

# Public Document Pack



## LICENSING SUB-COMMITTEE

Wednesday, 25 February 2015 at 10.00 am  
Council Chamber, Civic Centre, Silver Street,  
Enfield, EN1 3XA

Contact: Jane Creer  
Committee Secretary  
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Council website: [www.enfield.gov.uk](http://www.enfield.gov.uk)

Councillors : Derek Levy (Chair), Alev Cazimoglu and Dogan Delman

## AGENDA – PART 1

### 1. WELCOME AND APOLOGIES FOR ABSENCE

### 2. DECLARATION OF INTERESTS

Members are asked to declare any disclosable pecuniary, other pecuniary or non pecuniary interests relating to items on the agenda.

### 3. FORTY HALL, FORTY HILL, ENFIELD, EN2 (REPORT NO. 173) (Pages 1 - 36)

Application for a new premises licence.

### 4. N21 FOOD & WINE, 740 GREEN LANES, LONDON, N21 3RE (REPORT NO. 174) (Pages 37 - 62)

Application to vary a premises licence.

### 5. EXCLUSION OF THE PRESS AND PUBLIC

If necessary, to consider passing a resolution under Section 100A(4) of the Local Government Act 1972 excluding the press and public from the meeting for any items of business moved to part 2 of the agenda on the grounds that they involve the likely disclosure of exempt information as defined in those paragraphs of Part 1 of Schedule 12A to the Act (as amended by the Local Government (Access to Information) (Variation) Order 2006).  
(There is no part 2 agenda)

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## MUNICIPAL YEAR 2014/15 REPORT NO.

**COMMITTEE :**  
Licensing Sub-Committee  
25 February 2015

**REPORT OF :**  
Principal Licensing Officer

**LEGISLATION :**  
Licensing Act 2003

Agenda - Part	Item
<b>SUBJECT :</b> Application for a new premises licence	
<b>PREMISES :</b> Forty Hall Forty Hill, Enfield EN2	
<b>WARD :</b> Chase	

1 **LICENSING HISTORY & CURRENT POSITION :**

- 1.1 The Banqueting Suite at Forty Hall is licensed in its own right. The Premises Licence (number LN/200502153) is held by Richmond Caterers Ltd.
- 1.2 The park and estate around the Forty Hall building are licensed in their own right. The Premises Licence (number LN/200600565) is held by the Council's Parks Department.
- 1.3 The Forty Hall building is not licensed under the Licensing Act 2003.
- 1.4 A copy of a location map of the premises is attached as Annex 01.

2 **THIS APPLICATION :**

- 2.1 Application is made by the Council's **Finance & Corporate Resources Department** for a new Premises Licence for the Forty Hall building. The application seeks :
- 2.1.1 **Hours the premises are open to the public** : Sunday to Saturday from 07:00 to 01:00 the following day.
- 2.1.2 **Supply of alcohol (on and off supplies)** : Sunday to Saturday from 09:00 to 01:00 the following day.
- 2.1.3 **Plays, Films, Indoor sporting events, Boxing or wrestling entertainments, Live music, Recorded music & Performance of dance** : Sunday to Saturday from 07:00 to 01:00 the following day.
- 2.1.4 **Late night refreshment** : Sunday to Saturday from 23:00 to 01:00 the following day.
- 2.2 The application was advertised in accordance with the requirements of the Licensing Act 2003.
- 2.3 Each of the Responsible Authorities were consulted in respect of the application.
- 2.4 A copy of the application is attached as Annex 02.

3 **RELEVANT REPRESENTATIONS :**

3.1 **Metropolitan Police** : As conditions have been agreed (i.e. the applicant has agreed to amend the operating schedule attached to the application to include additional steps to promote the licensing objectives) the representation, against the application, has been duly withdrawn.

3.2 **Licensing Authority (including Licensing Enforcement, Environmental Health, Trading Standards, Planning, Health & Safety and Children's Services)** : As conditions have been agreed (i.e. the applicant has agreed to amend the operating schedule attached to the application to include additional steps to promote the licensing objectives) the representation, against the application, has been duly withdrawn.

3.3 **Other Persons** : Representations have been made, against the application, by persons residing at five separate addresses. The grounds of representation include the prevention of crime & disorder and the prevention of public nuisance.

3.3.1 Copies of the representations are attached as Annex 03.

4 **RESPONSE TO THE REPRESENTATIONS :**

4.1 On 28 January 2015 a letter, which included a statement from the **Finance & Corporate Resources Department** addressing the grounds of representation, was sent to the five Other Persons.

4.2 A copy of the letter is attached as Annex 04.

4.3 To date, one of the Other Persons has responded to that letter.

4.4 A copy of the response is attached as Annex 05.

5 **PROPOSED LICENCE CONDITIONS :**

5.1 The conditions arising from this application are attached as Annex 06, all are agreed.

6 **RELEVANT LAW, GUIDANCE & POLICIES :**

- 6.1 The paragraphs below are extracted from either :
- 6.1.1 the Licensing Act 2003 ('Act'); or
- 6.1.2 the Guidance issued by the Secretary of State to the Home Office of October 2014 ('Guid'); or
- 6.1.3 the London Borough of Enfield's Licensing Policy Statement of January 2015 ('Pol').

**General Principles :**

- 6.2 The Licensing Sub-Committee must carry out its functions with a view to promoting the licensing objectives [Act s.4(1)].
- 6.3 The licensing objectives are :
  - 6.3.1 the prevention of crime and disorder;
  - 6.3.2 public safety;
  - 6.3.3 the prevention of public nuisance; &
  - 6.3.4 the protection of children from harm [Act s.4(2)].
- 6.4 In carrying out its functions, the Sub-Committee must also have regard to :
  - 6.4.1 the Council's licensing policy statement; &
  - 6.4.2 guidance issued by the Secretary of State [Act s.4(3)].
- 6.5 The Sub-Committee may not have regard to whether or not a proposal is likely to be permitted in accordance with the law relating to planning or building [Pol s.17.1].
- 6.6 There can be confusion about the difference between the "need" for premises, and the "cumulative impact" of premises on the licensing objectives. "Need" concerns the commercial demand for another pub or restaurant or hotel, and is a matter for the planning authority and for the market. This is not a matter for the Sub-Committee in discharging its licensing functions [Guid 13.18].

**Cumulative Impact Policy :**

- 6.7 The applicant premises/club premises is not located in a Cumulative Impact Policy Area [Pol s.9.20].

**Hours :**

- 6.8 The Sub-Committee decides licensed opening hours as part of the implementation of the licensing policy statement and is best placed to make decisions about appropriate opening hours in their area based on their local knowledge and in consultation with responsible authorities [Guid 10.13].
- 6.9 Stricter conditions with regard to licensing hours may be required for licensed premises situated in or immediately adjacent to residential areas to ensure that disturbance to local residents is avoided. This will particularly apply in circumstances where, having regard to the location, size and nature of the premises, it is likely that disturbance will be caused to residents in the vicinity of the premises by concentrations of people leaving, particularly during normal night-time sleeping periods [Pol s.8.4].
- 6.10 Licences for the off-supply of alcohol, particularly late night sales, may be resisted and/or limitations may be imposed in the case of premises known to be or likely to be a focus of crime and disorder, nuisance or those presenting a risk of harm to children [Pol s.8.7.3].

**Decision :**

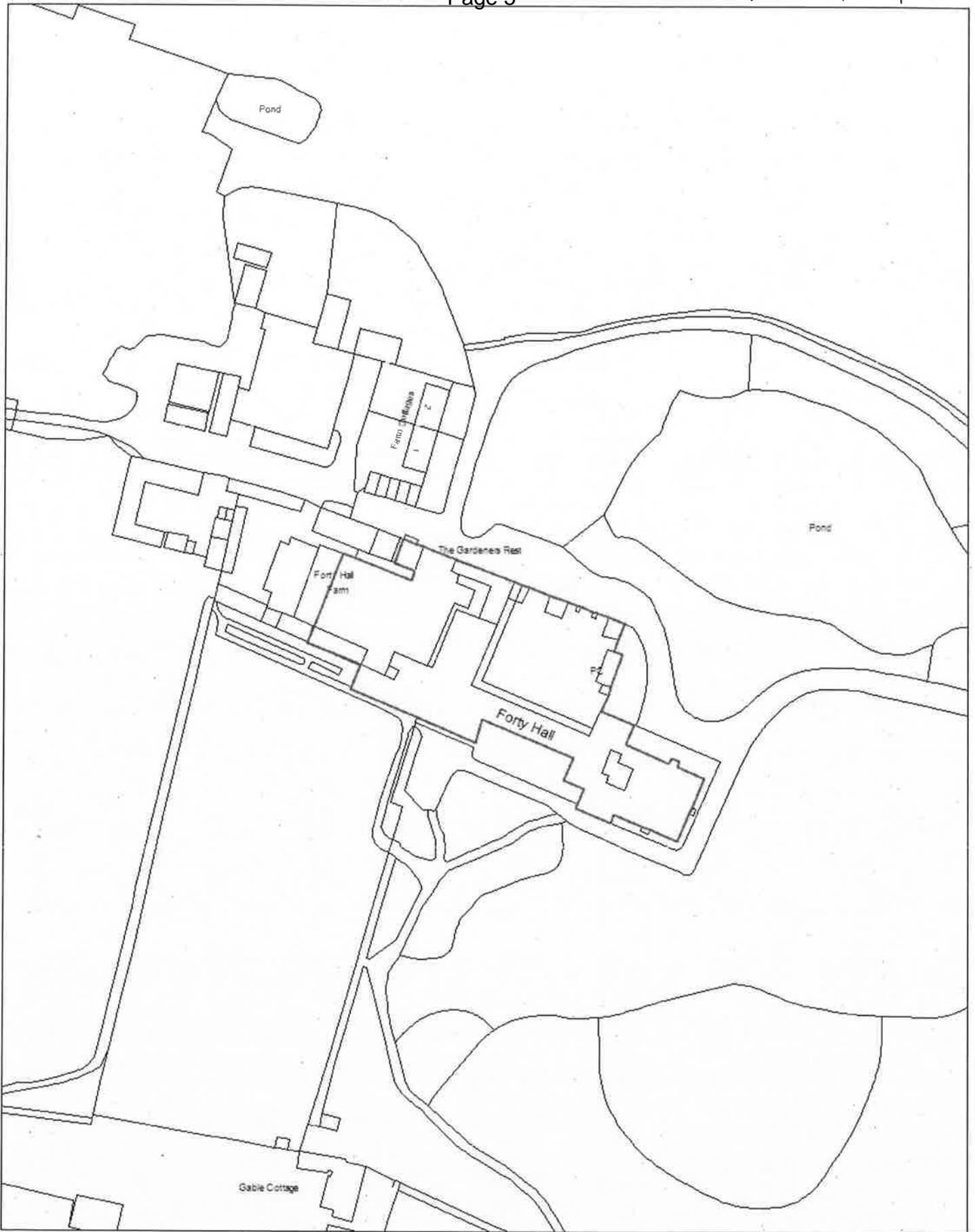
- 6.11 As a matter of practice, the Sub-Committee should seek to focus the hearing on the steps considered appropriate to promote the particular licensing objective or objectives that have given rise to the specific representation and avoid straying into undisputed areas [Guid 9.36].
- 6.12 In determining the application with a view to promoting the licensing objectives in the overall interests of the local community, the Sub-Committee must give appropriate weight to:
- 6.12.1 the steps that are appropriate to promote the licensing objectives;
  - 6.12.2 the representations (including supporting information) presented by all the parties;
  - 6.12.3 the guidance; and
  - 6.12.4 its own statement of licensing policy [Guid 9.37].
- 6.13 Having heard all of the representations (from all parties) the Sub-Committee must take such steps as it considers appropriate for the promotion of the licensing objectives. The steps are :
- 6.13.1 to grant the application subject to the mandatory conditions and such conditions as it considers necessary for the promotion of the licensing objectives;
  - 6.13.2 to exclude from the scope of the licence any of the licensable activities to which the application relates;
  - 6.13.3 to refuse to specify a person in the licence as the premises supervisor;
  - 6.13.4 to reject the application [Act s.18].

**Background Papers :**

**None other than any identified within the report.**

**Contact Officer :**

**Mark Galvayne on 020 8379 4743**



Forty Hall, Forty Hill, Enfield, EN2 9HA

LONDON BOROUGH OF ENFIELD  
 CIVIC CENTRE, SILVER STREET,  
 ENFIELD, EN1 3XE  
[www.enfield.gov.uk](http://www.enfield.gov.uk)



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Date 5 Feb 2015

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ANNEX 02

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I/Transfer

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**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 Lorraine Cox

*(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 <b>Forty Hall, Forty Hill,</b>			
<b>Post town</b>	Enfield	<b>Postcode</b>	EN2 9HA
<b>Telephone number at premises (if any)</b>		020 8363 8196	
<b>Non-domestic rateable value of premises</b>		£30,000	

**Part 2 - Applicant Details**

Please state whether you are applying for a premises licence as

Please tick as appropriate

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

ENFIELD BOROUGH COUNCIL  
RECEIVED  
18 DEC 2014

Email



## 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		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
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 London Borough of Enfield
Address Civic Centre Silver Street Enfield EN1 3XA
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.) Local Government Authority
Telephone number (if any) 020 8379 3659
E-mail address (optional) Lorraine.cox.@enfield.gov.uk

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
05	01	2015

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 1)

Grade one listed mansion dating from 1629 set in public park land. The hall provides events and exhibitions to the visiting public and has a small gift shop and café. The building consists of four floors including a cellar and has a license for wedding ceremonies.

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

What licensable activities do you intend to carry on from the premises?

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

Provision of regulated entertainment

Please tick any that apply

- a) plays (if ticking yes, fill in box A) X
- b) films (if ticking yes, fill in box B) X
- c) indoor sporting events (if ticking yes, fill in box C) X
- d) boxing or wrestling entertainment (if ticking yes, fill in box D) X
- e) live music (if ticking yes, fill in box E) X
- f) recorded music (if ticking yes, fill in box F) X
- g) performances of dance (if ticking yes, fill in box G) X
- 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) X

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

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 6)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	7:00	01:00	<b><u>Please give further details here</u></b> (please read guidance note 3)  We would be working with local professional companies and schools to provide plays either in the hall or courtyard space. Performances will not be amplified.	Both	X
Tue	7:00	01:00			
Wed	7:00	01:00		<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 4)	
Thur	7:00	01:00		Outdoor performances are likely to take place during the summer period only.	
Fri	7:00	01:00		<b><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></b> (please read guidance note 5)	
Sat	7:00	01:00			
Sun	7:00	01:00			

**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	X
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)  Screening of films to the public in the hall or courtyard space. Sound would be amplified.		
Mon	7:00	01:00			
Tue	7:00	01:00	<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 4)  Outdoor screenings to take place during summer period.		
Wed	7:00	01:00			
Thur	7:00	01:00	<b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Fri	7:00	01:00			
Sat	7:00	01:00			
Sun	7:00	01:00			

C

<b>Indoor sporting events</b> Standard days and timings (please read guidance note 6)			<b><u>Please give further details</u></b> (please read guidance note 3) This will consist of small games taking place within the hall.
Day	Start	Finish	
Mon	07:00	01:00	
Tue	07:00	01:00	<b><u>State any seasonal variations for indoor sporting events</u></b> (please read guidance note 4)
Wed	07:00	01:00	
Thur	07:00	01:00	<b><u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)
Fri	07:00	01:00	
Sat	07:00	01:00	
Sun	07:00	01:00	

## D

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	07:00	01:00	<b>Please give further details here</b> (please read guidance note 3)  This will take place in the Long Gallery only.	Both	X
Tue	07:00	01:00			
Wed	07:00	01:00	<b>State any seasonal variations for boxing or wrestling entertainment</b> (please read guidance note 4)		
Thur	07:00	01:00			
Fri	07:00	01:00	<b>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</b> (please read guidance note 5)		
Sat	07:00	01:00			
Sun	07:00	01:00			

## E

Live music Standard days and timings (please read guidance note 6)			Will the performance of live music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	X
Mon	07:00	01:00	<b>Please give further details here</b> (please read guidance note 3)  Live music for celebrations, performances, weddings ceremonies etc. This music maybe amplified from time to time.		
Tue	07:00	01:00			
Wed	07:00	01:00	<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)		
Thur	07:00	01:00			
Fri	07:00	01:00	<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat	07:00	01:00			
Sun	07:00	01:00			

## F

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	X
Mon	07:00	1:00	<b><u>Please give further details here</u></b> (please read guidance note 3)  Recorded music for celebrations, weddings, background atmosphere, performances etc. This music would be amplified.		
Tue	07:00	1:00			
Wed	07:00	1:00	<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 4)		
Thur	07:00	1:00			
Fri	07:00	1:00	<b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat	07:00	1:00			
Sun	07:00	1:00			



## G

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	X
Mon	07:00	1:00	<b><u>Please give further details here</u></b> (please read guidance note 3) Performances of dance as an event for visitors from time to time.		
Tue	07:00	1:00			
Wed	07:00	1:00	<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 4)		
Thur	07:00	1:00			
Fri	07:00	1:00	<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat	07:00	1:00			
Sun	07:00	1:00			

## I

Late night refreshment Standard days and timings (please read guidance note 6)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	X
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)  Serving of buffet food to hirers and members of the public as part of an event at the hall.		
Mon	23:00	1:00			
Tue	23:00	1:00			
Wed	23:00	1:00	<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 4)		
Thur	23:00	1:00			
Fri	23:00	1:00	<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat	23:00	1:00			
Sun	23:00	1:00			

J

Supply of alcohol Standard days and timings (please read guidance note 6)			Will the supply of alcohol be for consumption – <u>please tick</u> (please read guidance note 7)	On the premises	<input type="checkbox"/>
Day	Start	Finish		Off the premises	<input type="checkbox"/>
Mon	09:00	01:00	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)  Supplying alcohol to visitors as part of an event. For hires of the hall holding celebrations (e.g. weddings, birthday, etc.).  Selling alcoholic gifts through our gift shop to members of the public and as part of a meal for an event or hire  <b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 5)	Both	X
Tue	09:00	01:00			
Wed	09:00	01:00			
Thur	09:00	01:00			
Fri	09:00	01:00			
Sat	09:00	01:00			
Sun	09:00	01:00			

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

Name Gavin Williams	
Address 10 Bushey Croft, Harlow, Essex	
Postcode	CM18 6RG
Personal licence number (if known) Harlow/PERS/0599	
Issuing licensing authority (if known) Harlow Council	

**K**

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8).**  
 We may occasionally screen films which are not Universal but will put in procedures to ensure that children are not admitted to such screenings.

**L**

<p><b>Hours premises are open to the public</b>                  Standard days and timings (please read guidance note 6)</p>			<p><b>State any seasonal variations</b> (please read guidance note 4)                  The hall closes to the public at 16:00 from the 1<sup>st</sup> November to the 31<sup>st</sup> March each year.</p> <p><b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</b> (please read guidance note 5)                  The hall is open to the public on Bank holidays from 12:00 to 16:00 during the winter period and 12:00 to 17:00 during the summer period.</p>
Day	Start	Finish	
Mon	07:00	01:00	
Tue	07:00	01:00	
Wed	07:00	01:00	
Thur	07:00	01:00	
Fri	07:00	01:00	
Sat	07:00	01:00	
Sun	07:00	01:00	

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

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

The hall is running occasional events and hires as part of its annual programme. Many events will be ticketed and hires will not exceed the capacity of the building to ensure that the activity is controlled. All activities will be managed by hall staff and risk assessments carried out. Meeting after each activity will take place with senior management to review how the event or hire was managed, any issues arising and how these can be reduced next time. The external CCTV cameras are now linked to the control centre at Claverings and our programme of events will advertise where an event is not suitable for children. Appropriate action will be taken to make sure that young children are not admitted to such events.

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

A digital CCTV system must be installed in the premises complying with the following criteria. Cameras must be sited to observe the entrance and exit doors both inside and outside the alcohol display and floor areas. Cameras on the entrance must capture full frame shots of the heads and shoulders of all the people entering the premises. Cameras must capture a minimum of 16 frames per second, be capable of visually confirming the nature of the crime committed, providing a linked record of the date, time and place of any images, provide good quality images – colour during opening times. Operate under existing light levels within and outside the premise, have the recording device located in a secured area or locked cabinet, have a monitor to review images and recorded picture quality, be regularly maintained to ensure continuous quality of image capture and retention, have signage displayed in the customer area to advise that CCTV is in operation. Digital images to be kept for 31 days. Police will have access to images at any reasonable time. The equipment must have a suitable export method so that the police can make an evidential copy of the data they require.

Toilets at the premises shall be checked for any sign of drug use on average of every hour between 7pm and close time. These records shall be kept for six months. Signs shall be prominently displayed on the exit doors advising that the premises is in a “Drinking Controlled Area” and that alcohol should not be taken off the premises. These notices will be positioned in a location where they can be read by those leaving the premises.

**c) Public safety**

Suitable beverages other than alcohol (including drinking water) shall be equally available for consumption. Should the premises remain open for non-licensable activities customers shall not have access to alcohol after the licensing hours. This shall be prevented by the use of locked fridges. At least two members of staff shall be present on the shop floor of the premises at all times the premises are open of licensable activities.

**d) The prevention of public nuisance**

The management shall make subjective assessments of noise levels outside at the perimeter of the premises whilst regulated entertainment is provided to ensure that noise from the premises does not cause a disturbance to local residents. Records shall be kept of the times, dates and any issues discovered. These records shall be kept for six months. When monitoring by staff identifies that noise from the premises is audible at the perimeter, measures shall be taken to reduce this.

All external doors and windows to be kept closed but not locked whilst amplified music is being played. Prominent, clear and legible notices shall be displayed at all public exits from the premises requesting customers respect the needs of local residents and leave the premises area quietly. These notices will be positioned in a location where those leaving the premises can read them. The car park shall be locked no later than 30 minutes after closing time to prevent members of the public parking in the car park after the premises is closed. Staff shall actively discourage patrons from congregating around the outside of the

premises. All refuse and bottles shall be disposed of in bins quietly so as not to disturb neighbours or local residents. There shall be no disposal of glass bottles outside between 23:00 hours and 07:00.

**e) The protection of children from harm**

All staff are to receive induction and refresher training relating to the sale of alcohol and the times and conditions of the premises license. All training shall be documented and records kept on the premises. The local Authority or similar proof of age scheme shall be operated and relevant material shall be displayed at the premises. Only passport, photographic driving license or ID with the P.A.S.S. logo may be accepted. Children under 14 years, not accompanied by an adult, are not permitted to remain at or enter the premises after 21:00 hours. A written record of refused sales shall be kept on the premises and completed when necessary. Records of training and refused sales shall be kept for one year from the date of the last entry.

**Checklist:**


**Please tick to indicate agreement**

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

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

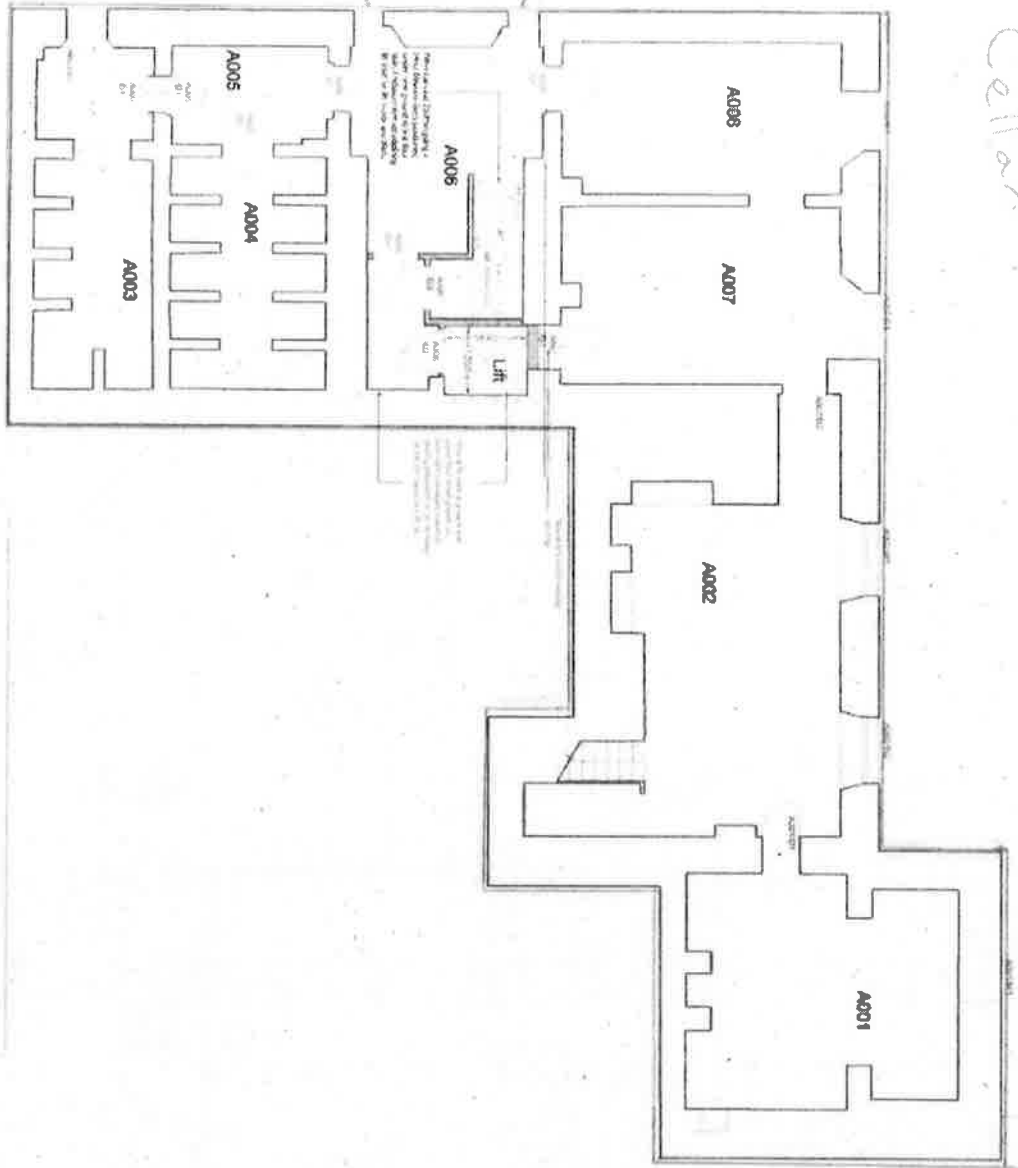
**Part 4 – Signatures** (please read guidance note 10)

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

Signature	
Date	26 <sup>th</sup> November 2014
Capacity	Forty Hall & Estates Manager

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

Cellar

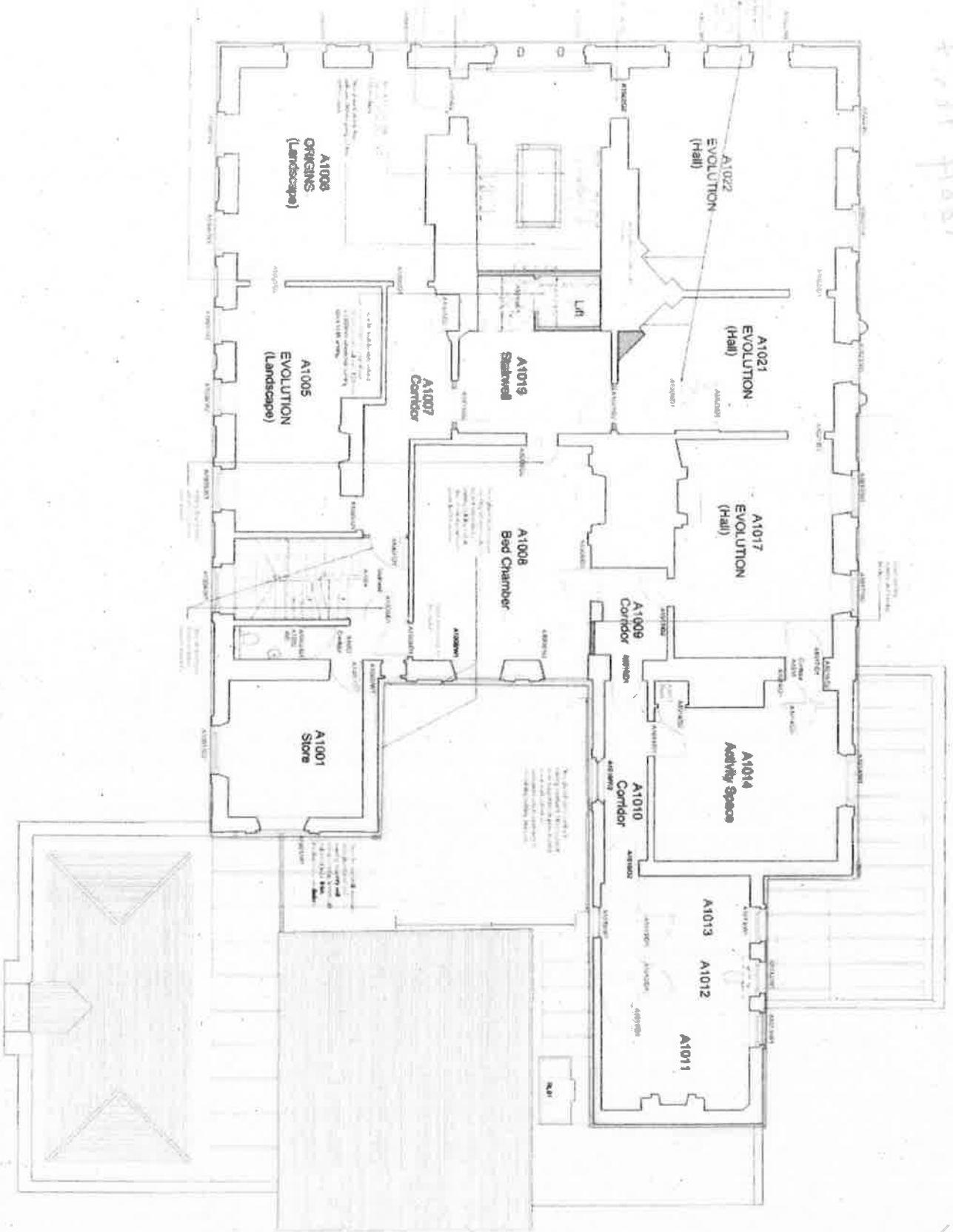


<p><b>THOMAS FORD</b>          CHARTERED ARCHITECTS          &amp; PARTNERS          15, 16 &amp; 17, THE BRIDGE          100, MARKET STREET, LONDON EC4A 3DF</p>		<p><b>STAGE D ISSUE</b></p>	
<p>100, MARKET STREET, LONDON EC4A 3DF          TEL: 020 7493 4000 • FAX: 020 7493 4001          WWW.THOMASFORD.CO.UK</p>		<p>DATE: 15/01/08</p>	
<p>PROJECT: [ ]          CLIENT: [ ]          DRAWING NO: [ ]</p>		<p>SCALE: 1:50</p>	





First Floor



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STAGE 0 ISSU#

Date: 08/08/13

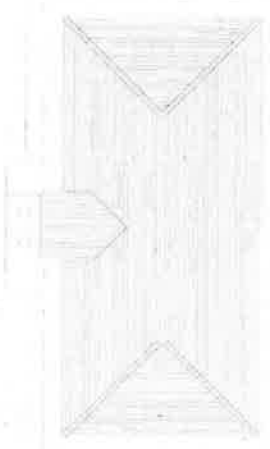
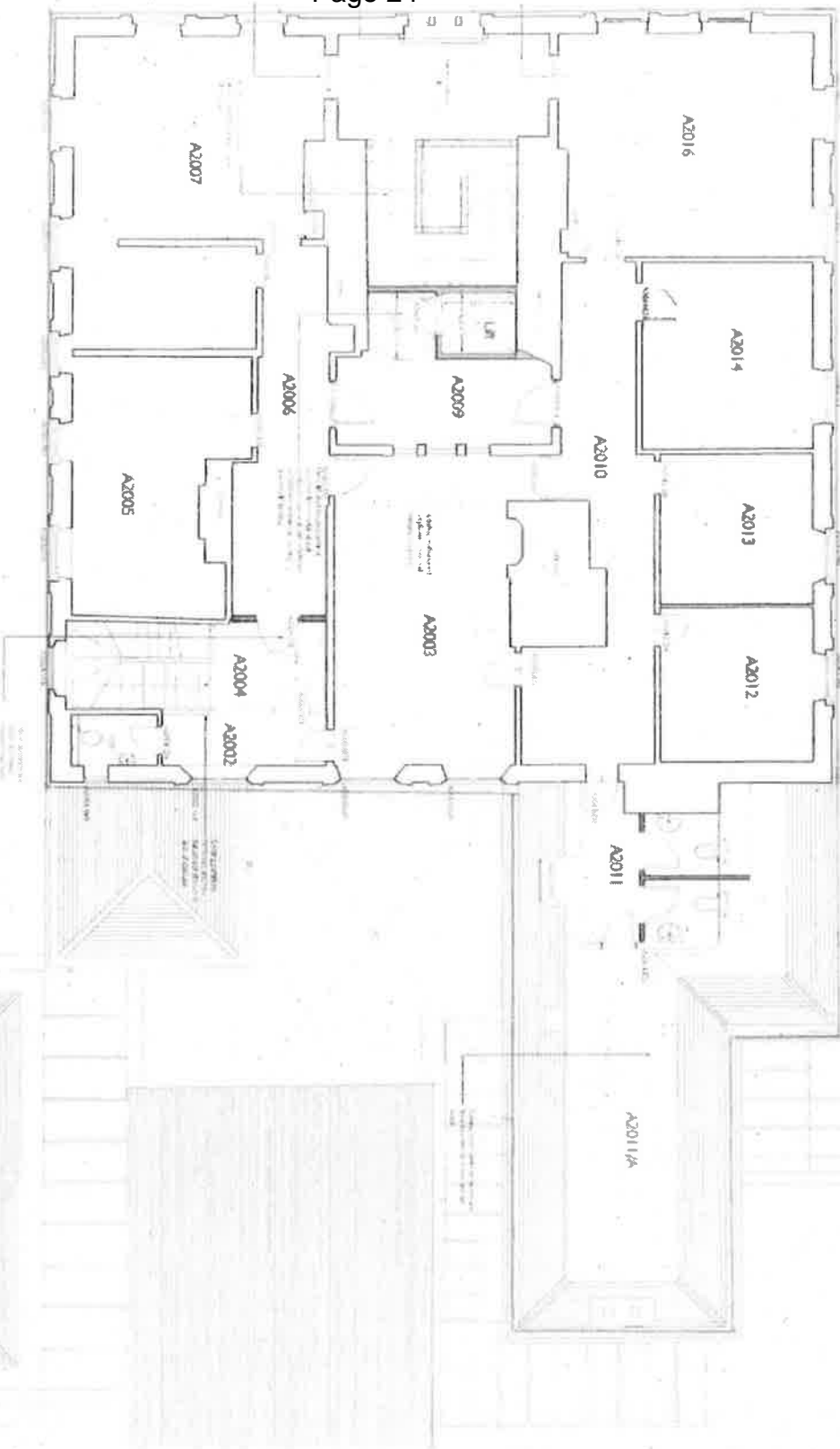


PROJECT  
 1000 University Ave.  
 St. Louis, MO 63102

DATE  
 08/08/13

NO.	DATE	DESCRIPTION
1	08/08/13	STAGE 0 ISSU#

2nd floor



<p>THOMAS FORD &amp; PARTNERS          CHARTERED ARCHITECTS          1000 BROADWAY, SUITE 2000          NEW YORK, NY 10018          TEL: 212 512 2000          FAX: 212 512 2001          WWW.TFAP.COM</p>		<p>STAGE D ISSUE</p>
<p>PROJECT: SCENTY HALL          PHASE: STAGE 2</p>		<p>DATE: 10/15/08</p>

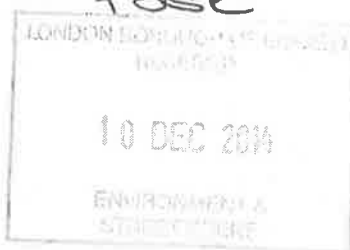
(1P1)

17, Forty Hill,

Enfield, EN2 9HT.

8 December 2014.

Post



Licensing Team,  
 PO Box 54,  
 Civic Centre,  
 Silver Street,  
 Enfield, EN1 3XH

Re: - New premises or club premises certificate/  
licence - application by Lorraine Cox for  
licensable activities at Forty Hill -  
including provision of late night refreshments  
and supply of alcohol - Mon - Sun from  
7am - 1am.

Dear Sirs

I live at the lower end of Forty Hill  
 and I object most strongly to the need for the  
 provision of licences for the supply of alcohol  
 from 7am to 11am - 7am is unreasonable  
 early to start this sort of drinking - and  
 it is encouraging drunken behavior in the  
 early hours of the morning to continue providing  
 alcohol at 1am! I do not consider Boxing  
 or Wrestling suitable entertainment at Forty Hill

- 2 -

~~and~~ <sup>but</sup> I have no objection to the provision of alcohol up to 10pm or perhaps 11pm for very special events. - I do not think alcoholic refreshment need to be served before midday - which would be soon enough for special events - ie Weddings.

I understand that Lyfield Council are trying to discourage anti social behavior often caused by over indulgence ~~in~~ <sup>in</sup> drink - and also drinking while driving - which visitors to Forty Hall's Park who cannot rely on public transport at 1 am. may indulge in -

Please consider these points before granting this licence/certificate.

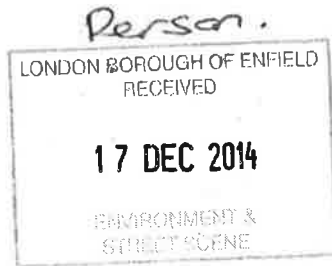
Yours sincerely

Mary K Piper (Mrs.)

IP2

Licensing Team  
PO Box 57  
Civic Centre  
Silver Street  
Enfield  
Middx  
EN1 3X

Gable Cottage  
Forty Hill  
Enfield  
Middx  
EN2 9EJ  
020 8366 0480



15<sup>th</sup> December 2014

Dear Sir/Madam,

I read in the local press that Lorraine Cox, who is I believe an employee of the local authority, has applied for a new premises license or club premises certificate for Forty Hall with licensable activities to accompany live music and recorded music from 7a.m. until 1a.m the following morning, weekdays/weekends

Me and my family live in Gable Cottage which is approx. less than 100 meters from Forty Hall's banqueting suite where the functions will also take place. We have lived here for 45 years and frequently get disturbed by the noise of loud music and noisy people attending weddings on Friday and Saturday nights, especially when the French doors are open in the summer months. We do object to the granting of an alcohol license that exceeds 11p.m and evening events that occur on more than 2 occasions a week.

Please consider the distress it will inflict on us if you allow their application.

We are also speaking on behalf of the adjoining properties, The Dower House and Atherton House.

Please also take into account that the noise level these coming years will increase because of the amount of trees and vegetation that have now been removed between Forty Hall and our homes.

SIGNED

IP3

IP4

Mr G. Cussens

Mrs L. Wills

Ms G. O'Connor

GABLE COTTAGE.

THE DOWER HOUSE  
HOUSE

ATHERTON HOUSE

From : jennyholmes.29@btinternet.com  
Date : 18/12/2014 - 19:28 (UTC)  
To : licensing@enfield.gov.uk  
Subject : Application for new premises licence at Forty Hall

18th December, 2014

Dear Sir/Madam of the Licensing Team,

As a nearby resident, living at 29 Forty Hill, I most strongly object to this application for a 'New Premises Licence' at Forty Hall for the following reasons:

- 1) Many of the proposed activities are totally inappropriate for Forty Hall, including Boxing, Wrestling and other indoor sporting events. There are other venues in the borough where these could be held.
- 2) The time span for the licence 7.00AM to 1.00AM is inexcusable for an historic house in a parkland setting just a short distance from local residents.
- 3) The noise which will occur will disturb all nearby residents (my windows all shook badly during the 2 days when the Civil War re-enactment took place last Summer), visitors to the park and also disturb the wildlife in the park.

People from all over the borough, and beyond, come to Forty Hall to enjoy the feeling of being in the countryside, whether it is walking, playing or just to feel the tranquillity of Forty Hall Park. Occasional organised events like the Mayor's Fun Run are acceptable, but no events should exclude access by the public to the house and park, or require the excessive range of time or activity being requested in this application.

I hope you will restrict any licence that is granted to reasonable times and usage.

Yours faithfully,

J.M. Holmes (Mrs)



1914 - 1918



**Mrs Mary Piper**  
**17 Forty Hill**  
**Enfield**  
**EN2 9HT**

Please reply to : Mark Galvayne  
Licensing Team  
PO Box 57  
Civic Centre, Silver Street  
Enfield EN1 3XH

E-mail : mark.galvayne@enfield.gov.uk

My Ref : WK/214068886(IP01)

Your Ref :

Date : 28 January 2015

Dear Mrs Piper

**Licensing Act 2003**  
**Premises : Forty Hall, Forty Hill EN2**

I refer to your representation against the application for a new Premises Licence, in respect of the above premises, which is scheduled to be considered by the Licensing Sub-Committee at their public hearing on 25 February 2015.

Further to my letter of 27 January 2015, please be advised as follows:

- The applicant has now agreed to licence conditions proposed by the Metropolitan Police Service and the Licensing Authority.
- A list of all of the 22 conditions that would be attached to any licence granted is enclosed.
- The applicant has provided the following statement in respect of your representation –

"[We have applied for] all the styles of event as a matter of course, however we have no intention of programming wrestling or boxing. The only way I

Ian Davis  
Director – Regeneration & Environment  
Enfield Council  
Civic Centre, Silver Street  
Enfield EN1 3XY



Website: [www.enfield.gov.uk](http://www.enfield.gov.uk)

could see that take place would be in a very low key way as part of an old fashioned country fair or demonstration of the art of wrestling or boxing.

The events that we are organising and would like to do more of are parties for members of the public. The customers we prefer are wishing to hold intergenerational family parties to celebrate a significant birthday or anniversary e.g. 70<sup>th</sup>, wedding anniversary, or a wake. We also have an increasing demand for Weddings, Christening parties, and Wakes. These customers want an elegant setting for a significant celebration. We are licenced for wedding ceremonies also. We are also developing two annual seasons of classical concerts i.e. spring/summer and autumn/winter. The audience enjoys the historic setting and would like to stay on site for longer. We will be mindful of residents needs and will manage events professionally. We do not expect events to take place 7 days a week, and events tend to be more events in the warmer months.

We do not and will not take coming of age parties or proms, the Banqueting Suite takes those types of bookings. The Banqueting Suite is already licenced up until 1am for such events. The Banqueting Suite also takes wedding bookings and we help them to develop their business as I have the contract monitoring role for that lease and contract with Richmond Caterers. We work together on Wedding Fairs to increase our business together. The Hall has smaller spaces than the Banqueting Suite and so the customers choose the spaces that suit them best. In this way we are offering a range of options to the customers which depends on the number of people expected for an event. As the contract monitor I have been working with Richmond Catering to encourage them to improve their event management practice to minimise any inconvenience to residents in the area.”

- The representations from the Metropolitan Police Service and the Licensing Authority have now been withdrawn.
- The application remains subject to your representation and to the representations made by 4 other local residents.

**In light of the above, I would be grateful if you would now please confirm in writing whether you wish to proceed with or to withdraw your representation? An email, quoting reference WK/214068886(IP01) and sent to me at [mark.galvayne@enfield.gov.uk](mailto:mark.galvayne@enfield.gov.uk) will be sufficient. Thank you in advance**



for your cooperation in this matter.

Yours sincerely

A handwritten signature in cursive script, appearing to read "Mark Galvayne". The signature is written in dark ink and is positioned below the typed name.

Mark Galvayne, Principal Licensing Officer

From: JENNIFER HOLMES [mailto:jennyholmes.29@btinternet.com]  
Sent: 04 February 2015 16:36  
To: Mark Galvayne  
Subject: Fwd: Application for new premises licence at Forty Hall WK/214068886(IP05)

Re: Application for a Premises Licence at Forty Hall, Forty Hill EN2. Your reference: WK/214068886(IP05)

Dear Mr Galvayne,

In response to your letters of 27th and 28th January 2015, and in the light of their contents, I withdraw part of my representation re this application.

Some of my objections have been answered, but not my objections regarding outdoor activities and events in the grounds of Forty Hall, i.e. the Park.

In my opinion a start time of 7.00a.m. is too early in the morning for either the sale and/or consumption of alcohol or for potential noise and disturbance for people living in the neighbourhood.

With a finishing time of 1.00 a.m. this leaves just 6 hours during the night of guaranteed freedom from noise and disturbance - which is not enough for local residents (and wildlife in the Park). I am especially concerned that the start time for the licence should be even later on Sundays.

As I said in my previous representation, I hope you will restrict any licence that is granted to reasonable times and usage.

Yours sincerely,

J.M.Holmes (Mrs)

**FORTY HALL - WK/214068886****MANDATORY LICENCE CONDITIONS :****Annex 1 - Mandatory Conditions**

1. No supply of alcohol may be made under the premises licence : (a) At a time when there is no designated premises supervisor in respect of the premises licence; or (b) At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
3. The admission of children under the age of 18 to film exhibitions permitted under the terms of this licence shall be restricted in accordance with any recommendations made : (a) By the British Board of Film Classification (BBFC) where the film has been classified by that Board; or (b) By the Licensing Authority where no classification certificate has been granted by the BBFC, or, where the licensing authority has notified the licence holder that section 20 (3) (b) of the Licensing Act 2003 applies to the film.
4. Immediately before each exhibition of a film passed by the British Board of Film Classification there shall be exhibited on a screen for at least five seconds in such a manner as to be easily read by all persons in the auditorium a reproduction of the certificate of the Board or, as regards a trailer advertising a film, of the statement approved by the Board indicating the classification of the film.

**Annex 2 - Conditions consistent with the Operating Schedule****PROPOSED BY APPLICANT :**

5. There shall be no adult entertainment or services, activities or matters ancillary to the use of the premises that may give rise to concern in respect of children.
6. Toilets at the premises shall be checked for signs of drug use on average of every hour between 7pm and close time. These records shall be kept for 6 months.
7. Signs shall be prominently displayed on the exit doors advising that the premises is in a 'Drinking Controlled Area' and that alcohol shall not be taken off the premises. These notices shall be positioned in a location where they can be read by those leaving the premises.
8. Should the premises remain open for non-licensable activities customers shall not have access to alcohol after the licensing hours. This shall be prevented by the use of locked fridges.
9. The management shall make subjective assessments of noise levels outside of the perimeter of the premises whilst regulated entertainment is provided

to ensure that noise from the premises does not cause a disturbance to local residents. Records shall be kept of the times, dates, and any issues discovered. These records shall be kept for 6 months. When monitoring by staff identifies that noise from the premises is audible at the perimeter, measures shall be taken to reduce this.

10. All external doors and windows shall be kept closed but not locked whilst amplified music is being played.
11. Prominent, clear and legible notices shall be displayed at all public exits from the premises requesting customers respect the needs of local residents and leave the premises and area quietly.
12. These notices shall be positioned at eye level and in a location where those leaving the premises can read them.
13. The car park shall be locked no later than 30 minutes after closing time to prevent members of the public parking in the car park after the premises is closed.
14. Staff shall actively discourage patrons from congregating around the outside of the premises.
15. All refuse and bottles shall be disposed of in bins quietly so as not to disturb the neighbours or local residents.
16. There shall be no disposal of glass bottles outside between 23:00 and 07:00.

**REQUESTED BY METROPOLITAN POLICE SERVICE (AND AGREED BY APPLICANT) :**

17. A digital CCTV system must be installed in the premises complying with the following criteria: (1) Cameras must be sited to observe the entrance and exit doors both inside and outside and all floor areas; (2) Cameras on the entrances must capture full frame shots of the heads and shoulders of all people entering the premises i.e. capable of identification; (3) Cameras overlooking floor areas should be wide angled to give an overview of the premises; (4) Cameras must capture a minimum of 16 frames per second; (5) Be capable of visually confirming the nature of the crime committed; (6) Provide a linked record of the date, time, and place of any image; (7) Provide good quality images; (8) Operate under existing light levels within and outside the premises; (9) Have the recording device located in a secure area or locked cabinet; (10) Have a monitor to review images and recorded picture quality; (11) Be regularly maintained to ensure continuous quality of image capture and retention; (12) Have signage displayed in the customer area to advise that CCTV is in operation; (13) Digital images must be kept for 31 days; (14) Police or authorised local authority employees will have access to images at any reasonable time; (15) The equipment must have a suitable export method, e.g. CD/DVD writer so that the police can make an evidential copy of the data they require. This data should be in the native file format, to ensure that no image quality is lost when making the copy. If this format is non-standard (i.e. manufacturer proprietary) then the manufacturer should

supply the replay software to ensure that the video on the CD can be replayed by the police on a standard computer. Copies must be made available to Police or authorised local authority employees on request.

**REQUESTED BY LICENSING AUTHORITY (AND AGREED BY APPLICANT) :**

- 18. At least two members of staff shall be present on the premises at all times the premises are open for licensable activities.**
- 19. All staff shall receive induction and refresher training (at least every three months) relating to the sale of alcohol and the times and conditions of the premises licence.**
- 20. All training relating to the sale of alcohol and the times and conditions of the premises licence shall be documented and records kept at the premises. These records shall be made available to the Police and/or Local Authority upon request and shall be kept for at least one year.**
- 21. The Local Authority or similar proof of age scheme shall be operated and relevant material shall be displayed at the premises. Only passport, photographic driving licences or ID with the P.A.S.S. logo (Proof of Age Standards Scheme) may be accepted.**
- 22. A written record of refused sales shall be kept on the premises and completed when necessary. This record shall be made available to Police and/or the Local Authority upon request and shall be kept for at least one year from the date of the last entry.**

**Annex 3 - Conditions attached after a hearing by the Licensing Authority**

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## MUNICIPAL YEAR 2014/15 REPORT NO.

**COMMITTEE :**  
Licensing Sub-Committee  
25 February 2015

**REPORT OF :**  
Principal Licensing Officer

**LEGISLATION :**  
Licensing Act 2003

Agenda - Part	Item
<p><b>SUBJECT :</b> Application to vary a premises licence</p> <p><b>PREMISES :</b> N21 Food &amp; Wine 740 Green Lanes, Winchmore Hill N21</p> <p><b>WARD :</b> Winchmore Hill</p>	

1 **LICENSING HISTORY & CURRENT POSITION :**

- 1.1 On 25 January 2008 an application by Mr Mahendrasinh Chandrasinh Jadeja for a new Premises Licence, which was not subject to any representations, was granted by officers in accordance with delegated powers.
- 1.2 On 18 June 2012 an application by Mr Abbas Kaya for transfer of the Premises Licence, which was not subject to any representations, was granted by officers in accordance with delegated powers.
- 1.3 On 16 September 2014 an application by **Mr Yilmaz Kaya** for transfer of the Premises Licence, which was not subject to any representations, was granted by officers in accordance with delegated powers
- 1.4 The current Premises Licence permits :
- 1.4.1 **Hours the premises are open to the public** : Sunday to Saturday from 05:00 to 23:00.
- 1.4.2 **Supply of alcohol (off supplies only)** : Sunday to Saturday from 05:00 to 23:00.
- 1.5 A copy of a location map of the premises is attached as Annex 01.
- 1.6 A copy of the current Premises Licence is attached as Annex 02.

2 **THIS APPLICATION :**

- 2.1 Application is made by **Mr Yilmaz Kaya** to vary the Premises Licence. The application (as amended on 5 December 2015) now seeks :
- 2.1.1 **Hours the premises are open to the public** : Sunday to Thursday no change and on Friday and Saturday from 05:00 to 01:00 the following day.
- 2.1.2 **Supply of alcohol (off supplies only)** : Sunday to Thursday no change and on Friday and Saturday from 05:00 to 01:00 the following day.
- 2.2 The application was advertised in accordance with the requirements of the Licensing Act 2003.
- 2.3 Each of the Responsible Authorities were consulted in respect of the application.
- 2.4 A copy of the application is attached as Annex 03.

3 **RELEVANT REPRESENTATIONS :**

- 3.1 **Metropolitan Police** : As conditions have been agreed (i.e. the applicant has agreed to amend the operating schedule attached to the application to include additional steps to promote the licensing objectives) the representation, against the application, has been duly withdrawn.
- 3.2 **Licensing Authority (including Licensing Enforcement, Environmental Health, Trading Standards, Planning, Health & Safety and Children's Services)** : Representation is made, against the application, on the grounds of the prevention of public nuisance. The authority considers that the following variation is appropriate for the promotion of the licensing objectives :
- 3.2.1 **Hours the premises are open to the public** : Sunday to Thursday no change and on Friday and Saturday from 05:00 to 00:00.
- 3.2.2 **Supply of alcohol (off supplies only)** : Sunday to Thursday no change and on Friday and Saturday from 05:00 to 00:00.
- 3.2.3 A copy of the representation is attached as Annex 04.
- 3.3 **Other Person** : Representation is been made, against the application, by Cllr. Dinah Barry. The grounds of the representation are the prevention of crime & disorder, the prevention of public nuisance, public safety and the protection of children from harm.
- 3.3.1 A copy of the representation is attached as Annex 05.

4 **PROPOSED LICENCE CONDITIONS :**

- 4.1 The conditions arising from this application are attached as Annex 06, all are agreed.



5 **RELEVANT LAW, GUIDANCE & POLICIES :**

- 5.1 The paragraphs below are extracted from either :
- 5.1.1 the Licensing Act 2003 ('Act'); or
- 5.1.2 the Guidance issued by the Secretary of State to the Home Office of October 2014 ('Guid'); or
- 5.1.3 the London Borough of Enfield's Licensing Policy Statement of January 2015 ('Pol').

**General Principles :**

- 5.2 The Licensing Sub-Committee must carry out its functions with a view to promoting the licensing objectives [Act s.4(1)].
- 5.3 The licensing objectives are :
  - 5.3.1 the prevention of crime and disorder;
  - 5.3.2 public safety;
  - 5.3.3 the prevention of public nuisance; &
  - 5.3.4 the protection of children from harm [Act s.4(2)].
- 5.4 In carrying out its functions, the Sub-Committee must also have regard to :
  - 5.4.1 the Council's licensing policy statement; &
  - 5.4.2 guidance issued by the Secretary of State [Act s.4(3)].
- 5.5 The Sub-Committee may not have regard to whether or not a proposal is likely to be permitted in accordance with the law relating to planning or building [Pol s.17.1].
- 5.6 There can be confusion about the difference between the "need" for premises, and the "cumulative impact" of premises on the licensing objectives. "Need" concerns the commercial demand for another pub or restaurant or hotel, and is a matter for the planning authority and for the market. This is not a matter for the Sub-Committee in discharging its licensing functions [Guid 13.18].

**Cumulative Impact Policy :**

- 5.7 The applicant premises/club premises is not located in a Cumulative Impact Policy Area [Pol s.9.20].

**Hours :**

- 5.8 The Sub-Committee decides licensed opening hours as part of the implementation of the licensing policy statement and is best placed to make decisions about appropriate opening hours in their area based on their local knowledge and in consultation with responsible authorities [Guid 10.13].
- 5.9 Stricter conditions with regard to licensing hours may be required for licensed premises situated in or immediately adjacent to residential areas to ensure that disturbance to local residents is avoided. This will particularly apply in circumstances where, having regard to the location, size and nature of the premises, it is likely that disturbance will be caused to residents in the vicinity of the premises by concentrations of people leaving, particularly during normal night-time sleeping periods [Pol s.8.4].
- 5.10 Licences for the off-supply of alcohol, particularly late night sales, may be resisted and/or limitations may be imposed in the case of premises known to be or likely to be a focus of crime and disorder, nuisance or those presenting a risk of harm to children [Pol s.8.7.3].

**Decision :**

- 5.11 As a matter of practice, the Sub-Committee should seek to focus the hearing on the steps considered appropriate to promote the particular licensing objective or objectives that have given rise to the specific representation and avoid straying into undisputed areas [Guid 9.36].
- 5.12 In determining the application with a view to promoting the licensing objectives in the overall interests of the local community, the Sub-Committee must give appropriate weight to:
- 5.12.1 the steps that are appropriate to promote the licensing objectives;
  - 5.12.2 the representations (including supporting information) presented by all the parties;
  - 5.12.3 the guidance; and
  - 5.12.4 its own statement of licensing policy [Guid 9.37].
- 5.13 Having heard all of the representations (from all parties) the Sub-Committee must take such steps as it considers appropriate for the promotion of the licensing objectives. The steps are :
- 5.13.1 to grant the application subject to the mandatory conditions and such conditions as it considers necessary for the promotion of the licensing objectives;
  - 5.13.2 to exclude from the scope of the licence any of the licensable activities to which the application relates;
  - 5.13.3 to refuse to specify a person in the licence as the premises supervisor;
  - 5.13.4 to reject the application [Act s.18].

**Background Papers :**  
**None other than any identified within the report.**

**Contact Officer :**  
**Mark Galvayne on 020 8379 4743**



N21 Food & Wine, 740 Green Lanes, London, N21 3RE

LONDON BOROUGH OF ENFIELD  
CIVIC CENTRE, SILVER STREET,  
ENFIELD, EN1 3XE  
www.enfield.gov.uk



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Drg No. 6600GG

Scale 1:1250

Date 5 Feb 201



**Licensing Act 2003**

**PART A – PREMISES LICENCE**

**Granted by the London Borough of Enfield as Licensing Authority**

**Premises Licence Number :** LN/200700575

**Part 1 – Premises Details**

**Postal address of premises :**

**Premises name :** N21 Food and Wine

**Telephone number :** 020 8360 0455

**Address :** 740 Green Lanes LONDON N21 3RE

**Where the licence is time-limited, the dates :** Not time limited

**The opening hours of the premises, the licensable activities authorised by the licence and the times the licence authorises the carrying out of those activities :**

**(1) Open to the Public - Whole Premises**

<b>Sunday :</b>	<b>05:00 - 23:00</b>
<b>Monday :</b>	<b>05:00 - 23:00</b>
<b>Tuesday :</b>	<b>05:00 - 23:00</b>
<b>Wednesday :</b>	<b>05:00 - 23:00</b>
<b>Thursday :</b>	<b>05:00 - 23:00</b>
<b>Friday :</b>	<b>05:00 - 23:00</b>
<b>Saturday :</b>	<b>05:00 - 23:00</b>

**(2) Supply of Alcohol - Off Supplies**

<b>Sunday :</b>	<b>05:00 - 23:00</b>
<b>Monday :</b>	<b>05:00 - 23:00</b>
<b>Tuesday :</b>	<b>05:00 - 23:00</b>
<b>Wednesday :</b>	<b>05:00 - 23:00</b>
<b>Thursday :</b>	<b>05:00 - 23:00</b>
<b>Friday :</b>	<b>05:00 - 23:00</b>
<b>Saturday :</b>	<b>05:00 - 23:00</b>

**Part 2**

**Name and (registered) address of holder of premises licence :**

**Name :** Mr Yilmaz Kaya

**Telephone number :** Not provided

**e-mail :** tekatom@hotmail.co.uk

**Address :** 14 Wilbury Way, LONDON, N18 1DE

**Registered number of holder (where applicable) :**

Not applicable

**Name and (registered) address of second holder of premises licence (where applicable) :**

**Name :** Not applicable

**Telephone number :**

**Address :**

**Name and address of designated premises supervisor (where the licence authorises the supply of alcohol) :**

**Name :** Mr Yilmaz Kaya

**Telephone number :** Not provided

**e-mail :** tekatom@hotmail.co.uk

**Address :** 14 Wilbury Way, LONDON, N18 1DE

**Personal licence number and issuing authority of personal licence held by designated premises supervisor (where the licence authorises the supply of alcohol) :**

**Personal Licence Number :** LN/000008436

**Issuing Authority :** London Borough of Haringey

**Premises Licence LN/200700575 was first granted on 25 January 2008.**

**Signed** 

**Date : 24th September 2014**

**for and on behalf of the  
London Borough of Enfield**

**Licensing Unit, Civic Centre, Silver Street, Enfield EN1 3XH  
Telephone : 020 8379 3578**

**ENFIELD**  
Council



### **Annex 1 - Mandatory Conditions**

- 1. No supply of alcohol may be made under the premises licence:**
  - (a) At a time when there is no designated premises supervisor in respect of the premises licence, or**
  - (b) At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.**
- 2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.**

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

- 3. There shall be no adult entertainment or services, activities or matters ancillary to the use of the premises that may give rise to concern in respect of children.**
- 4. An alarm system shall be installed, operated and maintained the premises.**
- 5. Staff at the premises shall be trained.**
- 6. Spirits shall be located behind the counter area in the premises.**
- 7. (a) The premises must be fitted with a digital CCTV system which must be regularly maintained. Should the CCTV equipment not work then the police to be advised as soon as possible; (b) CCTV cameras to be sited to cover the store entrance (external view & internal view), the counter area and all alcohol displays; (c) Cameras on the entrances must capture full frame shots of the heads and shoulders of all people entering the premises i.e. capable of identification; (d) Other cameras must capture frames not less than 50% of screen; (e) All recordings to display time, date and camera identification; (f) Have the recording device located in a secure area or locked cabinet; (g) Signage to be displayed in store advising CCTV is in operation; (h) Digital images to be kept for 31 days and copies made available to the Police upon reasonable request.**
- 8. A refusals book must be kept at the point of sale. This must be completed on each separate occasion that an individual is refused a sale of alcohol. This record must be made available on request by a Police Officer and/or officer of the Local Authority.**
- 9. The Designated Premises Supervisor to undertake regular monitoring of the refusal book and to record that activity.**
- 10. Challenge 21 policy to be adopted and literature displayed.**
- 11. Written staff alcohol training records to be maintained.**
- 12. A sign will be displayed on the exit door reminding customers that they are entering a drinking control zone and they are not to open any alcoholic drinks.**

~~13. Children under 14 shall not enter or remain on the premises after 21:00 unless accompanied by a person over 18.~~

**Annex 3 - Conditions attached after a hearing by the Licensing Authority**

**Not applicable**

NKI

£190  
RecID

LN/

13/10/14

**Application to vary a premises licence under the Licensing Act 2003**

36502070

**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 **YILMAZ KAYA**

*(Insert name(s) of applicant)*

being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in Part 1 below

<b>Premises licence number</b> LN/200700575
--

**Part 1 – Premises Details**

<b>Postal address of premises or, if none, ordnance survey map reference or description</b> 740 Green Lanes			
<b>Post town</b>	london	<b>Post code</b>	N21 3RE

<b>Telephone number at premises (if any)</b>	
<b>Non-domestic rateable value of premises</b>	£18500

**Part 2 – Applicant details**

<b>Daytime contact telephone number</b>	07791292949		
<b>E-mail address (optional)</b>			
<b>Current postal address if different from premises address</b>	14 Wilbury Way		
<b>Post Town</b>	London	<b>Postcode</b>	N18 1DE

LONDON BOROUGH OF ENFIELD  
RECEIVED  
**13 OCT 2014**  
ENVIRONMENT &  
STREET SCENE

email



**Part 3 - Variation**

Please tick yes

Do you want the proposed variation to have effect as soon as possible?

If not do you want the variation to take effect from

Day Month Year

--	--	--	--	--	--	--	--	--	--

**Please describe briefly the nature of the proposed variation (Please see guidance note 1)**  
The premises is a mini market selling groceries and alcohol. We would like to increase the hours of the licensable activities

If your proposed variation would mean that 5,000 or more people are expected to attend the premises at any one time, please state the number expected to attend

**Part 4 Operating Schedule**

Please complete those parts of the Operating Schedule below which would be subject to change if this application to vary is successful.

**Provision of regulated entertainment**

Please tick yes

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

**Provision of entertainment facilities:**

- |  |                          |
|--|--------------------------|
| i) making music (if ticking yes, fill in box I)  | <input type="checkbox"/> |
| j) dancing (if ticking yes, fill in box J)   | <input type="checkbox"/> |
| k) entertainment of a similar description to that falling within (i) or (j)<br>(if ticking yes, fill in box K) | <input type="checkbox"/> |

**Provision of late night refreshment (if ticking yes, fill in box L)****Sale by retail of alcohol (if ticking yes, fill in box M)**

In all cases complete boxes N, O and P

From: Suna Hazar [mailto:suna@ivysolicitors.co.uk]  
Sent: 05 December 2014 14:00  
To: Mark Galvayne  
Subject: RE: 214057143 N21 FOOD & WINE, 740 GREEN LANES N21 [SEC=UNCLASSIFIED]

Dear Mark,

Thank you for your e-mail.

I have taken my clients further instructions and can confirm that my client is prepared to accept all the additional conditions however he would like the hours to be as follows;  
Hours premises are open to the public: Sunday – Thursday no change (i.e. 05:00 – 23:00), Friday – Saturday 05:00 – 01:00; &  
Supply of alcohol (off supplies): Sunday – Thursday no change (i.e. 05:00 – 23:00), Friday – Saturday 05:00 – 01:00.

Would the police and the Licensing authority and the Police be willing to withdraw their representation based on the above hours?

Regards,

Suna Hazar

IVY Solicitors  
Solicitor



O

<b>Hours premises are open to the public</b> <b>Standard days and timings (please read guidance note 6)</b>			<b>State any seasonal variations (please read guidance note 4)</b>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	
Mon	05:00	03:00	<b>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 5)</b>
Tue	05:00	03:00	
Wed	05:00	03:00	
Thur	05:00	03:00	
Fri	05:00	03:00	
Sat	05:00	03:00	
Sun	05:00	03:00	

Please identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking  
 All the conditions that are currently attached to my license will remain the same

**P** Describe any additional steps you intend to take to promote the four licensing objectives as a result of the proposed variation:

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

All the conditions that are currently attached to my license will remain the same

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

All the conditions that are currently attached to my license will remain the same

**c) Public safety**

All the conditions that are currently attached to my license will remain the same

**d) The prevention of public nuisance**

All the conditions that are currently attached to my license will remain the same

**e) The protection of children from harm**

All the conditions that are currently attached to my license will remain the same.

Please tick yes

- I have made or enclosed payment of the fee
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I understand that I must now advertise my application
- I have enclosed the premises licence or relevant part of it or explanation
- I understand that if I do not comply with the above requirements my application will be rejected

**IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**Part 5 – Signatures (please read guidance note 10)**

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

Signature	
Date	09-10-2014
Capacity	Solicitor

**Where the premises licence is jointly held signature of 2nd applicant (the current premises licence holder) or 2nd applicant's solicitor or other authorised agent (please read guidance note 12). If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	
Capacity	

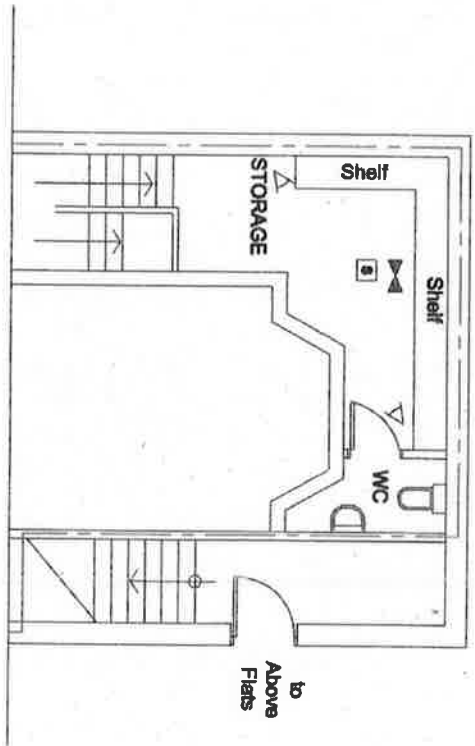
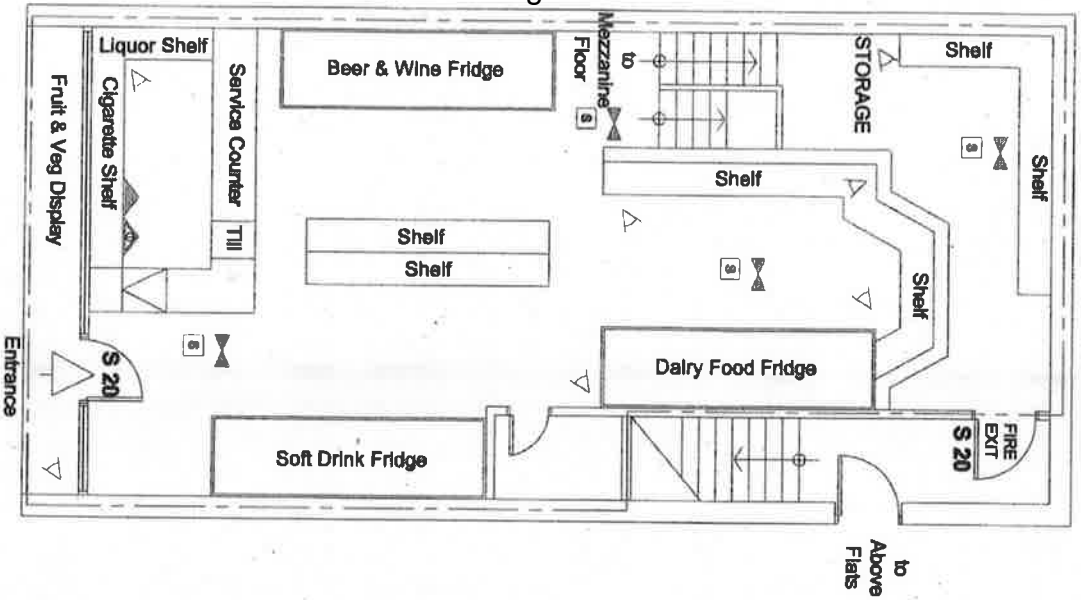
**Contact name (where not previously given) and address for correspondence associated with this application (please read guidance note 13)**

Suna Hazar  
3 Valleyside  
Chingford

<b>Post town</b>	London	<b>Post code</b>	E4 7SR
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<b>Telephone number (if any)</b>	07784382828
----------------------------------	-------------

<b>If you would prefer us to correspond with you by e-mail your e-mail address (optional)</b>	suna84@hotmail.co.uk
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**GROUND FLOOR  
PREMISES PLAN**



**Mezzanine Floor**

**LEGEND**

- WC AREA
- BAR AREA
- AMBIT OF LICENSED PREMISES
- SAFETY LIGHTS
- SMOKE DETECTOR
- CARBON DIOXIDE FIRE EXTINGUISHER
- 9LT. WATER FIRE EXTINGUISHER
- FIRE ESCAPE KEEP CLEAR
- CCTV
- INTERNALLY ILLUMINATED FIRE ESCAPE SIGN (BS 5266)
- FIRE BLANKET
- FAN 6W/s
- FIRE ALARM BELL
- FIRE DOOR
- FIRE SWITCH PANEL

<b>No</b>	<b>Design &amp; Build Ltd.</b>
ARCHITECTURAL & ENGINEERING DESIGN 2 CHEAPSIDE, NORTH CIRCULAR ROAD LONDON, N13 5ED T: 0772 333 1891, 020 3213 0192 e-mail: <a href="mailto:djoseph@dklogroup.co.uk">djoseph@dklogroup.co.uk</a> <a href="http://www.dklogroup.co.uk">www.dklogroup.co.uk</a>	
PROJECT : Premises Licence Application	
DRAWING TITLE: Proposed Ground Floor Plan	
PROJECT ADDRESS : 740 Green Lanes London, N21	
SCALE : 1:100 @ A4	DATE : Oct/2014
PROJECT No : CE14-01	





### LICENSING AUTHORITY REPRESENTATION

This representation is made by Enfield's Licensing Enforcement Team and is made in consultation with and on behalf of the Trading Standards Service (inspectors of Weights & Measures), Planning authority, Health & Safety authority, Environmental Health authority and the Child Protection Board.

I confirm I am authorised to speak at any hearing on behalf of the Licensing authority, Trading Standards Service (inspectors of Weights & Measures), Planning authority, Health & Safety authority, Environmental Health authority, and Child Protection Board).

**Name and address of premises:** N21 Food and Wine,  
740 Green Lanes,  
LONDON,  
N21 3RE.

**Type of Application:** Variation Premises Licence

I certify that I have considered the application shown above and **I wish to make representations** that the likely effect of the grant of the application is detrimental to the Council's Licensing Objectives for the following reasons:

#### Background History:

This is a variation application to extend the licensing hours as follows:

	<b>Current Hours</b>	<b>Proposed Hours</b>
<b>Open</b>	05:00 – 23:00 daily	05:00 – 03:00 daily
<b>Alcohol (off supply)</b>	05:00 – 23:00 daily	05:00 – 02:30 daily

This premises licence was granted in 2008 and the licence was transferred to Mr Kaya on 16/09/2014 and he also became the DPS on 19/09/2014.

The premises was formerly known as Jardins. Last year, noise officers dealt with a number of complaints from residents in relation to disturbance from noisy condenser units. There are no further relevant records in relation to this premises.

**Wednesday 29<sup>th</sup> October 2014** – EVG carried out a licence inspection due to pending application. EVG met with PLH and DPS Mr Yilmaz Kaya, and his brother, Kamil.

Following conditions not in compliance:

- c.5 - advised to carry out training at least every 3 months, only record for Kamil.
- c.8 - refusals book kept but not completed
- c.17 - no drinking control signs displayed - advised to obtain from LBE website

The plan attached to the licence was significantly different, i.e. point of sale, entrance, alcohol store and fire exits. Advised this must be addressed by variation application, which was subsequently received on 4/11/14.

An inspection report was completed, and a copy was signed by and issued to Mr Kaya.

**Public Nuisance:**

This premises is located in a parade of shops, bars, restaurants and other commercial premises on Green Lanes. There are residential premises in flats above the shops, including this actual premises. Additionally, Queens Avenue is a residential street that runs directly parallel behind the shops. I am concerned that residents will be disturbed by noise from those arriving and leaving the premises particularly late at night and during the early hours of the morning when ambient sound levels are significantly reduced.

**Planning:**

Not time restricted.

**Cumulative Impact Policy (CIP):**

The premises is not located within any of Enfield's Cumulative Impact Policy Areas.

**In summary I wish to make representation on the following:**

- Prevention of Public Nuisance

**Given the close proximity to local residents and the potential for increased noise disturbance at a late hour, I object to the hours requested in this application in part. I recommend the following hours:**

	Applicant Proposed Hours	LA Proposed Hours
<b>Open</b>	05:00 – 03:00 daily	05:00 – 23:00 Sun to Thurs (no change) 05:00 – 00:00 Fri & Sat
<b>Alcohol (off supply)</b>	05:00 – 02:30 daily	05:00 – 23:00 Sun to Thurs (no change) 05:00 – 00:00 Fri & Sat

Also, if this application were granted in full or part, I would recommend the following conditions be attached to the licence to promote the licensing objectives. These conditions are in addition to the proposed conditions in Annex 2 as indicated.

**\*PLEASE REFER TO ANNEX 06\***

I reserve the right to provide further information to support this representation.

If these conditions and hours were accepted in full **I WOULD** withdraw my representation.

Duly Authorised: Ellie Green, Principal Trading Standards Officer - Licensing Enforcement

Contact: [ellie.green@enfield.gov.uk](mailto:ellie.green@enfield.gov.uk)



Signed:

Date: 11/11/14

From: Cllr Dinah Barry  
Sent: 12 November 2014 16:01  
To: Licensing  
Cc: Cllr Elaine Hayward; Cllr Ertan Hurer  
Subject: RE: WK/ 214057143 LDR: 2/12/14 Officer initials: GA [SEC=UNCLASSIFIED]

Dear Mark,

Crime and disorder and public nuisance: This establishment is in a small parade of shops in a residential area with flats above the shops and dwellings close behind them in a secluded road. This would encourage people from a wide area to come to the Broadway to buy alcohol very late at night when residents would hope to be able to sleep. Alcohol is readily available in nearby pubs and off-licences (including this one) up to 11.00, so those needing to buy it later are likely to have already taken some alcohol. The probable outcome will be that people who have already had a few drinks - with the resulting lowering of inhibitions - and who want even more alcohol, will congregate in what should be a quiet area at this time of night.

Public safety: This will encourage a large number of people who may already be drunk, to congregate close to Green Lanes at a time when traffic can travel very fast.

Protecting children: As stated above, this is a residential area. It is not appropriate for children to have a large number of people who may already be drunk and uninhibited, congregating near their homes.

Hope that fits the committee's requirements,

Dinah Barry  
Councillor: Winchmore Hill ward  
Phone: 07585 673023  
Ward Surgery: First and third Saturday of each month, 4.00-5.00pm Winchmore Hill Library

From: Cllr Dinah Barry  
Sent: 11 November 2014 12:53  
To: Licensing; Cllr Ertan Hurer; Cllr Elaine Hayward  
Subject: FW: WK/ 214057143 LDR: 2/12/14 Officer initials: GA [SEC=UNCLASSIFIED]

N21 Food and Wine 740 Green Lanes

I wish to object to the application to extend the licencing hours beyond 11.00pm.

This is a residential area and extending the hours will provide a focus for inappropriate behaviour

Thanks

Dinah Barry

My original objection:

**Crime and disorder and public nuisance:** This establishment is in a small parade of shops in a residential area with flats above the shops and dwellings close behind them in a secluded road. This would encourage people from a wide area to come to the Broadway to buy alcohol very late at night when residents would hope to be able to sleep. Alcohol is readily available in nearby pubs and off-licences (including this one) up to 11.00, so those needing to buy it later are likely to have already taken some alcohol. The probable outcome will be that people who have already had a few drinks – with the resulting lowering of inhibitions - and who want even more alcohol, will congregate in what should be a quiet area at this time of night.

**Public safety:** This will encourage a large number of people who may already be drunk, to congregate close to Green Lanes at a time when traffic can travel very fast.

**Protecting children:** As stated above, this is a residential area. It is not appropriate for children to have a large number of people who may already be drunk and uninhibited, congregating near their homes.

I was not aware that local residents had not been told about this application until it was too late for them to submit any comments.

I contacted them and told them about the application and the amendment. Seven residents subsequently contacted me and all wrote strongly about their objections to this proposal.

Additional points made by these residents are:

- Opening hours of 5.00am to 11.00pm are surely enough for a retail business to sell its products to the local community. This application has nothing to do with the local community but to attract a late night roving population of late night revellers looking for alcohol.
- This area is already susceptible to nuisance and anti-social behaviour for several reasons - late hours of licensed premises and restaurants, closeness to Green Lanes / Broadway, groups gathering in the car park of Holy Trinity Church - often with drink .
- Local residents are unaware of any demand or need for the licensing hours to be extended for their benefit. There are already sufficient licensed premises in the area to cater for local needs and demand.
- A similar application from a business on The Green Winchmore Hill proved that a late night licence resulted in many problems. They were denied a renewal and reduced to 11.00pm closing which completely cured the late night problems.
- It is not reasonable to ask our already overburdened police to monitor all these extra conditions should this licence be granted. This will either result in an increase in crime because police are too busy or in costs to the taxpayer.

In addition, residents and I have concerns about the attitude of the current management of this business to both its neighbours and the authorities.

- Planning permission was granted this year for a storage building but the structure built was not as agreed. "The Planning enforcement Team have established the propensity of the rear extension of the premises to be used as a separate unit of residential accommodation and that current planning permission does not reflect this use. Therefore a Breach of condition Enforcement Notice is being drafted for service by the end of February 2015." *John Shuttlewood, Environmental Protection Officer*
- I have, since June 2014, been working with officers on the matter of where this business stores its (blue) commercial waste bin. It used to be left on the road and is now stored on a neighbour's land - I have been told that this is done without their permission. It is regularly over filled and neighbours complain of the vermin and fly-tipping that it attracts. (Photographs attached) Officers have written "to the owner of the offending trade waste bin, and explain(ed) that this is not acceptable and failure to return the bin to its original stance, can lead to a cancellation of their commercial waste agreement and also lead to further investigations by our Environmental Crime Unit (ECU)." *Arpin Miah, Commercial Waste Manager*

I recognise that these matters do not directly affect the license but do think that they show that this business would be unlikely to comply with the conditions of the licence causing even more annoyance to neighbours and work for officers of the authorities.

Yours sincerely,  
Dinah Barry

Rear of 736  
Green Lanes

Rear of 740  
Green Lanes  
showing the new  
building



The blue bin belonging to 740 used to be  
stored in the road (below) and is now  
stored on land belonging to 736 (Left)



**N21 FOOD & WINE - WK/ 214057143****EXISTING LICENCE CONDITIONS :****Annex 1 - Mandatory Conditions**

1. No supply of alcohol may be made under the premises licence : (a) At a time when there is no designated premises supervisor in respect of the premises licence; or (b) At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

**Annex 2 - Conditions consistent with the Operating Schedule**

3. There shall be no adult entertainment or services, activities or matters ancillary to the use of the premises that may give rise to concern in respect of children.
4. An alarm system shall be installed, operated and maintained the premises.
5. Spirits shall be located behind the counter area in the premises.
6. The Designated Premises Supervisor to undertake regular monitoring of the refusal book and to record that activity.
7. A sign will be displayed on the exit door reminding customers that they are entering a drinking control zone and they are not to open any alcoholic drinks.
8. Children under 14 shall not enter or remain on the premises after 21:00 unless accompanied by a person over 18.

**REQUESTED BY METROPOLITAN POLICE SERVICE (AND AGREED BY APPLICANT) :**

9. A digital CCTV system must be installed in the premises complying with the following criteria: (1) Cameras must be sited to observe the entrance and exit doors both inside and outside, the alcohol displays, and floor areas; (2) Cameras on the entrances must capture full frame shots of the heads and shoulders of all people entering the premises i.e. capable of identification; (3) Cameras overlooking floor areas should be wide angled to give an overview of the premises; (4) Cameras must capture a minimum of 16 frames per second; (5) Be capable of visually confirming the nature of the crime committed; (6) Provide a linked record of the date, time, and place of any image; (7) Provide good quality images; (8) Operate under existing light levels within and outside the premises; (9) Have the recording device located in a secure area or locked cabinet; (10) Have a monitor to review images and recorded picture quality; (11) Be regularly maintained to ensure continuous quality of image capture and retention; (12) Have signage displayed in the customer area to advise that CCTV is in operation; (13) Digital images must

be kept for 31 days; (14) Police or authorised local authority employees will have access to images at any reasonable time; (15) The equipment must have a suitable export method, e.g. CD/DVD writer so that the police can make an evidential copy of the data they require. This data should be in the native file format, to ensure that no image quality is lost when making the copy. If this format is non-standard (i.e. manufacturer proprietary) then the manufacturer should supply the replay software to ensure that the video on the CD can be replayed by the police on a standard computer. Copies must be made available to Police or authorised local authority employees on request.

10. Signs shall be prominently displayed on the exit doors advising customers that the premises is in a 'Designated Public Place Order' and that alcohol should not be taken off the premises and consumed in the street. These notices shall be positioned at eye level and in a location where those leaving the premises can read them.

**REQUESTED BY LICENSING AUTHORITY (AND AGREED BY APPLICANT) :**

11. All staff shall receive induction and refresher training (at least every three months) relating to the sale of alcohol and the times and conditions of the premises licence.
12. A written record of refused sales shall be kept on the premises and completed when necessary. This record shall be made available to Police and/or the Local Authority upon request and shall be kept for at least one year from the date of the last entry.
13. The Local Authority or similar proof of age scheme shall be operated and relevant material shall be displayed at the premises. Only passport, photographic driving licences or ID with the P.A.S.S. logo (Proof of Age Standards Scheme) may be accepted.
14. All training shall be documented and records kept at the premises. These records shall be made available to the Police and/or Local Authority upon request and shall be kept for at least one year.
15. The premises licence holder shall ensure that the pavement from the building line to the kerb edge immediately outside the premises, including the gutter/channel at its junction with the kerb edge, is kept clean and free from litter at all material times to the satisfaction of the Licensing Authority.
16. Prominent, clear and legible notices shall be displayed at all public exits from the premises requesting customers respect the needs of local residents and leave the premises area quietly. These notices shall be positioned at eye level and in a location where those leaving the premises can read them.

**Annex 3 - Conditions attached after a hearing by the Licensing Authority**