

**MUNICIPAL YEAR 2015/16 REPORT NO.**

**COMMITTEE :**  
Licensing Sub-Committee  
29 April 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> 21 The Green, 21 The Green, Winchmore Hill; N21 3NL.	
<b>WARD :</b> Winchmore Hill	

**1 LICENSING HISTORY & CURRENT POSITION:**

- 1.1 The premises has not held a premises licence previously.
- 1.2 A copy of a location map of the premises is attached as Annex 01.

**2 THIS APPLICATION :**

- 2.1 On 4<sup>th</sup> March 2015 an application was made by **Tom Mitchell Limited** for a **new Premises Licence** for 21 The Green, 21 The Green, Winchmore Hill, N21 3NL. The application seeks:
  - 2.1.1 **Hours the premises are open to the public:** 12:00 to 23:30 daily.
  - 2.1.2 **Supply of alcohol (on supplies):** 12:00 to 23:00 daily.
  - 2.1.3 **Recorded music (Indoors):** 12:00 to 23:00 daily.
- 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additional steps to promote the licensing objectives) the representation, against the application, has been duly withdrawn.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steps to promote the licensing objectives) the representation, against the application, has been duly withdrawn.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 2 persons residing at the same address. The grounds of representation include the prevention of public nuisance.

3.4 A copy of the representations are attached as Annex 03 and Annex 04.

#### **4 PROPOSED LICENCE CONDITIONS:**

4.1 The conditions arising from this application are attached as Annex 05, which have not been disputed by the responsible authorities.

#### **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 March 2015 ('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 However, there is no general assumption in favour of lengthening licensing hours and the four Licensing Objectives should be paramount considerations at all times. Where there are representations against an application and the Sub-Committee believes that extending the licensing hours would undermine the Licensing Objectives, they may reject the application or grant it with appropriate conditions and/or different hours from those requested. [Pol s.8.3].
- 5.10 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].

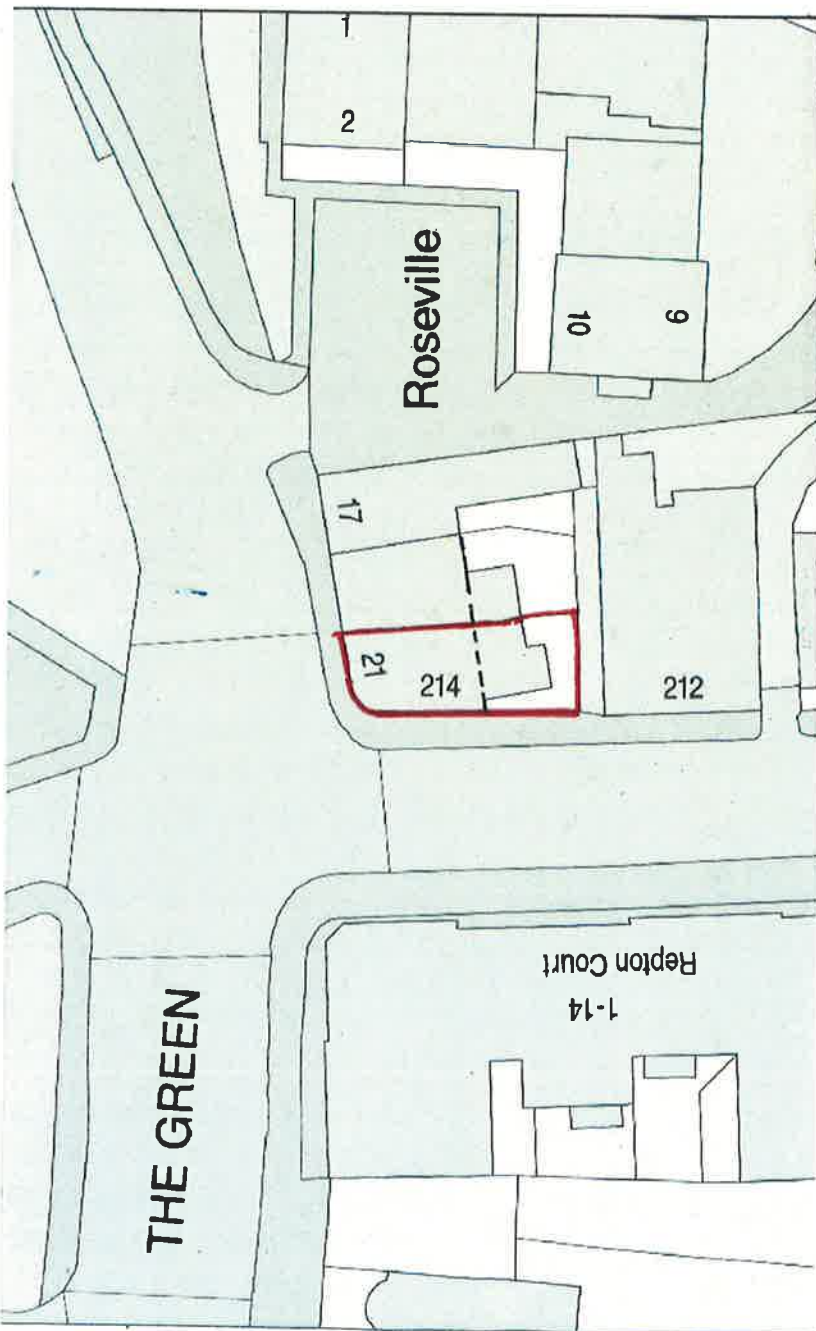
**Decision:**

- 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 :**  
**Ellie Green on 020 8379 8453**

ANNEX 301



Block Plan (1:500)

THE GREEN

Roseville

Repton Court  
1-14

THE GREEN

HOPERS TRACK ROAD  
STATION

RAILWAY

STATION ROAD

ROSENEATH AVENUE

LOCATION PLAN (1:1250)

FIRST ARCHITECT  
CHARTERED ARCHITECT



36, WOODLAND WAY  
WINCHMORE HILL  
LONDON N21 3QA

MOBILE  
07932 618264

TEL/FAX  
020 8886 0740

REVISION / DATE  
 JANUARY 15

E-MAIL  
firstarchitect@aol.com

DRAWING NUMBER  
FA/ Z1+G/

SCALE  
1:500 1:1250

CLIENT  
Address

TON MATHEN LIMITED  
21, THE GREEN  
LONDON, N21 3NL

SCHEME  
Drawing

CHANGE OF USE (A2+A3)  
LOCATION PLAN  
BLOCK PLAN

ANNEX02  
214087644

2190.00  
21264

[Insert name and address of relevant licensing authority and its reference number (optional).]

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 TOM MITCHELL LIMITED.

(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

\* 21 The Green \*

Postal address of premises or, if none, ordnance survey map reference or description

21, THE GREEN  
WINCHMORE HILL

Post town

LONDON

Postcode

N21 3NL

Telephone number at premises (if any)

0208 - 882 - 4298

Non-domestic rateable value of premises

£ 9,900 - 00

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)

Person.



**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	<i>TOM MITCHELL ESQ</i>
Address	<i>21, THE GREEN LONDON. N21 3LN</i>
Registered number (where applicable)	<i>09241339</i>
Description of applicant (for example, partnership, company, unincorporated association etc.)	<i>LIMITED COMPANY. DIRECTOR</i>
Telephone number (if any)	<i>as part 2 (0208-882 -</i>
E-mail address (optional)	<i>N/A</i>

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD MM YYYY  
01 04 2015

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

DD MM YYYY  
[ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

N/A

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

*The current premises is currently subject of a planning application for a change of use to either A4 (cocktail bar) or Sui Genesis (wine bar) Member's Only Club*

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

N/A

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

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

Provision of regulated entertainment

Please tick any that apply

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



**F**

Recorded music Standard days and timings (please read guidance note 6)			Will the playing of recorded music take place <u>indoors or outdoors or both – please tick</u> (please read guidance note 2)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon	<del>6-30</del> 12-00	11-30	<u>Please give further details here</u> (please read guidance note 3)		
Tue	<del>6-30</del> 12-00	11-30			
Wed	<del>6-30</del> 12-00	11-30	<u>State any seasonal variations for the playing of recorded music</u> (please read guidance note 4) <i>New's Year eve and Christmas eve.</i>		
Thur	<del>6-30</del> 12-00	11-30			
Fri	<del>6-30</del> 12-00	11-30	<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 5) <i>Closing hours will extend to after midnight (12:30 am)</i>		
Sat	12-00	11-30			
Sun	12-00	11-30			

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 checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
Mon	23.00	23.30	<u>Please give further details here</u> (please read guidance note 3)	Both	<input type="checkbox"/>
Tue	23.00	23.30			
Wed	23.00	23.30	<u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 4)		
Thur	23.00	23.30		<i>SEE NOTES</i> <i>Christmas Eve &amp; New Year Eve</i> <i>(13.30 am)</i>	
Fri	23.00	23.30	<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 5)		
Sat	23.00	23.30			
Sun	23.00	23.30			

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 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 4)					
Mon	12.00	11.30						
Tue	12.00	11.30				New Year's Eve and Christmas Eve		
Wed	12.00	11.30						
Thur	12.00	11.30				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 5)		
Fri	12.00	11.30						
Sat	12.00	11.30						
Sun	12.00	11.30						

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

Name	TOM MITCHELL ESQ	
Address	<del>21, THE GREEN WINCHMORE HILL LONDON</del> 3, GALUS CLOSE WINCHMORE HILL LONDON. N21 - IJR	
Postcode	N21 <del>3NL</del>	
Personal licence number (if known)	NOT APPLICABLE (TO BE OBTAINED)	
Issuing licensing authority (if known)	NOT APPLICABLE (TO BE OBTAINED)	

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).

*NOT APPLICABLE*

L

Hours premises are open to the public Standard days and timings (please read guidance note 6)			State any seasonal variations (please read guidance note 4)	
Day	Start	Finish	<p><i>DEPENDENT ON WHETHER THE PLANNING APPLICATION FOR EITHER A USE OR SUI GENERIS . IF A PRIVATE MEMBERS CLUB IS APPROVED THEN THE PREMISES WILL NOT BE OPEN TO THE PUBLIC .</i></p>	
Mon	12.00	11.30		
Tue	12.00	11.30		
Wed	12.00	11.30		
Thur	12.00	11.30		<p><u>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)</u></p> <p><i>as J (until 1.30pm)</i></p>
Fri	12.00	11.30		
Sat	12.00	11.30		
Sun	12.00	11.30		

IF PLANNING APPROVAL IS GRANTED FOR

AA USE - COCKTAIL BAR / SUI GENESIS (MEMBERS ONLY CLUB)

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)

NOT APPLICABLE

b) The prevention of crime and disorder

NOT APPLICABLE

c) Public safety

NOT APPLICABLE

d) The prevention of public nuisance

NOT APPLICABLE

e) The protection of children from harm

NOT APPLICABLE

--

**Checklist:**

Please tick to indicate agreement

- I have made or enclosed payment of the fee.  £190
- 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.  (FBC)
- 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	<i>Mammoth Smith</i>
Date	<i>9th January 2015</i>
Capacity	<i>Agent (Chartered Accountant)</i>

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

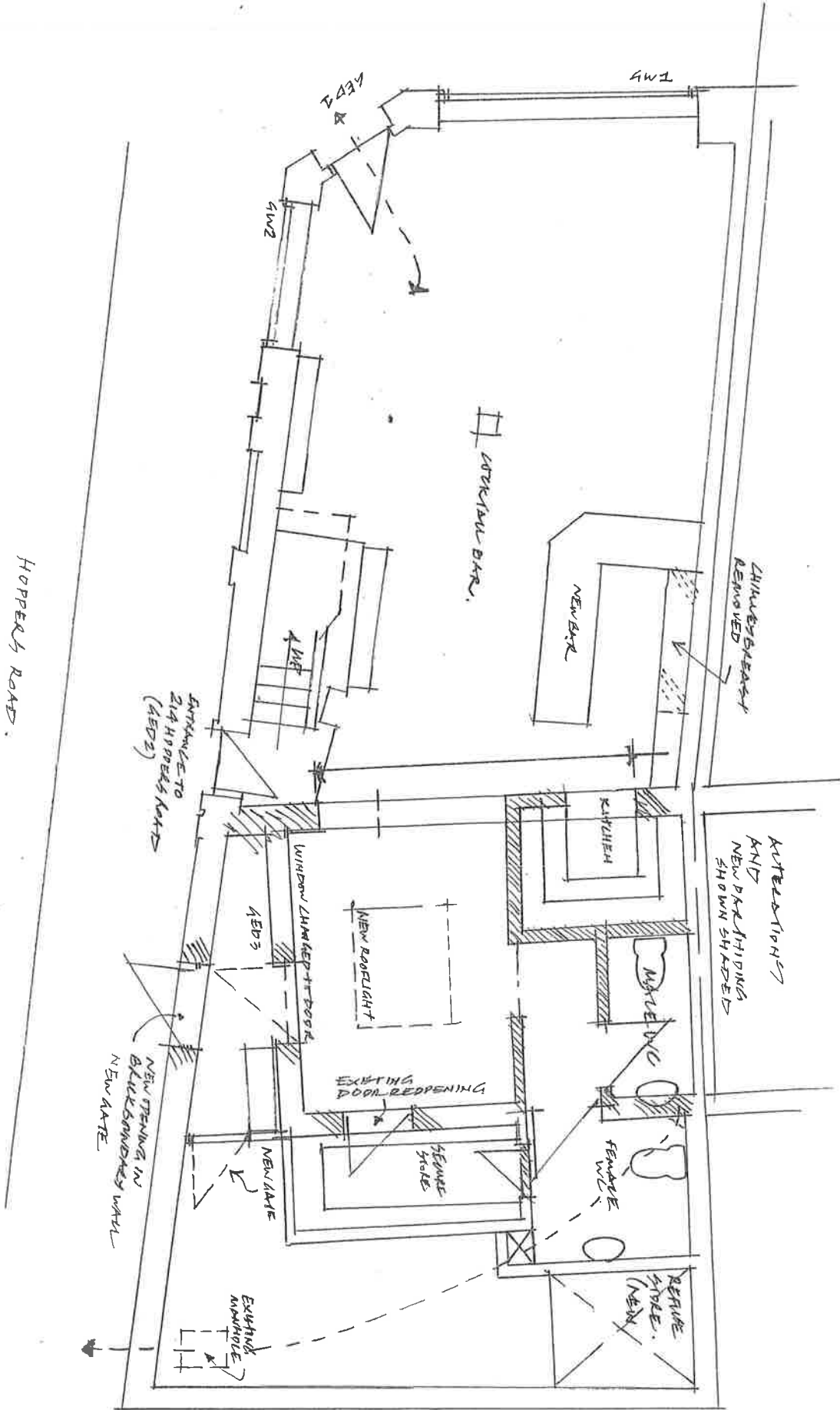
Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)			
FIRST ARCHITECTS (MATTHEW A. SMITH) 36 WOODLAND WAY WINDHOLE HILL			
Post town	LONDON	Postcode	NZ1 3QA
Telephone number (if any)	07932 618264		
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			
FIRSTARCHITECTS@001.COM			

#### Notes for Guidance

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

THE GREEN.



FIRST ARCHITECT  
CHARTERED ARCHITECT

MOBILE  
07932 618264

REVISION / DATE  
A JAN 2015

DRAWING NUMBER  
FA/ 2176/00

CLIENT  
Address  
TOM MATCHEN LIMITED  
21, THE GREEN  
LONDON. N21 3QA.

36, WOODLAND WAY  
WINCHMORE HILL  
LONDON N21 3QA



TEL/FAX  
020 8886 0740

E-MAIL  
firstarchitect@aol.com

SCALE  
1:50

SCHEME  
Drawing  
CHANGE OF USE (A1 to A4)  
PROPOSED GROUND  
FLOOR PLAN



From: Matthew Smith [mailto:firstarchitect1@aol.com]

Sent: 02 March 2015 16:36

To: Nigel Catherall

Cc: Rose McMurray

Subject: 21 the green 15/00653/FUL

dear nigel

we write to advise you that the closing time for last orders has been altered from 11.30pm to 11.00pm .

this enables the licensee to clear up and leave the premises by 11.30pm

the police have advised the applicant that they see no reason why an alcohol licence cannot now be granted.

it is appreciated that you are extremely busy, but we would be grateful if you could advise when you would like to carry out a site visit.

regards

matthew

From: Leah Harmer [mailto:leahharmer@yahoo.com.au]

Sent: Monday, March 30, 2015 1:20 PM

To: Licensing

Subject: 21, The Green London N21 3NL - Objection to Licensing Application

Hi There,

I am writing as resident of Flat 4 Repton Court, 23 The Green N21 1HR to object to the licensing application for 21, the Green London N21 3NL which was made on 4 March 2015.

I object to the application for premises license under all of the following licensing objectives, which are :

- " Prevention of crime and disorder
- " Promotion of public safety
- " Prevention of public nuisance
- " Protection of children from harm

The primary reason for my objection is prevention of public nuisance as there will be unwanted repetitive noise which will impact our legal right to live in a peaceful dwelling. A wine bar will encourage loud nuisance noise with patrons coming and going, chatting outside, and standing outside smoking (on the street and in the garden). There is a strong likelihood that music bass and vibrations will be heard from the establishment as our bedroom is only 10-15 meters away and there are a number of residents whose bedrooms and living rooms are in very close proximity (10-30 meters). The establishment does not appear to have the suitable insulation to cope with liquor and/or entertainment license in its current condition to effectively contain high volume, low frequency noise associated with patrons and music. I am therefore rightly concerned that all Winchmore hill residents in close proximity to the establishment will be significantly impacted if the council grants this application as we will be affected by repetitive public nuisance and the public noise.

We moved to Winchmore Hill for it's quiet village feel and do not want a wine bar impacting our village lifestyle. We already hear people leaving from the Salisbury and Kings Head pubs on the weekend and accepted this when we moved here as the pubs were already in place however, 21 The Green N21 3NL was a clothes shop and we certainly would not have moved into 4 Repton court if a wine bar establishment was at this location. We do not want to be impacted any further especially as the hours of operations are extremely late ie 1130pm every night. We should not have to change our lifestyle and hours to bed in our own home to escape the nuisance noise that will be produced from patrons. It is simply the wrong location for a wine bar.

In addition to noise there is also no parking for patrons and parking on Hoppers road will only increase congestion which currently the W9 bus has enough trouble getting through when cars are parked on both sides. This will increase risks in public safety and put children in more danger crossing the road with cars either side.

Thank you for considering my objection to this application.

Kind regards

Leah Harmer

07500083845

From: Bradley Smeeton [mailto:bradley.smeeton@gmail.com]

Sent: Tuesday, March 31, 2015 2:10 PM

To: Licensing

Subject: 21, The Green London N21 3NL - Objection to Licensing Application

I am writing as resident of Flat 4 Repton Court, 23 The Green N21 1HR to object to the licensing application for 21, the Green London N21 3NL which was made on 4 March 2015.

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In addition to noise there is also no parking for patrons and parking on Hoppers road will only increase congestion which currently the W9 bus has enough trouble getting through when cars are parked on both sides. This will increase risks in public safety and put children in more danger crossing the road with cars either side.

Thank you for considering my objection to this application.

Kind regards

Bradley Smeeton

**21 The Green - WK/214087644****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. 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. Provide a linked record of the date, time, and place of any image.
  5. Provide good quality images.
  6. Operate under existing light levels within and outside the premises.
  7. Have the recording device located in a secure area or locked cabinet.
  8. Have a monitor to review images and recorded picture quality.
  9. Be regularly maintained to ensure continuous quality of image capture and retention.
  10. Have signage displayed in the customer area to advise that CCTV is in operation.
  11. Digital images must be kept for 31 days.
  12. Police or authorised local authority employees will have access to images at any reasonable time.

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.

5. Toilets at the premises shall be checked for any sign of drug use an average of every two hours between 19:00 and close, and a record shall be kept of the times, dates and any issues discovered. These records shall be kept for 6 months.

6. **At least 4 prominent, clear and legible notices shall be displayed throughout the premises warning customers that drug use will not be tolerated.**
7. **The management shall make subjective assessments of noise levels outside at the perimeter of the premises approximately hourly from 20:00 until close, 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 one year. Records must be made available to an authorised officer of the Council or police, upon request. Where monitoring by staff identifies that noise from the premises is audible at the perimeter, measures shall be taken to reduce this i.e. turning volume down.**
8. **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.**
9. **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.**
10. **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.**
11. **Staff shall actively discourage patrons from congregating around the outside of the premises.**
12. **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. These notices shall be positioned at eye level and in a location where those leaving the premises can read them.**
13. **There shall be no more than 10 smokers at the front of the premises at any one time, from 9pm until close. The area shall be adequately supervised to control the number and behaviour of patrons so as to not cause noise nuisance. Notices shall be displayed in the area specifying the terms of its use and asking patrons to respect the needs of local residents and to use the area quietly. No alcoholic drinks or glass containers shall be taken outside.**
14. **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.**
15. **No one under the age of 18 years shall be permitted to enter the premises unless accompanied by an adult.**

- 16. Children under 18 years are not permitted to remain at or enter the premises after 19:00 hours.**
- 17. If the premises is trading as a private members club, only members shall be permitted inside the premises, and a maximum of 2 guests per member.**
- 18. If the premises is trading as a private members club, a list of members names, addresses and membership numbers and photographs shall be kept at the premises. This record shall be made available to Police and/or the Local Authority upon request.**
- 19. If the premises is trading as a private members club, an up-to-date copy of Code of Practice for Equal Chance Gaming in Clubs and Premises with an Alcohol Licence must be available at all times within the venue.**

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