

LICENSING SUB COMMITTEE HEARING



AGENDA

Date: Monday 27th November 2023

Time: 10.00am

Venue: Council Chamber, Causeway House, Bocking End, Braintree CM7 9HB

Membership:

Councillor P Heath
Councillor G Prime
Councillor W Taylor
Councillor R van Dulken

Members are requested to attend this meeting, to transact the following business:-

1. **Appointment of Chairman.** To appoint a Chairman to conduct the business of this Hearing.
2. **Apologies for Absence.**
3. **Declarations of Interests.** To declare the existence of any interests relating to Items on the Agenda having regard to the Code of Conduct for Members and having taken appropriate advice (where necessary) before the meeting.
4. To consider an application under the Licensing Act 2003 for a Premises Licence in respect of **BAKEALICIOUS, 10-12 MARKET HILL, COGGESHALL CO6 1TS** (Report and application attached).

If you require any further information relating to this Agenda, or you wish to forward your apologies for absence, please contact the Governance Team on (01376) 552525 or e-mail governance@braintree.gov.uk

Dan Gascoyne
Chief Executive

Agenda Item: 4

Report Title: Application for a Premises Licence Bakealicious, 10 - 12 Market Hill, Coggeshall, Essex, CO6 1TS	
Report to: Licensing Sub-Committee	
27th November 2023	For: Decision
Key Decision: No	Decision Planner Ref No: N/A
Report Presented by: Nicola Evans, Licensing Officer	
Enquiries to: Nicola Evans, Licensing Officer	

1. Purpose of the Report

1.1 Members of the Licensing Sub-Committee are requested to consider an application for the grant of a new Premises Licence, having regard to the representation received and the requirement to promote the four licensing objectives:

- a) The prevention of crime and disorder
- b) Public safety
- c) The prevention of public nuisance
- d) The protection of children from harm

2. Recommendations

2.1 Members are advised that they have the following options when determining this application for Bakealicious, 10 - 12 Market Hill, Coggeshall, Essex, CO6 1TS:

- 1. To **Grant** the application for a Premises Licence, on the terms and conditions described within the operating schedule to the Premises Licence application.
- 2. To **Grant** the application for a Premises Licence, on the terms and conditions described within the operating schedule to the Premises Licence application, modified to such extent as considered appropriate to promote the Licensing Objectives.
- 3. To **Grant** the application for a Premises Licence with amended activities or times.
- 4. To **Refuse** the application for a Premises Licence.

The Licensing Sub-Committee is asked to give full reasons for its decision.

The Sub-Committee is reminded that the applicant, or any person making a representation in relation to this matter may appeal against the decision of the Council to the Magistrates' Court.

3. Summary of Issues

3.1 Premises

Bakealicious
10 - 12 Market Hill
Coggeshall
Essex
CO6 1TS

3.2 Applicant

Miss Janet Nichols

3.3 The application was received and validated on 2nd October 2023 for the grant of a new Premises Licence at Bakealicious, 10-12 Market Hill, Coggeshall, Essex, CO6 1TS, and the consultation started.

The purpose of the new application is to include:

Sale by Retail of Alcohol : Everyday	09:00 – 23:30
Late Night Refreshment : Monday – Saturday	23:00 – 23:30
Live Music: Monday – Saturday	18:00 – 23:30
Sunday	18:00 – 22:30
Recorded Music: Monday – Saturday	09:00 – 23:30
Sunday	10:00 – 22:30

3.4 The Live Music Act 2012, in force from 6th April 2015, deregulates live and recorded music and therefore removes the licensing requirements for live music and recorded music where:-

- There is a premises licence or club premises certificate in place permitting 'on sales'
- The premises are open for the sale or supply of alcohol for consumption on the premises
- Live or recorded music is taking place between 8am and 11pm
- If the music is amplified live music or recorded music (e.g. DJs or a disco for example), the audience consists of no more than 500 people

In regards to this application, if the 'on' sale of alcohol element is granted and the above criteria is met the regulated entertainment between 09:00 and 23:00 would not be considered a licensable activity. The times between 23:00 and 23:30 would be considered a licensable activity and require permission.

3.5 The applicant has detailed a number of steps within the operating schedule to promote the four licensing objectives.

3.6 The application has been properly made in accordance with the Licensing Act 2003, and all procedures correctly followed. The completed application form is attached as Appendix 1.

3.7 During consultation the applicant agreed several conditions with Essex Police along with a revised plan (Appendix 2). The new plan reduces the originally proposed licensable area to remove the outside seating area. These conditions, along with those detailed in the application's operating schedule are requested to be included on the Premises Licence should it be granted.

4. Representations

4.1 The Section 182 Guidance for the Licensing Act 2003 states that relevant representations can be made in opposition to, or in support of, an application and can be made by any individual, body or business that has grounds to do so.

4.2 During the 28 day consultation period under the Licensing Act 2003, the Licensing Authority received representations from one interested party (Appendix 3).

4.3 The interested party has subsequently submitted a letter, a copy of which is attached (Appendix 4). This is additional evidence, not a new representation.

5. Options

1. To **Grant** the application for a Premises Licence, on the terms and conditions described within the operating schedule to the Premises Licence application.
2. To **Grant** the application for a Premises Licence, on the terms and conditions described within the operating schedule to the Premises Licence application, modified to such extent as considered appropriate to promote the Licensing Objectives.
3. To **Grant** the application for a Premises Licence with amended activities or times.
4. To **Refuse** the application for a Premises Licence.

6. Financial Implications

6.1 None arising from this report.

7. Legal Implications

- 7.1 The Licensing Sub-Committee is required to give reasons for its decision and any party who is dissatisfied may appeal to the Magistrates' Court within 21 days from the date of the decision. If such an appeal is made by the Premises Licence Holder then any decision taken is stayed until such time as an appeal is heard.

8. Equality and Diversity Implications

- 8.1 Section 149 of the Equality Act 2010 creates the public sector equality duty which requires that when the Council makes decisions it must have regard to the need to:
- (a) Eliminate unlawful discrimination, harassment and victimisation and other behaviour prohibited by the Act
 - (b) Advance equality of opportunity between people who share a protected characteristic and those who do not
 - (c) Foster good relations between people who share a protected characteristic and those who do not including tackling prejudice and promoting understanding.
- 8.2 The protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, gender and sexual orientation. The Act states that 'marriage and civil partnership' is not a relevant protected characteristic for (b) or (c) although it is relevant for (a).
- 8.3 The Equality Impact Assessment indicates that the proposals in this report will not have a disproportionately adverse impact on any people with a particular characteristic.

9. List of Appendices

1. Application for a Premises Licence and plan (Appendix 1)
2. Conditions agreed with Essex Police, revised plan and confirmation of agreement to conditions (Appendix 2)
3. Representation (Appendix 3)
4. Letter from the interested party providing additional evidence (Appendix 4)

10. Background Papers

1. [Licensing Act 2003](#)
2. [Revised Guidance issued under section 182 of the Licensing Act 2003 – April 2018](#)

**Council Use Only**

Application ref:

Premises Ref:

Licensing
Causeway House
Bocking End
Braintree
Essex
CM7 9HB
01376 557790
licensing@braintree.gov.uk

**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 JANET NICHOLS

(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 10-12 MARKET HILL			
Post town	COGGESHALL	Postcode	CO6 1TS
Telephone number at premises (if any)	01376 566836		
Non-domestic rateable value of premises	£600 PER YEAR		

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/limited liability partnership please complete section (B)
 - ii as a partnership (other than limited liability) 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 (by ticking yes to one box below):

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 checked="" type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname NICHOLS			First names JANET		
Date of birth or over		I am 18 years old		<input type="checkbox"/>	Please tick yes
				<input checked="" type="checkbox"/>	
Nationality BRITISH					
Current residential address if different from premises address					
Post town			Postcode		
Daytime contact telephone number					
E-mail address (optional)					

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)	
Surname			First names		
Date of birth or over		I am 18 years old or		<input type="checkbox"/>	Please tick yes
Nationality					
Current postal address if different from premises address					
Post town			Postcode		
Daytime contact telephone number					
E-mail address (optional)					

(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
Address
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.)
Telephone number (if any)
E-mail address (optional)

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
0	1	07/2023

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

DD	MM	YYYY

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

TEA ROOM DURING THE DAY. OCCASSIONAL WINE BAR IN THE EVENING
I WOULD LIKE TO SERVCE ALCOHOL DURING THE DAY WITH LUNCH ETC

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 and Schedules 1 and 2 to the Licensing Act 2003)

Provision of regulated entertainment (please read guidance note 2)

Please tick all 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

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place <u>indoors or outdoors or both</u> – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day				Start	Finish
Mon				<u>Please give further details here</u> (please read guidance note 4)	Outdoors
Tue			Both		<input type="checkbox"/>
Wed			<u>State any seasonal variations for performing plays</u> (please read guidance note 5)		
Thur					
Fri			<u>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</u> (please read guidance note 6)		
Sat					
Sun					

B

Films Standard days and timings (please read guidance note 7)			<u>Will the exhibition of films take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4)		
Mon					
Tue			<u>State any seasonal variations for the exhibition of films</u> (please read guidance note 5)		
Wed					
Thur			<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> (please read guidance note 6)		
Fri					
Sat					
Sun					

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed			
Thur			<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> (please read guidance note 6)
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			<u>Please give further details here</u> (please read guidance note 4)		
Tue					
Wed			<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)		
Thur					
Fri			<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> (please read guidance note 6)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish			
Mon	6PM	23.30 PM	Please give further details here (please read guidance note 4) OCCASSIONAL TAPAS EVENING, OCCASSIONAL OPEN AS WINE BAR		
Tue	6PM	23.30 PM			
Wed	6PM	23.30 PM	State any seasonal variations for the performance of live music (please read guidance note 5)		
Thur	6PM	23.30 PM			
Fri	6PM	23.30 PM	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 (please read guidance note 6)		
Sat	6PM	23.30 0M			
Sun	6PM	22.30 PM			

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<u>Please give further details here</u> (please read guidance note 4) RECORDED MUSIC OR RADIO TO BE PLAYED WHIST TEA ROOM IS OPEN. I WILL NOT BE OPENING IN THE EVENING EVERY DAY. I HAVE A MUSIC LICENCE		
Mon	9AM	23.30 PM			
Tue	9AM	23.30 PM	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 5)		
Wed	9AM	23.30 PM			
Thur	9AM	23.30 PM	<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> (please read guidance note 6)		
Fri	9AM	23.30 PM			
Sat	9AM	23.30 PM			
Sun	10AM	22.30 PM			

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon					
Tue			State any seasonal variations for the performance of dance (please read guidance note 5)		
Wed					
Thur			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 (please read guidance note 6)		
Fri					
Sat					
Sun					

H

<p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)</p>			<p>Please give a description of the type of entertainment you will be providing</p> <p>TAPAS EVENINGS, HIRING FOR PRIVATE PARTIES, WINE BAR,</p>		
Day	Start	Finish	<p><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)</p>	Indoors	<input type="checkbox"/>
Mon	6PM	23.30 PM		Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Tue	6PM	23.30 0PM	<p><u>Please give further details here</u> (please read guidance note 4)</p> <p>OUTSIDE SEATING AREA</p>		
Wed	6PM	23.30 PM			
Thur	6PM	23.30 PM	<p><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)</p>		
Fri	6PM	23.30 PM			
Sat	6PM	23.30 PM	<p><u>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</u> (please read guidance note 6)</p>		
Sun	6PM	22.30 PM			

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input checked="" type="checkbox"/>
Mon	6PM	23.30 PM	<u>Please give further details here</u> (please read guidance note 4) SUPPLY OF ALCOHOL TO OCCASSIONAL WINE BAR AND EVENING EVENTS	Both	<input type="checkbox"/>
Tue	1PM	23.30 PM			
Wed	6PM	23300 PM	<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5)		
Thur	6PM	23.30 PM			
Fri	6PM	23.30 PM	<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> (please read guidance note 6)		
Sat	6PM	23.30 PM			
Sun	6PM	22.30 PM			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>			
				Off the premises	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5)					
Mon	9AM	11.30 PM						
Tue	9AM	11.30 PM						
Wed	9AM	11.30 PM						
Thur	9AM	11.30 PM						
Fri	9AM	11.30 PM						
Sat	9AM	11.30 PM						
Sun	9AM	11.30 PM						
						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 (please read guidance note 6)		

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name MISS JANET NICHOLS	
Date of birth	
Address	
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 9).

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	9AM	23.30 PM	
Tue	9AM	23.30 PM	
Wed	9AM	23.30 PM	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 (please read guidance note 6)
Thur	9AM	23.30 PM	
Fri	9AM	23.30 PM	ONLY IF HIRED FOR A PRIVATE PARTY

Sat	9AM	11.30 PM	
Sun			

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 10)

To promote the licencing objectives and to take necessary steps to deal with any problems

To ensure competent staff on duty at all times

To undertake staff training in relation to the sale of alcohol

b) The prevention of crime and disorder

CCTV to be installed at the entrance and inside shop

c) Public safety

Appropriate fire safety procedures to be in place.

Fire extinguishers, fire blankets. Illuminated signs, smoked detectors

d) The prevention of public nuisance

Display clear notices asking customers to leave premises quietly

Asking them to leave quietly

e) The protection of children from harm

Licensee and staff to ask anyone who appears to be under age for photographic ID (proof of age cards, driving licence, passport, official identity card bearing a photograph and date of birth of customer)

To report any child abuse

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.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15).

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

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.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12). If signing on behalf of the applicant, please state in what capacity.

Declaration	<ul style="list-style-type: none"> • [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 (please read guidance note 15). • 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 (please see note 15)
Signature	MISS JANET NICHOLS
Date	16-5-2023
Capacity	OWNER

For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent (please read guidance note 13). 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 14)			
Post town	Coggeshall	Postcode	CO6 1TS
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

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. 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:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - 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.
 - 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.
 - 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.

- 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:
 - 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.
 - 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.
 - 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.
 - 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:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - 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;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - 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.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. 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.
 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 7. 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.
 8. 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'.

9. 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.
10. Please list here steps you will take to promote all four licensing objectives together.
11. The application form must be signed.
12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
14. This is the address which we shall use to correspond with you about this application.

15. 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 by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

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 **full birth or adoption certificate** issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **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.**
- 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 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, 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.

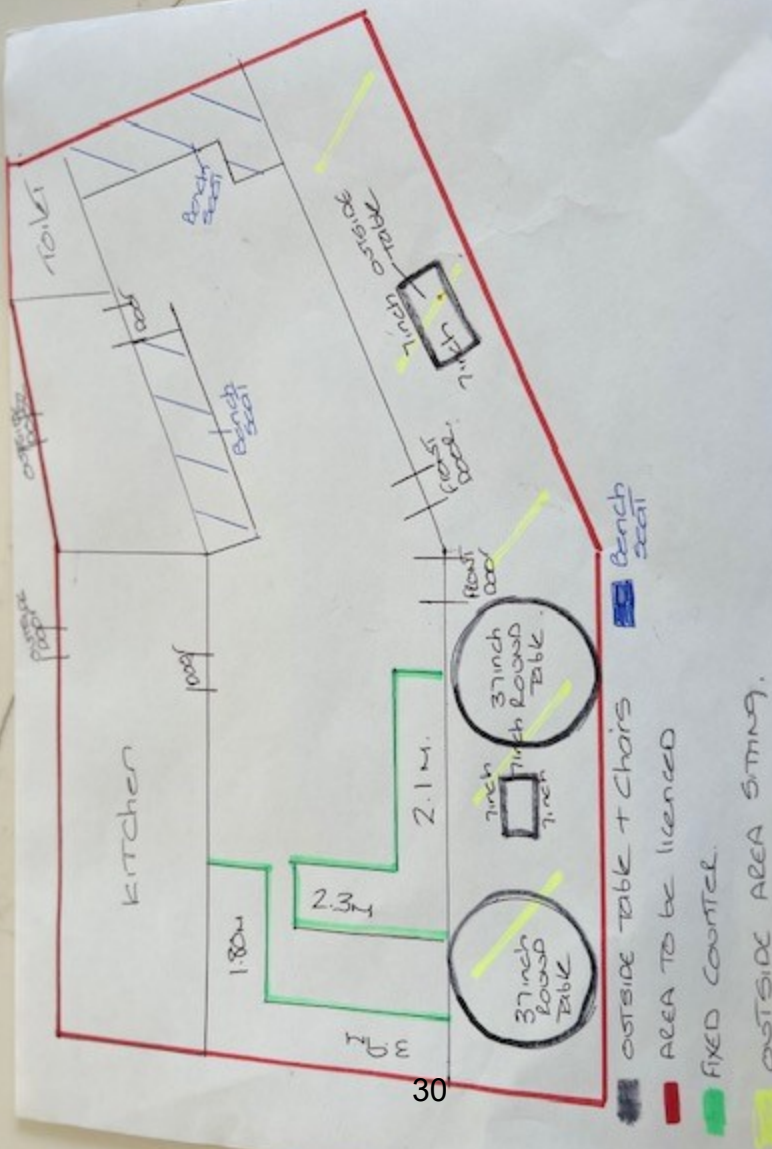
Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card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

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.



Webb, Alison

From: Licensing Braintree and Uttlesford
<Licensing.Braintree.and.Uttlesford@essex.police.uk>
Sent: 05 October 2023 10:18
To: Licensing
Subject: Premises Licence - Bakealicious

Good morning , - PLEASE IGNORE MY PREVIOUS EMAIL RE THE GREEN MAN I HAVE ATTACHED COMMENTS TO THE WRONG APPLICATION .

Having been in contact with the applicant, the licensed premises footprint has changed. Additionally may I draw your attention to point 2 to be removed . I have added a copy of the new plan & email chain agreeing to conditions . The following conditions have been agreed:

- 1 – Not licensing the outside area - New Premises plan to be submitted - attached
- 2 – Removal of condition “ To ensure competent staff on duty at all times” as this is ambiguous.
- 3 - The premises shall have installed and maintain a closed circuit television surveillance (CCTV) system which at all times complies with the below requirements:
 1. CCTV will be provided in the form a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition;
 2. CCTV cameras shall cover {all public areas including} all entrances and exits and all areas where the sale of alcohol takes place;
 3. 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;
 4. At all times, whilst the premises is open for licensable activities, there are members of staff able to immediately provide viewable copies of recordings to the police or licensing authority staff upon reasonable request;
 5. The recording equipment and data storage devices shall be kept in a secure environment and fitted with security functions (such as passwords) to prevent recordings being tampered with;
- 4 - Signs must be displayed at all entrances {and exits} advising customers that CCTV is operating at the premises and shall be a minimum size of 200 x 148 mm and clearly legible at all times when the premises conducts licensable activities.
- 5 - Customers will not be permitted to remove from the premises any drinks supplied by the premises in open containers
- 6 - No music, nor late night refreshment, shall be provided to external areas at any time/after 21:00 hours.
- 7 - Service of alcohol shall be by waiter/waitress only to patrons seated at a table.
- 8 - A Challenge 25 scheme shall be operated, whereby any person who appears to be under the age of 25 years of age is required to produce on request an item which meets the mandatory age verification requirement and is either a:
 1. Proof of age card bearing the PASS Hologram;
 2. Photocard driving licence;
 3. Passport; or

Ministry of Defence Identity Card.

9 - The premises shall clearly display signs at the each point of sale and in areas where alcohol is displayed advising customers that a ‘Challenge 25’ policy is in force. – Attached

10 - All staff engaged in the sale or supply of alcohol on the premises shall have received training in relation to the protection of children from harm (including under-age sales), how to recognise drunkenness and the duty not to serve drunk persons. Refresher training shall be carried out at least every six months.

Training records shall be kept on the premises (or otherwise be accessible on the premises) for a minimum of 12 months and made immediately available to police,



Ronan McManus

Senior Licensing Officer

☎ 101 (Ext: 406363) 📞

📍 Braintree Police Station, Blyth's Meadow, Braintree. CM7 3DJ

Local Policing Support Unit - Home (sharepoint.com)



Ronan McManus

Senior Licensing Officer

☎ 101 (Ext: 406363) 📞

📍 Braintree Police Station, Blyth's Meadow, Braintree. CM7 3DJ

Local Policing Support Unit - Home (sharepoint.com)

Ronan McManus

From: Bakealicious
Sent: 04 October 2023 19:56
To: Ronan McManus
Subject: Re: EXTERNAL - Re: Premises Licence application

Hi.
Yes absolutely

Thanks

Sent from my iPhone

On 4 Oct 2023, at 15:21, Ronan McManus <Ronan.McManus@essex.police.uk> wrote:

Thank you Jan ,

Are you in agreement the other conditions I have offered ?

Ronan McManus
Senior Licensing Officer
<image001.jpg> ☎ 101 (Ext: 406363)
📍 Braintree Police Station, Blyth's Meadow, Braintree. CM7 3DJ

[Local Policing Support Unit - Home \(sharepoint.com\)](#)

From: Bakealicious
Sent: 04 October 2023 15:12
To: Ronan McManus <Ronan.McManus@essex.police.uk>
Subject: EXTERNAL - Re: Premises Licence application

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Hi. Thankyou for your email

Here is the revised plan of the shop

Thanks

Jan x
<image002.jpg>
Sent from my iPhone

On 4 Oct 2023, at 14:35, Ronan McManus
<Ronan.McManus@essex.police.uk> wrote:

Good afternoon Jan ,

Thank you for your time this afternoon as discussed can consideration given to :

1 – Not licensing the outside area - New Premises plan to be submitted .

2 – Removal of condition “ To ensure competent staff on duty at all times” as this is ambiguous.

3 - The premises shall have installed and maintain a closed circuit television surveillance (CCTV) system which at all times complies with the below requirements:

1. CCTV will be provided in the form a recordable system, capable of providing pictures of evidential quality in all lighting conditions particularly facial recognition;
2. CCTV cameras shall cover {all public areas including} all entrances and exits and all areas where the sale of alcohol takes place;
3. 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;
4. At all times, whilst the premises is open for licensable activities, there are members of staff able to immediately provide viewable copies of recordings to the police or licensing authority staff upon reasonable request;
5. The recording equipment and data storage devices shall be kept in a secure environment and fitted with security functions (such as passwords) to prevent recordings being tampered with;

4 - Signs must be displayed at all entrances {and exits} advising customers that CCTV is operating at the premises and shall be a minimum size of 200 x 148 mm and clearly legible at all times when the premises conducts licensable activities.

5 - Customers will not be permitted to remove from the premises any drinks supplied by the premises in open containers

6 - No music, nor late night refreshment, shall be provided to external areas at any time/after 21:00 hours.

7 - Service of alcohol shall be by waiter/waitress only to patrons seated at a table.

8 - A Challenge 25 scheme shall be operated, whereby any person who appears to be under the age of 25 years of age is required to produce on request an item which meets the mandatory age verification requirement and is either a:


1. Proof of age card bearing the PASS Hologram;
2. Photocard driving licence;
3. Passport; or

Ministry of Defence Identity Card.

9 - The premises shall clearly display signs at the each point of sale and in areas where alcohol is displayed advising customers that a 'Challenge 25' policy is in force. – Attached

10 - All staff engaged in the sale or supply of alcohol on the premises shall have received training in relation to the protection of children from harm (including under-age sales), how to recognise drunkenness and the duty not to serve drunk persons. Refresher training shall be carried out at least every six months.

Training records shall be kept on the premises (or otherwise be accessible on the premises) for a minimum of 12 months and made immediately available to police,

 **Ronan McManus**
Senior Licensing Officer
☎ 101 (Ext: 406363)
📍 Braintree Police Station, Blyth's Meadow, Braintree. CM7 3DJ

[Local Policing Support Unit - Home \(sharepoint.com\)](#)

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<Challenge 25 Poster (includes Military ID).pdf>

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Webb, Alison

From:
Sent: 19 October 2023 13:20
To: Licensing
Subject: RE: Alcohol licence application for Bakealicious 10/12 Market Hill Coggeshall Essex CO6 1TS

Hello
 I feel this licence would be a public nuisance to me and my neighbour who also has an apartment over the café I am in my eighties and do not need a party beneath me on various occasions, my neighbour is slightly disabled through a major spine problem which a current operation has not improved his situation therefore needs peace and quiet so he can rest
 I feel this licence if granted would be totally unfair to us both and we agree a licence for opening hours say 9-5pm is a fair alternative for the granting of the licence as I understand from the owner she needs the licence so she can serve prosecco with afternoon teas but if a full licence is granted temptation is there to use it for evening events It is easy to allow such a licence for people to enhance their business and people to enjoy a night with alcohol but we live above these premises so some thought must be given to us also taking into account we lived in these premises prior to it being a café one must add there are public houses close by should clients need alcohol

Thanking you for your consideration of this matter

Sent from [Mail](#) for Windows 10

From: [Licensing](#)
Sent: 17 October 2023 16:57
To:
Subject: RE: Alcohol licence application for Bakealicious 10/12 Market Hill Coggeshall Essex CO6 1TS

Good afternoon,

Further to your email below, your concerns as they appear do not constitute a valid representation to the application.
 To meet the criteria, the Licensing Objective related to concerns (in this instance 'Public Nuisance') should be mentioned, with further information included to best describe how you feel the grant of the licence would affect you.

Should you wish to discuss this matter further, please do not hesitate to contact us.

Kind Regards

Licensing Team
 Braintree District Council, Causeway House, Bocking End, Braintree, Essex CM7 9HB
 *01376 557790 licensing@braintree.gov.uk

From:
Sent: Saturday, October 14, 2023 3:02 PM
To: Licensing <licensing@braintree.gov.uk>
Subject: Alcohol licence application for Bakealicious 10/12 Market Hill Coggeshall Essex CO6 1TS

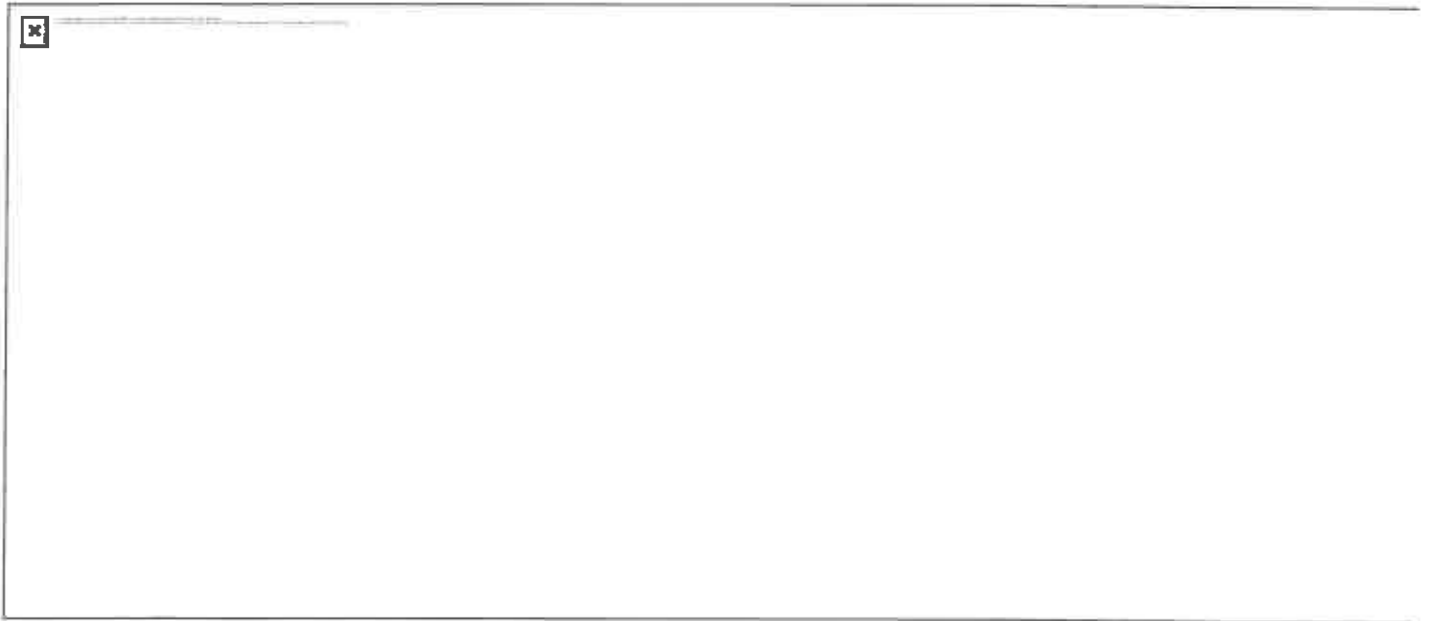
I wish to oppose the above application

I live above these premises a alcohol licence from opening time of the café 9 am to 11.30 pm is totally unacceptable to me

The reason is should the owner of the café have evening events once obtaining the alcohol licence

li would be noisy and totally out of keeping with the residential premises in which I live

I have no objection to a lesser time say 9am to 5 pm



Think before you print!

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Allison Webb, Licensing Officer
Braintree District Council
Causeway House, Bocking End, Braintree CM7 9HB
01376 552525 Ext. 2229

12 November, 2023

Dear Ms Webb

I write to express my Licensing Objective to application under the Licensing Act 2003 for a Premises Licence for Bakealicious, 10-12 Market Hill, Coggeshall CO6 1TS on the grounds of Public Nuisance.

I have lived directly above the Coggeshall Tea Rooms for the past three years and my neighbour, also directly above the tea rooms, and I accept the regular hum of customers and the business below from early morning till late afternoon as part of living in the village centre. However, the change of regular hum in regular working hours to alcohol fuelled parties is not something I, in my late eighties, and my neighbour, recovering from a spinal surgery, are prepared to readily accept.

The desire to grow a business in times of economic uncertainty is fully understood, however, with only so many customers and decreasing disposable incomes to go round a village already with a number of licensed businesses I find it difficult to understand the need for another licensed premise offering parties and events during the hours below, with music and potentially an extended premises application to include the public pavement directly below our windows.

I will hear all the events and it will disturb my living and sleeping especially when those events are late at night with live music and licensed. It is the amount of nights per week and end time that I object to. As a neighbour and not someone with a mindset to deter entrepreneurship, I would accept a compromise that enables the Tea Rooms, to continue operating as Tea Rooms with a license to offer Prosecco/wine with afternoon tea or offer the rooms as a venue for evening/nighttime functions a couple of times a week maximum. The business is registered as Tea Rooms and I do not see the need or opportunity to change to an event venue with late night alcohol driven parties, spilling onto the street in what is a quaint, respectful and very nice village I call home.

I do hope the village community and those that care for it are able to understand my wish to maintain the atmosphere and charm Coggeshall is known for.

Regards,

Sale Consumption of Alcohol Licence and Recorded Music: Mon - Sat 09:00-23.30, Sun 10:00 - 22.30.

Late night Licence and Live Music Mon - Sat 18:00 - 23.30, Sun 18:00 - 22.30

**HEARING PROCEDURE FOR PREMISES LICENCES/CLUB PREMISES CERTIFICATES
WHERE APPLICANT AND OBJECTORS ARE PRESENT**

1. Welcome and Introduction

- [1] The Chairman welcomes the people who are present and introduces the Members. He/she will ask the Members to confirm that they have no declarations of interest to declare in respect of the application.
- [2] The Chairman asks the Applicant to introduce himself/herself and then asks the Objectors to introduce himself/herself/themselves.
- [3] The Chairman then confirms that the hearing will be conducted in accordance with this procedure. If any party wishes to rely upon any evidence that has not been disclosed prior to the hearing, they must ask for the Chairman's permission at this point.

2. The Applicant's Case

- [1] The Chairman asks the Applicant or his/her representative to present his/her application for a licence.
- [2] The Applicant or his/her representative may then call any witnesses and/or give evidence in support of his/her application.
- [3] The Objector[s] or their spokesperson may then question the Applicant [if he has given evidence] and any witnesses.
- [4] The Chairman or any Member of the Sub-Committee may ask questions of the Applicant and any witnesses.
- [5] If there are any witnesses, the Applicant or his representative will then be given a final opportunity of asking any further questions of the witnesses to clear up any points raised in the earlier questioning.

3. The Objector[s] Case

- [1] The Objector[s] will give their reasons for objecting to the application.
- [2] The Objector[s] or their representative will then call any witnesses in support of their objection.
- [3] The Applicant or his representative may then question the Objector[s] [if they have given evidence] and any witnesses.

- [4] The Chairman or any Member of the Sub-Committee may ask questions of the Objector[s] and any witnesses.
- [5] If there are any witnesses, the Objector[s] or their representative will then be given a final opportunity of asking any further questions of the witnesses to clear up any points raised in the earlier questioning.

4. Closing Statements

- [1] By or on behalf of the Objectors. The Objectors may summarise any points they wish to make and comment briefly on the Applicant's replies to questions. They cannot introduce new issues.
- [2] By or on behalf of the Applicant. The Applicant or his/her representative may summarise any points they wish to make and comment briefly on the Objector's replies to questions. They cannot introduce new issues.
- [3] The Chairman will then ask the Legal Adviser whether there are any other matters to be raised or resolved before the hearing is adjourned. The Sub-Committee will then retire to a separate room with the Legal Adviser and Member Services Officer to deliberate.
- [4] If the Legal Adviser gives legal advice to Members during the period of adjournment this advice will be repeated in summary form when the hearing reconvenes.

5. Decision

- [1] The Chairman will then announce the Sub-Committee's decision and ask the Legal Adviser to read out the details including the reasons.
- [2] Before closing the hearing, the Chairman will notify the Applicant and the Objector[s] of the rights of appeal available to the parties should they disagree with the decision. Such appeal should be made within 21 days of receiving written notification of the Sub-Committee's decision.

November 2010