

Licensing Subcommittee

17<sup>th</sup> October 2017

Appendix 1

Application



J D Wetherspoon plc, PO Box 616, Watford, WD24 4QU | Telephone: 01923 477777 | Fax: 01923 219810  
jdwetherspoon.com

Harlow Council  
Licensing Team  
Civic Centre  
The Water Gardens  
Harlow  
Essex CM20 1WG

Our ref :ef.2861



24<sup>th</sup> July 2017

Dear Sirs

**Re ; Application for renewal of Tables and Chairs Licence  
William Aylmer, Kitson Way, Harlow**

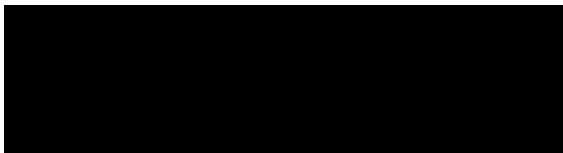
Please find enclosed the following in respect of a renewal of the Tables and Chairs licence for the William Aylmer :-

1. Completed application form.
2. Layout plan
3. Public liability Insurance Details (please note that further cover has been arranged to run concurrently from expiry but the updated paperwork is not yet to hand).
4. Cheque in the sum of £1562.00 in respect of the renewal fee due.

I look forward to hearing further in due course.

Yours sincerely

**Emma Fallon  
Licensing Administrator  
JD Wetherspoon Plc**



31 JUL 2017

## Highways Act 1980

### Application for renewal of a licence for the erection and use of facility (Tables and Chairs) under section 115(E) of the Highways Act 1980

#### Premises to be Licensed

Name: William Aylmer  
Address: Kitson Way, Harlow  
Post code: CM20 1DG  
Telephone: [REDACTED] Email: [REDACTED]

#### Hours of operation requested

Monday: 0900 to 0000  
Tuesday: 0900 to 0000  
Wednesday: 0900 to 0000  
Thursday: 0900 to 0000  
Friday: 0900 to 0100  
Saturday: 0900 to 0100  
Sunday: 0900 to 0000

#### Justices / Premises Licence held

Yes  No

(Please tick)

#### Applicant details

Name: J D Wetherspoon C/o Emma Fallon  
Address: [REDACTED]  
Post code: [REDACTED]  
Telephone: [REDACTED] Email: [REDACTED]

#### Agent's details

Name: Emma Fallon (as above)  
Address: [REDACTED]  
Post code: [REDACTED]  
Telephone: [REDACTED] Email: [REDACTED]

Hereby apply for renewal of the licence in respect of the following facility

22	Tables @ £19 per table	88	Chairs @ £13.00 per chair
----	------------------------	----	---------------------------

I / We enclose fee of

£ 1562.00

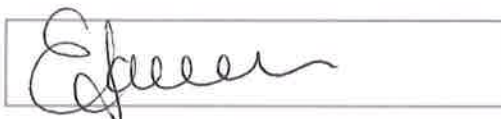
(Cheques payable to Harlow Council)

When an application is withdrawn or refused the application fee will be refunded less an administration fee

**Accompanying documentation:**

1. The licence holder is to provide evidence that Harlow Council is indemnified against any claim arising from the operation of The Facility by public liability insurance cover of Five Million Pounds.
2. A dimensioned plan clearly showing the area where you intend to place the tables and chairs.
3. Details of the furniture you intend to use including umbrellas, barriers and planters.
4. The required fee.

**Signed:**



**Date:**

26.07.17

How information about you will be used

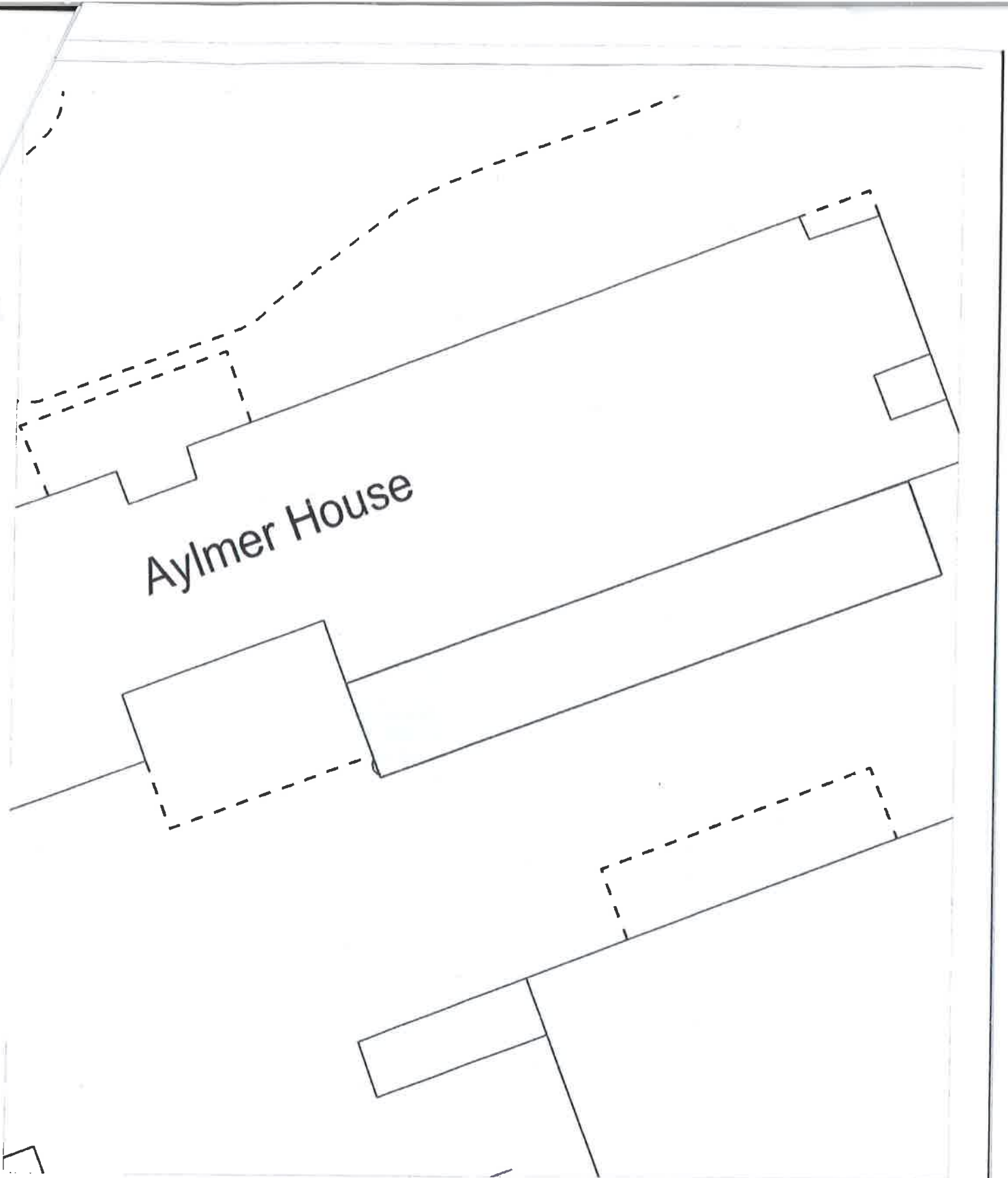
Harlow Council understands that your privacy is important to you. The information you provide on this form will be kept private and confidential and used for the purpose of processing your application.

However, Harlow Council may use the information for the purpose of performing any of its statutory enforcement duties and any disclosures required by law.

To be returned to:

Harlow Council  
Licensing Team  
Civic Centre  
The Water Gardens  
Harlow, Essex  
CM20 1WG.

Tel: 01279 446005 or 01279 446009



**Aylmer House**

**Harlow**  
Council

*Working together for Harlow*

Licensing Department

Civic Centre

The Water Gardens

Harlow

Essex CM20 1WG

Tel 01279 446005 Fax.

**WILLIAM AYLMER**

SCALE:  
1:200

DRAWN BY:  
Debbie Wright

This map is based upon Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings.  
Harlow District Council Licence No.100019627 (2012)

02/08/2016

Website

Direct Line

E-mail



**TO WHOM IT MAY CONCERN**

Our Reference: PP17/CRS/LP

Dear Sirs

As Insurance Brokers to J D Wetherspoon PLC we are writing to confirm that our clients hold the following policies:

Cover	Public and Products Liability
Insurer	CNA Insurance Company Limited
Policy Number	CA0003396
Period	31 July 2016 to 30 July 2017 both days inclusive
Limit of Liability	<b>Public Liability</b> GBP 10,000,000 any one occurrence or series of occurrences arising out of any one event unlimited in the period of Insurance
	<b>Products Liability</b> GBP 10,000,000 any one occurrence or series of occurrences arising out of any one event and in the aggregate in the period of Insurance

Subject otherwise to the terms, conditions, exceptions and exclusions of the policy.

This letter is provided as a courtesy to our client as a matter of information only and confers no rights on the holder. Our duties in relation to this insurance are to our client and we accept no duty of care or responsibility to you or any other third party and any liability to you or any third party is excluded. This letter does not amend, extend or alter the coverage afforded by the policies, nor does it purport to set out all of the policies' terms, conditions and exclusions. The policy terms, conditions, limits and exclusions may alter after the date of this document or the insurance may terminate or be cancelled, and the limits shown may be reduced by paid claims. We have no obligation to advise you of any changes which may be made to the policies or to advise you of their cancellation or termination.

Signed on behalf of WILLIS LIMITED

Authorised Signatory

Authorised Signatory

Willis Limited  
51 Lime Street  
London  
EC3M 7DQ  
A Lloyd's broker, authorised and regulated by the Financial Conduct Authority. Registered office 51 Lime St, London EC3M 7DQ. Registered number 181116 England and Wales.