

## Cox, Elizabeth

---

**From:** Licensing Thurrock <licensing.thurrock@essex.police.uk>  
**Sent:** 15 June 2022 09:44  
**To:** Licensing@thurrock.gov.uk  
**Subject:** Billet Lane, Stanford-Le-Hope (Red Room Records Ltd) - Premises Licence  
**Attachments:** EXTERNAL - RE: Licence Application - Billet Lane Recreational Grounds

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning,

I am writing on behalf of Essex Police, it is our position that we have concerns to the application in relation to the licensing objective of the prevention of crime & disorder. As a large outdoor event there is an increased chance of disorder being generated by the combination of Alcohol and music in an area outside of normal patrol routes and CCTV.

We have agreed the following conditions to alleviate our concerns which are:

1. The premise licence holder will provide a comprehensive event management plan (EMP) to the Safety Advisory Group (SAG) Co-ordinator and the Licensing Authority at least three months before the commencement of each event. Any outstanding issues of concern arising from the EMP must have been resolved to the satisfaction of the Responsible Authorities before any event takes place.
2. No drinks to be served in glassware on the premise.
3. No member of the public attending the premise (licensed area) may enter in possession of, or leave with, alcohol.
4. No member of the public attending the premise may enter in possession of fireworks / pyrotechnics, class 1 laser equipment (pens), nitrous oxide canisters or legal highs / similar intoxicants.
5. An incident log shall be kept at the premises, and made immediately available to police or licensing authority staff upon reasonable request.

The log must be completed as soon as is possible and within any case within 4 hours of the occurrence and shall record the following:

- a. all crimes reported to the venue
  - b. all ejections of patrons
  - c. any complaints received concerning crime and disorder
  - d. any incidents of disorder
  - e. all seizures of drugs or offensive weapons
  - f. The incident log shall either be electronic or maintained in a bound document with individually numbered pages and be retained for at least 12 months from the date of the last entry.
6. A Challenge 25 scheme shall be operated, whereby any person who appears to be under the age of 25 years of age is required to produce on request an item which meets the mandatory age verification requirement (photo, name, date of birth and either a holographic mark or ultraviolet feature) and is either a:
    - a. Proof of age card bearing the PASS Hologram;
    - b. Photocard driving licence;
    - c. Passport; or
    - d. Ministry of Defence Identity Card.

7. The premises shall have a closed circuit television surveillance (CCTV) system which at all times complies with the below requirements:
  - a. CCTV will be provided in the form of a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition
  - b. CCTV cameras shall cover all entrances, exits and the areas where alcohol sales take place
  - c. Equipment must be maintained in good working order, be correctly time and date stamped, recordings must be kept in good working order and kept for a minimum period of 31 days
  - d. Upon the reasonable request of the police or licensing authority staff, within 48 hours viewable copies of recordings will be provided.

I have attached the confirmation email from the applicant accepting these conditions.

At this time we wish our representations to be held on file and for the above agreed conditions to be shared with any concerned parties to be considered with their representations. Should there be no representations on this application we are content for our representations to be withdrawn on the basis that the above conditions are placed onto the licence.

Kind Regards



**Simon Barnes (82011)**  
 Licensing Officer – Brentwood & Thurrock  
 ☎ 07773 935612  
 📍 Brentwood Police Hub, Town Hall, Ingrave Road, Brentwood CM15 8AY

**APPLICATION SUMMARY BELOW**

Application View Form

Record id: A4341913

[Edit Application](#)

<b>Licence</b>	L4341811, BILLET LANE RECREATIONAL GROUNDS (RED ROOM RECORDS), Essex, BILLET LANE RECREATIONAL GROUNDS, BILLET LANE, STANFORD LE HOPE, ESSEX, SS170AR	
<b>Application Type</b>	Premises Licence	
<b>Created By</b>	PSE 42006803 Kim Scholefield - 09/06/2022 15:50	
<b>Application Act</b>	Licensing Act 2003	
<b>Applicant</b>	RED ROOM RECORDS LIMITED, 16 HAMPSHIRE GARDENS, LINFORD, STANFORD LE HOPE, ESSEX, SS170QQ	
<b>Application Details</b>	Application for the grant of a new Premises Licence to enable the sale by retail of alcohol for consumption on the premises, the provision of live music, recorded music and performance of dance Fri-Sun. We wish to host one main festival on 10/09/22 and will consider having this event annually in September each year.	
<b>Licensing Authority</b>	Thurrock Council	
<b>Notice Received Date</b>	09 Jun 2022	
<b>Objection</b>	No	
<b>Reply Due</b>	06 Jul 2022	<b>Reply Sent</b>

This email and any other accompanying document(s) contain information from Kent Police and/or Essex Police, which is confidential or privileged. The information is intended to be for the exclusive use of the individual(s) or bodies to whom it is addressed. The content, including any subsequent replies, could be disclosable if relating to a

criminal investigation or civil proceedings. If you are not the intended recipient, be aware that any disclosure, copying, distribution or other use of the contents of this information is prohibited. If you have received this email in error, please notify us immediately by contacting the sender or telephoning Kent Police on 01622 690690 or Essex Police on 01245 491491, as appropriate. For further information regarding Kent Police's or Essex Police's use of personal data please go to <https://www.kent.police.uk/hyg/privacy/> or <https://www.essex.police.uk/hyg/privacy/>. Additionally for our Terms and Conditions please go to <https://www.kent.police.uk/hyg/terms-conditions/> or <https://www.essex.police.uk/hyg/terms-conditions/>