door supervisors engaged at the premises for the purpose of supervising or controlling queues or customers must wear a form of high visibility clothing (jackets/vests/armbands).

An incident log shall be kept at the premises, and made available on request to an authorised



officer of the council or the police, which will record the following;

- a. All crimes reported:
- b. All ejections of patrons.
- c. Any complaints received.
- d. Any incidents of disorder.
- e. Seizure of drugs or offensive weapons.
- f. Any faults in the CCTV system.
- g. Any refusal of the sale of alcohol.
- h. Any visit by a relevant authority or emergency service.

Where home deliveries of alcohol are made the following conditions shall apply:

- (a) Deliveries of alcohol shall only be made to residential dwellings or a place of work with a recognisable postcode
  - (b) The premises licence holder shall maintain a record of all delivery companies used and such record shall be made available for inspection by the Police or an authorized officer of the council
  - (c) Where Internet /telephone sales are placed, age verification must be obtained before the sale takes place.
  - (d) Acceptable forms of ID must be checked on point of delivery and notice of this will be advertised on the company website.
- c) Public safety:

Means of escape shall be maintained unobstructed, immediately available and clearly identifiable. Adequate and appropriate first aid equipment and materials will be kept on site, regularly checked and kept in an easily accessible place for staff.

Exit doors shall be checked before opening each day to ensure they function satisfactorily.

All exit routes will be kept unobstructed, with non-slippery and even surfaces, free of trip hazards and clearly signed.

An appropriate number of first aid kits shall be maintained and available at all times.

d) The prevention of public nuisance:

No noise from deliveries that may take place to residential properties will give rise to public nuisance.

The premises licence holder shall take all reasonable steps to ensure that patrons using any outside areas (such as terraces and beer gardens) do so in a quiet and orderly fashion.

Clear and legible notices must be prominently displayed at all exits requesting customers to respect local residents and leave the area quietly. These signs shall be a minimum size of 200mm x 148 mm.

Clear notices must be displayed at prominent points in all outdoor areas (informing them as to the requirements of points i.e. no drinks, hours of use, above and) requesting that they respect the needs of local residents and behave in a quiet and orderly manner.

Whenever regulated entertainment is taking place at the premises, staff will monitor the external area to ensure noise is not audible at the boundary of the nearest residential property.

Whenever regulated entertainment is taking place, a contact number will be readily available at the premises for management to be contacted by any nearby residents.

e) The protection of children from harm:

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

- (a) Proof of age card bearing the PASS Hologram;
- (b) Photocard driving licence;
- (c) Passport; or
- (d) Ministry of Defence Identity Card.

Suitable and sufficient signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises.

No entertainment taking place at the premises will not in any way harm or offend children.



# Declaration

I agree to submit a plan of the premises: I agree

**Alternatively these 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.**

I will send copies of this application and the plan to the relevant authorities and others where applicable: I agree

I will submit a consent form completed by the individual I wish to be designated premises supervisor, if applicable (available as a separate online form on our website): I agree

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](#)

(Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships) I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15): 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, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.**

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



# Signatures

(please read guidance note 11)

**Signature of applicant or applicant's solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.**

Signature (name): DANIEL BARRIE SAINS

Date: 22/06/2022

Capacity: APPLICANT

**For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.**

(Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership) I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15): I agree

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15): I agree

Signature (name):

Date: 22/06/2022

Capacity: BRISTOL

**Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14):**

Correspondence name: Paul Uren

Telephone number: 07919925374

Mobile telephone number: 07919925374

Correspondence Address

Flat number (if any) TLT SOLICITORS

House  
number/name ONE

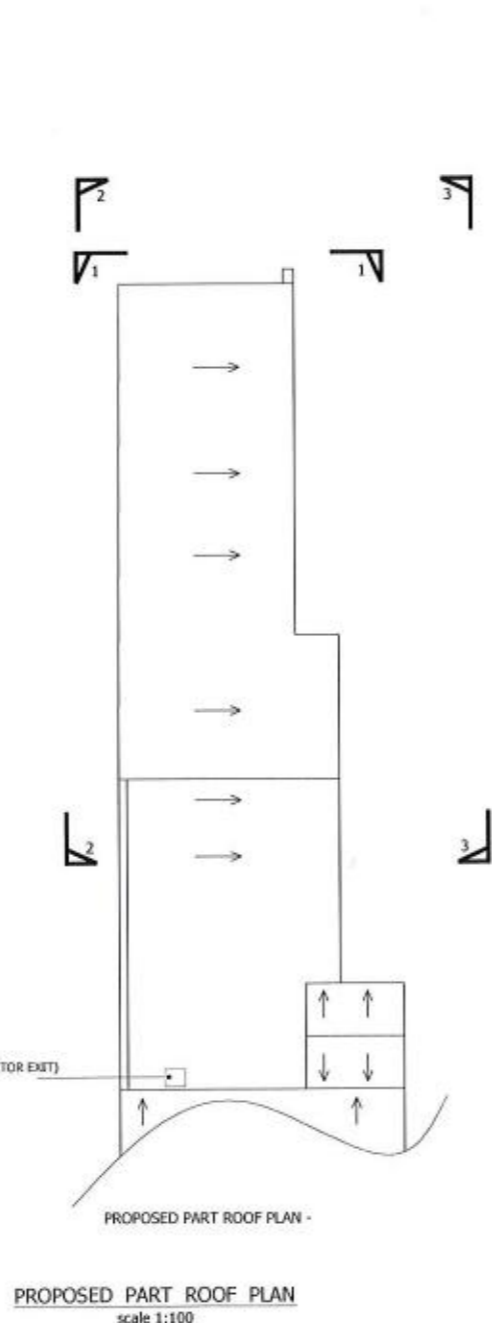
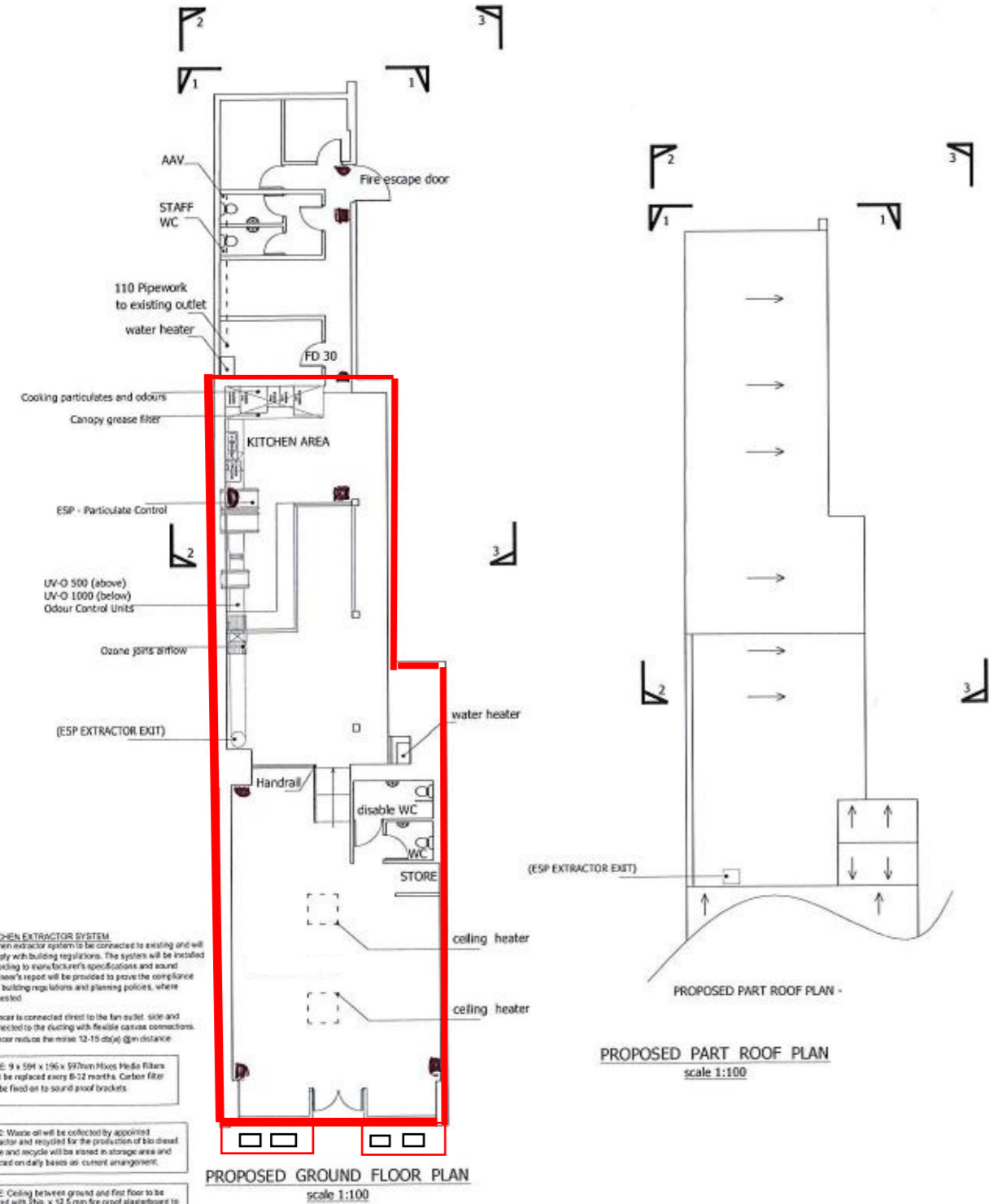
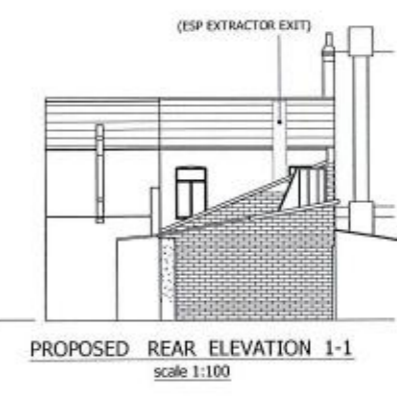
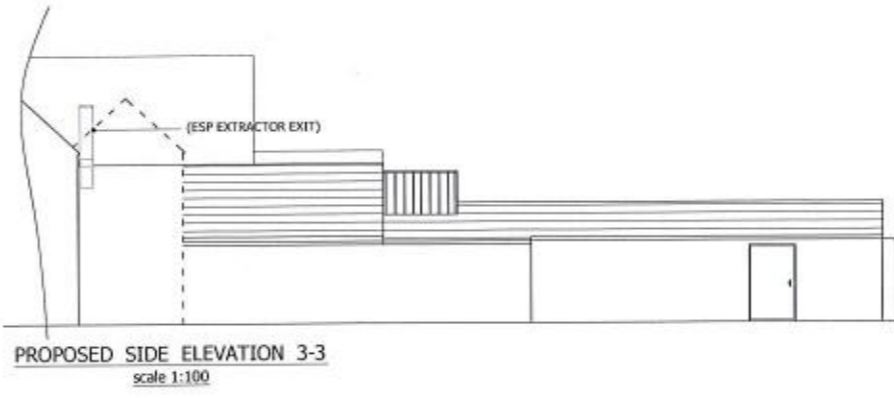
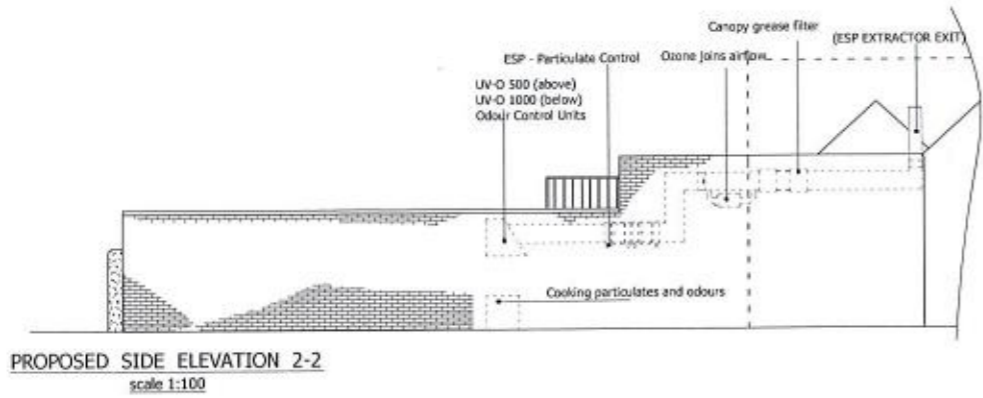
Road name REDCLIFF  
STREET

Town BRISTOL

County BRISTOL

Post Code BB4 6SP

To receive email confirmation of your application and payment, please provide a correspondence email address: paul.uren@ttsolicitors.com



### BUILDING REGULATIONS NOTES

**CDM REGULATIONS 2015**  
The client must abide by the Construction Design and Management Regulations 2015. The client must appoint a contractor, if more than one contractor is to be involved, the client will need to appoint a principal designer (to plan, manage and coordinate the planning and design work) and a principal contractor (to plan, manage and coordinate the construction and ensure there are arrangements in place for managing and organising the project).

The Health and Safety Executive is to be notified as soon as possible before construction work starts if the works:

(a) Last longer than 30 working days and has more than 20 workers working simultaneously at any point in the project.  
Or:  
(b) Exceeds 500 person days.

**MATERIALS AND WORKMANSHIP**  
All works are to be carried out in a workmanlike manner. All materials and workmanship must comply with Regulation 7 of the Building Regulations, all relevant British Standards, European Standards, Agreement Certificates, Product Certifications or Schemes (like Marked etc. Products conforming to a European technical standard or harmonised European product should have a CE marking).

**EXISTING STRUCTURE**  
The existing structure is intact, the work is to update, tiling, new flooring, plastering and new ceiling tiles. There is not any structural work involved new finishes mainly.

**INTERNAL STUD PARTITIONS**  
Use 100mm x 50mm softwood treated timber studs at 400mm c/c with 50 x 100mm head and sole plates and solid intermediate horizontal battens at 1/3 height or 450mm. Provide min 10kg/m<sup>3</sup> density acoustic soundproof quilt tightly packed (eg. 100mm Rockwool or Isovol mineral fibre sound insulation) in all voids the full depth of the stud Partitions built off double up joints where partitions run parallel or provide nogging where at right angles, or built off DPC on thickened concrete slab if solid ground floor. Walls faced throughout with 12.5mm plaster board with skin plaster finish. Taped and jointed complete with beads and stops.

**ELECTRICAL**  
All electrical work required to meet the requirements of Part P (electrical safety) must be designed, installed, inspected and tested by a competent person registered under a competent person self-certification scheme such as NICEIC certification Ltd, BS, NICEIC Certification Services or Zurich Ltd. An appropriate BS7671 Electrical Installation Certificate is to be issued for the work by a person competent to do so. A copy of a certificate will be given to Building Control on completion.

**INTERNAL LIGHTING**  
Install low energy light fittings that only take lamps having a luminous efficacy greater than 80 lumens per circuit watt and a total output greater than 400 lumen. Not less than three energy efficient light fittings per four of all the light fittings in the main dwelling spaces to comply with Part L of the current Building Regulations and the Domestic Building Services Compliance Guide.

**SMOKE DETECTION**  
Maine operated linked smoke alarm detection system to BS EN 14604 and BS5819-4:2013 to at least a Grade D category (D3 standard) and to be mains powered with battery back up. Smoke alarms should be sited so that there is a smoke alarm in the circulation space on all levels/storerooms and within 7.5m of the door to every habitable room. If ceiling mounted they should be 300mm from the walls and light fittings. Where the kitchen area is not separated from the stairway or circulation space by a door, there should be an interlinked heat detector in the kitchen.

**SAFETY GLAZING**  
All glazing in critical locations to be toughened or laminated safety glass to BS 6206, BS EN 14479 or BS EN ISO 12543-1:2011 and Part K (Part N in Wales) of the current Building Regulations, i.e. within 1500mm above floor level in doors and side panels within 300mm of door opening and within 800mm above floor level in windows.

**NEW AND REPLACEMENT WINDOWS**  
New and replacement windows to be double glazed with 16mm argon gap and soft coat low-E glass. Window Energy Rating to be Band C or better and to achieve U-value of 1.6 W/m<sup>2</sup>K. The door and window openings should be limited to 25% of the extension floor area plus the area of any existing openings covered by the extension.

**NEW AND REPLACEMENT DOORS**  
New and replacement doors to achieve a U-Value of 1.80W/m<sup>2</sup>K. Glazed areas to be double glazed with 16mm argon gap and soft coat low-E glass. Glass to be toughened or laminated safety glass to BS 6206, BS EN 14179 or BS EN ISO 12543-1:2011 and Part K (Part N in Wales) of the current Building Regulations.

**EXTRACT TO W.C.**  
Bathroom to have mechanical extract ducted to external air to provide min 15 litres / sec extraction. Vent to be connected to light switch and to have 15 minute over run if no window in room. Internal door should be provided with a 20mm gap below the door to aid air circulation. Ventilation provision in accordance with the Domestic Ventilation Compliance Guide. Intermittent extract fans to BS EN 13143-4. All fixed mechanical ventilation systems, where they can be tested and adjusted, shall be commissioned and a commissioning notice given to the Building Control Body.

**UNDERGROUND FOUL DRAINAGE**  
Underground drainage to consist of 100mm diameter UPVC proprietary pipe work to give a 1:40 fall. Survised pipes in 100mm pea shingle. Provide 600mm suitable cover (100mm under drains). Shallow pipes to be covered with 100mm reinforced concrete slab over compressible material. Provide rodding access at all changes of direction and junctions. All below ground drainage to comply with BS EN 1401-1: 2009.

**ABOVE GROUND DRAINAGE**  
All new above ground drainage and plumbing to comply with BS EN 12056-2:2000 for sanitary pipework. All drainage to be in accordance with Part H of the Building Regulations. Wastes to have 75mm deep anti vac bottle traps and rodding eyes to be provided at changes of direction.

Size of waste pipes and max length of branch connections (if max length is exceeded then anti vacuum traps to be sized)  
Wash basin - 1.7m for 32mm pipe 3m for 40mm pipe  
WC - 6m for 100mm pipe for single WC  
All branch pipes to connect to 110mm soil and vent pipe terminating min 900mm above any openings within 3m.  
Or to 100mm up cast pipe with accessible internal air admission valve complying with BS EN 12280, placed at a height so that the outlet is above the trap of the highest fitting  
Waste pipes not to connect on to SVP within 200mm of the WC connection.  
Supply hot and cold water to all fittings as appropriate.  
so that lights switch off when daylight is sufficient.

**WALL FINISHES**  
12.5mm plasterboards and skim prior to tiling or water based paints.

**DOOR OPENINGS**  
Front doors to open outwards

**FIRE RESISTANCE**  
Restaurant area with above area 2 x 12.5mm plasterboards 60mins fire resistance  
Pitched roof to rear 1x 12.5mm plasterboards 30mins fire resistance

**REGULATION 18**  
Fire assessment will be provided with all certification required.

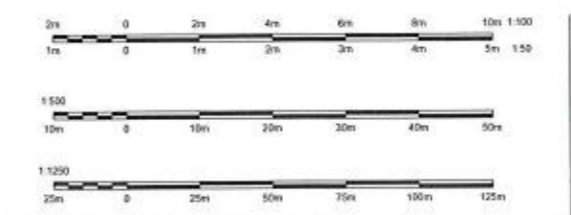
**SOUND INSULATION**  
Sound insulation to equal to existing as no changes made

**PART M**  
Table service only - Counter purely for table service and delivery collection.

**KEY:**  
EMERGENCY CALL POINT  
FIRE EXTINGUISHER  
CCTV

Area for licensable activities

\* NO ALTERATIONS TO FRONT ELEVATION



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**D Sainsy's Pie Shop**  
**111 High Street**  
**Brentwood**  
**CM14 4RX**

### **Schedule of proposed opening hours and operating schedule**

#### **Proposed hours for the sale of alcohol for consumption on and off the premises, live music and recorded music as follows;**

Monday to Thursday 1000 to 0000

Friday and Saturday 1000 to 0045 the following morning

Sunday 1000 to 2300 Any Sunday before a Bank Holiday Monday 1000 until 0000.

#### **Proposed hours for late night refreshment**

Monday to Thursday 2300 to 0000

Friday and Saturday 2300 to 0045 the following morning Any Sunday before a Bank Holiday

Monday 2300 until 0000

#### **Proposed opening hours of the premises**

Monday to Thursday 1000 to 0030 the following morning

Friday and Saturday 1000 to 0115 the following morning Any Sunday before a Bank Holiday

Monday 1000 until 0030 the following morning

### **Proposed Operating Schedule**

#### **General – all four licensing objectives**

Locations of fire safety and other safety equipment subject to change in accordance with the requirements of the responsible authorities or following a risk assessment.

The premises licence currently in place for this property (premises licence number PRM\_0587) to be surrendered upon satisfactory grant of this application.

Any detail shown on the plan that is not required by the licensing plans regulations is indicative only and subject to change at any time.

Food will be available at all times the premises is conducting licensable activity.

Staff shall receive training in relation to the sale of alcohol commensurate with their duties.

Staff training will be refreshed every 6 months.

A record of staff training shall be kept on the premises and made available to a designated member of the responsible authorities on request.

#### **The Prevention of Crime and Disorder**

The premises shall install a CCTV system which will:

(a) Operate at all times that the premises are open to the public

(b) Capture images digitally and will have date and time stamps on them

(c) Images to be retained for a period of at least 30 days

(d) Cameras must be of sufficient sensitivity to enable them to operate as required under their normal working conditions and lighting levels

(e) External cameras should be capable of giving useable images under a variety of weather and lighting conditions

(f) Copies of CCTV footage to be provided to the police or licensing authority on reasonable request

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

The premises will install and maintain a security alarm.

On occasions when licensable activity takes place on the premises beyond 10pm on any day, the management will risk assess the requirement for SIA doorstaff to be employed at the premises. Evidence of this risk assessment to be made available for inspection by police or licensing authority on reasonable request.

Any SIA licensed door supervisors engaged at the premises for the purpose of supervising or controlling queues or customers must wear a form of high visibility clothing (jackets/vests/armbands).

An incident log shall be kept at the premises, and made available on request to an authorised officer of the council or the police, which will record the following;

- a. All crimes reported:
- b. All ejections of patrons.
- c. Any complaints received.
- d. Any incidents of disorder.
- e. Seizure of drugs or offensive weapons.
- f. Any faults in the CCTV system.
- g. Any refusal of the sale of alcohol.
- h. Any visit by a relevant authority or emergency service.

***Where home deliveries of alcohol are made the following conditions shall apply:***

- (a) Deliveries of alcohol shall only be made to residential dwellings or a place of work with a recognisable postcode
- (b) The premises licence holder shall maintain a record of all delivery companies used and such record shall be made available for inspection by the Police or an authorized officer of the council
- (c) Where Internet /telephone sales are placed, age verification must be obtained before the sale takes place.
- (d) Acceptable forms of ID must be checked on point of delivery and notice of this will be advertised on the company website.

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

No noise from deliveries that may take place to residential properties will give rise to public nuisance.

The premises licence holder shall take all reasonable steps to ensure that patrons using any outside areas (such as terraces and beer gardens) do so in a quiet and orderly fashion.

Clear and legible notices must be prominently displayed at all exits requesting customers to respect local residents and leave the area quietly. These signs shall be a minimum size of 200mm x 148 mm.

Clear notices must be displayed at prominent points in all outdoor areas (informing them as to the requirements of points i.e. no drinks, hours of use, above and) requesting that they respect the needs of local residents and behave in a quiet and orderly manner.

Whenever regulated entertainment is taking place at the premises, staff will monitor the external area to ensure noise is not audible at the boundary of the nearest residential property.

Whenever regulated entertainment is taking place, a contact number will be readily available at the premises for management to be contacted by any nearby residents.

**Public Safety**

Means of escape shall be maintained unobstructed, immediately available and clearly identifiable.

Adequate and appropriate first aid equipment and materials will be kept on site, regularly checked and kept in an easily accessible place for staff.

Exit doors shall be checked before opening each day to ensure they function satisfactorily.

All exit routes will be kept unobstructed, with non-slippery and even surfaces, free of trip hazards and clearly signed.

An appropriate number of first aid kits shall be maintained and available at all times.

**The Protection of Children from Harm**

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

(a) Proof of age card bearing the PASS Hologram;

(b) Photocard driving licence;

(c) Passport; or

(d) Ministry of Defence Identity Card.

Suitable and sufficient signage advertising the "Challenge 25" policy will be displayed in prominent locations in the premises.

No entertainment taking place at the premises will not in any way harm or offend children.