

**MEETING**

**LICENSING SUB-COMMITTEE**

**DATE AND TIME**

**TUESDAY 25TH MARCH, 2014**

**AT 10.30 AM**

**VENUE**

**HENDON TOWN HALL, THE BURROUGHS, NW4 4BG**

**TO: MEMBERS OF LICENSING SUB-COMMITTEE (Quorum 3)**

**Councillors**

Alison Cornelius

Claire Farrier

Julie Johnson

**You are requested to attend the above meeting for which an agenda is attached.**

**Andrew Nathan – Head of Governance**

Governance Services contact: Maria Lugangira 020 8359 2761

Media Relations contact: Sue Cocker 020 8359 7039

**ASSURANCE GROUP**

## ORDER OF BUSINESS

Item No	Title of Report	Pages
1.	Appointment of Chairman	
2.	Absence of Members (If any)	
3.	Declaration of Members' Disclosable Pecuniary interests and Non Pecuniary interests (If any)	
4.	Licensing Sub-Committee Hearing Procedure	1 - 4
5.	Co- Operative, Churchfield House, 45-51, Woodhouse Road, Finchley, London, N12 9ET	5 - 42
6.	Motion to exclude the Press and Public	
7.	Deliberation by the Sub-Committee in Private Session	
8.	Re-admission of the Press and Public: Announcement of the decision of the Sub-Committee	
9.	Any other Item(s) the Chairman decides are urgent	

### FACILITIES FOR PEOPLE WITH DISABILITIES

Hendon Town Hall has access for wheelchair users including lifts and toilets. If you wish to let us know in advance that you will be attending the meeting, please telephone Maria Lugangira 020 8359 2761. People with hearing difficulties who have a text phone, may telephone our minicom number on 020 8203 8942. All of our Committee Rooms also have induction loops.

### FIRE/EMERGENCY EVACUATION PROCEDURE

If the fire alarm sounds continuously, or if you are instructed to do so, you must leave the building by the nearest available exit. You will be directed to the nearest exit by Committee staff or by uniformed custodians. It is vital you follow their instructions.

You should proceed calmly; do not run and do not use the lifts.

Do not stop to collect personal belongings

Once you are outside, please do not wait immediately next to the building, but move some distance away and await further instructions.

Do not re-enter the building until told to do so.

# LONDON BOROUGH OF BARNET

## LICENSING SUB COMMITTEE

### HEARINGS PROCEDURE

AGENDA ITEM 4

#### *General points*

The following procedure is based on Regulations made by the Secretary of State under the Licensing Act 2003 (“the Hearings Regulations”) which may be viewed or downloaded from the website of the Department for Culture, Media and Sport by following links from [www.culture.gov.uk](http://www.culture.gov.uk)

The procedure is intended as a general framework to ensure natural justice and a fair hearing. The conduct of individual hearings may vary slightly according to circumstances and the discretion of the Chairman. In all cases, however, this general framework will be followed.

The procedure allows each party a maximum period of 5 minutes in which to present their case (Regulations 16 & 24). At the end of the time allowed, the Chairman will terminate the presentation and the hearing will proceed in the form of a discussion led by the authority to explore points of dispute. The discussion will not be timed.

The procedure is subject to periodic review and amendment to reflect best practice and relevant legislative changes. An updated version of this procedure is published as soon as possible following any such amendments.

#### **Chairman**

- Introduces him/herself and Members of the Committee, and outlines their roles.
- Introduces Licensing, Legal and Governance Officer.
- Explains that Legal and Governance Officers will be present during the Committee’s deliberations to advise only, and that the Licensing Officer will be excluded from deliberations.
- Asks parties present to introduce themselves.
- Outlines procedure to be followed (Regulation 22).
- Asks all parties to confirm their understanding of the procedure.
- Clarifies any aspect(s) of the procedure where any parties are uncertain or asks Legal or Governance Officer as appropriate to clarify.

#### **Governance Officer**

- Informs Committee of absent parties.
- Details persons whom a party is seeking permission to represent them at hearing.
- Panel confer regarding permission.
- Chairman announces decision regarding permission.

### **Licensing Officer presents the report to the Committee**

- Is a statement of the facts including details of the application and operating schedule, relevant policy details, detail representations made, a chronology of events and highlights the points on which the Authority requires clarification.

### **Applicant**

- Presents opening submissions and clarifies points raised by Authority in notice of hearing. Time allowed 5 mins.

### **Other parties**

- Presents opening submissions either in person or by spokes person  
Time allowed 5 mins per interested party.

### **Note regarding use of video evidence**

Video evidence must be in DVD format and will form part of the relevant party's five minutes opening submission. Any party wishing to use video evidence must submit a copy to the Authority along with sufficient, identical extra copies to serve on all the opposing parties – i.e. if the applicant is submitting it, there must be enough copies for all parties making representations and if a party making representations is submitting it there must be a copy for the applicant. The recording must be edited down to the highlights, containing only relevant matter which relates to the written representation previously submitted. In addition, a description of how, when and where the video was recorded and what it contains must be submitted. These must be supplied to the Authority at least five working days before the hearing.

### **Members question Licensing Officer on Policy**

### **Discussion**

#### **Chairman leads a discussion concentrating on points of dispute:**

Chairman asks Applicant what he disputes in other parties' submissions, and asks other parties to comment.

Chairman proceeds through all objectors dealing with all matters of contention.

When Chairman feels all matters have been thoroughly discussed and all parties have been given a fair and equal opportunity to comment and make representations, she/he closes discussion.

### **Determination**

There are two procedures depending on whether or not determination is to be made at the end of the Hearing or within five working days of the Hearing. This later announcement of determination is permitted in terms of the Legislation for certain types of applications.

#### **Chairman informs all present that the Committee will deliberate, that Legal and Governance Officer will remain to advise but will not be part of decision-making process, and that all others must leave (under Regulation 14).**

- Parties, apart from Legal and Governance Officer, leave the room.
- The Committee deliberates, with advice as required from Legal and Governance Officer, and reaches a conclusion. The Legal officer may assist, as required, in formulating the wording of the determination.

- Parties return.
- Chairman reads out determination, and advises it will be sent in writing to all parties.
- Opportunity for determination to be clarified by any interested party who is unclear.
- Chairman gives advice about appealing against the determination.
- Chairman thanks all for attending and closes the meeting.

### **...Within five working days of the hearing**

- Chairman explains requirement to determine the Hearing within five working days, and advises that the Committee will proceed to deliberate and announce the determination within that time.
- During deliberations, Legal and Governance Officers remain to advise on law and procedure as required. The Legal Officer may assist, as required, in formulating the wording of the determination. The Licensing Officer plays no part in the determination and withdraws for this part of the proceedings.
- Chairman advises all parties that they will receive written notification of the determination within five working days of the Hearing date, together with general information on how to appeal against the determination.
- Chairman thanks all parties for attending and invites the applicant, objector(s), other party(ies) and the Licensing Officer to leave.

### **Information on Appealing against the decision**

You may at any time before the expiration of a period of 21 days from notification appeal to Willesden Magistrates' Court, 448 High Road London England NW10 2DZ (Telephone 020 8955 0555, DX 110850 Willesden 2) by way of Complaint for an Order. The Court may either dismiss the appeal, substitute for the decision appealed against any other decision which could have been made by the Licensing Authority or remit the case to the Licensing Authority to dispose of it in accordance with the directions of the court, and can make such order as to costs as it thinks fit.

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<b>Meeting</b>	Licensing Sub-Committee
<b>Date</b>	Tuesday 25 <sup>th</sup> March 2014
<b>Subject</b>	Co- Operative, Churchfield House, 45-51 Woodhouse Road, Finchley, London, N12 9ET
<b>Report of Summary</b>	<b>Trading Standards &amp; Licensing Manager</b>  This report asks the Sub-Committee to consider the application for a new Premises Licence, under section 17 of the Licensing Act 2003.

Officer Contributors	Daniel Pattenden- Licensing Officer
Status (public or exempt)	Public
Wards Affected	Woodhouse Ward
Enclosures	Report of the Licensing Officer Annex 1 – Application Form Annex 2 – Conditions agreed with Police Annex 3 – Representations Annex 4 – Matters for decision
For decision:	Licensing Sub-Committee
Function of:	Council
Reason for urgency / exemption from call-in (if appropriate)	Not applicable
Contact for Further Information:	Daniel Pattenden 020 8359 7443; daniel.pattenden@barnet.gov.uk

**1. RECOMMENDATIONS**

1.1 That the Sub-Committee considers the application for a new premises licence for Co- Operative, Churchfield House, 45-51 Woodhouse Road, Finchley, London, N12 9ET

**2. RELEVANT PREVIOUS DECISIONS**

2.1 None.

**3. CORPORATE PRIOTY AND POLICY CONSIDERATIONS**

3.1 The Council's Licensing policy.

**4. RISK MANAGEMENT ISSUES**

4.1 Not applicable.

**5. EQUALITIES AND DIVERSITY ISSUES**

5.1 Licence applications are dealt with according to the provisions of the Licensing Act 2003 and associated Regulations which allow both applications and representations to applications to be made by all sectors of the community.

**6. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)**

6.1 None.

**7. LEGAL ISSUES**

7.1 Valid representations have been received to the application, which is therefore before the Sub-Committee for consideration.

**8. CONSTITUTIONAL POWERS**

8.1 The Licensing Sub-Committee will discharge the functions under the Licensing Act 2003 and associated Regulations, as delegated to it by the Licensing Committee.

**9. BACKGROUND INFORMATION**

9.1 The application and report of the Licensing Officer and appendices are attached to this report.

**10. LIST OF BACKGROUND PAPERS**

10.1 None.

<b>Cleared by Legal (Officer's initials)</b>	<b>BH</b>
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# Officers Report

## LICENSING ACT 2003

### OFFICERS REPORT

**Co-op, Churchfield House, 45-51 Woodhouse Road, Finchley, N12 9ET**

#### 1. The Applicants

The application was submitted by Ward Hadaway Solicitors of The Observatory, Chapel Walks, Manchester, M2 1HL on behalf of Co-operative Group Food of 1 Angel Square, Manchester, M60 0AG.

#### 2. Application

The application before the sub committee was submitted under Section 17 of the Licensing Act 2003 for a New Premises Licence. The application seeks to allow the following:

- To allow the sale of alcohol for consumption "Off" the premises only from 07:00hrs until 23:00hrs Monday to Sundays.
- To allow the premises to remain open to the public 07:00hrs until 23:00hrs Monday to Sundays.

A full copy of the application can be seen in **Annex 1** attached to this application.

#### 3. Application process

The applicant has been in discussions with the Police in relation to the inclusion of various conditions in their application. I can confirm that the applicants agreed to amend their application in order to show the following conditions:

##### **CCTV Conditions**

- A CCTV system shall be installed at the premises that complies with the following specifications:
  - a) Images shall be stored for a minimum period of 28 days and shall be made available in a reasonable time on demand to the Police and authorised Officers of the London Borough of Barnet.
  - b) Images retained on the CCTV system shall be downloadable in an easily portable format.
  - c) The CCTV system shall not be kept in such a place that it can be easily accessed by the public.
  - d) The quality of images recorded by the system must be of a sufficiently high standard to allow identification of individuals.
  - e) Cameras will cover key areas identified by the operator and the Police. These will include clear headshots of persons entering the premises, the till area and the areas where alcohol is displayed for sale.
  - f) At all times when the premises are open to the public there shall be at least one person who is capable of operating the CCTV system if required to do so by the Police or an authorised Officer of London Borough of Barnet.

- g) The system shall be fully maintained at all times to ensure correct operation.

Should the licence be granted these conditions would automatically be inserted into annex 2 of the premises licence along with all other conditions volunteered within the operating schedule.

A copy of the email agreeing these conditions can be found attached to this report in **annex 2**.

#### **4. Representations**

##### Responsible Authorities

No representations have been submitted by responsible authorities

##### Other representations

The licensing department have received 1 representation submitted by a member of the public. This representation has also supplied a list of 26 signatures from other local residents in support of their representation.

The representation received refers to issues that may impact one or more of the licensing objectives.

The representation letter can be seen in full in **Annex 3** attached to this report.

#### **5. Officer Comments**

- The licensing Act 2003 does not allow issues relating to parking to be considered when determining a licence application.
- The application before us today does not include a request to permit regulated entertainment at this premises

#### **6. Attaching conditions**

The operating schedule, which is part of the application, includes certain additional steps that the applicant will take to protect the licensing objectives. These will become enforceable conditions, should the licence be granted. Additional conditions may be attached to the licence if the committee thinks it appropriate.

The Committee must have regard to all of the representations made and the evidence it hears, and is asked to note that it may not attach conditions or reject the whole or part of the application merely because it considers it desirable to do so. It must actually be necessary in order to promote the licensing objectives.

In relation to conditions, the statutory guidance at chapter 10.8 states that “The licensing authority may not impose any conditions unless its discretion has been engaged following receipt of relevant representations and it is satisfied as a result of a hearing (unless all parties agree a hearing is not

necessary) that it is appropriate to impose conditions to promote one or more of the four licensing objectives.

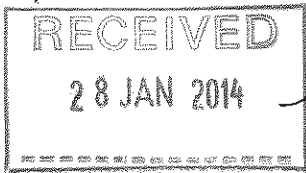
Full Copies of the Councils Statement of Licensing Policy, the Statutory Guidance to the Act and the Council's Guide to Good Practice at Licensed Premises will be available at the Licensing Sub Committee hearing or in advance if required.

A map centrally locating the premises and a plan shall be made available at the hearing.

Daniel Pattenden  
Licensing Officer

Annex 1 – Application Form  
Annex 2 – Conditions agreed by the police.  
Annex 2 – Representation  
Annex 3 – Matters for decision

# Premises Licence Application



Application for a premises licence to be granted  
under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We Co-operative Group Food Ltd

*(Insert name(s) of applicant)*

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

Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description Co-operative Food Churchfield House Woodhouse Road Finchley			
Post town	London	Postcode	N12 9ET
Telephone number at premises (if any)			
Non-domestic rateable value of premises		£33,001-£87,000	

Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*
- i. as a limited company  please complete section (B)
- ii. as a partnership  please complete section (B)
- iii. as an unincorporated association or  please complete section (B)
- iv. other (for example a statutory corporation)  please complete section (B)
- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)

- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a  
 statutory function or   
 a function discharged by virtue of Her Majesty's prerogative

**(A) INDIVIDUAL APPLICANTS** (fill in as applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address					
Post town				Postcode	
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**SECOND INDIVIDUAL APPLICANT (if applicable)**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
<b>Surname</b>			<b>First names</b>		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town		Postcode			
<b>Daytime contact telephone number</b>					
<b>E-mail address (optional)</b>					

**(B) OTHER APPLICANTS**

Please provide name and registered address of 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.

Name Co-operative Group Food Ltd
Address Dept 10227 1 Angel Square Manchester M60 0AG
Registered number (where applicable) IP26715R
Description of applicant (for example, partnership, company, unincorporated association etc.) Company
Telephone number (if any)
E-mail address (optional)



**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

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

DD	MM	YYYY
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please give a general description of the premises (please read guidance note 1)

Proposed convenience retail store, to trade 7 days a week, selling groceries, sundry items and alcohol for consumption off the premises only.

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 sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment

Please tick any that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

**Provision of late night refreshment** (if ticking yes, fill in box I)

**Supply of alcohol** (if ticking yes, fill in box J)

**In all cases complete boxes K, L and M**

**A**

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b>Please give further details here</b> (please read guidance note 3)					
Mon								
Tue								
Wed						<b>State any seasonal variations for performing plays</b> (please read guidance note 4)		
Thur								
Fri								
Sat						<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sun								

**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)					
Mon								
Tue								
Wed						<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 4)		
Thur								
Fri						<b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat								
Sun								

C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			<b><u>Please give further details</u></b> (please read guidance note 3)
Day	Start	Finish	
Mon			<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 4)
Tue			
Wed			
Thur			<b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)
Fri			
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Tue					
Wed			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 4)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat					
Sun					

**E**

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon			<b>Please give further details here</b> (please read guidance note 3)		
Tue					
Wed			<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat					
Sun					

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	
			Indoors	<input type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)	
Mon				
Tue				
Wed				
Thur				
Fri				
Sat				
			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 4)	
			<b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)	
Sun				

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)					
Mon								
Tue								
Wed						<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 4)		
Thur								
Fri						<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat								
Sun								



# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b>Will this entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b>Please give further details here</b> (please read guidance note 3)		
Wed					
Thur			<b>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</b> (please read guidance note 4)		
Fri					
Sat			<b>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sun					

**I**

<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)					
Mon								
Tue								
Wed						<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 4)		
Thur								
Fri						<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat								
Sun								

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 7)	On the premises	<input type="checkbox"/>
				Off the premises	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)		
Mon	07.00	23.00			
Tue	07.00	23.00			
Wed	07.00	23.00			
Thur	07.00	23.00			
Fri	07.00	23.00			
Sat	07.00	23.00			
Sun	07.00	23.00	<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		

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

Name Mary Quaye	
Postcode	
Personal licence number (if known)	
Issuing licensing authority (if known)	

K

Please highlight any adult entertainment or services, activities, 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

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)
Day	Start	Finish	
Mon	07:00	23:00	<p><b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 5)</p> <p><del>No opening hours prescribed.</del></p>
Tue	07:00	23:00	
Wed	07:00	23:00	
Thur	07:00	23:00	
Fri	07:00	23:00	
Sat	07:00	23:00	
Sun	07:00	23:00	

**M** Describe the steps you intend to take to promote the four licensing objectives:

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

The applicant has given thought to the potential impact of the grant of this application on the four licensing objectives and, having regard to the locality, considers that the following conditions are appropriate.

**b) The prevention of crime and disorder**

1. The premises shall maintain a CCTV system which gives coverage of all entry and exit points. The system shall continually record whilst the premises are open and conducting licensable activities. All recordings shall be stored for a minimum period of 21 days and shall be capable of being easily downloaded. Recordings shall be made available upon the receipt of a request by an authorised Officer of the Police or the Local Authority.

2. There shall be "CCTV in Operation" signs prominently displayed at the premises.

3. An incident log (whether kept in a written or electronic form) shall be retained at the premises and made available to an authorised Officer of the Police or the Local Authority.

4. The premises shall operate a proof of age scheme, such as a Challenge 25, whereby the only forms of acceptable identification shall be either a photographic driving licence, a valid passport, military identification or any other recognised form of photographic identification incorporating the PASS logo, or any other form of identification from time to time approved by the secretary of the state.

5. The premises will be fitted with a burglar alarm system

6. The premises will be fitted with a panic button system for staff to utilise in the case of an emergency.

**c) Public safety**

The premises licence holder shall ensure that the appropriate fire safety, and health and safety regulations are applied at the premises.

**d) The prevention of public nuisance**

A complaints procedure will be maintained, details of which will be made available in store and upon request.

e) The protection of children from harm

1. All staff will receive comprehensive training in relation to age restricted products and in particular the sale of alcohol. No member of staff will be permitted to sell age restricted products until such time as they have successfully completed the aforementioned training.

2. An age till prompt system will be utilised at the premises in respect of age restricted products.

3. A refusals register (whether kept and written or electronic form) will be maintained at the premises and will be made available for inspection upon request by an authorised Officer of the Police or the Local Authority

**Checklist:**

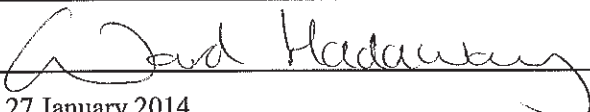
**Please tick to indicate agreement**

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.

**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.**

**Part 4 – Signatures** (please read guidance note 10)

**Signature of applicant or applicant's solicitor or other duly authorised agent** (see guidance note 11).  
**If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	27 January 2014
Capacity	Solicitor acting on behalf of the applicant

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent** (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13) Miss Gemma Craven Ward Hadaway The Observatory Chapel Walks			
Post town	Manchester	Postcode	M2 1HL
Telephone number (if any)	0161 837 3883		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional) Gemma.craven@wardhadaway.com			

#### Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please give timings in 24 hour clock (e.g. 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

# Licensing Act 2003

## Notice of application for a New Premises Licence

Name of applicant: Co-operative Group Food Limited  
Address of Premises: Co-operative, Churchfield House, Woodhouse Road, Finchley, London N12 9ET

The licensable activities will be for the sale of alcohol for consumption off the premises between Monday-Sunday 07.00-23.00. Conditions will apply.

Anyone wishing to make a representation to this application may do so by **Tuesday 25 February 2014**.

A record of the application made to the Licensing Authority will be kept on a register at the address given below and the register may be inspected during normal office hours.

All representations regarding this application MUST BE IN WRITING and sent to:

Licensing Team  
London Borough of Barnet  
North London Business Park (NLBP)  
Oakleigh Road South  
London  
N11 1NP

Or

[www.barnet.gov.uk](http://www.barnet.gov.uk)

It is an offence knowingly or recklessly to make a false statement in connection with an application and is subject to a maximum fine of £5000 on summary conviction for the offence.

**Ward Hadaway**



# Conditions agreed with Police

## Rudland, Michelle

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**From:** Vicky.Johnson@met.pnn.police.uk  
**Sent:** 10 February 2014 11:58  
**To:** LicensingAdmin  
**Subject:** CO-OP Application - Woodhouse Rd  
**Attachments:** CONDITIONS.DOC

LBB Licensing

As per email to Michelle below

many thanks

*Vicky Wilcock*

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**Colindale Police Station Licensing Office**  
**02087335261 (745261)**

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**From:** Wilcock Vicky T - SX  
**Sent:** 10 February 2014 11:14  
**To:** 'Rudland, Michelle'  
**Cc:** SX - Licensing  
**Subject:** CO-OP Application - Woodhouse Rd

Michelle,

Attached are the conditions that have been agreed with the agent dealing with the new Co-Op application, Woodhouse Road N12.

I have carried out checks on the proposed DPS and can see no reason to object to the application.

The DPS that has been proposed is only going on the licence on a temporary basis. Once the store opens there will be a variation as Mary works at another branch.

Our booking ref 42/14.

Regards

*Vicky Wilcock*

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**Colindale Police Station Licensing Office**  
**02087335261 (745261)**

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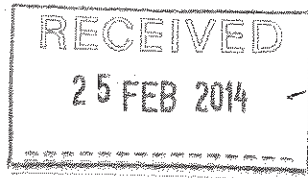
**From:** Richard Arnot [<mailto:Richard.Arnot@wardhadaway.com>]  
**Sent:** 04 February 2014 11:53  
**To:** Wilcock Vicky T - SX  
**Subject:** COOP Application - Woodhouse Rd

## **CONDITIONS**

### **1. CCTV**

- 1.1 The CCTV system installed and maintained at the premises shall be a digital recording colour multi-camera system.
- 1.2 Images shall be stored for a minimum period of 28 days and shall be made available in a reasonable time on demand to the Police and authorised Officers of the London Borough of Barnet.
- 1.3 Images retained on the CCTV system shall be downloadable in an easily portable format.
- 1.4 The CCTV system shall not be kept in such a place that it can be easily accessed by the public.
- 1.5 The quality of images recorded by the system must be of a sufficiently high standard to allow identification of individuals.
- 1.6 Cameras will cover key areas identified by the operator and the Police. These will include clear headshots of persons entering the premises, the till area and the areas where alcohol is displayed for sale.
- 1.7 At all times when the premises are open to the public there shall be at least one person who is capable of operating the CCTV system if required to do so by the Police or an authorised Officer of London Borough of Barnet.
- 1.8 The system shall be fully maintained at all times to ensure correct operation.

# Representation



MR T.ROBINSON  
ROBINS NEWS  
71, WOODHOUSE ROAD  
LONDON  
N12 9ET  
21/02/2014

Ref LPR/LH/01146

DEAR SIR/MADAM, RE: TWO CONCENS AND OBJECTION FOR GRANTING LICENSE.

THANK YOU FOR YOUR LETTER DATE 18/02/2014 I WOULD LIKE TO DISCUSS TWO FLOWING POINTS OF CONCERNS.

1. PROACTION OF CRIME & DISORD
2. PROACTION OF PUBLIC NUSIANCE

I'M MR T.ROBINSON FROM ROBINS NEWS AT 71, WOODHOUSE ROAD N12 9ET MY CONCERED FOR CRIMED DISORDER IN THIS AREA.WHICH WOULD INCRESE IF LICENSE IS GRANTED TO 45-51 WOODHOUSE APPLICAT. THERE IS A HOMELESS PLACE ACROSS THE CHURCHFIELD AVENUE. THE PEOPLE WHO LIVE THER MANY OF THEM ARE HIGHLY DISORDELD WOULD COME CRIMS BY BUYING CIGARETTES & ALCOLIC DRINKS FOR KIDS WHO HANG OUT.

WE OFTEN HAVE THIS PROBLEAM BUT AS WE ARE HAVE FOR PAST 9 YEARS WE KNOW MOST OF THEM & WE NEVER SERVE THEM WE REFUSE THEM IF THEY ARE BUYING CIGARETTES & ALCOHOL FOR KIDS.

MY SECOND CONCENS IS PUBLIC NUSIANCE. THEY WILL HANG OUT GET DRUNK EVEN GOT SERVED BY DIFFERENT STAFF AT DIFFERENT TIMING IN THE NEW PEPEMITES. WE DON'T SERVE THIS AT ANY COST.

THIRDLY 10 DAYS BACK WE HAD CRIME INCIDENTS AT 10.30PM VIOLENT CRIMINAL DID COME TO CRIMS. WE HAVE CCTV IMAGES & POLICE REPORT, REFERENCE WHICH I AM ENCLOSING.

I ALSO ENCLOSING A PERTION FOR OPPOSING BY CUSTERMERS WHO ARE WORRIED ABOUT PUBLIC SOFFLY & DISCORDERLY BEHAVIOR THAT WOULD INCREASE IN THE AREA IF LICENCE IS GRANTED.

I HOPE YOU WILL DEEPLY CONSIDER ALL ABOUT POINTS WHICH GRANTING LICENCE TO CO-PTS 45-51 WOODHOUSE ROAD.

THANKING YOU

T. ROBINSON

Enclosed

\* copy of crime care card

WE HAVE RECEIVED PERITON FROM LOCAL CUSTOMER & THEY  
 CONCERN REGARDING APPLICAN FOR LICENSE AT 45-51 WOOD HOUSE  
 ROAD

NAME	SIGNED	ADDRESS	PHONE NUMBER
B. Buckle		N12	
DHIREN		N12	
WOODHOUSE		N12	
Jasmine Perens		N12	
Stephen O'Donnell		N12	
M. W. W. W.		N12	
J. O'Connell		N12	
D. J. P. P.		N12	
P. V. P.		N12	
R. P.		N12	
T. P. SANDERS		N12	
H. B. B.		N12	
J. S.		N12	
P. F. P.		N12	
Kristina Matukay		N12	
M. J.		N12	
C. J. Maitland		N12	
Bhushan		N12	
L. N. N.		N12	
John N.		N12	

WE HAVE RECEIVED PERITON FROM LOCAL CUSTOMER & THEY  
 CONCERN REGARDING APPLICAN FOR LICENSE AT 45-51 WOOD HOUSE  
 ROAD

NAME	SIGNED	ADDRESS	PHONE NUMBER
Mitlesh Patel		CHURCHFIELD	
		AVENUE	
		N12	
B. Patel		Grove Road	
		N12	
STREAD		N12	
DOUGLAS		N12	
Melan Brown		Torrington Ave	
B. Shuk		Thurston	

# Victim Care Card

to be given to the victim during the  
initial investigation of crime

Crime/Incident Number

CA109956

Date

12/02/2014

Initial Investigator's Name

PC ELUS 354SX

Email

SX-CHU

@met.police.uk

Investigator's Line Manager

PS HOLDEN 185X

In an emergency always call 999



METROPOLITAN  
POLICE

TOTAL POLICING





# Matters for Decision

## MATTERS FOR DECISION

### Co- Operative, Churchfield House, 45-51 Woodhouse Road, Finchley, London, N12 9ET

To allow the sale by retail of alcohol for consumption off the premises only

#### Standard Days and Timings

Day	Proposed start time	Proposed finish time	Granted as application	Amended to:	Refused
Monday	07:00	23:00			
Tuesday	07:00	23:00			
Wednesday	07:00	23:00			
Thursday	07:00	23:00			
Friday	07:00	23:00			
Saturday	07:00	23:00			
Sunday	07:00	23:00			

Added conditions, if any:

Reasons for decisions above:

**Hours premises are open to the public**

**Standard Days and Timings**

Day	Proposed start time	Proposed finish time	Granted as application	Amended to:	Refused
Monday	07:00	23:00			
Tuesday	07:00	23:00			
Wednesday	07:00	23:00			
Thursday	07:00	23:00			
Friday	07:00	23:00			
Saturday	07:00	23:00			
Sunday	07:00	23:00			

Added conditions, if any:

Reasons for decisions above:

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