

# Annex 4

## Proposed Conditions

The following conditions (in normal font) were proposed by the Licensing Authority and have been agreed by the Applicant. The Police have offered similar conditions that they seek instead, *in italics, which are not agreed by the Applicant at the time of preparing this report.* If any of the following conditions are required, the Licensing Sub-Committee would need to identify which condition should be attached to the licence, and where applicable, to identify whether condition (A) or condition (B) is appropriate.

1. The premises shall trade as a bar, restaurant and private hire function room with substantial table meals being available from 19:00 until the end of the licensed hours for late night refreshment every day the premises is open to the public.

2(A) The premises licence holder shall be permitted to host ticketed events in the function room but outside promoters shall not be permitted to use the premises for their own events.

*Or Police Condition:*

*2(B) The Premises shall not be used for any ticketed events promoted by an external individual / business. The Licensee may hold a ticketed event which includes the provision of regulated entertainment provided that no external agents / individual / business are involved in the promotion of the event or the sale of tickets. These are activities which must be conducted by the Licensee.*

3(A) All those hiring all or part of the premises shall be required to sign a hire agreement, which shall specify the terms of use of the premises and the conditions attached to the licence.

*Or Police Condition:*

*3(B) The event hall at the Premises shall only be used for a ticketed event where it is promoted and managed by the Licensee, or, alternatively, with a customer who has booked the event hall pursuant to a private hire agreement and in accordance with terms and conditions agreed in advance between them and the Licensee for the purpose of such hire. The Licensee shall remain responsible for complying with the conditions of the licence at all times during the event.*

4. All staff involved in the sale of alcohol 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.

5. 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.

6(A). A 'Think 25' proof of age scheme shall be operated, and relevant material shall be displayed in the premises.

*Or Police Condition*

6(B). A 'Think 25' proof of age scheme shall be operated and relevant material shall be displayed prominently within the Premises – including in a visible location:

- (a) At the entrance to the Premises;
- (b) Behind the bar;
- (c) In any other area where alcohol can be purchased by a customer.

7. 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.

8(A). (a) There shall be no entry to the premises to persons under the age of 18 years after 23.00hrs on any given day, with the exception of persons who are under the direct supervision of their parent(s) or guardian(s) and then only when attending a specific family function / celebration at the premises.

(b) No person under the age of 14 years shall be on the premises after 23:00 hours on any given day, unless they are attending a private function (under a private hire agreement) in the function room of the premises only.

*Or Police Condition*

8(B). *Children under the age of 18 shall not be admitted to the Premises after 23:00 unless they are accompanied by an adult and are present for the purpose of attending a specific family function / celebration.*

9. There shall be a personal licence holder on duty at the premises from 20:00 hours until the premises closes to the public.

10. Loudspeakers shall not be located in the entrance lobby or outside the premises building.

11. All windows and external doors shall be kept closed but not locked during regulated entertainment, except for the immediate access and egress of persons.

12. The management shall make subjective assessments of noise levels outside at the perimeter of the premises approximately hourly, whilst regulated entertainment is provided to ensure that noise from the premises does not cause a disturbance to local residents/businesses. Records shall be kept of the times, dates and any issues discovered. These records shall be kept for six months. 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.

13. An external area at the front of the premises shall be designated for the use of smokers. There shall be no more than 15 persons using this designated area at any one time. The designated smoking area shall be monitored by door supervisors throughout its use 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/businesses and to use the area quietly. No alcoholic drinks or glass containers shall be taken into the designated smoking area.

14. The premises licence holder shall ensure that the area immediately outside the premises is kept clean and free from smoking related litter at all material times to the satisfaction of the Licensing Authority.

15. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.

16. Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall not be permitted to take drinks or glass containers with them.

17. Late night transport options shall be displayed at the premises including taxi contact numbers.

18. No more than 200 people, including staff, shall be permitted in the event hall at any one time and no more than a total of 150 people including staff shall be permitted in the restaurant and bar area. A suitable method for checking the number of persons e.g. clicker counter, shall be used to ensure the maximum number is not exceeded.

**The following conditions are sought by the Police if the licence is to be granted. At the time of writing this report, these conditions have not been agreed by the Applicant. There are some overlap with conditions proposed by the Licensing Authority, again identified by Condition (A) and *Police condition (B)*:**

*19. The tickets available for a ticketed event hosted by the Licensee shall not exceed 195 to ensure that no more than 200 people (including members of staff) are permitted in the event hall at any one time.*

*20. The Licensee and Designated Premises Supervisor shall ensure that alcohol is only purchased from an authorised wholesaler and shall produce receipts for the same upon request for inspection. (An authorised wholesaler*

*means an established warehouse or trade outlet with a fixed address and not a van or street trader, even if they claim they are part of, or acting on behalf of, an authorised wholesaler who provides full itemised VAT receipts).*

21. *The Licensee and Designated Premises Supervisor shall ensure persons responsible for purchasing alcohol do not take part in any stock swaps or lend or borrow any alcohol goods from any other source unless the source is another venue owned and operated by the same company who also purchase their stock from an authorised wholesaler.*

22. *The Licensee shall ensure that all receipts relating to the wholesale purchase of alcoholic goods include the following details:*

- (a) Seller's name and address;*
- (b) Seller's company details, if applicable;*
- (c) Seller's VAT details, if application; and*
- (d) Seller's vehicle registration details, if applicable.*

23. *Legible copies of the documents referred to above shall be retained on the Premises and kept for a period of no less than 12 months. These documents or copies of them must be made available for inspection, on request, by a police officer or authorised officer of the Licensing Authority.*

24. *An ultra-violet light shall be purchased by the Licensee and used at the Premises to check the authenticity of all stock purchased which bears a UK Duty Paid stamp.*

25. *The Licensing Authority shall be informed immediately by the Licensee if they become aware that duty may not have been paid on any alcohol purchased.*

26. *The Premises shall install and maintain a comprehensive CCTV system which shall comply with minimum requirements agreed between the Licensee and the Metropolitan Police Service Licensing Officer.*

27. *The CCTV shall cover all entry and exist points (including the 'smoking area') enabling identification of every person entering the Premises at any time of day and irrespective of lighting conditions. The positioning of the CCTV cameras shall be agreed between the Licensee and a Metropolitan Police Service Licensing Officer prior to the opening of the Premises.*

28. *The CCTV system shall continually record whilst the Premises are open for licensable activities and during all times when customers remain on the Premises. All recordings shall be stored for a minimum of 31 days with date and time stamping on the footage.*

29(A). *A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times the premises are open to the public. This staff member must be able to provide a Police Officer or an authorised officer of the Licensing Authority with copies of recent CCTV images or data with the minimum of delay when reasonably requested.*

*Or Police Condition:*

*29(B). A staff member trained in the use and operation of the CCTV system shall be on the Premises at all times while it is open to the public. This staff member must be able to immediately, or with minimal delay, provide a police officer or an authorised officer of the Licensing Authority on request with the CCTV footage.*

*30. Posters stating that CCTV is in use at the Premises shall be displayed at or near the entrance to the Premises and within the building itself.*

*31. If the CCTV becomes inoperative or is not working to the standard agreed with the police the Licensee shall notify a Metropolitan Police Service Licensing Officer within 48 hours and give an estimate of the repair timescale. The Licensee shall comply with all reasonable requests from the police in the interim period.*

*32. The police must be called to all incidents of unlawful violence or disorder.*

*33. An incident logbook shall be kept at the Premises and made available on request to a police officer or authorised officer of the Licensing Authority. The logbook shall record the following:*

- (a) All crimes reported to the venue;*
- (b) All ejections of patrons;*
- (c) Any complaints received;*
- (d) Any incidents of disorder at or associated with the Premises;*
- (e) All seizures of drugs and offensive weapons;*
- (f) Any faults in the CCTV system or searching or scanning equipment;*
- (g) CAD reference numbers for incidents reported to the police.*

*34(A). When the premises are open to the public, other than by pre-paid ticket or payment on the door, there will be at least 2 door supervisors on duty from 22.00hrs until 30 minutes after the premises closes.*

*Or Police Condition:*

*34(B). There shall be at least 2 SIA-trained door supervisors on duty at the front of the Premises and, in addition, at least 1 SIA-trained staff member (or contractor) inside the Premises when licensable activities are taking place from 22:00 until 30 minutes after the venue closes.*

*35(A). When alcohol is being served and customers are admitted to licensable activities by pre-paid ticket or by payment on the door, there shall be a minimum number of door supervisors present as follows:*

- (a) 2 door supervisors will be employed at the front entrance to supervise and control patrons entering the premises from the start of the event until 30 minutes after the event finishes*

(b) 2 door supervisors shall be employed inside the premises from the start of the event until 30 minutes after the event finishes, to supervise customers and ensure fire exits are not blocked.

*Or Police Condition:*

*35(B). During an event where alcohol is being served and customers are admitted to the Premises by pre-paid ticket or by payment on the door there shall as a minimum be:*

- (a) 2 SIA-trained door supervisors employed at the front entrance to the Premises to supervise and control patrons entering the Premises, and who will monitor the capacity of the smoking area, from the start of the event until 30 minutes after the event finishes;*
- (b) 2 SIA-trained members of staff (or contractors) shall be employed inside the Premises from the start of the event until 30 minutes after the event finishes, to supervise customers and ensure fire exits are not blocked.*

*If the number of tickets sold for a ticketed event to be held in the 'event room' exceeds 50 tickets the Premises shall deploy at least one additional SIA-trained member of staff (or contractor) per additional 50 people in attendance at the event.*

36(A). Door supervisors shall wear yellow reflective jackets so they can be easily identified.

*Or Police Condition:*

*36(B). Door supervisors shall wear high visibility jackets or vests while working at entry / exit points and at the exterior of the building.*

37(A) (a) Written or electronic records of the date, time, name and badge number of all door supervisors shall be kept each day and verified by the manager. These records shall be made available to Police or the Local Authority on request.

(b) The designated premises supervisor or a member of the management shall check door supervisor's registration on the Security Industry Authority (SIA) website to ensure their licenses are current. Written records of these checks shall be maintained, signed and dated by the person completing the checks. If the same people are used, these checks should be carried out monthly. The records shall be kept for 12 months and made available to Police or the local authority on request.

*Or Police Condition:*

*37(B). A register of SIA-trained door supervisors and members of staff / contractors shall be kept at the Premises and updated each time such persons are employed by the Licensee. The register shall be made available on request by a police officer or authorised officer of the Licensing Authority. The register is to contain the following in respect of each person employed:*

- (a) Full name;
- (b) Date of birth;
- (c) SIA Registration Number;
- (d) Date and hours worked; and
- (e) Contact telephone number and email address.

38(A). All persons entering or re-entering the premises after 23.00hrs on any given day, shall be searched by a SIA licensed member of staff and monitored by the premises CCTV system. The search shall include using electronic metal detecting wands or similar.

*Or Police Condition:*

*38(B). Every customer entering the Premises for the first time or re-entering the Premises shall be subjected to a search, including of their person, bags and any other items carried on or by the customer. All searches are to be conducted by authorised and SIA-trained door supervisors and must be carried out within an area covered by the venue's CCTV system. Refusal to be searched will result in the customer being refused entry to the Premises.*

39(A). An ID scanning device shall be in operation at all times when ticketed events are taking place at the premises. Customers who are unable to produce ID or do not allow their ID to be scanned, shall be refused entry to the event.

*Or Police Condition:*

*39(B). The Premises shall install and operate an electronic 'scanning' identification system (such as 'Club Scan') in order that the identity of all persons entering the venue can be confirmed. This shall apply to all customers entering the Premises while the Premises is engaging in licensable activities after 22:00 each day.*

**The following conditions were offered by the Applicant and agreed by the Licensing Authority. The Police have not made any comments in relation to these conditions:**

- 40. All events held in the function room under the management of the premises licence holder shall be 'ticketed' events only whereby tickets are purchased in advance of the event taking place (no ticket sales on the night of the event).
- 41. Tickets for events held in the function room shall be sold via a website only, where details of the purchasers are required before the tickets are sold.
- 42. There shall be no more than 10 'ticketed' events in the function room in each calendar year (a 'ticketed' event is classed as an event organised by the premises licence holder).

43. Details of the 'ticketed' events shall be sent to the police and licensing authority at least 28 days before the commencement of the event taking place. Details shall include the style / nature of event taking place, artistes taking part, number of people attending and security measures in place.
44. No person under the age of 18 years shall be permitted to any 'ticketed' event held in the function room of the premises.

**The following condition was proposed by the Licensing Authority and agreed by the Applicant. No comment from the Police:**

45. There will be no allocated dance floor, no prescribed DJ booth and no dance podiums in the bar / restaurant area of the premises.