

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



## Premises Licence Harlow Council

**Premises Licence Number**

HARLOW/PREM/0008/29

### Part 1 – Premises Details

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

The Clock House  
 11-15 Adams House  
 The High  
 Harlow  
 Essex  
 CM20 1BE

**Telephone number** 01279 454809

**Where the licence is time limited the dates**

Not applicable

**Licensable activities authorised by the licence**

Sale or Supply of Alcohol (both on and off the premises)  
 Films (Indoors)  
 Live Music (Indoors)  
 Late Night Refreshment (Indoors)  
 Recorded Music (Indoors)  
 Provision of entertainment or similar (Indoors)

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

**Sale or Supply of Alcohol (both on and off the premises)**

Monday to Wednesday	10:00 - 23:00
Thursday	10:00 - 02:00
Friday and Saturday	10:00 - 03:00
Sunday	10:00 - 22:30

**Non-Standard Timings:**

The terminal hour shall be 03:00 the following day on the following notable days:

St George's Day, St David's Day, St Patrick's Day, St Andrew's Day, Burns Night, Valentines Night, Halloween, On all Bank Holidays and the Friday, Saturday and Sunday preceding all Bank Holidays, Maundy Thursday, Christmas Eve, Christmas Day and Boxing Day, 27, 28, 29 and 30 December, Bonfire Night and New Year's Day.

An additional hour to the standard and non-standard times on the day when British Summertime commences.

New Year's Eve - from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

**Films (Indoors)**

Monday to Wednesday	07:00 - 23:00
Thursday	07:00 - 02:00
Friday and Saturday	07:00 - 03:00
Sunday	07:00 - 22:30

**Non-Standard Timings:**

The terminal hour shall be 03:00 the following day on the following notable days:

St George's Day, St David's Day, St Patrick's Day, St Andrew's Day, Burns Night, Valentines Night, Halloween, On all Bank Holidays and the Friday, Saturday and Sunday preceding all Bank Holidays, Maundy Thursday, Christmas Eve, Christmas Day and Boxing Day, 27, 28, 29 and 30 December, Bonfire Night and New Year's Day.

An additional hour to the standard and non-standard times on the day when British Summertime commences.

New Year's Eve - from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

**Live Music (Indoors)**

Monday to Wednesday	10:00 - 23:00
Thursday	10:00 - 02:00
Friday and Saturday	10:00 - 03:00
Sunday	12:00 - 22:30

**Non-Standard Timings:**

The terminal hour shall be 03:00 the following day on the following notable days:

St George's Day, St David's Day, St Patrick's Day, St Andrew's Day, Burns Night, Valentines Night, Halloween, On all Bank Holidays and the Friday, Saturday and Sunday preceding all Bank Holidays, Maundy Thursday, Christmas Eve, Christmas Day and Boxing Day, 27, 28, 29 and 30 December, Bonfire Night and New Year's Day.

An additional hour to the standard and non-standard times on the day when British Summertime commences.

New Year's Eve - from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

**Late Night Refreshment (Indoors)**

Thursday	23:00 - 02:00
Friday and Saturday	23:00 - 03:00

**Non-Standard Timings:**

The terminal hour shall be 03:00 the following day on the following notable days:

St George's Day, St David's Day, St Patrick's Day, St Andrew's Day, Burns Night, Valentines Night, Halloween, On all Bank Holidays and the Friday, Saturday and Sunday preceding all Bank Holidays, Maundy Thursday, Christmas Eve, Christmas Day and Boxing Day, 27, 28, 29 and 30 December, Bonfire Night and New Year's Day.

An additional hour to the standard and non-standard times on the day when British Summertime commences.

New Year's Eve - from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

**Recorded Music (Indoors)**

Monday to Wednesday	10:00 - 23:00
Thursday	10:00 - 02:00
Friday and Saturday	10:00 - 03:00
Sunday	10:00 - 22:30

**Non-Standard Timings:**

The terminal hour shall be 03:00 the following day on the following notable days:

St George's Day, St David's Day, St Patrick's Day, St Andrew's Day, Burns Night, Valentines Night, Halloween, On all Bank Holidays and the Friday, Saturday and Sunday preceding all Bank Holidays, Maundy Thursday, Christmas Eve, Christmas Day and Boxing Day, 27, 28, 29 and 30 December, Bonfire Night and New Year's Day.

An additional hour to the standard and non-standard times on the day when British Summertime commences.

New Year's Eve - from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

**Provision of entertainment or similar (Indoors)**

Monday to Wednesday	10:00 - 23:00
Thursday	10:00 - 02:00
Friday and Saturday	10:00 - 03:00
Sunday	10:00 - 22:30

**Non-Standard Timings:**

The terminal hour shall be 03:00 the following day on the following notable days:

St George's Day, St David's Day, St Patrick's Day, St Andrew's Day, Burns Night, Valentines Night, Halloween, On all Bank Holidays and the Friday, Saturday and Sunday preceding all Bank Holidays, Maundy Thursday, Christmas Eve, Christmas Day and Boxing Day, 27, 28, 29 and 30 December, Bonfire Night and New Year's Day.

An additional hour to the standard and non-standard times on the day when British Summertime commences.

New Year's Eve - from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

**The opening hours of the premises**

Monday	07:00 - 23:20
Tuesday	07:00 - 23:20
Wednesday	07:00 - 23:20
Thursday	07:00 - 02:30
Friday	07:00 - 03:30
Saturday	07:00 - 03:30
Sunday	07:00 - 22:50

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

The terminal hour shall be 03:30 the following day on the following notable days:

St George's Day, St David's Day, St Patrick's Day, St Andrew's Day, Burns Night, Valentines Night, Halloween, On all Bank Holidays and the Friday, Saturday and Sunday preceding all Bank Holidays, Maundy Thursday, Christmas Eve, Christmas Day and Boxing Day, 27, 28, 29 and 30 December, Bonfire Night and New Year's Day.

An additional hour to the standard and non-standard times on the day when British Summertime commences.

New Year's Eve - from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's 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**

Stonegate Pub Company Limited  
Porter Tun House  
500 Capability Green  
Luton  
LU1 3LS

**Telephone Number:** N/A

**Email:** N/A

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

Reference Number FC029833

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

Claire Mevo



**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: HARLOW/PERS/0649/1  
Issuing Authority: Harlow Council

Signed .....  
Michael Pitt  
Environment and Licensing Manager

Dated: 08 July 2005  
Re Issued: 09 January 2018

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

Licence reissued following an error on the premises licence

## Annex 1 - Mandatory conditions

- 1.1 (1) No supply of alcohol may be made under the premises licence -
- (a) at a time when there is no designated premises supervisor in respect of the premises 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 premises 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 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) "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 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).

**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 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.

**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 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; 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 - 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 Supervision**

- 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**

### **General:**

2.1 In light of the variation relevant conditions have been listed below.

### **The prevention of Crime & Disorder:**

- 2.2 A digital CCTV system is installed at the premises and will be maintained in good working order. All images will be retained for 31 days and made available to the Police Licensing Officer on request.
- 2.3 On Fridays and Saturdays when the Premises is operating for sale of alcohol beyond 02:00 hours the following day, a minimum of three SIA registered door staff will be employed at the Premises from midnight until close. At all other times the requirement for door supervisors shall be subject to risk assessment.
- 2.4 The premises will operate a zero tolerance drugs policy.
- 2.5 Suitable beverages other than intoxicating liquor, including drinking water, shall be available at the premises.

### **Public Safety:**

No additional steps identified.

### **The prevention of public nuisance:**

- 2.6 Reasonable steps will be taken to recognise the needs of local residents and/or businesses and to encourage customers to leave the premises quietly.
- 2.7 Prominent notices will be displayed at the exits requesting customers to leave the premises quietly.
- 2.8 The bi-folding doors to be closed at 23:00 or the commencement of live or DJ led recorded music, whichever is earliest.

### **The protection of children from harm**

- 2.8 We will at all times ensure that staff are trained in the importance of their responsibilities in ensuring that customers who request alcohol are over 18.
- 2.9 The premises shall at all times operate a Challenge 21 Policy to prevent any customers who attempt to purchase alcohol and who appear to the staff member to be under the age of 21 years from making such a purchase without having first provided identification.
- 2.10 Only a valid British drivers licence showing a photograph of the person, a valid passport or proof of age card showing the "pass" hologram are to be accepted as identification.

2.11 Notices advertising the Challenge 21 Policy shall be displayed in a prominent position on the premises.

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

Not applicable

**Annex 4 – Plans**

Attached

## Premises Licence Summary Harlow Council

**Premises Licence Number**

HARLOW/PREM/0008/29

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

The Clock House  
11-15 Adams House  
The High  
Harlow  
Essex  
CM20 1BE

**Telephone number** 01279 454809

**Where the licence is time limited the dates**

Not applicable

**Licensable activities authorised by the licence**

Sale or Supply of Alcohol (both on and off the premises)  
Films (Indoors)  
Live Music (Indoors)  
Late Night Refreshment (Indoors)  
Recorded Music (Indoors)  
Provision of entertainment or similar (Indoors)

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

**Sale or Supply of Alcohol (both on and off the premises)**

Monday to Wednesday	10:00 - 23:00
Thursday	10:00 - 02:00
Friday and Saturday	10:00 - 03:00
Sunday	10:00 - 22:30

**Non-Standard Timings:**

The terminal hour shall be 03:00 the following day on the following notable days:

St George's Day, St David's Day, St Patrick's Day, St Andrew's Day, Burns Night, Valentines Night, Halloween, On all Bank Holidays and the Friday, Saturday and Sunday preceding all Bank Holidays, Maundy Thursday, Christmas Eve, Christmas Day and Boxing Day, 27, 28, 29 and 30 December, Bonfire Night and New Year's Day.

An additional hour to the standard and non-standard times on the day when British Summertime commences.

New Year's Eve - from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

#### **Films (Indoors)**

Monday to Wednesday	07:00 - 23:00
Thursday	07:00 - 02:00
Friday and Saturday	07:00 - 03:00
Sunday	07:00 - 22:30

#### **Non-Standard Timings:**

The terminal hour shall be 03:00 the following day on the following notable days:

St George's Day, St David's Day, St Patrick's Day, St Andrew's Day, Burns Night, Valentines Night, Halloween, On all Bank Holidays and the Friday, Saturday and Sunday preceding all Bank Holidays, Maundy Thursday, Christmas Eve, Christmas Day and Boxing Day, 27, 28, 29 and 30 December, Bonfire Night and New Year's Day.

An additional hour to the standard and non-standard times on the day when British Summertime commences.

New Year's Eve - from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

#### **Live Music (Indoors)**

Monday to Wednesday	10:00 - 23:00
Thursday	10:00 - 02:00
Friday and Saturday	10:00 - 03:00
Sunday	12:00 - 22:30

#### **Non-Standard Timings:**

The terminal hour shall be 03:00 the following day on the following notable days:

St George's Day, St David's Day, St Patrick's Day, St Andrew's Day, Burns Night, Valentines Night, Halloween, On all Bank Holidays and the Friday, Saturday and Sunday preceding all Bank Holidays, Maundy Thursday, Christmas Eve, Christmas Day and Boxing Day, 27, 28, 29 and 30 December, Bonfire Night and New Year's Day.

An additional hour to the standard and non-standard times on the day when British Summertime commences.

New Year's Eve - from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

**Late Night Refreshment (Indoors)**

Thursday	23:00 - 02:00
Friday and Saturday	23:00 - 03:00

**Non-Standard Timings:**

The terminal hour shall be 03:00 the following day on the following notable days:

St George's Day, St David's Day, St Patrick's Day, St Andrew's Day, Burns Night, Valentines Night, Halloween, On all Bank Holidays and the Friday, Saturday and Sunday preceding all Bank Holidays, Maundy Thursday, Christmas Eve, Christmas Day and Boxing Day, 27, 28, 29 and 30 December, Bonfire Night and New Year's Day.

An additional hour to the standard and non-standard times on the day when British Summertime commences.

New Year's Eve - from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

**Recorded Music (Indoors)**

Monday to Wednesday	10:00 - 23:00
Thursday	10:00 - 02:00
Friday and Saturday	10:00 - 03:00
Sunday	10:00 - 22:30

**Non-Standard Timings:**

The terminal hour shall be 03:00 the following day on the following notable days:

St George's Day, St David's Day, St Patrick's Day, St Andrew's Day, Burns Night, Valentines Night, Halloween, On all Bank Holidays and the Friday, Saturday and Sunday preceding all Bank Holidays, Maundy Thursday, Christmas Eve, Christmas Day and Boxing Day, 27, 28, 29 and 30 December, Bonfire Night and New Year's Day.

An additional hour to the standard and non-standard times on the day when British Summertime commences.

New Year's Eve - from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

**Provision of entertainment or similar (Indoors)**

Monday to Wednesday	10:00 - 23:00
Thursday	10:00 - 02:00
Friday and Saturday	10:00 - 03:00
Sunday	10:00 - 22:30

**Non-Standard Timings:**

The terminal hour shall be 03:00 the following day on the following notable days:

St George's Day, St David's Day, St Patrick's Day, St Andrew's Day, Burns Night, Valentines Night, Halloween, On all Bank Holidays and the Friday, Saturday and Sunday preceding all Bank Holidays, Maundy Thursday, Christmas Eve, Christmas Day and Boxing Day, 27, 28, 29 and 30 December, Bonfire Night and New Year's Day.

An additional hour to the standard and non-standard times on the day when British Summertime commences.

New Year's Eve - from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

**The opening hours of the premises**

Monday	07:00 - 23:20
Tuesday	07:00 - 23:20
Wednesday	07:00 - 23:20
Thursday	07:00 - 02:30
Friday	07:00 - 03:30
Saturday	07:00 - 03:30
Sunday	07:00 - 22:50

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

The terminal hour shall be 03:30 the following day on the following notable days:

St George's Day, St David's Day, St Patrick's Day, St Andrew's Day, Burns Night, Valentines Night, Halloween, On all Bank Holidays and the Friday, Saturday and Sunday preceding all Bank Holidays, Maundy Thursday, Christmas Eve, Christmas Day and Boxing Day, 27, 28, 29 and 30 December, Bonfire Night and New Year's Day.

An additional hour to the standard and non-standard times on the day when British Summertime commences.

New Year's Eve - from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's 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



**Name, (registered) address of holder of premises licence**

Stonegate Pub Company Limited  
Porter Tun House  
500 Capability Green  
Luton  
LU1 3LS

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

Reference Number FC029833

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

Claire Mevo

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

Not applicable

Signed ...  
Michael P  
Environment and Licensing Manager

Dated: 8 July 2005  
Re Issued: 24 October 2017

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

Licence reissued following an error on the premises licence

