

**SUPPLEMENTARY DOCUMENTS FOR  
LICENSING SUB-COMMITTEE  
Tuesday 1 November 2022 at 7.30pm  
Council Chamber - Civic Centre**

**AGENDA**

- 3b) Application for Review of Premises Licence - The Three Horseshoes Public House, Three Horseshoes Road, Harlow, Essex, CM19 4HB (Pages 2 - 14)

New Premises Licence for Three Horseshoes Public House (reissue date - 26 October 2022) attached as an additional Appendix (Appendix H)

## Premises Licence Harlow Council

Premises Licence Number

HARLOW/PREM/0043/11

### Part 1 – Premises Details

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

Three Horseshoes Public House  
Three Horseshoes Road  
Harlow  
Essex  
CM19 4HB

**Telephone number** N/A

**Where the licence is time limited the dates:** Not applicable

**Licensable activities authorised by the licence**

Sale or Supply of Alcohol (On and Off the Premises)  
Indoor Sporting Events (Indoors)  
Live Music (Indoors)  
Recorded Music (Indoors)

**Times the licence authorises the carrying out of licensable activities**

**Sale or Supply of Alcohol (On and Off the Premises)**

Monday to Thursday	10:00 – 23:30
Friday and Saturday	10:00 – 23:30
Sunday	12:00 – 23:30

**Non-Standard Timings:**

An additional hour into the morning following every Sunday for each May Bank Holiday, Spring/Whitsun Bank Holiday and every August Bank Holiday weekend  
An additional hour into the morning following every Thursday and Sunday for the Easter Bank Holiday weekend  
An additional hour every Christmas Eve  
An additional hour every Boxing Day  
To reflect existing New Year's Eve/Day hours

**Indoor Sporting Events (Indoors)**

Monday to Thursday 10:00 – 23:30  
Friday and Saturday 10:00 – 23:30  
Sunday 12:00 – 23:30

**Non-Standard Timings:**

An additional hour into the morning following every Sunday for each May Bank Holiday, Spring/Whitsun Bank Holiday and every August Bank Holiday weekend  
An additional hour into the morning following every Thursday and Sunday for the Easter Bank Holiday weekend  
An additional hour every Christmas Eve  
An additional hour every Boxing Day

**Live Music (Indoors)**

Monday to Thursday 10:00 - 23:00  
Friday and Saturday 10:00 - 23:30  
Sunday 12:00 - 23:00

**Non-Standard Timings:**

An additional hour into the morning following every Sunday for each May Bank Holiday, Spring/Whitsun Bank Holiday and every August Bank Holiday weekend  
An additional hour into the morning following every Thursday and Sunday for the Easter Bank Holiday weekend  
An additional hour every Christmas Eve  
An additional hour every Boxing Day

**Recorded Music (Indoors)**

Monday to Thursday 10:00 – 23:30  
Friday and Saturday 10:00 – 23:30  
Sunday 12:00 – 23:30

**Non-Standard Timings:**

An additional hour into the morning following every Sunday for each May Bank Holiday, Spring/Whitsun Bank Holiday and every August Bank Holiday weekend  
An additional hour into the morning following every Thursday and Sunday for the Easter Bank Holiday weekend  
An additional hour every Christmas Eve  
An additional hour every Boxing Day  
To reflect existing New Year's Eve/Day hours

**The opening hours of the premises**

Monday 08:00 - 00:00  
Tuesday 08:00 - 00:00  
Wednesday 08:00 - 00:00  
Thursday 08:00 - 00:00  
Friday 08:00 - 00:00  
Saturday 08:00 - 00:00  
Sunday 08:00 - 00:00

**Non-Standard opening hours of the premises**

An additional hour into the morning following every Sunday for each May Bank Holiday, Spring/Whitsun Bank Holiday and every August Bank Holiday weekend.  
An additional hour into the morning following every Thursday and Sunday for the Easter Bank Holiday weekend.  
An additional hour every Christmas Eve  
An additional hour every Boxing Day

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

Alcohol is supplied for consumption both on and off the premises

**Part 2****Name, (registered) address, telephone number and email (where relevant) of holder of premises licence**

Punch Partnerships (PTL) Limited  
Esley Court  
20-22 Great Titchfield Street  
London  
W1W 8BE

**Telephone Number:** N/A                      **Email:** N/A

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

**Company number:** 03512363

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

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Telephone Number:** N/A

**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: 20/00414 /LIPERS

Issuing Authority: London Borough of Croydon

Signed

[REDACTED]

Dated: 12 September 2005 (Original grant date)  
Reissued: 26 October 2022

Michael Pitt  
Assistant Director Environment

Issued by: Harlow Council, Licensing Team, Civic Centre, The Water Gardens,  
Harlow, Essex, CM20 1WG

Licence reissued following an application for a minor variation to the premises licence:  
To amend the terminal hour for all licensable activities to 23:30 with closure at midnight (live music on Sunday to Thursday to remain at 23:00).  
To remove all and replace Annex 2 conditions

## Annex 1 – Mandatory conditions

### MANDATORY CONDITIONS FOR ON-LICENSED PREMISES

- 1.1 1. No supply of alcohol may be made under the premise Licence –
- (a) at a time when there is not designated premise supervisor in respect of the premise licence, 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 under the premise licence must be made or authorised by a person who holds a personal licence.

#### **Mandatory Condition – Permitted Price – with effect from: 28 May 2014**

- 1.2 1. 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.
2. 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 –  
$$P = D + (D \times V)$$
where –
    - (i) P is the permitted price
    - (ii) D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of 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 premise licence
    - (ii) the delegated premise 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 premise in a capacity which enables the member or officer to prevent the supply in question; and
  - (e) “value 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 the 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.

**Mandatory Condition -Irresponsible Promotions – with effect from 1 October 2014**

- 1.3 1. The responsible person must ensure that staff on relevant premises do not carry or, 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 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).

**Mandatory Condition – Potable Water – with effect from 1 October 2014**

- 1.4 The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.

**Mandatory Condition – Age Verification Policy -with effect from 1 October 2014**

- 1.5 1. The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premise 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 year 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
  - (c)

**Mandatory Condition – Small Measures – with effect from 1 October 2014**

- 1.6 The responsible person shall ensure that -
- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premise (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 measure -
    - (i) beer or cider, ½ pint;
    - (ii) gin, rum, vodka or whiskey; 25ml or 35ml; and
    - (iii) still wine in a glass; 125ml; and
  - (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.



### **Mandatory Condition - Door Staff**

- 1.7 Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, the licence must include a condition that each such individual must be licensed by the Security Industry Authority.

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

(Replacement of Annex 2 following a minor variation)

- 2.1 After 22:00 on Fridays and Saturdays there shall be a Personal Licence Holder on duty on the premises when alcohol is offered for sale.
- 2.2 An individual may not supply alcohol unless that individual has the written consent of the Designated Premises Supervisor or other employed Personal Licence Holder. A written record of this consent will be retained on the premises at all times when such an individual supplies or proposes to supply alcohol and be made available immediately upon reasonable request of the police or licensing authority.
- 2.3 The premises shall install and maintain a closed circuit television surveillance (CCTV) system that at all times complies with the below 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 public areas including all entrances and exits and all areas where the sale of alcohol takes place;
  - c) 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 period of 31 days;
  - d) At all times, whilst the premises is open for licensable activities, there are members of staff able to immediately provide viewable copies of recordings to the police or licensing authority staff upon reasonable request;
  - e) The recording equipment and data storage devices shall be kept in a secure environment and fitted with security functions (such as passwords) to prevent recordings being tampered with
- 2.4 Signs must be displayed at all entrances and exits advising customers that CCTV is operating at the premises.
- 2.5 An incident log shall be kept at the premises and made immediately available to police or licensing authority staff upon reasonable request. The log must be completed as soon as is possible and within any case within 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 licence

The incident log shall either be electronic or maintained in a bound document with individually numbered pages and be retained for at least 12 months from the date of the last entry.

- 2.6 On any occasion where the premises conducts licensable activities past 23:30 hours, at least 2 SIA licensed door supervisors must be on duty from 22:00 hours until at least 30 minutes after the premises closes.
- 2.7 Where SIA licensed door supervisors are used at the premises a record shall be maintained (on the premises) which is legible and details:
  - a) The day and date when door supervisors were deployed
  - b) The name and SIA registration number of each door supervisor on duty at the premises; and
  - c) The start and finish time of each door supervisor's worked duty period

This record shall be retained on the premises for 31 days and be immediately provided to police or licensing authority staff upon reasonable request.

- 2.8 All SIA licensed door supervisors engaged at the premises for the purpose of supervising or controlling queues or customers must wear high visibility jackets/vests.
- 2.9 Between 23:00 and 10:00 no sales of alcohol for consumption off the premises may take place.
- 2.10 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.
- 2.11 Between 22:30 and 10:00 no use shall be made of the beer garden and patio area to the rear of the premises by the premises car park.
- 2.12 All external windows and doors shall be kept closed after 2200 hours, except for access/egress and in case of an emergency.
- 2.13 A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.
- 2.14 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.

- 2.15 Each till at the premises shall incorporate a system that shall immediately identify that an age restricted product is the subject of the proposed sale and produce an appropriate age prompt to the operator.
- 2.16 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 records shall be kept on the premises (or otherwise be accessible on the premises) for a minimum of 12 months and made immediately available to police, trading standards or licensing authority staff upon reasonable request.

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

Not applicable

Annex 4 – Plans

