



**WATFORD  
BOROUGH  
COUNCIL**

# **LICENSING SUB COMMITTEE**

**Woody Express,  
103-105 The Parade, Watford, WD17 1LU**

**6 February 2024**

**10.30 am**

**Room 201/202, Annexe, Town Hall,  
Watford**

**Please note the start time of this meeting**

**Contact**

Ian Smith  
[democraticservices@watford.gov.uk](mailto:democraticservices@watford.gov.uk)  
01923 278323

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**Publication date: 31 January 2024**

# Committee Membership

Councillors D Allen-Williamson, M Devonish, S Feldman, A Grimston, P Hannon, M Hofman, L Nembhard MBE, T Osborn, G Saffery, C Saunders, R Smith, M Turmaine, S Trebar and D Watling

*The Sub-Committee to comprise 3 members from those listed above.*

## Agenda

### Part A – Open to the Public

1. **Committee membership/ election of a Chair**
2. **Disclosure of interests (if any)**
3. **New premises licence application - Woody Express 103-105 The Parade Watford**  
(Pages 3 - 51)

## PART A

**Report to:** Licensing Sub Committee  
**Date of meeting:** 6 February 2024  
**Report of:** Licensing Officer (PS)  
**Title:** Application for a new Premises Licence  
 Woody Express, 103-105 The Parade, Watford WD17 1LU

### 1.0 Summary

1.1 An application for a new premises licence has been received from Woody’s Express Limited to licence the premises at 103-105 The Parade, Watford WD17 1LU. 103 The Parade currently has an existing premises licence for the provision of late-night refreshment but 105 The Parade is not included in the licence hence this application is for a new premises licence application to cover both premises to operate as a single hot food restaurant and takeaway.

1.2 One responsible authority and one resident have submitted representations.

1.3 Members are reminded that representations are only relevant if they relate to one or more of the licensing objectives. The four licensing objectives are:

- 1) The prevention of crime and disorder
- 2) Public safety
- 3) The prevention of public nuisance
- 4) The protection of children from harm

1.4 During the consultation period representations against this application have been received from Environmental Health in their role as responsible authority. They have expressed concerns with regards to public nuisance.

### 2.0 Risks

2.1	Nature of Risk	Consequence	Suggested Control Measures	Response <i>(Treat, tolerate, terminate, transfer)</i>	Risk Rating (the combination of severity and likelihood)
	Appeal against decision by applicant or objectors	Decision overturned by the courts with	Determination of application given with detailed	Treat	2

	potential of costs being awarded against council if decision is not justified or legal	reasons and after considering evidence before the committee, the council's licensing policy, statutory guidance and legislation		
Judicial review of decision by applicant, objectors, or consultees	Negative perception of the council and its licensing system	Hearing process held in accordance with the legislation, the statutory guidance, and the council's licensing policy, with both applicants and objectors being given fair chance to present their arguments to the Committee	Treat 1	

### 3.0 Recommendations

- 3.1 That the Licensing Sub-Committee determines whether to grant the application (Amended as appropriate for the promotion of the licensing objectives) as set out in the report.

**Contact Officer:**

For further information on this report please contact: Parminder Seyan telephone: 01923 278434 email: [Parminder.seyan@watford.gov.uk](mailto:Parminder.seyan@watford.gov.uk)

**Report approved by: Justine Hoy, Associate Director Housing and Wellbeing**



## 4.0 **Application**

### 4.1 **Type of authorisation applied for**

4.2 Application for a new premises licence for 103-105 The Parade, attached at appendix 1.

4.3 Members are advised that the application was amended during the consultation period following discussions with the Police. It is therefore important to note that the hours requested by this application now differ from those originally included on the application form.

### 4.4 **Description of premises**

4.5 The premises currently operates as a restaurant and takeaway, selling food for consumption on the premises and for customers to take away.

4.6 Under Policy LP1 the use would be defined as a 'take-away, in that the premises is licensed only for the provision of late-night refreshment. The premises is situated on The Parade within the town centre. Under Policy LP2, the premises would be defined as being located within the town centre (also refer to Policy LP3).

4.7 A map of the location is attached at appendix 2.

### 4.8 **Licensable activities**

4.9 The applicant is requesting permission to provide late night refreshment with a delivery service.

5.1 The following information is known about this premises:

### 5.2 **Current licences held.**

5.3 The applicant, Woody's Express Ltd, does not currently hold any licences for this premises.

5.4 There is an existing premises licence in place for part of this premises, held by another licence holder as an individual. For transparency, this individual is a director of Woody's Express Ltd. The application states that 103 The Parade has an existing licence, which officers can confirm, but that the units of 103 and 105 The Parade have been combined into one premises and a new licence is required to cover the extension of the business. For the purposes of determining this application, which is for different hours than the existing licence and in the name of a different licence holder, this application should be treated in isolation from the existing licence. Members are reminded that they are to consider the application before them today,

which is an application for a new licence.

**5.5 Closing date for representations**

5.6 12 January 2024

**5.7 Public notice published in newspaper**

5.8 15 December 2023

**5.9 Visits and Enforcement action**

5.10 The committee have requested that we note the history of visits and enforcement actions. There is no recent history of visits or enforcement action against this premises, although it must be noted that this is an application for a new licence and the applicant, Woody's Express Ltd, do not currently hold any premises licences for this premises or anywhere else within the Borough.

**6.0 Promotion of the licensing objectives**

6.1 The operating schedule submitted by the applicant to describe the steps that they intend to take to promote the licensing objectives is included within the application form attached at appendix 1.

6.2 As a result of discussions with the responsible authorities, members are advised that the operating schedule and licensable activities hours have been amended since the application was originally submitted. These amendments and any conditions agreed with the responsible authorities are detailed later in the report.

**7.0 Representations**

**7.1 Responsible Authorities**

7.2 Environmental Health, as a responsible authority, have submitted a representation attached at appendix 3.

7.3 The Police secured the agreement of the applicant to amend the application in reducing the proposed hours and agreeing to a number of conditions. These conditions are covered later in the report. As a result, the Police did not submit formal representations.

**Other Persons**

Representations have been received from one resident, attached at appendix 4, and their details are listed below:

Name	Address	Representative Body (Yes/No)	Relevance to which licensing objective(s)
Terry White	Faircross House, The Parade	No	Public nuisance

7.4 The resident has been made aware of the conditions agreed with the Police and the change in the proposed hours but has advised that they still wish their objection to stand.

## 8.0 Policy considerations

8.1 The following provisions of the Licensing Act 2003 apply to this application:

- Sections 17 and 18 (application for premises licence)  
Section 17 details the process which the applicant must have followed for the application to be considered valid. Section 18 describes the process by which an application for a premises licence is determined, including where relevant representations have been made as in this case.
- The Licensing Act 2003 (Hearing Regulations) 2005 as amended:  
These regulations detail how hearings should be conducted to determine applications submitted under the Licensing Act.

## 8.2 Statutory Guidance

The following provisions of the Secretary of State's Guidance (August 2023) apply to this application:

### **Paragraph 2.26:**

This paragraph explains that beyond the immediate area surrounding the premises, individuals are responsible for their own actions and are accountable in their own right. However, it may be reasonable for premises to display signage to inform customers to respect the rights of people living nearby, for example.

### **Paragraphs: 8.41 – 8.49:**

These paragraphs explain how steps should be taken to promote the licensing objectives. It is for the Sub-Committee to decide in the light of this guidance whether the measures offered by the applicant are appropriate to promote the licensing objectives. It is equally important to use the same measures when looking at any steps requested by a party making representations against an application.

### **Paragraphs: 9.31 - 9.41:**

These paragraphs explain that hearing should be focussed on the steps considered appropriate to the promotion of licensing objectives, as well as how appropriate weight must be attributed to the steps to promote the licensing objectives, the

representations presented by all parties, the statutory guidance, and the licensing authority's statement of licensing policy.

**Paragraphs 9.42 – 9.44:**

These paragraphs explain that when determining applications, the authority's determination should be evidence-based, as well as how to assess if a step is 'appropriate' for the promotion of licensing objectives.

**Chapter 10**

This chapter looks at best practice in relation to conditions that may be attached to a premises licence should it be believed that such conditions are appropriate to promote the licensing objectives. Any additional conditions requested by any party should be considered with reference to this chapter.

**8.3 Statement of licensing policy**

8.4 The following paragraphs of the licensing authority's statement of licensing policy apply to this application:

**8.5 Policy LP1 – Premises Definitions**

Under this policy, the premises are best defined as a takeaway.

**8.6 Policy LP2 – Location and Operation of Premises**

This policy sets out the approach to licensing premises when relevant representations are received, notwithstanding that each application is considered on its own merits. This premises is situated within the Town Centre and within the cumulative impact zone (as defined in Policy LP3 which does cover The Parade and the High Street) and this policy states that takeaways 'will generally be allowed late-night refreshment sales to 1am only (other than for special occasions)'.

**8.7 Policy LP6 – Prevention of Crime and Disorder**

Under this policy the Sub-Committee will consider any necessary measures to deal with the potential for crime and disorder where relevant representations have been received.

**8.8 Policy LP8 – Prevention of Public Nuisance**

Under this policy the Sub-Committee will consider any appropriate measures to deal with the potential for public nuisance and/or anti-social behaviour where relevant representations have been received.

**8.9 Policy LP11 – Representations About Applications**

This policy recommends the type of information that should be included in a representation. It also explains how representations will be dealt with.

8.10 The Sub-Committee is reminded of their duty under the Crime and Disorder Act

1998 to consider the crime and disorder implications of their decisions and the authority's responsibility to co-operate in the reduction of crime and disorder in the Borough.

8.11 The Sub-Committee is reminded that the Human Rights Act 1998 guarantees the right to a fair hearing for all parties in the determination of their civil rights. The Act also provides for the protection of property, which may include licences in existence, and the protection of private and family life.

## 9.0 **Conditions**

9.1 Members will be aware that an operating schedule forms part of the licensing process. This document outlines what activities are proposed, the opening hours, and how the activities will be managed particularly in respect of the licensing objectives.

9.2 The most critical part of the operating schedule is the steps taken by the applicant to promote the four licensing objectives. Applicants are always reminded to take careful consideration as to what is entered in this section as whatever is proposed will be translated as conditions on the licence.

9.3 Applicants should give consideration to the local area and reflect this in their application. It should demonstrate an awareness of the local community, local crime and disorder issues, and the local environment.

9.4 The applicant's operating schedule can be found in their application attached at appendix 1.

## 9.5 **Conditions agreed with the Police**

9.6 During the consultation period the applicant agreed the following conditions with the Police, which would be attached to the premises licence should this licence be granted.

1. The premises shall install and maintain a CCTV system. All entry, exit and point of sale areas will be covered by the cameras, and the images shall enable frontal identification of every person entering in any light condition. The system shall continually record whilst the premises is open for licensable activities and during all times when staff and customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be made available to a Police officer or an authorised officer of the licensing authority upon request throughout the preceding 31 day period, providing that such requests are in connection with the prevention or detection of crime.

2. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public. This staff member shall be able to show a Police officer or an authorised officer of the licensing authority data or footage upon request.
3. All faults with the CCTV system shall be repaired as soon as possible and in any case within three working days after which time, if the system is still inoperative no licensable activities shall take place without the agreement of the Watford Police Licensing Unit and the licensing authority until the fault is rectified.
4. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and leave the area quietly.
5. No alcohol to be sold at this premises.
6. An incident log shall be kept at the premises for at least 12 months, and made available on request to an authorised officer of the licensing authority or the Police, which will record the following:
  - a) All crimes reported to or by the premises to the Police
  - b) Any ejections of patrons
  - c) any complaints received relating to crime and disorder
  - d) any incidents of disorder
  - e) seizures of drugs or offensive weapons
  - f) any failures or faults in the CCTV system
7. A minimum of (1) one SIA licensed door supervisor shall be on duty at the entrance of the premises on any day from 23:00 hours until close.
8. Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.
9. There shall be a sign notifying customers of last orders for late night refreshments 15 minutes before closing time.
10. All assaults resulting in physical injury to a person must be reported immediately to the Police.
11. Children unaccompanied by an adult over 18 years of age shall not be permitted between 22:00 and close on any day.

9.7 **Conditions consistent with the operating schedule**

Officers have not identified any additional conditions which are consistent with the operating schedule submitted with this variation. It is noted that some of the conditions agreed with the Police are similar to the steps volunteered within the operating schedule.

9.9 **Conditions proposed by other objectors**

9.10 Environmental health has proposed the following conditions to the applicant:

1. Notices shall be prominently displayed at all doors from which delivery drivers collect orders requesting them to enter and leave their vehicles (or get on and get off their bikes) quietly and considerately, not leave engines running and with due consideration to neighbours.
2. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and leave the area quietly.
3. Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.
4. All windows and doors shall be closed and remain closed from 22:00 until the business reopens the following day, except for the immediate access or egress of customers, staff, and delivery drivers.
5. All outside tables and chairs shall be removed from the outside area or rendered unusable by 22:00 each day.
6. No rubbish, including bottles, shall be disposed of in outside receptable or outside areas between 22:00 and 08:00 the following day.
7. All litter, including food debris, which is associated with the use of the premises shall be cleared from within a 15-metre radius of the shop front at the close of business every day. All such rubbish is to be disposed of as trade waste.
8. All customers who order food to take away after 23.00 shall be asked if they require a bag and serviettes for their food and shall only be provided if required by the customer.

9.11 **Pool of Model Conditions**

9.12 In addition to any conditions proposed by the responsible authorities or objectors, the licensing authority also has its own pool of model conditions that may help mitigate the concerns raised in the representations.

9.13 Officers have not identified any specific conditions from the pool of model conditions which are considered to be appropriate for the promotion of the licensing objectives in this case.

9.14 This does not restrict the Sub-Committee's power to attach conditions from the pool

(amended or otherwise) if they consider that they are appropriate, proportionate, justifiable and within the applicant's power to comply with.

9.15 A draft Premises Licence which reflects this application and the conditions which are proposed in the preceding paragraphs is attached at Appendix 5.

## 10.0 **Officers' observations**

10.1 As relevant representations in respect of this application have been received, which have not been withdrawn, the licensing sub-committee acting on behalf of the licensing authority must decide on this application.

10.2 Officers can advise that mediation was offered and discussions are ongoing between the Environmental Health and applicant to control the risk of public nuisance and Members are encouraged to enquire as to the state of these discussions. It is noted that this application does concern an extension to hours into the night/early

10.3 morning. Paragraph 2.24 of the Statutory Guidance states:

“Where applications have given rise to representations, any appropriate conditions should normally focus on the most sensitive periods. For example, the most sensitive period for the people being disturbed by unreasonably loud music is at night into the early morning when residents in adjacent properties may be attempting to go to sleep or are sleeping. This is why there is still a need for a licence for performances of live music between 11pm and 8am. In certain circumstances, conditions relating to noise emanating from the premises may also be appropriate to address any disturbance anticipated as customers enter and leave.”

10.4 The Sub-Committee will need to consider the hours of operation, the effectiveness of the operating schedule submitted by the applicant (as amended during consultation), the representations received, the location of the premises, the likely impact of any extension of hours and activities, the right the applicant has to operate a business and balancing the rights of residents the quiet enjoyment and privacy of family life.

10.5 These and other relevant issues may be explored at the hearing in so far as it reflects the proposed impact of the application on the four licensing objectives. Although the application does fall within the town centre, and the premises is situated on The Parade, it must be noted that the Cumulative Impact Policy (Policy LP3) does not apply to the application because the application is not requesting the supply of alcohol as a licensable activity.

10.6 Members are reminded that both applicants and objectors have the right to expand upon their original submissions, but should not introduce new evidence unless provided and circulated before the hearing, or introduced at the hearing with the



agreement of all parties present.

- 10.7 The officers' observations and the comments regarding the representations are in no way meant to bind Members. They are for guidance only and Members may attach whatever weight they see fit.
- 10.8 Members are also to attach whatever weight they see fit to both the submissions of the applicant, and to the submissions of the objectors, when considering this application.
- 10.9 The Sub-Committee is reminded that it has a duty to "have regard" to the licensing policy but is not bound by it. However, should Members wish to depart from the policy then detailed reasons for this must be given as part of any decision.
- 10.10 In determining this application, the Sub-Committee must have regard to the representations and take such steps as it considers appropriate for the promotion of licensing objectives. The steps are:
- (a) grant the application in full.
  - (b) modify the conditions of the licence volunteered by the applicant in the operating schedule, by altering or omitting or adding to them.
  - (c) reject the whole or part of the application.
- 10.11 It is important that a licensing authority should give reasons for its decision in anticipation of any appeals. Failure to give adequate reasons could itself give rise to grounds for an appeal.

## **Appendices**

Appendix 1 – Application

Appendix 2 – Location plan

Appendix 3 – EH Representations

Appendix 4 – Other Person Representations

Appendix 5 - Draft Premises licence

## **Background Papers**

The following background papers were used in the preparation of this report. If you wish to inspect or take copies of the background papers, please contact the officer named on the front page of the report.

Licensing Act 2003

Amended guidance issued under section 182 of the Licensing Act 2003 (Home Office August 2023)

Licensing Act (Hearings) Regulations 2005

Watford Borough Council Licensing Policy (November 2023– November 2028)

Watford Borough Council Pool of Model Conditions (January 2018)



**Watford**  
**Application for a premises licence**  
**Licensing Act 2003**

For help contact  
[licensing@watford.gov.uk](mailto:licensing@watford.gov.uk)  
 Telephone: 01923 278476

\* required information

**Section 1 of 21**

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference  This is the unique reference for this application generated by the system.

Your reference  You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?  
 Yes  No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

**Applicant Details**

\* First name

\* Family name

\* E-mail

Main telephone number   Include country code.

Other telephone number

Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

Applying as a business or organisation, including as a sole trader

Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

**Applicant Business**

Is the applicant's business registered in the UK with Companies House?  Yes  No

Note: completing the Applicant Business section is optional in this form.

Registration number

Business name  If the applicant's business is registered, use its registered name.

VAT number   Put "none" if the applicant is not registered for VAT.

Legal status

Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Agent Details**

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

An agent that is a business or organisation, including a sole trader

A sole trader is a business owned by one person without any special legal structure.

A private individual acting as an agent

**Agent Business**

Is your business registered in the UK with Companies House?  Yes  No

Note: completing the Applicant Business section is optional in this form.

Is your business registered outside the UK?  Yes  No

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

**Agent Business Address**

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 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.

**Premises Address**

Are you able to provide a postal address, OS map reference or description of the premises?

Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)



**Section 3 of 21**

**APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

**Confirm The Following**

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of His Majesty's prerogative

**Section 4 of 21**

**NON INDIVIDUAL APPLICANTS**

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

**Non Individual Applicant's Name**

Name

**Details**

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Contact Details**

E-mail

Telephone number

Other telephone number

\* Date of birth  /  /   
dd mm yyyy

\* Nationality  Documents that demonstrate entitlement to work in the UK

**Section 5 of 21**

**OPERATING SCHEDULE**

When do you want the premises licence to start?  /  /   
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end  /  /   
dd mm yyyy

Provide a general description of 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.

103-105 The Parade has been refurbished and combined into a single hot food restaurant and takeaway. 103 has an existing license for the provision of late night food and refreshments but 105 is not included in the license hence this application is a new application to cover both premises as a combined unit.

Continued from previous page...

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

**Section 6 of 21**

**PROVISION OF PLAYS**

See guidance on regulated entertainment

Will you be providing plays?

Yes

No

**Section 7 of 21**

**PROVISION OF FILMS**

See guidance on regulated entertainment

Will you be providing films?

Yes

No

**Section 8 of 21**

**PROVISION OF INDOOR SPORTING EVENTS**

See guidance on regulated entertainment

Will you be providing indoor sporting events?

Yes

No

**Section 9 of 21**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

See guidance on regulated entertainment

Will you be providing boxing or wrestling entertainments?

Yes

No

**Section 10 of 21**

**PROVISION OF LIVE MUSIC**

See guidance on regulated entertainment

Will you be providing live music?

Yes

No

**Section 11 of 21**

**PROVISION OF RECORDED MUSIC**

See guidance on regulated entertainment

Will you be providing recorded music?

Yes

No

**Section 12 of 21**

**PROVISION OF PERFORMANCES OF DANCE**

See guidance on regulated entertainment

Will you be providing performances of dance?

Continued from previous page...

**Section 13 of 21**

**PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE**

See guidance on regulated entertainment

Will you be providing anything similar to live music, recorded music or performances of dance?

Yes

No

**Section 14 of 21**

**LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

Yes

No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End



Continued from previous page...

Will the provision of late night refreshment take place indoors or outdoors or both?

- Indoors                       Outdoors                       Both

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

State 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.

Provision of late night refreshments

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

During the summer months licensed activities may include opening outdoors for supply of refreshments

Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

### Section 15 of 21

#### SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes                       No

#### PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor  
 As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

### Section 16 of 21

#### ADULT ENTERTAINMENT

Continued from previous page...

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

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 etc gambling machines etc.

**Section 17 of 21**

**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Continued from previous page...

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

During the summer months opening outside becomes necessary as customers often want to enjoy the fresh air and sun

### Section 18 of 21

#### LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

Notices on the premises and advertisements in the local newspapers (Watford Observer) Notice to responsible authorities chief officer of police, fire and rescue authorities, local planning authority, environmental health authority and listing in yellow pages

b) The prevention of crime and disorder

Instal 24hr CCTV, quality burglar alarms and have links with the local police.

c) Public safety

Provide public liability insurance and comply with health and safety regulations. Protect vulnerable persons. Safeguarding of children. Timely cloure on a daily basis allowing good time for orderly exit of customers.

d) The prevention of public nuisance

Taking all reasonable steps to 1) control noise 2) control any type of odour emanating from food, cooking or drainage systems 3) control litter, waste and street fouling near the premises, ensure there is no pollution from lighting of the premises.

e) The protection of children from harm

Provide safeguarding systems to promote the welfare of children. Safeguarding of children - access by unaccompanied children will be restricted between the hours of 22:00 and 05:00hrs opening hours.



Continued from previous page...

## Section 19 of 21

### NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

#### Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

#### Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

*Continued from previous page...*

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.



*Continued from previous page...*

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

#### **Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

#### **Section 20 of 21**

#### **NOTES ON REGULATED ENTERTAINMENT**

*Continued from previous page...*

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
  - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
  - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.



Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
  - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
  - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
  - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

#### Section 21 of 21

#### PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non-domestic rateable value of the premises.

To find out a premises non domestic rateable value go to <https://www.tax.service.gov.uk/business-rates-find/search>.

Band A - No RV to £4300 £100.00

Band B - £4301 to £33000 £190.00

Band C - £33001 to £8700 £315.00

Band D - £87001 to £12500 £450.00\*

Band E - £125001 and over £635.00\*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500 £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 £1,000.00

Capacity 10000 -14999 £2,000.00

Capacity 15000-19999 £4,000.00

Capacity 20000-29999 £8,000.00

Capacity 30000-39000 £16,000.00

Capacity 40000-49999 £24,000.00

Capacity 50000-59999 £32,000.00

Capacity 60000-69999 £40,000.00

Capacity 70000-79999 £48,000.00

Capacity 80000-89999 £56,000.00

Capacity 90000 and over £64,000.00

\* Fee amount (£)

190.00

#### ATTACHMENTS

#### AUTHORITY POSTAL ADDRESS



Continued from previous page...

**Address**

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

**DECLARATION**

[Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK.

The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

\* Full name

\* Capacity

Date (dd/mm/yyyy)  [amended application]

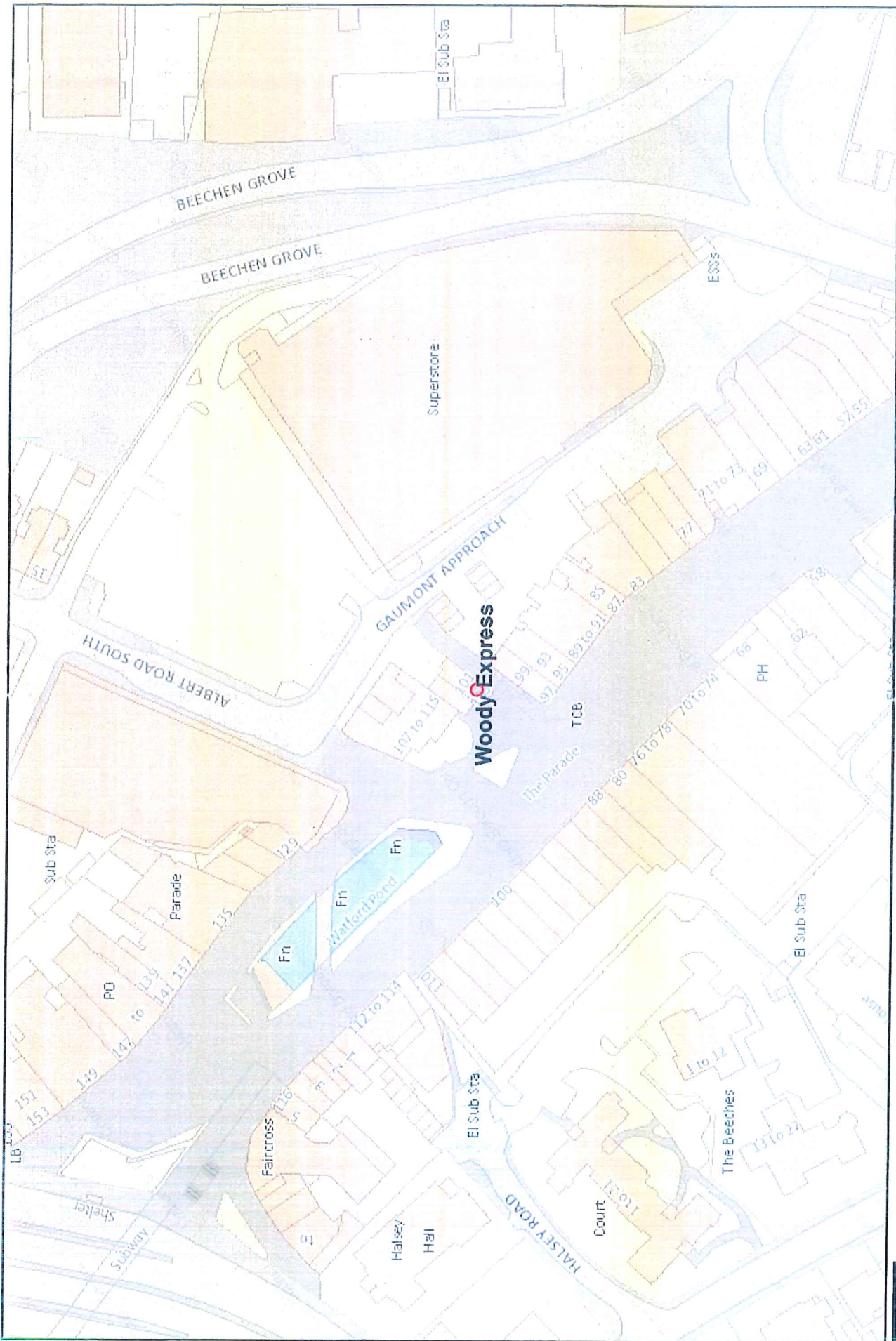
Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/watford/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

**IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED**



Scale 1:1,250

APPENDIX 2



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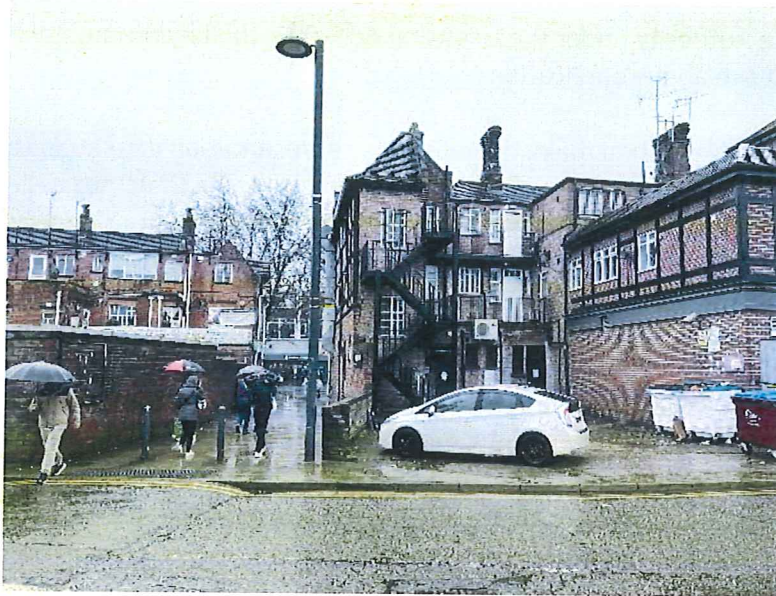
## Representation to Licencing Authority

### Application for a variation to the premises licence Woody Express, 103 The parade, Watford, Hertfordshire, WD17 1LU.

- 1.0 As a Responsible Authority under the Licensing Act 2003, the Environmental Health Section has been consulted about the above application.
- 2.0 Environmental Health wish to make the following representation in relation to this application on the grounds of prevention of public nuisance. Environmental Health do not believe that the application should be granted due to the fact that public nuisance in the form of noise and litter will be caused if the business is operated as requested in the application.
- 3.0 We believe that there will be an unacceptable impact because:
1. The premises has increased significantly in size.
  2. An inside seating area has been introduced – the plans show seating for up to 26 people.
  3. A large outside seating area is now provided – the plans show seating for up to 40 people.
  4. The applicant is asking to provide on-site indoor and outdoor late-night refreshment until 5am in the morning 7 days a week.
  5. The applicant is asking for takeaway services until 5am for 7 days a week.
  6. There are a large number of residential premises around Woody's Express including flats directly above and also opposite, with others slightly further away.
  7. Provision of more takeaway food means that there is a likelihood that there will be an increase in litter.
  8. The applicant is asking for a change in the size, operation and opening hours of the business in one application.
- 4.0 Woody Express is situated on The Parade within an area of mixed commercial and residential units. There are 7 residential flats above Woody Express with windows from these flats directly over the premises and outdoor space. See the picture below. The premises used to consist of the section with the red canopy over it with small outdoor seating area. The previous inside space was taken up largely by the cooking area. The extended premises now also includes the property with the black canopy over it, the new inside space is all seating plus the additional outdoor area. This can be seen on the plans submitted with the application. The additional capacity is significant and is therefore likely to generate more noise and lead to complaints.



- 5.0 To the rear of the premises is a yard area. This area is used by the independent delivery drivers with their vehicles (Uber, Just Eat etc.) to collect orders from the rear door of the premises. The windows and doors of the flats above look out onto this area. This activity means that there will be noise from:
1. Bike and car engines.
  2. Drivers talking to each other, telephoning or knocking on the door to get access to the premises.
  3. Noise breakout when the rear door is opened for collection of the food orders.



- 6.0 Woody Express has a ventilation system in order to comply with food safety and health and Safety legislation. The flue for this is on the outside of the building and is located adjacent to some of the residential premises windows. The ventilation system needs to run while the business is open and also run for a time afterwards to clear the air. There will be noise associated with the operation of this ventilation.





7.0 On the opposite side of the road are commercial premises with flats above. Standing with your back to Woody Express and looking at the shops opposite, there are 64 residential units opposite and to the right called 'The Studios.' Further down to the right there are 15 residential units at 112A and 13 The Parade with 13 more residential units within 'Faricross house.'



8.0 Opposite to the left are 12 residential units at 62 The parade.





- 9.0 On the same side of the road as Woody Express there are 21 residential units above the shops down past the old 'Pryzm' nightclub towards Rickmansworth Road, with 22 residential units at 'Crossroads House' on the corner.



- 10.0 As well as being at risk from noise from Woody Express premises, the local residents are also at risk of noise from customers leaving Woody Express and walking past them to exit the town.
- 11.0 The attached spreadsheet provides details of the commercial and residential premises in the area. It includes the opening times of the commercial premises. Where there is a premises Licence it is shown in green and the opening times have been taken from the licence. Where the premises has (or previously had) a pavement licence, or where the premises licence has conditions relating to the outside tables and chairs, details of when the tables and chairs must be removed have been provided.
- 12.0 Woody Express already has late closing times compared to many of the other businesses:
- Monday – Thursday 3am (02:45 LNR finishes)
  - Friday – Saturday 3:15am (03:00 LNR finishes)
  - Sunday 12am (11:45 LNR finishes)
- 12.0 It can be seen that the other premises in the area have a range of closing times between 11pm and 3am, with the later closing times being on weekend nights only (Friday and Saturday). The only later closing time past 3am is 4am for Pryzm which has now closed down. Premises have earlier closing times on Sundays and weeknights. The premises adjacent to Woody Express which has the same set of residential flats above it, is currently vacant. The licence for this premise (previously Barrio East) has closing times of 12am, 12:30am and 2am. We have recently received complaints about noise from late night venues in this vicinity. Bearing all of this in mind it is likely that we will receive complaints if Woody Express opens until 5am.
- 13.0 The tables and chairs outside of the nearby premises are required to be brought inside at a range of times from 11pm to 1.30am with the later times again being on weekend nights only (Friday and Saturday). Premises again have earlier times for tables to be brought inside on Sundays and weeknights. Pryzm and Walkabout have the later time of 2am on some nights but Pryzm is now closed down and we have received complaints about late night noise from Walkabout. The premises adjacent to Woody Express which has the same set of residential flats above it, is currently vacant. The licence for this premise (previously Barrio East) has conditions to control outside noise at the premise from 10pm onwards. Bearing all of this in mind it is likely that we will receive complaints if Woody Express opens with an outside area in use until 5am.

- 14.0 As a result of the closing times shown on the spreadsheet, the noise that residents in the area experience gradually reduces over the night as tables and chairs are removed and then as the premises close and customers leave. The noise reduces earlier on Sundays and weekday nights. If Woody Express is open on its own later than other premises until 05:00 every morning then it is likely that it will become a focal point for people who have left the other venues and there will be a concentration of noise at Woody Express. It is likely that we will receive complaints.
- 15.0 Increasing the hours of operation until 05:00 will mean that residents are subjected to noise from a variety of sources associated with the business every night into the early hours of the morning. This will be from:
1. Customers seated both inside and outside the premises
  2. Noise breakout as people enter and leave the restaurant (including the collection of takeaway)
  3. Noise as people who have either eaten inside or purchased takeaway food move away from the premises
  4. Noise from the ventilation flue which must be in use during premises operation for food safety and health and safety reasons.
  5. Noise from delivery drivers who use the rear yard and rear door to collect orders.
- 16.0 In addition there is likely to be increased litter from the increase sales due to increase in size and extension of trading hours.
- 17.0 Bearing the above in mind I believe that if the licence is granted, then there will be a public nuisance.
- 18.0 If the committee does grant the Licence, then I request that the existing hours remain as they are:
- Monday – Thursday 3am close (02:45 LNR)
  - Friday – Saturday 3:15am close (03:00 LNR)
  - Sunday 12am close (11:45 LNR)
- 19.0 And that the following conditions are included on the Licence in order to prevent the risk of public nuisance:
1. Notices shall be prominently displayed at all doors from which delivery drivers collect orders requesting them to enter and leave their vehicles (or get on and get off their bikes) quietly and considerately, not leave engines running and with due consideration to neighbours.
  2. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and leave the area quietly.
  3. Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.
  4. All windows and doors shall be closed and remain closed from 22:00 until the business reopens the following day, except for the immediate access or egress of customers, staff and delivery drivers.
  5. All outside tables and chairs shall be removed from the outside area or rendered unusable by 22:00 each day.
  6. No rubbish, including bottles, shall be disposed of in outside receptable or outside areas between 22:00 and 08:00 the following day.
  7. All litter, including food debris, which is associated with the use of the premises shall be cleared from within a 15-metre radius of the shop front at the close of business every day. All such rubbish is to be disposed of as trade waste.
  8. All customers who order food to take away after 23.00 shall be asked if they require a bag and serviettes for their food and shall only be provided if required by the customer.
- 20.0 If the committee considers extending the existing opening hours then I recommend that they consider the times that other premises close in order to align Woody Express with these and that



they take into account that residents can reasonably expect noise levels to reduce earlier Sunday through to Thursday.

21.0 In order to deal with this application outside of the formal representation and hearing process:

1. I contacted the applicant's representative on the phone and via email on 8<sup>th</sup> December stating my concerns, my proposals to deal with these and inviting them to open up a discussion with me. I asked the applicant to respond to me by 15<sup>th</sup> December. He did not respond.
2. I made a telephone call to the applicant's representative on 18<sup>th</sup> December to try to discuss the application. The representative was not able to speak to me but said they would call me back. They did not call me back.
3. I emailed the applicant's representative on 18<sup>th</sup> December giving the applicant further time to contact me before I put my representation in. I asked him to contact me by 20<sup>th</sup> December.
4. Because I had not had any contact from the applicant or their representative about my concerns and how to deal with them I put my representation in on 22<sup>nd</sup> December.
5. I made myself available for a mediation session on 12<sup>th</sup> January but the applicant did not accept the offer of this session.

Catherine Williams  
Environmental Health Officer  
12.01.24



Number and address	Commercial Premises	Opening days	Opening hours	Outside tables and chairs removed (Premises Licence)	Residential Above
161-163 The Parade	Choice Lettings	Monday to Friday	9:30am till 5:30pm	N/A	Crossroads House Flats 155-169 The Parade 22 Residential Units
159 The Parade	Italian Woodfire Pizza	Monday to Saturday Sunday	12pm till 11pm 12pm till 10pm	N/A	
157 The Parade	Tops Royal Cuisine	Monday to Thursday Friday and Saturday Sunday	12pm till 2am 12pm till 4am 12pm till 12am	N/A	
155 The Parade	Tops Pizza	Sunday to Thursday Friday and Saturday	11am till 12am 11am till 1am	N/A	
151 The Parade	Thekaa	Wednesday and Thursday Friday Saturday Sunday	5pm till 11pm 5pm till 12am 12pm till 12am 12pm till 10:30pm	N/A	None
149 The Parade	Creams Desserts (downstairs) Maffey & Brentnail (upstairs)	Monday to Sunday Monday to Friday	11am till 1pm 9am till 1pm - 2 till 4:45pm	N/A	None
147 The Parade	Mespire	Tuesday to Friday Saturday Sunday	10am till 8pm 8am till 6pm 11am till 5pm	N/A	Flats 147A and 147B, The Parade
145 The Parade	The Pond Post Office	Tuesday to Friday Saturday	9am till 5:30pm 9am till 2pm	N/A	None
143 The Parade	143 Barr	Monday to Saturday Sunday	5pm till 1:30am 5pm till 1am	N/A	None
141 The Parade	Proffitt & Holt	Monday to Friday Saturday	8:45am till 6pm 9am till 5pm	N/A	Flat 1 and Flat 2 143A, The Parade
139 The Parade	Karntz Bakery	Information not available		N/A	None
137a The Parade	Bridgewater Home Care	Information not available		N/A	None

137 The Parade	Glamorous	Monday to Saturday	10am till 7pm	N/A	None
135 The Parade	Unit 3 Café de Lisboa	Monday to Saturday Sunday	8am till 5:30pm 8:30am till 4:30pm	N/A	Flats 1-17 135A, The Parade 17 Residential Units
135 The Parade	Unit 2 Amplifon Hearing Aids	Tuesday to Friday	9am till 5pm	N/A	
135 The Parade	Unit 1 Glow in One	Wednesday and Thursday Friday Saturday Sunday	12pm till 9pm 12pm till 10pm 10am till 10pm 10am till 5pm	N/A	
135 The Parade	Beauty Delux	Information not available		N/A	
131 The Parade	Bottrills Solicitors	Monday to Friday	9am till 5:30pm	N/A	None
129 The Parade	Iconic Aesthetics	Monday to Friday Saturday	9am till 5pm 9am till 7pm	N/A	None
127 The Parade	PRYZM Watford	Monday Tuesday and Wednesday Thursday to Saturday Sunday	10:00am till 4am 10:00am till 3am 10am till 4am 10am till 1:30am	Monday to Saturday 2am Sunday 1:30am	None
107 - 115 The Parade	Barrio East currently closed with licence still in place	Monday to Wednesday Thursday to Saturday Sunday	7am till 12:30am 7am till 2am 7am till 12am	No pavement licence required conditions on the licence for doors and windows closed after 10pm and no handling of waste outside after 10pm	Flat 3 and 6 101, 103, 105, Flat 2 and 5 109 and Flat 1 117 7 Residential Flats
103-105 The Parade	Woody Express	Monday - Thursday Friday - Saturday Sunday	10am till 3am 10am till 3:15am 10am till 12am	No pavement licence required	
97-99 The Parade	Your Move	Monday - Friday Saturday	9am till 6pm 9am till 4pm	N/A	None
95 The Parade	Krafty Koala Pottery Café	Monday, Wednesday and Friday Thursday Saturday Sunday	10am till 6pm 10am till 8pm 9am till 5pm 10am till 4pm	N/A	None
93	Rainbow Home Care Services	Monday to Friday	9am till 5pm	N/A	None
89-91 The Parade	Fratelli Authentic Italian	Monday to Saturday Sunday	12pm till 12am 12pm till 11:30pm	No current pavement licence Previous was Monday to Sunday 11pm	None
87 The Parade	SaladMaster	Monday to Friday	9am till 5pm 9:45am till 6pm	N/A	None
85 The Parade	A&M Textiles	Monday, Tuesday, Wednesday, Thursday and Saturday Friday Sunday	9:45am till 12:15pm 1:15pm till 6pm 11am till 4pm	N/A	None



83 The Parade	Canvas Bar & Nightclub	Friday and Saturday Sunday	10am till 3am 10am till 1am	No current pavement licence	None
81 The Parade	Oxfam	Closed	Closed	N/A	None
77-79 The Parade	Hanul Lautariilor	Monday to Saturday Sunday	11am till 3am 11am till 1am	No current pavement licence Previous was Tuesday to Sunday 12am	None
<b>Opposite side of the road to Woody Express</b>					
10 Faircross House 116 The Parade	Taylor's estate agents	Monday to Friday Saturday	9am till 5:30pm 9am till 4pm	N/A	Faircross House 1a-d, 2, 3-7 and 10-13 (entrance around the corner for these) 13 Residential Units
9 Faircross House 116 The Parade	Watford Tailoring & Alterations	Monday to Saturday	9:30am till 6pm	N/A	
120 The Parade	Sandwich Box Café	Monday to Saturday	8am till 4pm	N/A	
118 The Parade	BSU Sport School Uniforms	Monday to Saturday	9am till 5:30pm	N/A	
5 Faircross House 116 The Parade	Lifan Stores	Tuesday Wednesday, Thursday and Friday Saturday	12pm till 9pm 9:30am till 9pm 11am till 7pm	N/A	
4 Faircross House 116 The Parade	Hanako	Monday, Tuesday, Thursday, Friday and Saturday	12pm till 2pm & 6:30pm till 9:30pm	N/A	None
3 Faircross House 116 The Parade	Kazui Barbers	Tuesday and Wednesday Thursday, Friday and Saturday Sunday	9am till 7pm 9am till 8pm 10am till 6pm	N/A	None
2 Faircross House 116 The Parade	Heather and Rose Health	Monday to Friday Saturday Sunday	9:30am till 6pm 9:30am till 5pm 12pm till 5pm	N/A	None
1 Faircross House 116 The Parade	Bamboo Massage and Wellness	Monday to Sunday	10:30am till 9pm	N/A	None
114 The Parade	A&V Cutting Room	Monday to Thursday Friday and Saturday Sunday	9am till 7pm 9am till 8pm 10am till 5pm	N/A	None
112 The Parade	Favourite Supermarket	Tuesday to Sunday	10am till 8pm	N/A	112A
110 The Parade	Residential – The Studios Only	N/A	N/A	N/A	15 Residential Units
108 The Parade	Extra Staff – Recruitment	Monday to Friday	7:30am till 5pm	N/A	101-133 and 201-233 The Studio, The Parade 64 Residential Units
106 The Parade	SunShine Co. Tanning	Monday to Friday Saturday and Sunday	9am till 10pm 9am till 9pm	N/A	
104 The Parade	Brown and Merry Estate Agents Watford	Monday to Friday Saturday	9am till 6pm 9am till 5pm	N/A	
102 The Parade	Concepto	Information not available		N/A	
100 The Parade	Peace Hospice Care	Monday to Saturday	9am till 5pm	N/A	
98 The Parade	Wenzel's the Bakers	Monday to Saturday Sunday	7am till 5:30 pm 8 am till 5 pm	N/A	
96 The Parade	Take a Wok	Information not available		N/A	
94 The Parade	Window to the womb	Monday to Sunday	9am till 9pm	N/A	
90-92 The Parade	SRS Microsystems Camera Shop	Monday to Saturday	9:30am till 5pm	N/A	

88 The Parade	Hintons Pharmacy	Monday to Friday Saturday	9am till 7pm 9am till 4pm	N/A	None
78-80 The Parade	Nationwide Building Society	Monday, Tuesday, Thursday, and Friday Wednesday Saturday	9am till 4:30pm 10am till 4:30pm 9am till 1pm	N/A	None
76 The Parade	Walkabout - Watford	Monday to Wednesday Thursday Friday and Saturday Sunday	8am till 1am 8am till 1:30am 9am till 2:30am 12pm till 12am	Monday to Thursday 12:30am Friday to Saturday 2am Sunday till 12am	None
74 The Parade	Columbia Press currently closed with licence still in place	Monday Tuesday & Wednesday Thursday to Saturday Sunday	7am till 3am 7am till 12:30am 7am till 3am 7am till 12:30am	Pavement licence for The Columbia Press: Monday to Saturday 8am till 12am Sunday 8am till 11pm	None
66-68 (second floor) The Parade	Popworld	Monday to Wednesday Thursday to Saturday Sunday	10am to 1:30am 10am to 2:30am 10am to 11:30pm	Sunday to Thursday 11pm Friday to Saturday 1:30am	None
66-68 The Parade	Slug and Lettuce	Monday to Wednesday Thursday to Saturday Sunday	7am till 12:30am 7am till 1:30am 7am till 11:30pm	Sunday to Thursday 11pm Friday to Saturday 1:30am	None
64 The Parade	Monley's	Monday Tuesday Wednesday & Thursday Friday & Saturday Sunday	12pm to 3am 12pm to 2am 12pm to 2:30am 12pm to 3:15am 12pm to 12am	No current pavement licence previous was Monday to Sunday 11pm	1-12 62 The Parade 12 Residential Units
60-62 The Parade	L'Artista	Monday to Saturday Sunday	12:00pm till 12:00am 12:00pm till 11:30pm	Monday to Sunday 11:30pm	
58 The Parade	Paddy Power	Monday to Saturday Sunday	8:00am till 10:00pm 9:00am till 10:00pm	N/A	





**Licensing Act 2003  
Schedule 12  
Part A**

**APPENDIX 5**

Regulation 33,34

**DRAFT Premises Licence**

<b>Premises Licence Number</b>	23/01029/PRE
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**Part 1 – Premises Details**

<b>Postal address of premises, or if none, ordnance survey map reference or description, including Post Town, Post Code</b>	
Woody Express 103-105 The Parade High Street Watford WD17 1LU	
<b>Telephone number</b>	12086833

<b>Where the licence is time limited, the dates</b>
From -

<b>Licensable activities authorised by the licence and the times the licence authorises the carrying out of licensable activities</b>	
Provision of Late Night Refreshment	
Monday to Thursday	23:00 - 03:15
Friday & Saturday	23:00 - 03:45
Sunday	23:00 - 01:45

<b>The opening hours of the premises</b>	
Monday to Thursday	10:00 - 03:30
Friday & Saturday	10:00 - 04:00
Sunday	10:00 - 02:00



**Part 2**

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

Woody Express Ltd  
103-105 The Parade High Street  
Watford  
WD17 1LU

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

12086833

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

Not applicable

**Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the sale of alcohol**

Not applicable

## **Annex 1 – Mandatory conditions**

Any individual employed on the premises to conduct a security activity (within the meaning of section paragraph 2(1)(a) of schedule 2 to the Private Security Industry Act 2001) must be licensed by the Security Industry Authority.

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

### **Existing Conditions**

1. No rubbish, including bottles, shall be disposed of in outside receptacles or outside areas between 00:00 hours and 08:00 hours, each day.
2. A staff member from the premises shall be fully conversant with the operation of the CCTV system, and shall be able to download any data or footage to a Police Officer or an authorised officer of the licensing authority upon request.
3. All doors and windows shall be kept closed except for the immediate access and egress of persons.
4. Customers shall be encouraged to dispose of waste responsibly, and a bin shall be provided for public use within the public area of the premises.

### **The following conditions were agreed between the applicant and the Police to form part of the premises operating schedule for the application.**

1. The premises shall install and maintain a CCTV system. All entry, exit and point of sale areas will be covered by the cameras, and the images shall enable frontal identification of every person entering in any light condition. The system shall continually record whilst the premises is open for licensable activities and during all times when staff and customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be made available to a Police officer or an authorised officer of the licensing authority upon request throughout the preceding 31 day period, providing that such requests are in connection with the prevention or detection of crime.
2. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public. This staff member shall be able to show a Police officer or an authorised officer of the licensing authority data or footage upon request.
3. All faults with the CCTV system shall be repaired as soon as possible and in any case within three working days after which time, if the system is still inoperative no licensable activities shall take place without the agreement of the Watford Police Licensing Unit and the licensing authority until the fault is rectified.
4. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and leave the area quietly.
5. No alcohol to be sold at this premises.
6. An incident log shall be kept at the premises for at least 12 months, and made available on request to an authorised officer of the licensing authority or the Police, which will record the following:
  - (a) all crimes reported to or by the premises to the Police
  - (b) all ejections of patrons
  - (c) any complaints received relating to crime and disorder
  - (d) any incidents of disorder
  - (e) seizures of drugs or offensive weapons
  - (f) any failures or faults in the CCTV system
7. A minimum of (1) one SIA licensed door supervisor shall be on duty at the entrance of the premises on any day from 23:00hrs until close.



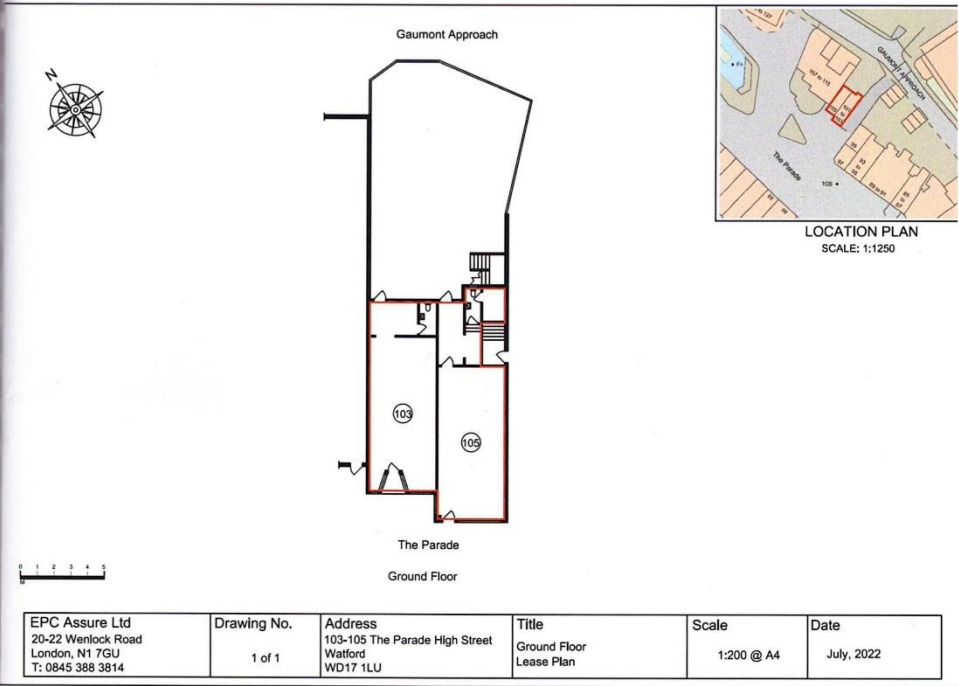
8. Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.
9. There shall be a sign notifying customers of last orders for late night refreshments 15 minutes before closing time.
10. All assaults resulting in physical injury to a person must be reported immediately to the Police.
11. Children unaccompanied by an adult over 18 years of age shall not be permitted between 22:00 and close on any day.

**Conditions proposed by Environmental Health:**

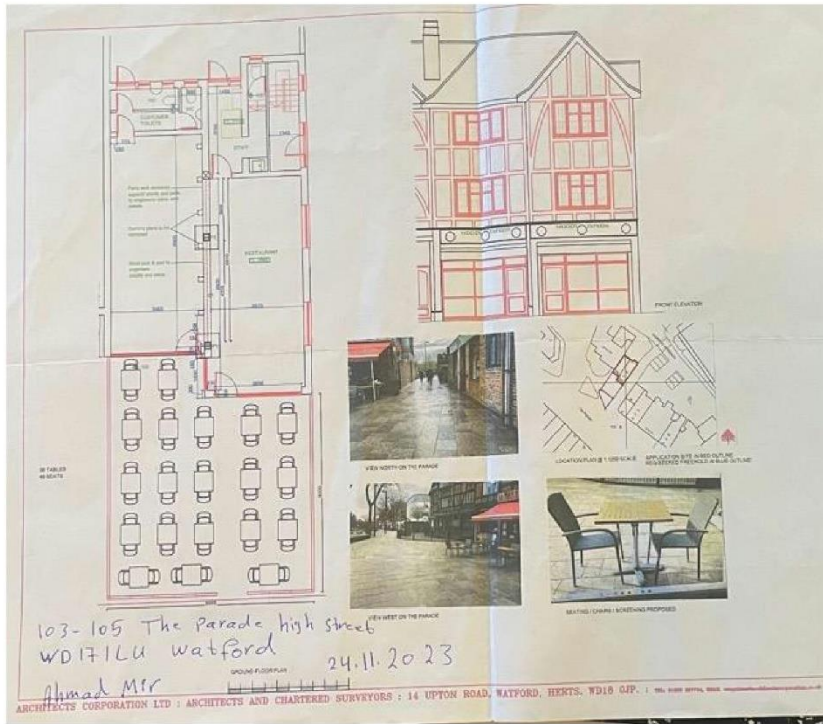
1. Notices shall be prominently displayed at all doors from which delivery drivers collect orders requesting them to enter and leave their vehicles (or get on and get off their bikes) quietly and considerately, not leave engines running and with due consideration to neighbours.
2. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and leave the area quietly.
3. Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.
4. All windows and doors shall be closed and remain closed from 22:00 until the business reopens the following day, except for the immediate access or egress of staff and delivery drivers.
5. All outside tables and chairs shall be removed from the outside area or rendered unusable by 22:00 each day.
6. No rubbish, including bottles, shall be disposed of in outside receptable or outside areas between 22:00 and 08:00 the following day.
7. All litter, including food debris, which is associated with the use of the premises shall be cleared from within a 15-metre radius of the shop front at the close of business every day. All such rubbish is to be disposed of as trade waste.
8. All customers who order food to take away after 23.00 shall be asked if they require a bag and serviettes for their food and shall only be provided if required by the customer.

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

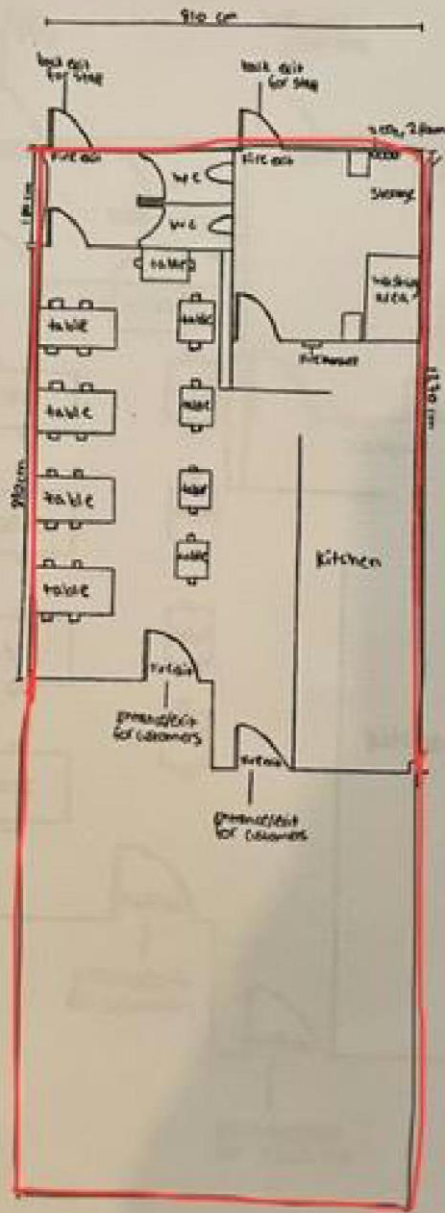
1. All litter, including food debris, which is associated with the use of the premises shall be cleared from within a 15-metre radius of the shop front at the close of business every day. All such rubbish is to be disposed of as trade waste.
2. All customers who order food to take away after 23.00 shall be asked if they require a bag and serviettes for their food and shall only be provided if required by the customer.
3. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and leave the area quietly, and to dispose of their waste responsibly.



*P. Barry*  
*DK*  
 Ahmad  
 x *[Signature]*







103 - 105 The Parad high street  
 WD17 1LU Watford

24.11.2023 Ahmad Mir

MR TERRY WHITE

Resident Objections

WD 17 1BA  
12 DECEMBER 23

REF - APPLYING FOR VARIATION OF PREMISES LICENCE  
FOR WOODY EXPRESS LTD 103-105 THE PARADE HIGH STREET  
WATFORD WD 17 1LU

Dear Sir/Madam  
Regarding this application I am most concerned  
about the finishing time 05.00 AM - Having lived at my  
present address for a long time I am aware of what noise  
can do to my sleep pattern and how it affects my health  
Also the outside seating could be noisy if it is  
not supervised by staff. (music)

Yours Faithfully

PARMINDER SEIFIN

WATFORD LICENSING AUTHORITY  
TOWN HALL WATFORD WD17 3EX

RESIDENT OBJECTION:

FOR WOODY EXPRESS 105-105 THE PARADE MARCH

BY HAND 13 DECEMBER