

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

Premises Licence Harlow Council

Premises Licence Number

HARLOW/PREM/0012

Part 1 – Premises Details

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

Chequers Public House
 2 Market Street
 Old Harlow
 Essex
 CM17 0AH

Telephone number N/A

Where the licence is time limited the dates

Not applicable

Licensable activities authorised by the licence

Exhibition of a film - Indoors
 Indoor sporting events
 Playing of recorded music - Indoors
 Entertainment similar to music or dance - Indoors
 Entertainment facilities for making music - Indoors
 Entertainment facilities for dancing - Indoors
 Sale or supply of Alcohol - On & Off the Premises

Times the licence authorises the carrying out of licensable activities

Exhibition of a film – Indoors

| | |
|---------------------|----------------|
| Monday to Thursday | 11:00 to 23.30 |
| Friday and Saturday | 11:00 to 00.00 |
| Sunday | 11:00 to 23.00 |

Non-Standard Timings:

| | |
|---------------------|----------------|
| 31st December from | 11:00 to 00:00 |
| 1st January from: | 11.00 to 23:00 |
| 24th December from: | 11:00 to 00.30 |
| 26th December from: | 11:00 to 00.00 |

On Fridays, Saturdays, Sundays and Mondays of Bank Holiday weekends: from 11:00 hours to 23.30 hours.

Indoor Sporting Events

| | |
|---------------------|----------------|
| Monday to Thursday | 11:00 to 23.30 |
| Friday and Saturday | 11:00 to 00.00 |
| Sunday | 11:00 to 23.00 |

Non-Standard Timings:

| | |
|---------------|----------------------|
| 31st December | from: 11:00 to 00:00 |
| 1st January | from: 11.00 to 23:00 |
| 24th December | from: 11:00 to 00.30 |
| 26th December | from: 11:00 to 00.00 |

On Fridays, Saturdays, Sundays and Mondays of Bank Holiday weekends: from 11:00 hours to 23.30 hours.

Recorded Music (Indoors)

| | |
|---------------------|----------------|
| Monday to Thursday | 11:00 to 23.00 |
| Friday and Saturday | 11:00 to 23.30 |
| Sunday | 11:00 to 23.00 |

Non-Standard Timings:

| | |
|---------------|----------------------|
| 31st December | from: 11:00 to 00.30 |
| 1st January | from: 11.00 to 23:00 |
| 24th December | from: 11:00 to 00.30 |
| 26th December | from: 11:00 to 00.00 |

On Fridays, Saturdays, Sundays and Mondays of Bank Holiday weekends: from 11:00 hours to 23.30 hours.

Provision of entertainment or similar (Indoors)

| | |
|---------------------|----------------|
| Monday to Thursday | 11:00 to 23.00 |
| Friday and Saturday | 11:00 to 00.00 |
| Sunday | 11:00 to 23.00 |

Non-Standard Timings:

| | |
|---------------|----------------------|
| 31st December | from: 11:00 to 00.30 |
| 1st January | from: 11.00 to 23:00 |
| 24th December | from: 11:00 to 00.30 |
| 26th December | from: 11:00 to 00.00 |

On Fridays, Saturdays, Sundays and Mondays of Bank Holiday weekends: from 11:00 hours to 23.30 hours.

Sale or Supply of Alcohol – Consumption On and Off Premises

| | |
|---------------------|----------------|
| Monday to Thursday | 11:00 to 23.00 |
| Friday and Saturday | 11:00 to 23.30 |

Sunday 11:00 to 22.30

Non-Standard Timings:

| | |
|---------------|----------------------|
| 31st December | from: 11:00 to 00.30 |
| 1st January | from: 11.00 to 23:00 |
| 24th December | from: 11:00 to 00.30 |
| 26th December | from: 11:00 to 00.00 |

On Fridays, Saturdays, Sundays and Mondays of Bank Holiday weekends: from 11:00 hours to 23.30 hours.

The opening hours of the premises

| | |
|-----------|---------------|
| Monday | 11:00 - 23.30 |
| Tuesday | 11:00 - 23.30 |
| Wednesday | 11:00 - 23.30 |
| Thursday | 11:00 - 23.30 |
| Friday | 11:00 - 00.00 |
| Saturday | 11:00 - 00.00 |
| Sunday | 11:00 - 23.00 |

Non-Standard opening hours of the premises

| | |
|---------------|----------------------|
| 24th December | from: 11:00 to 00.30 |
| 26th December | from: 11:00 to 00.30 |
| 31st December | from: 11:00 to 01.00 |
| 1st January | from: 11.00 to 23.30 |
| 2nd January | from: 11.00 to 23.30 |

On Fridays, Saturdays, Sundays and Mondays of Bank Holiday weekends: from 11:00 hours to 00.00 hours.

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

Ei Group Ltd
3 Monkspath Hall Road
Solihull
B90 4SJ

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

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

N/A

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

Hakan Hayrettin

██████████
██████████
██████████
██████████
██████████

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 LN/201600039

Issuing Authority: Borough Of Broxbourne



Signed Dated: 15 July 2005 (Original grant date)
Michael Pitt Re Issued: 9th December 2020
Environment and Licensing Manager

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

Licence reissued following an application for Review of premises licence

Annex 1 – Mandatory conditions

MANDATORY CONDITIONS FOR ON-LICENSED PREMISES

Annex 1 – Mandatory conditions

- 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

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) there 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 – Exhibition of Film

- 1.7 1. The admission of children to the exhibition of any film is to be restricted in accordance with this section.
2. Where the film classification body is specified in the licence, unless subsection (3)(b) applies, admission of children must be restricted in accordance with any recommendation made by that body.

3. Where -
 - (a) the film classification body is not specified in the licence or
 - (b) the relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question, admission of children must be restricted in accordance with any recommendation made by that licensing authority.

4. In this section –
“children” means persons aged under 18; and
“film classification body” means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c.39) (authority to determine suitability of video works for classification).

Mandatory Condition – Door Staff

- 1.8 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

N/A – Removed by Licensing Review Hearing

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

3.0 The Performance of Live music (indoors) is prohibited at all times.

The Prevention of Crime & Disorder

3.1 On Fridays / Saturdays and in addition at all times when there is regulated entertainment at least two SIA licensed door supervisors shall be on duty at the premises at all times whilst the premises is open and for at least 30 minutes after the premises has closed.

3.2 Where SIA licensed door supervisors are used at the premises a record shall be maintained (on the premises) which is legible and details:

- i) The day and date when door supervisors were deployed;
- ii) The name and full SIA registration number of each door supervisor on duty at the premises; and
- iii) 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.

3.3 Where SIA licensed door supervisors are employed at the premises (either directly or via a third party) a check of the current validity of each door supervisor's licence shall be conducted via the SIA website at the commencement of employment at the premises and monthly thereafter and recorded in a log. This log shall be retained for at least 6 months after the last recorded check.

3.4 The premises shall have in place, and operate, a zero tolerance policy with regard to the use/possession of controlled drugs and psychoactive substances and advertise the same within the premises on posters and similar means. This policy shall specifically include but not be limited to:

- i. Searching practices upon entry;
- ii. Dealing with patrons suspected of using drugs on the premises;
- iii. Scrutiny of spaces including toilets or outside areas;
- iv. Clear expectations of staff roles (including the DPS, managers/supervisors and door supervisors);
- v. Staff training regarding identification of suspicious activity and what action to take;
- vi. The handling of items suspected to be illegal drugs or psychoactive substances;
- vii. Steps taken to discourage and disrupt drug use on the premises;
- viii. Steps to be taken to inform patrons of the premises drug policy/practices.

A copy of this policy document shall be lodged with the police and licensing authority.

3.5 A suitable drugs safe/cabinet shall be fitted and any seized items shall be deposited in it. The safe shall be installed at a location agreed with the police and only the police shall have the access keys. Any seized items shall be placed in a clear bag with a label stating the circumstances of why it is in the safe.

3.6 During the period in which the premises is open for licensable activities, toilets shall be checked on at least an hourly basis for the purpose:

- a) Of detecting and deterring the use of controlled drugs and psychoactive substances; and
- b) Maintaining public safety.

A record of these checks shall be maintained with the date, time, and condition of the toilets and staff member conducting the check. These records shall be made contemporaneously, retained at the premises for at least 3 months and made available immediately upon demand to police or licensing authority staff.

- 3.7 The premises shall have installed and maintain a closed circuit television surveillance (CCTV) system which at all times complies with the below requirements:
 - i. 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;
 - ii. CCTV cameras shall cover all public areas including all entrances and exits and all areas where the sale of alcohol takes place and in particular will capture those persons entering and leaving the toilet areas;
 - iii. A CCTV monitor or monitors will be positioned so that bar staff can view selected cameras at all times (those cameras facing the toilets will be selected for viewing at all times) – the monitor(s) must not be capable of being viewed other than by staff.
 - iv. 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;
 - v. 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;
 - vi. 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;
 - vii. An operational daily log report must be maintained and endorsed by signature, indicating the system has been checked and is compliant: in the event of any failure this will be recorded immediately.
- 3.8 Signs must be displayed at all entrances and on the entrances to toilet facilities 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.
- 3.9 No alcohol may be supplied by an individual unless that individual has the written consent of the Designated Premises Supervisor. A written record of this consent must 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.
- 3.10 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 in 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.

Public Safety

- 3.11 No drinks shall be served in glass containers for consumption in the garden or at the front of the premises.
- 3.12 The designated premises supervisor shall ensure that tables are cleared (inside and outside of the premises) of all bottles and glasses on a regular basis during trading hours to avoid an accumulation of glassware.

The Prevention of Public Nuisance

- 3.13 The beer garden and all external areas including the covered areas to the right hand side of the main public house (as viewed from Market Street) building and the covered areas at the rear of the main building shall only be open to customers from 11.00am until 9pm. Adequate notices shall be displayed in appropriate locations to ensure that this information is brought to the attention of patrons. The licensee shall make appropriate management arrangements to ensure that patrons do not occupy these areas at any other time.
- 3.14 No equipment for the reproduction of music shall be placed on the outside of the premises or on the outside of any building forming a part of the premises or sited in the beer garden and all external areas including the covered areas to the right hand side of the main public house (as viewed from Market Street) and the covered areas at the rear of the main building. **The playing of live or recorded music in the outside areas (all areas that do not form the main public house building) is prohibited.**
- 3.15 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 200 x 148 mm.
- 3.16 Except when being used for entry or egress by a patron, all external windows and doors in the licensable areas shall be kept shut after 9pm hours **and** at all times when music other than incidental background music is being played inside the premises.
- 3.17 During the playing of recorded music (excluding incidental background music) you must carry out perimeter checks every thirty (30) minutes to ensure music cannot be heard at nearby neighbouring properties. Records of these checks shall be made contemporaneously (to include dates and times), retained at the premises for at least 3 months and made available immediately upon demand to police or licensing authority staff or other responsible authority.
- 3.18 A written dispersal policy will be formulated, implemented and provided to the licensing authority which shall include but not be confined to:
 - i. How patrons leaving the premises shall be directed away from the premises;
 - ii. How patrons will be informed of the services of taxi and private hire operators;
 - iii. What staff will be responsible for supervising those leaving the premises

- and how they will supervise such persons;
- iv. Any 'wind' down periods;
- v. Methods to prevent re-entry to the premises;
- vi. How bottles and glasses will be prevented from being removed from the premises at closing time.

- 3.19 There shall be a documented smoking policy that is compliant with the Health Act 2006 and implemented at the premises.

Notices shall be prominently displayed at any designated area used for smoking, requesting patrons to respect the needs of local residents and use the area quietly.

Staff shall monitor customers smoking outside the premises on a regular basis and ensure patrons do not cause a public nuisance.

Outside tables and chairs (in the beer garden) shall be rendered unusable by 21.00 hours each day.

Patrons permitted to temporarily leave and then re-enter the premises, eg. to smoke, shall not be permitted to take drinks or glass containers with them.

- 3.20 Where the licensable activities could give rise to litter being dropped in the vicinity of the premises, the measures in place to prevent this occurring and/or to tidy it up should be demonstrated. Such measures could include regular litter inspections during the hours of operation and at the close of business, the placing of litter bins in prominent areas of the premises, reducing packaging, and the use of branded packaging.

At the end of trading each day, the pavement from the building line to the kerb edge immediately outside the premises, including gutter/channel at its junction with the kerb edge, shall be swept or washed, and litter and sweepings collected and stored in accordance with the approved waste storage arrangements.

The premises and immediate surrounding area shall be kept clean and free from litter at all times the premises are open to the public.

- 3.21 There shall be no noise or odours caused by the kitchen extraction equipment that gives rise to a nuisance

- 3.22 In addition to these conditions, the Premises Licence Holder must at all times comply with any Government and Public Health and Environmental Regulations which may be in force throughout the duration of the licence.

Protection of Children from Harm

- 3.23 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 and is either a:
- i. Proof of age card bearing the PASS Hologram;

- ii. Photocard driving licence;
- iii. Passport; or
- iv. Ministry of Defence Identity Card.

- 3.24 The premises shall clearly display signs at the each point of sale and in areas where alcohol is displayed advising customers that a 'Challenge 25' policy is in force. At the point of sale, such signs shall be a minimum size of 200 x 148mm.
- 3.25 No person under the age of 18 years of age shall be permitted to enter or remain on the premises unless they are accompanied by a person aged 18 years or older when the sale or supply of alcohol takes place; save to enter/exit residential parts of the building.
- 3.26 A refusals record shall be maintained 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. All entries must be made as soon as possible and in any event within 4 hours of the refusal and the record must be made immediately available to police, trading standards or licensing authority staff upon reasonable request. The refusals record shall either be electronic or maintained in a bound document and retained for at least 12 months from the date of the last entry.
- 3.27 All staff engaged in the sale or supply of alcohol on the premises shall have received training in relation to:
- i.the protection of children from harm (including under-age sales);
 - ii.how to recognise drunkenness and the duty not to serve drunk persons;
 - iii.dealing with incidents and the prevention of crime and disorder generally; and
 - iv.drugs awareness (to specifically include the recognition of drugs use and supply in licensed premises).

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.

