



Licensing Committee Information Pack

Date: THURSDAY, 8 FEBRUARY 2024

Time: 1.45 pm

Venue: COMMITTEE ROOM - 2ND FLOOR WEST WING, GUILDHALL

Members:

James Tumbridge (Chairman)	Michael Hudson
Deputy John Fletcher (Deputy Chairman)	Deputy Shravan Joshi
Brendan Barns	Graham Packham
Deputy Peter Dunphy	Jason Pritchard
Mary Durcan	David Sales
Sophie Anne Fernandes	Ceri Wilkins
Anthony David Fitzpatrick	Luis Felipe Tilleria
Deputy Marianne Fredericks	

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Ian Thomas CBE
Town Clerk and Chief Executive

AGENDA

4. ***MINUTES OF LICENSING (HEARING) SUB-COMMITTEES**
a) 60 Bartholomew Close
To receive the public minutes of the licensing hearing in respect of the premises 60 Bartholomew Close, London, EC1A 7BF
- For Information**
(Pages 3 - 10)
12. ***DELEGATED DECISIONS OF THE EXECUTIVE DIRECTOR ENVIRONMENT PERTAINING TO PREMISES LICENCES**
Report of the Interim Executive Director, Environment.
- For Information**
(Pages 11 - 30)
13. ***LATE NIGHT LEVY - 12 MONTH REPORT (1 OCT 2022 - 30 SEP 2023)**
Report of the Interim Executive Director Environment.
- For Information**
(Pages 31 - 40)
14. ***CITY OF LONDON MAPPING: PROJECT SCOPING POTENTIAL TO MAP AREAS OF SUITABILITY FOR LICENSED ACTIVITY**
Report of the Interim Executive Director Environment.
- For Information**
(Pages 41 - 46)
19. ***CITY OF LONDON POLICE QUARTERLY UPDATE**
Report of the Commissioner of Police.
- For Information**
(Pages 47 - 56)
20. ***APPENDIX 4: DELEGATED DECISIONS OF THE EXECUTIVE DIRECTOR ENVIRONMENT PERTAINING TO PREMISES LICENCES**
To be read in conjunction with item 11 on the agenda.
- For Information**
(Pages 57 - 68)

MINUTES OF THE LICENSING (HEARING) SUB-COMMITTEE

HELD ON WEDNESDAY 15TH NOVEMBER 2023, 2:30PM

Sub Committee:

Anthony Fitzpatric (Chairman)
Deputy Marianne Fredericks
Mary Durcan

Officers:

Raquel Pinto – Town Clerks
Rachel Pye – Assistant Director, Public Protection
Robert Breese – Licensing Officer, Department of the Environment
Sadhari Perera - City Solicitor

Applicant:

Craig Baylis

Making representations:

Carla Regan

Licensing Act 2003 (Hearings) Regulations 2005

A Public Hearing was held at 2:30pm to consider representations submitted in respect of an Application for a Premises Licence by Barts Square Active One Ltd, for 60 Bartholomew Close, London, EC1A 7BF.

The Sub-Committee had before it the following documents:

- Hearing Procedure
- Report of the Executive Director Environment
- Appendix 1: Copy of Application
- Appendix 2: Representations from Other Persons
 - Resident 1
 - Resident 2
 - Resident 3
- Appendix 3: Conditions consistent with the operating schedule
- Appendix 4: Map of subject premises together with other licensed premises in the area and their latest terminal time for alcohol sales
- Appendix 5: Plan of Premises

The Hearing commenced at 2:30pm. The Chairman introduced himself before asking the Sub Committee, the City of London Corporation officers and other parties present to introduce themselves.

The Chair confirmed the nature of the application which was for the sale of alcohol for consumption on and off the premises and for the provision of late-night refreshment. The Chair also explained the order of proceedings, as set out in the agenda pack circulated to all parties.

During the presentation from those making representations, the following points were noted:

- The applicant was the developer of not only the commercial premises in the square, but also all of the residential properties as well.
- There was previously in force a licence at these premises which had been granted in October 2018, and was held effectively for five years by the previous tenants.
- The previous license had never been challenged or reviewed and no complaints were ever made about it to the city officers or to any of the responsible authorities.
- The application was being made because the previous licence holder became insolvent, and the license was lost through the legal process.
- If the freeholder had known in advance, they would have taken a transfer of license, but this was not possible.
- The Applicant wants to regain the licence that was there without any difficulties for five years on identical terms, identical hours, identical conditions, and then seek to market it to a potential new tenant chair.

During questions, the following points were noted:

- There was no tenant yet, as the applicant wanted to have a license to then market the property. The License would be a part of the offer to the potential new tenant.
- The Applicant was looking for another restaurant as a tenant with no vertical drinking and with a sit-down waiter/waitress table service with the same hours and same conditions as previously held in that property.
- On concerns raised regarding not having a tenant as of yet and whether the hours they had applied for were in line with this unit, it was noted that the Applicant's view was that the license had been granted by this Committee before for the hours they had on this application. Given there had been no complains there was no reason on this basis why the previous license should not be regranted on the same terms. It was noted that this hearing should not be a review of the previous tenants and that the license should be restored on identical terms.
- The Applicant's Counsel explained that regarding the concerns raised about the premises now being in a different environment as there were more tenants in place and the lack of a tenant, that these concerns were addressed by the review process rather than the potential for granting a new license. Furthermore, given the history of the premise, and that the previous tenants had traded with no difficulties it was the Applicant's view that the submission to restore the license on the terms that it had previously to be appropriate.

- The Applicant's counsel also drew the Committee's attention to the fact that out of 260 flats only three objections had been received which was not a high percentage.
- Having a license was a valuable asset to the property and added more value. On preliminary discussions with prospective tenants this was an attractive addition.
- The landlord was interested in having in place a high class restaurant operator and someone who would not be causing difficulties for their tenants and residents. There was a community of interests in making sure that whoever was granted the lease for these premises was also mindful of the fact that they've got to be a good neighbour and so provisions will be built into the lease so then effect. The Committee noted that the Applicant would be happy to offer a condition which said no vertical drinking, to stop it turning to a bar as well as waitress/table service condition if to provide some comfort about where the property might go in terms of a potential operator.
- The Committee noted that it was common for landlords to apply for the license rather than tenants as it added property value but also it cut down the time for the landlord to sell the property and ensured a smooth negotiation process and not cause further delays.
- The Applicant was not applying for a pavement license and this would be something the new tenant would have to apply for.

During the presentation from the Other representatives, the following points were noted:

- There had been complaints made directly to the previous tenants Stem and Glory, as when staff were leaving after 11:30pm the smallest noises were amplified given the narrow streets of the City, which could be heard in the apartments.
- Their apartment sat on top of the premises and when the previous license was acquired it was before there were any tenants living there.
- Several complaints had been made regarding other premises nearby like Butchers Hall and Chicago Booth regarding noise and music.
- Concerns regarding the cumulative effects of noise were raised as more premises were being occupied, although due to Covid not all commercial premises had been let which helped for now.
- Concerns remained on businesses being able to continue their activities beyond 11:00pm, given that this was the cut off time dictated by the City that deliveries should cease.
- The importance of preserving the crucial sleep time between 11pm and 7am was stated.
- Complaints were being raised with the entities rather than involving the City of London, as when a complaint was lodged with the City of London, the team would have to call back to investigate where the noise was coming from, which residents found it would take away further from their sleep time. Residents were trying to build good relationships with the commercial properties so any issues could be resolved quickly.
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During questions, the following points were noted:

- On the issues with the previous tenants, the Committee noted these were to do with noise, dirt and smell. The previous tenants had a pavement license which meant that chatter could be heard well after the sale of alcohol stopped as the business was opened for longer. Staff clearing up after the business had closed also made a lot of noise which could be heard from resident's properties. These concerns had been raised with the tenants themselves but residents found the issues they had raised were not addressed, which caused further concerns as they did not know who the new tenants would be.
- On the issue of deliveries, the Committee noted that the Applicant would be happy to add a condition which restricted deliveries so they were no later than 11pm or earlier than 7am.
- On the availability of storage inside the unit as there were concerns on this from the previous license and the noise it generated, the Committee noted there was ample storage inside. However, currently, there was no pavement license.
- Concerns about dispersal were raised as the staff and the owners could not control the general public when they leave the premises.
- The previous tenancy ran for five years from 2018.
- Concerns regarding how visible and how well the application was advertised to residents were raised, as it was explained this was done via a leaflet to residents. The Committee noted that residents felt this did not capture all the residents properly, and although legally the applicant did what was required, it was felt more could be done. The Applicant's Counsel advised that the application as found to not be controversial as it was re-instating a license that as there previously, and there was no record of complaints. Nevertheless, feedback regarding wider consultation would be taken back to the Applicant.
- The Committee asked if the Applicant would be happy for a condition to be added to ensure these premises were for restaurant use. The Applicant's Counsel advised that if the Committee were minded to grant the license for the hours that were previously enforced, the Applicant would be amenable to a condition which said that alcohol would only be ancillary to a table meal which effectively was the normal restaurant condition, but only if the hours remained those they had applied for.

The Chair invited parties to sum up. The Applicant's Counsel stated their concern that this application should not become a substitute review for a licence that was previously enforced for five years with no complaints, no reviews and no difficulties. The Objector stated that those who lived in the area found it difficult to sleep and trying to make the residential and commercial aspects work. Their main concern was around the preservation of the non-delivery restriction times between 11:00 PM and 7:00 AM.

The Chair explained that the Sub Committee would retire to make a decision and all parties would be advised of the outcome within 5 clear working days. The Chair thanked all those present and closed the Hearing at 15:00.

Deliberations:

The Sub-Committee retired to carefully consider the application, on the representations submitted in writing and orally at the hearing by those making representations and the

applicant. It was evident that the most relevant licensing objectives requiring the Sub-Committee's consideration was the prevention of public nuisance and prevention of crime and disorder.

The Sub Committee noted that since the granting of the original application the residential units above the premises and in the wider development were now occupied. The Sub- Committee further noted the representations from the residents, and fully understood their concerns about dispersal, specifically noise nuisance and the cumulative impact of anti-social behaviour from patrons leaving late night drinking establishments (including this establishment), the noise coming from late deliveries as well as staff cleaning the premises and the resident's want of maintaining and protecting sleeping hours between 11pm to 7am. Although the Sub-Committee noted these points, it also agreed that this application needs to be considered on its' own merits.

The Sub-Committee noted that the applicant wanted to regain the licence that was there previously on identical terms and conditions. The Applicant was the developer for both the commercial premises in the square and the residential properties, who had previously a license granted for this premise in 2018 and was in effect for five years. During this period there had been no challenges nor complaints. This had come to Committee because the license was lost through the legal process as a result of the previous tenant (Stem and Glory) became insolvent and the applicant wanted to regain the license so they could seek to market this property to a potential new tenant.

The Sub Committee also noted concerns from the resident regarding particularly extending the late-night refreshments to past 11pm and the cumulative effects of potential noise nuisance as more and more premises become occupied. Complaints had been raised directly with the previous tenants regarding potential noise nuisance rather than involving City of London. Residents were trying to have and maintain a good relationship with businesses in the area. The Committee also noted that at the moment noise nuisance is not an issue as a lot of the commercial premises have not been rented as a result of Covid-19. However, issues such as deliveries operating outside of the 11pm-7am timeframe had become an issue and residents wanted to safeguard and preserve this time. The Committee heard that noise nuisance would be an issue post 11pm as chatter and the cleaning of the premises added to the overall noise levels, therefore, if this license was granted post 11pm, residents would be impacted by this noise. If a pavement license was granted this again would further add to the overall noise as chatter could be heard by residents from the street. This could lead to potential noise nuisance.

The Sub-Committee noted that the applicant does not have a pavement license and so there was no request for outside seating/dining in this application. The Applicant's Counsel also explained the Applicant would be happy to add a condition surrounding deliveries that these be no later than 11pm and no earlier than 7am to mitigate any potential noise nuisance. The applicant was also happy to add a condition to have alcohol sold by table service and there would be no vertical drinking. This would help mitigate any potential noise nuisance.

The Sub-Committee considered amendments to existing conditions to further mitigate noise nuisance. On page thirty-nine of the pack, under the conditions agreed with the City of London Police, the Sub-Committee agreed an amendment to condition number two, where it should read that ‘There shall be no sale of alcohol in unsealed containers for consumption off the premises’. As the applicant explained there was no pavement license and the application did not include outside dining, the condition was amended.

The Sub-Committee decided to add new conditions, to ensure the application would not undermine licensing objectives in respect of prevention of public nuisance and prevention of crime and disorder.

In reaching its decision, the Sub-Committee was mindful of the provisions of the Licensing Act 2003 (‘the Act’), in particular the statutory licensing objectives, together with the guidance issued by the Secretary of State in pursuance of the Act and the City of London’s own Statement of Licensing Policy dated 2022.

In determining what constituted a public nuisance, the Sub-Committee relied upon the common law definition of ‘public nuisance’ as: *‘one which inflicts damage, injury or inconvenience on all the King’s subjects or on all members of a class who come within the sphere or neighbourhood of its operation. The character of the neighbourhood is relevant to determination of the question of whether a particular activity constitutes a “public nuisance”’*.

DECISION

The Sub-Committee determined that the license should be granted as set out below:

Activity	Proposed licence
Supply of alcohol for consumption on and off the premises	<p>Mon–Weds 11:00-23:00</p> <p>Thurs – Sat 11:00-23:30</p> <p>Sun 11:00-22:30</p>
Late Night Refreshment	<p>Thurs –Sat 23:00-23:30</p>
Opening Hours	<p>Mon–Weds 07:00-23:30</p> <p>Thurs –Sat 07:00-00:00</p> <p>Sun 07:00-23:00</p>

The Sub-Committee had regard to the conditions that parties had agreed upon in advance of the hearing. It was of the view that it was necessary to amend the agreed conditions and impose further conditions for the promotion of the licensing objectives and for the prevention of public nuisance all of which is set out below. The Sub Committee decided to include a condition requiring a dispersal and management plan which can be amended if necessary and noted that these are live documents, giving residents reassurance that any future concerns in terms of anti-social behaviour on dispersal will be addressed.

The Sub-Committee therefore agreed that the following conditions should be attached to the premises licence:

1. All doors and windows shall remain closed at all times save for entry or exit, or in the event of an emergency. **(MC12)**
2. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly. **(MC15)**
3. The Licence holder shall make available a contact telephone number to nearby residents and the City of London Licensing Team to be used in the event of complaints arising. **(MC18)**
4. A 'Challenge 25' Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 25 years of age. Proof of age shall only comprise a passport, a photo card driving licence, an EU/EEA national ID card or similar document, or an industry approved proof of age identity card. **(MC20)**
5. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days immediately when requested. **(MC01)**
6. There shall be no sale of alcohol in unsealed containers for consumption off the premises. **(MC18)**
7. To prevent noise nuisance and to promote the licensing objectives, there shall be no deliveries to or from the premises between 11pm and 7am.
8. Alcohol shall only be sold to a person sitting down eating a meal and for consumption with that meal. This condition means that the restaurant will only have table dining and there will be no vertical drinking. **(MC26)**

9. Alcohol shall be sold to customers by waiter/waitress service only **(MC27)**

10. A written dispersal policy and management plan shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours. You must engage with the City of London's Environmental Health department to finalise the dispersal and noise management plan. **(MC15)**

11. Customers 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. **(MC17)**.

Chairman

The meeting ended at

Committee(s)	Dated:
Licensing Committee	08/02/2024
Subject: Delegated decisions of the Executive Director Environment pertaining to premises licences	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	1, 4
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain’s Department?	N/A
Report of: Bob Roberts, Interim Executive Director, Environment Department	For Information
Report author: Robert Breese, Licensing Officer	

Summary

This report details the premises licences, and variations to premises licences, granted under the Licensing Act 2003 and administered by the Licensing Service from 1 October 2023 to 31 December 2023. It does not include any premises where Members have been involved in the decision-making process i.e. decisions made at Licensing Sub-Committee hearings.

The report also gives a summary of the enforcement action taken under the Licensing Act 2003 between 1 October 2023 to 31 December 2023. In addition, the report presents data from the ‘traffic light’ risk scheme introduced within the City of London on 1 April 2013. The data gives a view of the scheme between 1 July 2023 to 31 December 2023.

Recommendation(s)

Members are asked to:

Note the report

Main Report

1. Pursuant to the instructions from your Committee, I attach for your information lists detailing ‘premises licence’ applications (Appendix 1) and variations (Appendix 2) granted by the Licensing Service between 1 October 2023 to 31 December 2023. Each of these appendices contain details of any conditions attached to the premises licences.
2. The report also contains information appertaining to the number of personal licences issued. This information is also contained in Appendix 2.

3. Any questions of detail concerning premises licences can be obtained from the Corporation's public register which can be found at: <http://www.cityoflondon.gov.uk/business/licensing/beer-and-entertainment/Pages/Search-the-public-register.aspx> or by email to the Licensing Team at licensing@cityoflondon.gov.uk.
4. This report also outlines the enforcement activity of the Licensing Service in relation to premises with a licence granted under the Licensing Act 2003 (Appendix 3). The table in Appendix 3 shows the number of visits undertaken, number of complaints received, and the number of enforcement actions taken. Enforcement actions include warning letters, notices, simple cautions, legal proceedings etc. Appendix 3 provides data from 1 October 2023 to 31 December 2023.
5. Licensing Officers undertake routine enforcement visits to check on premises licence conditions where there are concerns, e.g. closing times, compliance with Temporary Event Notices and managing numbers of people consuming alcohol outside venues, and in response to complaints. The Department's Enforcement Policy is followed prior to escalating action and taking legal proceedings.
6. The Enforcement Policy conforms to the Regulators' Compliance Code and the regulatory principles required under the Legislative and Regulatory Reform Act 2006. It sets out the general principles and approach which Officers are expected to follow and addresses issues of proportionality, consistency, targeting, transparency and accountability.
7. More widely, enforcement arrangements are currently coordinated at the Licensing Liaison Partnership meetings that are held monthly and are attended by representatives from all enforcement agencies. Joint visits are organised via this forum and subsequent reports are used to add to the top-level premises list that comprises those premises that have accrued the most points under the 'traffic light' risk scheme. These are then targeted by relevant enforcement officers.
8. This report details data produced from the 'traffic light' risk scheme between 1 July 2023 to 31 December 2023. Further details can be seen in Appendix 4.
9. There is a very good working relationship between the Port Health & Public Protection (PH&PP) Licensing Team, the City of London Police Licensing Team and the PH&PP Pollution Control Team, all of whom are based at the Guildhall. These relationships and lines of communication have been maintained with regards to working from home, a number of communications taking place remotely. We have furthered our relationships with various stakeholders through Operation Reframe – a regular monthly collaborative partnership with numerous responsible authorities aimed at building trust and confidence in our work and creating safe spaces.
10. The Memorandum of Understanding (MoU) between the City of London Police and the Environment Department agreed in November 2011 (when it was the Markets and Consumer Protection Department) outlines specific arrangements for cooperation between the teams.

11. The other City Corporation Department that is routinely involved in enforcement is the former Department of the Built Environment (DBE), which now also forms part of the Environment Department. Where it appears that a material change of use has occurred, or there is a failure to comply with any condition attached to a planning permission or a breach of planning controls, when it is expedient to do so, officers from this Department seek authorisation to take the appropriate enforcement action.
12. Any complaints about licensed premises are dealt with by the relevant agency/team, e.g. crime and disorder – Police, fire safety – London Fire Brigade. As far as PH&PP are concerned, complaints relating to the conditions on a licence will be dealt with in the first instance by the Licensing Team, but if there are noise issues the Pollution Team will also be involved.
13. Investigations are undertaken and if there are grounds for a review of the licence in relation to the licensing objectives, then the responsible authorities can apply accordingly. In practice, potential applications are considered at the Licensing Liaison Partnership meetings, and agencies/authorities support one another in providing evidence and making applications.

Implications

14. Corporate & Strategic Implications:

Strategic implications – None

Financial implications - None

Resource implications - None

Legal implications - None

Risk implications - None

Equalities implications – None

Climate implications - None

Security implications – None

Appendices

- Appendix 1 – New Licence Applications issued between 1 October 2023 to 31 December 2023.
- Appendix 2 – Applications to vary a licence issued between 1 October 2023 to 31 December 2023.

- Appendix 3 - Enforcement Action carried out between 1 October 2023 to 31 December 2023 (including complaints received).
- Appendix 4 (Non-Public) – Update on the risk scheme as of 31 December 2023.

Background Papers

None

Robert Breese

Licensing Officer

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Appendix 1

New Licence Applications Issued by way of Delegated Authority (01 October 2023 to 31 December 2023)

Name	Address	Ward	Details
AXA Investment Managers Limited	22 Bishopsgate	Lime Street	A 22:30
ISG Ltd	33 Aldgate High Street	Portsoken	A 23:00
Eighty Fen	80 Fenchurch Street	Tower	A, (f) 23:00
Dream Xi'An	Unit 2A Tower Place	Tower	A, (f) 23:00
Gordon Ramsay Kitchen & Bar	Floors 58M (part), 59,60 & 61(part), 22 Bishopsgate	Lime Street	A, L, (b) (e) (f) 21:30
Three Uncles	3 Old Bailey	Farringdon Within	A 22:30
Bank of England	20 Moorgate	Coleman Street	A 23:00
Bank of England	Threadneedle Street	Walbrook	A 23:00
Festive Hut	23-25 Leadenhall Market	Langbourn	A 23:00
Cloth Farringdon	44 Cloth Fair	Farringdon Within	A 23:00
Club Quarters Hotel	7 Gracechurch Street	Langbourn	A, L, (b) (e) (f) 00:00
Club Quarters Hotel	24 Ludgate Hill	Farringdon Within	A, L, (b) (e) (f) 00:00
Convене	10-15 Newgate Street	Bread Street	A, L, (b) (c) (e) (f) (g) 01:00
Little Market	26 Wormwood Street	Bishopsgate	A 00:00
Aviva	80 Fenchurch Street	Tower	A, (b) (f) 23:00
Townhouse	82 Watling Street	Bread Street	A 23:00
Roxy Ballroom	33 St Mary Axe	Lime Street	A, L, (b) (e) (f) 02:00
Hyde London City Hotel	15 Old Bailey	Farringdon Within	A, L, (b) (e) (f) 03:00

Total Licences Issued = 18

Key to Details:

- | | |
|----------------------------|---------------------------|
| A Sale of Alcohol | (e) Live Music |
| L Late Night Refreshment | (f) Recorded Music |
| (a) Plays | (g) Performances of Dance |
| (b) Films | (h) Making Music |
| (c) Indoor Sporting Events | (d) Boxing or Wrestling |

Times stated are the latest terminal hour for at least one of the licensable activities.

Number of Licences by Ward

Bishopsgate	1
Bread Street	2
Coleman Street	1

Farringdon Within	4
Langbourn	2
Lime Street	3
Portsoken	1
Tower	3
Walbrook	1

Conditions Applied to Licences Granted by way of Delegated Authority

AXA Investment Managers Ltd

- 1 The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days immediately when requested.
- 2 A refusal/incident log shall be maintained. This shall contain details of time and date, description of the attempting purchaser, description of the product they attempted to purchase, reason why the sale was refused and the name of the person refusing the sale.
- 3 There shall be no sale of alcohol in unsealed containers for consumption off the premises.
- 4 The public shall not be admitted to the premises, access to licensable activities will only be provided for employees of the premises licence holder and invited guests.
- 5 A Challenge 25 Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.

ISG Ltd

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Eighty Fen

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Dream Xi'An

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points and the street environment, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days immediately when requested.
2. Promoted events will not be held at the premises. A promoted event is an event involving music and dancing where the musical entertainment is provided at any time by a disc jockey or disc jockeys one or some of whom are not employees of the licensee (premises licence holder) and the event is (independent of the licensee) promoted to the general public.

Gordon Ramsay Kitchen & Bar

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days immediately when requested.
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3. An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the City of London Corporation. The log will record the following:
 - (a) all crimes reported to the venue
 - (b) all ejections of customers
 - (c) any incidents of disorder (disturbance caused either by one person or a group of people)

[There is no requirement to record the above incidents (a), (b) or (c) where they do not relate to a licensable activity]

(d) seizures of drugs or offensive weapons

(e) any faults in the CCTV system or searching equipment or scanning equipment

(f) any refusal of the sale of alcohol during the hours the premises is licensed to sell it.

4. The premises will use SIA registered door staff on Sunday to Tuesday inclusively with a minimum of 2 door staff from 6pm one on the ground floor and one operating on either floor 59 or 60 and on Wednesday to Saturday a minimum of four door staff from 6pm with two on the ground floor and one each on floors 59 and 60 and these door staff will be on duty until all the customers have left the premises. A risk assessment will be conducted to assess risk as to whether greater than the minimum number of door staff is needed and if door staff are needed at other times and in both cases this risk assessment will stipulate the additional number of door staff required and for what times, and this risk assessment will be available for inspection by the Responsible Authorities.
5. The premises will operate to a written dispersal policy in which all staff who operate front of house will receive training and which will be available to the Responsible Authorities on request.
6. A personal licence holder will be on duty on floor 59 and on floor 60, whenever these floors conduct licensable activities.
7. A Challenge 21 Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 21 shall provide documented proof that he/she is over 18 years of age. Proof of age ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.
8. All staff members engaged in selling alcohol on the premises shall receive training (which may be electronic) pertinent to the Licensing Act, specifically in regard to age-restricted sales, and the refusal of sales to persons believed to be drunk. Induction training must be completed prior to engaging in any sale of alcohol. All training in selling alcohol undertaken by staff members, including refresher training, shall be documented (which may be electronic). All training records will be kept at the premises and shall be made available upon request to the Local Authority Licensing Officers and/or an officer of the Police.

Three Uncles

1. Alcohol shall only be sold in unsealed containers to a person sitting down eating a meal and for consumption with that meal on the premises, and off the premises only to persons sat at furniture covered by a pavement licence. Sales of alcohol in sealed containers for consumption off the premises shall only be supplied with a meal.
2. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.
3. A Challenge 25 Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.
4. An incident log shall be kept at the premises and made available on request to the Police or an

authorised officer of the City of London Corporation. The log will record the following:

- (a) all crimes reported to the venue
- (b) all ejections of customers
- (c) any incidents of disorder (disturbance caused either by one person or a group of people)
- (d) seizures of drugs or offensive weapons
- (e) any faults in the CCTV system or searching equipment or scanning equipment
- (f) any refusal of the sale of alcohol during the hours the premises is licensed to sell it

5. The premises shall install and maintain a comprehensive digital colour CCTV system. All public

areas of the licensed premises, including all public entry and exit points and the street environment, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days immediately when requested.

6. All delivery orders shall be to a registered residential or business address. There shall be no deliveries to public/communal areas or open spaces.

Bank of England (Moorgate)

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall always be present on the premises when they are open to the public. This staff member shall be able to show the police or Licensing Authority recordings of the preceding two days immediately when requested.
2. Licensable activities will be restricted to employees and officers of the company in occupation and any associated company, and guests of the company in occupation or its employees/officers.

Bank of England (Threadneedle)

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall always be present on the premises when they are open to the public. This staff member shall be able to show the police or Licensing Authority recordings of the preceding two days immediately when requested.
2. Licensable activities will be restricted to employees and officers of the company in occupation and any associated company, and guests of the company in occupation or its employees/officers.

Festive Hut

1. An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the City of London Corporation. The log shall record the following with the date and time of the incident/refusal:

all crimes reported to the venue
all ejections of customers
all refusals of entry
all refused sales of alcohol to persons under the age of 18, or appearing under the age of 25 without valid ID
any incidents of disorder (disturbance caused either by one person or a group of people)
any seizures of drugs or offensive weapons

2. The number of door supervisors shall be determined by a risk assessment completed by the licence holder, and shall have regard to any recommendations made the police. A copy of the risk assessment shall be retained on the premises and made available for inspection by a police officer and/or an authorised officer of the licensing authority on request.
3. A Challenge 25 Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.
4. The hut positioned within the premises may be moved from time to time within the licensed area.
5. The licence holder shall procure that toilet facilities are available to patrons at Chamberlains 23-25 Leadenhall Market, London EC3V 1LR or suitable alternative premises in Leadenhall Market.
6. No live or recorded music shall be played at the premises.
7. On-sales of alcohol will be limited to customers within the area edged red on the plan attached to the licence.
8. Off-sales of alcohol will be limited to customers seated within the area edged blue on the plan attached to the licence.

Cloth Farringdon

1. All windows on the side of the plan marked as Elevation 3 shall be kept closed after 1900 hours.
2. Alcohol shall be sold to customers by waiter/waitress service only.
3. There shall be no self-service of spirits on the premises.
4. The premises shall install and maintain a comprehensive digital CCTV system. All public and back of house areas of the licensed premises, including all public entry and exit points, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or Licensing Authority recordings of the preceding two days immediately when requested.
5. An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the City of London Corporation. The log shall record the following with the date and time of the incident/refusal:
 - (a) all crimes reported to the venue
 - (b) all ejections of customers
 - (c) all refusals of entry

- (d) all refused sales of alcohol to persons under the age of 18, or appearing under the age of 25 without valid ID
 - (e) any incidents of disorder (disturbance caused either by one person or a group of people)
 - (f) any seizures of drugs or offensive weapons
6. Promoted events will not be held at the premises. A promoted event is an event where the musical entertainment is provided at any time by a person or persons other than the licence holder , and one or some of them are not an employee of the licence holder, and the event is promoted to the general public independent of the licensee.
 7. There shall be no new admissions or readmission of customers to the premises after 22:30 (Sunday-Wednesday) or 23:30 (Thursday-Saturday) hours save for customers who have temporarily left the premises to smoke.
 8. The Licence holder shall make available a contact telephone number to nearby residents and the City of London Licensing Team to be used in the event of complaints arising.
 9. A Challenge 25 Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.

Club Quarters (Gracechurch)

1. Alcohol Sales shall be permitted 24 hours per day for residents of the hotel and their bona fide guests.
2. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or Licensing Authority recordings of the preceding two days immediately when requested.
3. Promoted events will not be held at the premises. A promoted event is an event where the musical entertainment is provided at any time by a person or persons other than the licence holder , and one or some of them are not an employee of the licence holder, and the event is promoted to the general public independent of the licensee.

Club Quarters (Ludgate)

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or Licensing Authority recordings of the preceding two days immediately when requested.
2. Promoted events will not be held at the premises. A promoted event is an event where the musical entertainment is provided at any time by a person or persons other than the licence holder , and

one or some of them are not an employee of the licence holder, and the event is promoted to the general public independent of the licensee.

3. Alcohol Sales via room service only shall be permitted 24 hours per day for residents of the hotel and their bona fide guests.

Convene

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall always be present on the premises when they are open to the public. This staff member shall be able to show the police or Licensing Authority recordings of the preceding two days immediately when requested.
2. Promoted events will not be held at the premises. A promoted event is an event where the musical entertainment is provided at any time by a person or persons other than the licence holder, and one or some of them are not an employee of the licence holder, and the event is promoted to the general public independent of the licensee.
3. A written dispersal policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours. A copy of the policy shall be retained on the premises and made available for inspection by a police officer and/or authorised officer of the licensing authority on request.
4. Alcoholic drinks may not be removed from the premises in open containers except for consumption in the remainder of the Sancroft building.
5. A Challenge 25 Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.
6. The number of door supervisors shall be determined by a risk assessment completed by the licence holder. A copy of the risk assessment shall be retained on the premises and made available for inspection by a police officer and/or an authorised officer of the licensing authority on request.
7. There shall be a written policy in relation to drugs at the premises. A copy of the policy shall be retained on the premises and made available for inspection by a police officer and/or authorised officer of the licensing authority on request.

Little Market

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall always be present on the premises when they are open to the public. This staff member shall be able to show the police or Licensing Authority recordings of the preceding two days immediately when requested.

2. The sale of super-strength beer, lagers, ciders, or spirit mixtures with an Alcohol by Volume (ABV) of 6.5% or higher will not be permitted on the premises, with the exception of premium beers and ciders supplied in glass bottles.
3. Individual cans of beer, cider, or spirit mixtures will not be available for sale on the premises.
4. No more than 15% of the sales area may be utilized at any given time for the sale, display, or exposure of alcohol.
5. A log shall be kept at the premises detailing all refused sales of alcohol to persons under the age of 18, or appearing under the age of 25 without valid ID. This log will include the date and time of the refusal and shall be made available on request to the Police or an authorised officer of the City of London Corporation.
6. A Challenge 25 Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.
7. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.

Aviva

1. The provision of licensable activities shall be restricted to: employees and officers of the organisation(s) in occupation, or their associated companies; and bona fide guests of the said employees, officers and companies.

Townhouse

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points and the street environment, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days immediately when requested.
2. Promoted events will not be held at the premises. A promoted event is an event involving music and dancing where the musical entertainment is provided at any time by a disc jockey or disc jockeys one or some of whom are not employees of the licensee (premises licence holder) and the event is (independent of the licensee) promoted to the general public.

Roxy Ballroom

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall always be present on the premises when they are open to the public. This staff member shall be able to show the police or Licensing Authority recordings of the preceding two days immediately when requested.

2. An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the City of London Corporation. The log shall record the following with the date and time of the incident/refusal:
 - (a) all crimes reported to the venue
 - (b) all ejections of customers
 - (c) all refusals of entry
 - (d) all refused sales of alcohol to persons under the age of 18, or appearing under the age of 25 without valid ID
 - (e) any incidents of disorder (disturbance caused either by one person or a group of people)
 - (f) any seizures of drugs or offensive weapons
3. The Premises Licence Holder (PLH)/Designated Premises Supervisor (DPS) will ensure that a 'Daily Record Register' is maintained on the premises by the door staff. The Daily Record Register will contain consecutively numbered pages, the full name and registration number of each person on duty, the employer of that person and the date and time he/she commenced duty and finished duty (verified by the individual's signature).
4. When the premises is carrying on licensable activities after 21.00 hours, on Thursday, Friday, Saturday and Sunday before a Bank Holiday, a minimum of 2 registered door supervisors are to be on duty, and the number of door supervisors will be employed on a ratio of 1:100. Security to be employed until the last customers have left the premises. At other times the number of door supervisors shall be determined by a risk assessment completed by the licence holder. A copy of the risk assessment shall be retained on the premises and made available for inspection by a police officer and/or an authorised officer of the licensing authority on request.
5. Promoted events will not be held at the premises. A promoted event is an event where the musical entertainment is provided at any time by a person or persons other than the licence holder, and one or some of them are not an employee of the licence holder, and the event is promoted to the general public independent of the licensee.
6. Customers 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.
7. There shall be no self-service of spirits on the premises.
8. All doors and windows shall remain closed at all times after 22:00 hours during the provision of regulated entertainment save for entry or exit, or in the event of an emergency.
9. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.
10. The Licence holder shall make available a contact telephone number to nearby residents and the City of London Licensing Team to be used in the event of complaints arising.
11. A noise management plan shall be in place to identify how noise arising from all sources of noise including regulated entertainment, plant, pa systems and patrons shall be effectively controlled so as to minimise the risk of public nuisance and how any complaints of noise will be dealt with. A copy of the plan shall be retained on the premises and made available for inspection by a police officer and/or authorised officer of the licensing authority on request.
12. A Challenge 25 Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.

Hyde London City Hotel

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days when requested.
2. Promoted events will not be held at the premises. A promoted event is an event involving music and dancing where the musical entertainment is provided at any time by a disc jockey or disc jockeys one or some of whom are not employees of the licensee (premises licence holder) and the event is (independent of the licensee) promoted to the general public.
3. An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the City of London Corporation. The log shall record the following with the date and time of the incident/refusal:
 - (a) all crimes reported to the venue
 - (b) all ejections of customers
 - (c) all refusals of entry
 - (d) all refused sales of alcohol to persons under the age of 18, or appearing under the age of 25 without valid ID
 - (e) any incidents of disorder (disturbance caused either by one person or a group of people)
 - (f) any seizures of drugs or offensive weapons.
4. The number of door supervisors shall be determined by a risk assessment completed by the licence holder. A copy of the risk assessment shall be retained on the premises and made available for inspection by a police officer and/or an authorised officer of the licensing authority on request.
5. A written dispersal policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours. A copy of the policy shall be retained on the premises and made available for inspection by a police officer and/or authorised officer of the licensing authority on request.
6. A Challenge 25 Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.
7. The provision of live and recorded music shall be limited to the basement only.

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Appendix 2

Licence Variations Issued by way of Delegated Authority (01 October 2023 to 31 December 2023)

Name	Address	Ward	Details
Bread Street Kitchen & Bar	10 Bread Street	Bread Street	Application is to vary the layout of the premises for the ground floor only (all other floors to remain as existing) in accordance with plans supplied by the applicant to include a small new extension of the premises into the next-door unit space (8 Bread Street).
Patch East	80 Leadenhall Street	Aldgate	Application is to extend terminal hour for Alcohol Sales on Sunday only from 22:30 to 01:00
Sircle London Hotel	5 Devonshire Square	Bishopsgate	Application is to amend plans to include external garden area as part of the on licensed area. To amend internal layout for new hotel operation. To amend the licence so that any reference to "club" in the licence becomes a reference to "hotel".

Total Number of Variations Issued = 3

Number of Licences by Ward

WARD	No.
Aldgate	1
Bishopsgate	1
Bread Street	1

Conditions Added to Licences Granted by way of Delegated Authority

Bread Street Kitchen & Bar

NONE

Patch East

A written dispersal policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours. A copy of the policy shall be retained on the premises and made available for inspection by a police officer and/or authorised officer of the licensing authority on request.

Sircle London Hotel

There shall be no sale of alcohol in unsealed containers for consumption off the premises, save that consumption in unsealed containers is permitted to patrons in the external areas hatched in blue on the plan attached to the licence.

Personal Licences Issued by way of Delegated Authority

01 October 2023 to 31 December 2023

0

**Enforcement Action Carried out Under the Licensing Act 2003
01 October 2023 – 31 December 2023**

Total Number of Inspections	73
Number of Warning Letters	3
Number of Premises advised	35
Number of simple cautions	0
Number of suspension notices	
‘Dead’ Suspensions**	6
‘Live’ Suspensions***	0
Licence lapsed/surrendered	5

*Licences are deemed lapsed in circumstances where the licence holder no longer exists e.g. a company has gone into liquidation.

**A ‘dead’ suspension is where the premises is closed but there is no evidence to suggest that the licence holder is still in existence. If the licence holder returns to the premises the outstanding fee will have to be paid in order for the licence to be resurrected.

***A ‘Live’ suspension is where the premises is still trading and can now no longer carry on licensable activities until the licence fee has been paid.

Number of complaints received between
01/10/2023 and 31/12/2023

Total number of complaints: 14

PREMISES	ADDRESS	WARD	DETAILS	TYPE	DATE
Exchange House	10 Exchange Square, EC2A 2BR	Bishopsgate	Noise and anti-social behaviour every Sunday	MUSIC	03-Oct-23
Jugged Hare	49 Chiswell Street, EC1Y 4SA	Coleman Street	Loud People outside bar shouting	PEOPLE	09-Oct-23
The Counting House	The Counting House Hotel 50 Cornhill, EC3V 3PD	Cornhill	Brass Band playing in the street	MUSIC	12-Oct-23
The Counting House	50 Cornhill, EC3V 3PD	Cornhill	Brass Band playing in street	MUSIC	14-Oct-23
The Ship Public House	11 Talbot Court, EC3V 0BP	Bridge And Bridge Without	Noise relating to beer barrel deliveries	NTD	19-Oct-23
Balfour St Bart's	66 West Smithfield, EC1A 9DY	Farringdon Within	Loud music	MUSIC	21-Oct-23
Balfour St Bart's	66 West Smithfield London EC1A 9DY	Farringdon Within	Loud music	MUSIC	22-Oct-23
BeauBeaus	4 - 6 Gravel Lane, E1 7AW	Portoken	Loud bass and music coming from the bar/club in Gravel Street	PEOPLE	29-Oct-23
New Street Grill	16A New Street, EC2M 4TR	Bishopsgate	Playing loud music in garden area	LIPREM	31-Oct-23
Balfour St Bart's	66 West Smithfield, EC1A 9DY	Farringdon Within	Loud music from live band	MUSIC	04-Nov-23
Simmons	Flat 1, 20 Widegate Street, E1 7HP	Bishopsgate	Employees out in the beer garden after 9 disturbing residents	PEOPLE	21-Nov-23
Stationers Hall	Offices, Stationers Hall Court, EC4M 7DD	Farringdon Within	Loud Music	MUSIC	06-Dec-23
The Pineapple Club	The Grand Union Rolls Passage EC4A 1HL	Farringdon Without	Noise from customers leaving premises	PEOPLE	08-Dec-23
Honest Burgers	13 Widegate Street, E1 7HP	Bishopsgate	Loud Party Music	NTD	16-Dec-23

Committee(s): Licensing Committee	Dated: 08/02/2024
Subject: Late Night Levy – 12 Month Report (1 Oct 2022 – 30 Sep 2023)	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	1,2,12
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain’s Department?	n/a
Report of: Bob Roberts, Interim Executive Director Environment	For Information
Report author: Aggie Minas – Licensing Manager	

Summary

A late-night levy has been operating within the City of London since 1 October 2014. This report looks at the ninth year of operation and details the number of premises paying the levy, the income collected and how that money has been spent to date.

Evidence shows the number of premises liable to pay the levy at the beginning of the ninth levy year, due to their terminal hour for selling alcohol being after midnight, remains the same as the first levy year. The levy is therefore not a barrier to incoming and expanding businesses in the City’s night-time economy.

Income from the levy is used to support the management of the night-time economy. It enables the Licensing service to operate its unique risk scheme and its best practice accreditation scheme (Safety Thirst). It is also used by the Environment Department’s Cleansing service and City Police to provide additional resources and targeted support in managing the night-time economy and any alcohol related crime and disorder, anti-social behaviour and public nuisance.

Recommendation(s)

Members are asked to:

Note the report.

Main Report

Background

1. The Police Reform and Social Responsibility Act 2011 introduced the power for licensing authorities to impose a late-night levy on those premises selling alcohol after midnight. The aim of the levy is to empower local areas to charge businesses that supply alcohol late into the night for the extra costs that the night-time economy generates for police and licensing authorities.
2. On the 28 April 2014 this committee considered a report on the introduction of such a levy within the City of London and recommended to the Court of Common Council on 12 June 2014 that the levy be adopted. The levy was adopted and introduced in the City from 1 October 2014.
3. The levy is applied to all premises selling alcohol after midnight between the hours of 00:01 and 06:00. This includes premises that only sell alcohol after midnight on limited occasions such as New Year's Eve.

Current Position

Premises Liable

4. In October 2014, when the levy was introduced in the City, there were 308 premises subject to the levy. During the ninth levy year (October 2022 to September 2023) 310 premises were subject to the levy (down from 367 premises in year eight). This could be an effect of the pandemic, with some premises closing or revising their alcohol hours to reduce their operating costs. However, whilst the number of premises liable to pay the levy has reduced, late night levy income remains broadly the same as pre-pandemic years. This is because new premises in the City falling within late night levy hours are in higher rateable bandings, and is consistent with new building developments in the City. This indicates that the levy is not a barrier to incoming and expanding businesses in the City wanting to sell alcohol after midnight.
5. Once agreed by the Licensing Authority, the collection of the levy is mandatory and failure to pay must result in a suspension of the licence.

Generated Income

6. The amount of the levy is prescribed nationally and is based on the premises rateable value. The annual charges for the levy, and weekly equivalents, are set out in the table overleaf:

Table 1: Levy Payable by Premises

Rateable Value (£)	Rateable Band	Amount of Levy (£)	
		Annual Levy	Weekly Equivalent
0 – 4,300	A	299	5.75
4,301 – 33,000	B	768	14.77
33,301 – 87,000	C	1,259	24.21
87,001 – 125,000	D	1,365 (2,730*)	26.25 (52.50*)
125,001 +	E	1,493 (4,440*)	28.71 (85.39*)

* Where a multiplier applies for premises used exclusively or primarily for the supply of alcohol for consumption on the premises (bands D & E only)

7. The total amount collected in the ninth levy year, and the apportionment between administration costs, the City Police and the City Corporation, is shown in Table 2 below. The previous three levy years are shown for comparative purposes, along with the projected income for the first half of the ninth Levy Year.

Table 2: Levy Income and Apportionment by Levy Year

Levy Year	Total Collected £000	Admin Cost £000	Police Share (70%) £000	City Share (30%) £000
6 (Oct 19 – Sep 20)	448	15	303	130
7 (Oct 20 – Sep 21)	410	15	276	119
8 (Oct 21 – Sep 22)	390	15	263	112
9 (Oct 22 – Sep 23)	458	15	310	133
10 (Oct 23 – Mar 24) (part year)	165	5	112	48

8. Income from the levy during year eight is a little lower than in previous years. This can be attributed to (a) short-term pandemic effects as hospitality premises were gradually reopening throughout 2021-22 and income is consistent with the trade operating at approximately 70% of pre-pandemic levels at the time, and (b) a backlog of invoicing in 2022. Some of that income has been recovered during the ninth levy year, resulting in the increase in income between levy years eight and nine.
9. Legislation permits a local authority to give a 30% discount on the levy payment for those premises that participate in a best practice scheme. The scheme must show why membership of it is likely to result in a reduction of alcohol-related crime and disorder, there is a requirement for active participation by scheme members and those members who do not participate appropriately can be removed from the scheme. The scheme currently used by the City Corporation is the Safety Thirst accreditation scheme (the scheme).

10. The scheme has been running for many years but was completely revamped in 2014 prior to the levy being adopted. It lays down a set of criteria drawn from the City's Code of Good Practice for Licensed Premises, covering the four licensing objectives that premises must meet to join the scheme. Members of the scheme receive a 30% discount in their levy payments.
11. The number of premises achieving membership of the scheme during 2019 was 72 of which 64 were subject to the levy. Annual assessments for continued membership of the scheme were suspended during the pandemic and reopening/recovery period between 2020 and 2022, during which time, those premises achieving membership during 2019 continued to receive the 30% discount on their levy payments. The scheme will be relaunched early in 2024 and assessments will resume thereafter.
12. The City Corporation are required to spend their allocation of levy money in specific areas namely:
- The reduction or prevention of crime and disorder
 - The promotion of public safety
 - The reduction or prevention of public nuisance
 - The cleaning of any highway maintainable at the public expense within the City of London (other than a trunk road) or any land to which the public are entitled or permitted to have access with or without payment and which is open to the air.
13. Since the late-night levy was introduced in 2014 the total amount collected (as projected to 31 March 2024) is as follows:
- | | |
|------------------------|--|
| Total collected | £4,138,000 |
| Administration costs | £150,000 |
| Police share of levy | £2,791,000 (70% minimum statutory share) |
| City Corporation share | £1,197,000 |
14. Since the late-night levy was introduced in 2014 the total amount spent by the City Corporation (as projected to 31 March 2024) is as follows:
- | | |
|-----------------|------------|
| Total Spent | £1,084,000 |
| Unspent balance | £113,000 |
| Total: | £1,197,000 |
15. The City's current annual committed spend exceeds the forecast annual income. This is due to a combination of inflation price increases, and the City Corporation supporting the Police led partnership initiative Operation Reframe, described in more detail at paragraph 20 below. Over time, this will use up the City's unspent balance.
16. Of the total levy funds apportioned to the City Corporation during 2023/24 the amounts shown in Table 3 overleaf have so far been spent or committed. The previous three years have been shown for comparative purposes.

Table 3: City Corporation Levy Expenditure to 31 March 2023
(Expenditure shown by financial year)

Financial Year	Area of expenditure	Cost £000	
2020/21	Out of Hours Team	41	124
	Funding of Licensing posts	56	
	Cleansing	27	
	Total 2020/21		
2021/22	Out of Hours Team	41	137
	Funding of Licensing posts	58	
	Cleansing	38	
	Total 2021/22		
2022/23	Out of Hours Team	41	128
	Funding of Licensing posts	45	
	Cleansing	38	
	Supporting Operation Reframe	1	
	Urillifts	3	
	Total 2022/23		
2023/24	Out of Hours Team	41	115
	Funding of Licensing posts	31	
	Cleansing	38	
	Supporting Operation Reframe	5	
	Total 2023/24 (projected)		

17. Out of Hours Team. The out of hours team gives additional support to the Corporation's Pollution Control Team and operates Monday to Friday between 17:00 and 08:00 and provides a 24-hour service at weekends. The team consists of Street Environment Officers and can provide a rapid response to complaints relating to public nuisance and anti-social behaviour – usually in the form of noise. In addition, the team can identify areas where, although no complaint has been received, problems do, or may exist. This information is fed back to the Licensing Service who can visit the premises concerned and discuss ways in which problems can be avoided.

18. Part funding of Licensing Team posts. To mitigate problems occurring in the night-time economy, the City Corporation introduced a risk (traffic light) scheme whereby incidents relating to licensed premises carry a score which is recorded and used to identify where problems may escalate. The Licensing team, City Police or other responsible authority are then able to meet with the premises and discuss ways in which problems can be avoided. In addition, the Licensing team operate a Safety Thirst scheme which ensures premises meet standards laid down in the Corporation's licensing code of practice for which they receive a 30% discount off the late-night levy if applicable. The scheme was previously operated by staff with no means of sustaining their funding. Although the risk and traffic light schemes are for all premises, over 90% of them sell alcohol after midnight.

19. Cleansing. The Environment Department provides a cleansing service through their term contractor that is funded from the late-night levy. This service covers all

areas of the City of London and operates Thursday to Sunday (inclusive) during the hours that the levy is applicable.

- a) The levy funded cleansing team visit locations throughout the City, sweep, clear litter, wash, disinfect and deal with any anti-social behaviour issues and staining identified around licensed premises. They also provide a service for one-off licensed events. Scheduled flushing and washing is carried out on streets around these locations, as well as removal of flyers and other related litter that is generated by the night-time economy. Part of the enhanced service also covers the flushing and washing of transport hubs.
- b) This service has a positive effect on the cleanliness and image of the City. The cleansing management team believe that this service addresses the additional challenges raised by the increasing night-time economy. The service is monitored by the Street Environment Team (COL) and Veolia Managers to make sure the required standards are achieved

20. **Operation Reframe.** Operation Reframe is a City Police led partnership approach to facilitate the night-time economy by providing a high visibility presence, with the goal of make people feel safe in the City of London, in line with Safer Streets Campaign and preventing violence against women and girls. It involves targeted engagement with licensed premises around security and management, engaging with persons on the street that appear under the influence of alcohol and/or vulnerable and directing them to a staffed 'safe zone', promoting the 'Ask for Angela' safety initiative, highlighting the risks of drink-spiking, and carrying out visible drink-spiking tests in agreement with premises. The City Corporation has provided resources to assist City Police during Operation Reframe partnership evenings in the form of staff experienced in licensing and environmental health.

How the Levy has been spent – City of London Police

21. Unlike the City Corporation, the City of London Police does not have restrictions on how they can spend their allocation of the levy. However, it has been indicated that the money would be used to fund additional work related to policing of the night-time economy.
22. A Late-Night Levy Planning Board (LNLPB) meets quarterly to discuss levy spend by the Police and to co-ordinate expenditure between the police and the City Corporation.
23. LNLPB meetings are chaired by the Chief Superintendent of Uniformed Policing and attended by other representatives of CoLP and COL including Licensing, Environmental Health, Community Safety and Finance.
24. The governance of this meeting replaces the requirement for requests for levy funds to go to Force Tasking for approval.
25. Details of the City of London Police levy expenditure can be seen as Appendix 1.

Corporate & Strategic Implications

26. The proposals in this report will help to meet one of the aims contained within the Corporate Plan 2018-23 namely to 'Contribute to a Flourishing Society' by way of making people safe and feel safe.

27. The proposals in this report also align with the aims of the government's national Safer Streets Campaign and tackling violence against women and girls.

Financial implications

28. Any money retained by the City Corporation from the levy income must be spent on the areas referred to in paragraph 12, although it does not have to be spent in the same levy year in which the income was generated. Any expenditure in excess of the income received would need to be met from existing local risk budgets.

Resource implications - none

Legal implications - none

Risk implications - none

Equalities implications – none

Climate implications - none

Security implications - none

Conclusion

29. The number of premises paying the levy remains the same year on year.

30. Forecasts for the tenth levy year (1 October 2023 to 30 September 2024) are that on average income is likely to be maintained at a level similar to previous years.

31. With Police achieving results which are likely to directly reduce the incidence of alcohol related crime and disorder, the levy money is continuing to have a positive effect on the night-time economy.

Appendices

- Appendix 1 – Police Expenditure

Background Papers

Home Office 'Amended Guidance on the Late-Night Levy' – 24 March 2015.

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Late Night Levy Accounts - Police

Financial Year	2023/24			
	2020/21	2021/22	2022/23	(projected)
FUNDING	£	£	£	£
Brought forward from previous period	244	297	361	340
Levy income	293	275	307	288
Total Funds	537	572	668	628
EXPENDITURE				
Actual				
Licensing Inspector & Officer	153	155	159	175
Licensing operations (Various)	41	2	10	6
Overtime		48	153	86
CCTV Van	40			
CCTV Van Maintenance	6	6	6	6
Op Reframe				20
Total Expenditure	240	211	328	293
Carried forward	297	361	340	
Balance Available	0	0	0	335

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Committee(s)	Dated:
Licensing Committee	08/02/2024
Subject: City of London Mapping: Project scoping potential to map areas of suitability for licensed activity.	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	1, 4, 9, 10
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain’s Department?	N/A
Report of: Bob Roberts, Interim Executive Director, Environment Department	For Information
Report author: Rachel Pye, Assistant Director – Public Protection	

Summary

The report provides additional detail on the work being carried out to investigate whether there may be potential to identify or map streets, spaces or areas of the City that could be suitable for markets, activations, later licensing hours or more licensed premises as a tool for potential investors to the City.

This project proposal forms part of the Environment Department High Level Business Plan and the Licensing Team Business Plan for 2024 – 2025.

Recommendation(s)

Members are asked to note the details of the report.

Main Report

Background

1. A request was made of the Licensing Team to investigate whether there may be potential to identify or map streets, spaces or areas of the City that could be suitable for markets, activations, later licensing hours or more licensed premises as a tool for potential investors to the City.

2. The aim of the project is to encourage good business and investment in an area and align with wider Corporation ambitions such as Destination City which aims to boost the leisure economy in City, making it a thriving destination area, driving footfall and spend.

3. Current practice is for officers to assist with information provision on request and direct potential licensees to suitable areas using local knowledge which is discussed and shared through the pre-application process or via other enquires made to the team. This project will enhance existing pre-application work by providing local knowledge digitally in one place.
4. This proposal links directly to a specific workstream in the Environment Department High Level Business Plan 2024 – 25:

‘Deliver the Licensing Service within the context of Destination City and with a business-friendly approach’.
5. And a further specific workstream for the Licensing Team Business Plan 2024 – 25:

‘Carry out a mapping project to identify streets, spaces or areas of the City that could be suitable for markets, events, later licensing hours or more licensed premises as a tool for potential investors to the City.’
6. The officers supporting the Licensing Committee have utilised and discussed the potential applications for mapping and analysis of data for a number of other uses to assist with the discharge of its functions in recent years namely.
 - a. Cumulative Impact Options for the City of London 2023
 - b. The Gambling Policy Local Area Profile 2022
 - c. A Night Time Economy Analysis (NTE) published in 2019

the background papers are provided in the appendices.

Project Proposal

7. GIS (Geographic Information System) in its simplest form is the ability to display information on a map. It is a tool that allows you to view spatial data on a map such as a post code, ward boundary or open space.
8. A Corporate GIS is designed to store maps centrally and make them available to all staff in the City of London and also to external partners on request.
9. The GIS team’s strategic aim is to provide a cost-effective resource to enable the City of London to manage and use its spatial data effectively. They are doing this by:
 - Promoting the use of GIS, spatial data & mapping
 - Using industry standard tools and software
 - Integrating GIS and maps into all areas of the Corporation
10. This project is a collaboration between teams in the Public Protection Division and the wider Environment Department, namely Licensing, Business Delivery and Corporate GIS. A number of other Departments and teams will also assist

such as Innovation and Growth, Destination City, Highways. Other areas across the organisation will be engaged as the project develops.

11. The City of London already provides an extensive number of maps available freely on the City of London website link [Interactive maps - City of London](#). This resource is provided and maintained by the Corporate GIS Team.
12. For example, the existing [City of London property development pipeline](#) is an online GIS-enabled map that highlights all new and refurbished office developments planned in the City of London over the next five years.
13. The map is a useful tool for anyone looking for information on office space that is either under construction or planned in the City and neighbouring boroughs. The map contains additional layers that provide information on nearby amenities such as hotels, residential and retail units as well as underground stations, cycle hire and cycle parking.
14. The easy-to-use interactive map tools allows users to identify, query, export or share property data, by completion year of development work on site. The map is continually updated to provide the latest data on property within the Square Mile.
15. It is this type of tool that can be enhanced with additional data sets to provide relevant information for new or existing hospitality businesses looking to invest in the City.
16. Officers have reviewed existing data sets that are available across the Corporation. Examples of these data sets that have the potential of being brought together in one place are as follows:
 - a. Existing locations of licensed premises including licensing hours.
 - b. Existing pavement licence locations.
 - c. Existing locations of licensed markets and pop ups.
 - d. Addresses with appropriate planning permissions in place.
 - e. Data from retail surveys – hotels / office / public house etc.
 - f. Locations of transport hubs – rail / bus / tube / taxi.
 - g. City's green or open spaces.
 - h. Known footfall or footfall predictions.
 - i. Data from the development pipeline.
 - j. Pret Index data.
 - k. Residential locations.
 - l. Noise complaint data.
 - m. Crime and community safety data from SafeStats.

This list is not exhaustive and additional data sets are being investigated for their potential.

17. The project proposes to bring the data sets together as an easy-to-use interactive map and the proposed indicative timeline for delivery is w/c 29th April 2024.

Implications

18. Corporate & Strategic Implications:

Strategic implications – This workstream aligns with the existing 2018 – 2023 and new Corporate Plan 2024 - 2029, existing Local Plan 2015 and proposed City Plan 2040 and emerging Digital Strategy as they are developed and reach their go live dates. This workstream also aligns to the Mayoral Priorities for 2023 – 24.

Financial implications – This workstream has been scoped to be delivered within existing budgets.

Resource implications – This workstream has been scoped to be delivered using existing resources.

Legal implications - None

Risk implications - None

Equalities implications – None

Climate implications - None

Security implications – None

Conclusion

A project is being developed to identify or map streets, spaces or areas of the City that could be suitable for markets, activations, later licensing hours or more licensed premises as a tool for potential investors to the City.

The project is being scoped to utilise existing resource within the Environment Department.

Appendices

None

Background Papers

[Cumulative Impact Options for the City of London 2023](#)

[Gambling Act 2005: Review of Statement of Licensing Principles 2022](#)

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