



Licensing Committee

Date: WEDNESDAY, 25 OCTOBER 2017

Time: 1.45 pm

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

Members:	Peter Dunphy (Chairman)	Michael Hudson
	Sophie Anne Fernandes (Deputy Chairman)	Deputy Jamie Ingham Clark
	Deputy Keith Bottomley	Deputy Edward Lord
	Mary Durcan	Andrien Meyers
	Emma Edhem	Graham Packham
	Deputy Kevin Everett	Judith Pleasance
	Marianne Fredericks	James Tumbridge
	Christopher Hayward	

Enquiries: Julie Mayer: 020 7 332 1410
Julie.mayer@cityoflondon.gov.uk

Lunch will be served for Members in the Guildhall Club at 1pm
NB: Part of this meeting could be the subject of audio or video recording

John Barradell
Town Clerk and Chief Executive

AGENDA

1. APOLOGIES

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

3. PUBLIC MINUTES

To agree the public minutes of the meeting held on 26 July 2017.

For Decision
(Pages 1 - 8)

4. MINUTES OF LICENSING HEARING (SUBS):

For Information

- a) **Beer and Buns** (Pages 9 - 20)
To receive the public minutes of the meeting regarding the application for 'Beer and Buns' of 20 Bury Street, EC3A 5AX on Thursday 10th August, 2017.
- b) **Brewskee** (Pages 21 - 34)
To receive the public minutes of the meeting regarding the application for Brewskee Ltd. of 64 New Cavendish Street, London W1G 8TB on Friday, 11 August 2017.
- c) **Bob Bob Exchange** (Pages 35 - 46)
To receive the public minutes of the meeting regarding the application for 'Bob Bob Exchange' of 122 Leadenhall Street, London, EC3V 4AB on Wednesday 16th August 2017.
- d) **Zebrano** (Pages 47 - 62)
To receive the public minutes of the meeting regarding the application for 'Zebrano' of Dukes House, Dukes Place, London, EC3A 7LP held on Wednesday 23rd August, 2017.
- e) **Lucky Voice** (Pages 63 - 78)
To receive the public minutes of the meeting regarding the application for Lucky Voice (SOHO) Ltd Eastcastle House, 27-28 Eastcastle Street, London W1W 8DH on Thursday, 21 September, 2017.

5. APPEALS AGAINST LICENSING (HEARING) SUB COMMITTEE DECISIONS

The Comptroller and City Solicitor to be heard.

6. CHARITY COLLECTIONS POLICY

Report of the Director of Markets and Consumer Protection.

For Decision
(Pages 79 - 120)

7. **SAFETY THIRST UPDATE**
Director of Markets and Consumer Protection to be heard.
8. **CLUB SODA UPDATE**
Report of the Director of Markets and Consumer Protection.
For Information
(Pages 121 - 124)
9. **DELEGATED DECISIONS OF THE DIRECTOR OF MARKETS AND CONSUMER PROTECTION PERTAINING TO PREMISES LICENCES.**
Report of the Director of Markets and Consumer Protection.
To be read in conjunction with agenda item 14 which contains a non-public appendix in respect of this item.
For Information
(Pages 125 - 136)
10. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
12. **EXCLUSION OF THE PUBLIC**
MOTION - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.
13. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 26 July 2017.
For Decision
(Pages 137 - 138)
14. **DELEGATED DECISIONS OF THE DIRECTOR OF MARKETS AND CONSUMER PROTECTION PERTAINING TO PREMISES LICENCES**
Report of the Director of Markets and Consumer Protection. *To be read in conjunction with the report at Agenda Item 9.*
For Decision
(Pages 139 - 140)
15. **VIOLENT CRIME FROM LICENSED PREMISES**
Report of the Commissioner, City of London Police.
For Information
(Pages 141 - 142)
16. **NON PUBLIC QUESTIONS RELATING TO THE WORK OF THE COMMITTEE**
17. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED**

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LICENSING COMMITTEE

Wednesday, 26 July 2017

Minutes of the meeting of the Licensing Committee held at Committee Room - 2nd Floor West Wing, Guildhall on Wednesday, 26 July 2017 at 1.45 pm

Present

Members:

Peter Dunphy (Chairman)
Sophie Anne Fernandes (Deputy
Chairman)
Deputy Keith Bottomley
Mary Durcan
Marianne Fredericks
Michael Hudson

Deputy Jamie Ingham Clark
Deputy Edward Lord
Andrien Meyers
Graham Packham
James Tumbridge

In Attendance

Officers:

Gemma Stokley	-	Town Clerk's Department
Bose Kayode	-	Town Clerk's Department
Simon Douglas	-	City of London Police
Paul Chadha	-	Comptroller & City Solicitor's Department
David Smith	-	Director of Markets and Consumer Protection
Jenny Pitcairn	-	Chamberlain's Department
Steve Blake	-	Markets & Consumer Protection Department
Peter Davenport	-	Markets & Consumer Protection Department

1. APOLOGIES

Apologies had been received from Emma Edhem, Deputy Kevin Everett and Christopher Hayward. In addition, both Deputy Edward Lord and Andrien Meyers were welcomed as new Members.

Further, Gemma Stokley, Town Clerk will be going on Maternity Leave. Members wished her well and thanked her for her work with the committee. In addition, the Chairman welcomed Bose Kayode, Town Clerk, who will be covering in Gemma's absence.

2. MEMBERS' DECLARATIONS UNDER THE CODE OF CONDUCT IN RESPECT OF ITEMS ON THE AGENDA

Deputy Edward Lord declared that given the length of time that he has known Laura Willoughby of Club Soda, he wished to make it known that they were friends.

3. **PUBLIC MINUTES**

The public minutes and summary of the meeting held on 3 May 2017 were approved as a correct record subject to the following amendment:

Minute 5 – Election of Deputy Chairman

The Town Clerk read out a list of Members eligible to stand as Deputy Chairman. Sophie Fernandes, being the only Member indicating his willingness to stand as Chairman, was duly elected for the ensuing year.

Be amended to:

Minute 5 – Election of Deputy Chairman

The Town Clerk read out a list of Members eligible to stand as Deputy Chairman. Sophie Fernandes, being the only Member indicating her willingness to stand as Deputy Chairman, was duly elected for the ensuing year.

Matters Arising

Minute 8a – Louie’s Bar – Ten

Members were advised that Louie’s Bar had applied for and been granted a license.

Minute 11 – Charity Collections Terms of Reference

Members were informed that the Terms of Reference had been approved by the Court of Common Council without any objection.

Minute 16 – House of Lords Select Committee on the Licensing Act 2003

Members were informed that there had not been any further advice or development since the last meeting.

In response to a question from a member as to whether Deputy Edward Lord was automatically added as a member who could serve as a Sub Committee Chairman, Members were informed that this was the case and that he had automatic rights to serve on the Sub Committee given that he had previously served as a past Chairman of the Grand Committee.

4. **MINUTES OF LICENSING HEARING (SUB)**

4.1 GREMIO DE FENCHURCH

The Committee received the public minutes and decision notice of the hearing regarding ‘Gremio de Fenchurch’, 26A Savage Gardens, London, EC3N 2AR held on 22nd June 2017.

RECEIVED.

4.2 HUMBLE GRAPE

The Committee received the public minutes and decision notice of the hearing regarding 'Humble Grape Limited', 1 St Brides Passage, London, EC4Y 8EJ, held on 7 July 2017.

RECEIVED.

5. APPEALS AGAINST LICENSING (HEARING) SUB COMMITTEE DECISIONS

The Comptroller and City Solicitor reported that there had been no appeals since the Committee's last meeting in May 2017.

6. REVENUE OUTTURN 2016/17

Members received a joint report from The Chamberlain and the Director of Markets and Consumer Protection which compared the revenue outturn for the services overseen by the Committee in 2016/17 with the final budget for the year. Members noted that the overall total net expenditure during the year was £25,000 whereas the total budget was £88,000. This represented an underspending of £63,000.

Members were shown a 'Summary Comparison of the 2016/17 Revenue Outturn with the Final Budget'. It was noted that the underspend was largely due to additional income from an increase in the volume of licence applications. A local risk underspend on Late Night Levy related costs was fully offset by a reduction in Late Night Levy income.

In response to a question as to why any underspend had not been carried forward, Members were informed that underspend is carried forward for all our locally set fee types, however, this does not include premises fees which are currently set nationally, or costs which we are unable to recover. Members asked that a note be included in future reports providing a clear outline of which costs are recovered.

RESOLVED – That, Members note the report and the proposed carry forward of underspendings to 2017/18.

7. DELEGATED DECISIONS OF THE DIRECTOR OF MARKETS AND CONSUMER PROTECTION PERTAINING TO PREMISES LICENCES

Members received a report from the Director of Markets and Consumer Protection. The report detailed the premises licences and variations to premises licences granted under the Licensing Act 2003 by the Licensing Service from 1 April 2017 to 30 June 2017. It did not include any premises where Members had been involved in the decision making process i.e. decisions made at licensing sub-committee hearings.

The report provided a summary of the enforcement action taken under the Licensing Act 2003 between 1 April 2017 to 30 June 2017. The report also presented data from the 'traffic light' risk scheme introduced within the City of London on 1 April 2013 with the data covering the period 1 January 2017 to 30 June 2017.

In response to a question as to whether the condition requiring the imposition of CCTV was being overused, Members were informed that the condition is being included by applicants in their applications as opposed to being imposed by officers.

In response to a question as to how many active licenses are in the square mile, members were advised that there are 851.

RESOLVED – That, Members note the report.

8. SAFETY THIRST SCHEME UPDATE

The Committee heard from the Licensing Manager who provided a verbal update on the Safety Thirst Scheme Update.

Members were informed that 55 applications had been received for the scheme to date. It is anticipated, that the target of 60 applications would be reached or exceeded. To date, 34 inspections have been carried out. Of those 34 applications, 33 were approved and passed. It was anticipated that last year's total of 47 awards would be exceeded this year.

The Safety Thirst Awards will be taking place on 24 October 2017, 15:00, Livery Hall. All Members are welcome.

In response to a question as to what work had been done to streamline the application process for smaller businesses who had previously stated that they felt that the application process/forms required were too onerous for them, Members were informed that work had gone into improving the application form and streamlining the process. As a result, the time spent on audits had reduced.

In response to a question as to whether Club Soda would be invited to have a stand at the Safety Thirst event, Members were informed that the idea was welcomed and discussions had taken place. In addition, Members suggested Club Soda having an award which could be presented to the 'Top City Venue'.

In response to a question as to whether the agenda of the Safety Thirst Awards had been revised, Members were informed that the programme of the day had been revised. Food and drink will be served on arrival followed by the award ceremony.

9. CLUB SODA REPORT/UPDATE

Members received a report and presentation from Laura Willoughby of Club Soda. Members were provided with background and an overview of the scheme. It was noted that as of 14 March, 108 City venues had signed up to the Guide website.

In addition, Members were briefed on the Public facing campaign which took place in January. The campaign aimed to encourage individuals to try out venues. In addition, over 200 mindful pub crawl packs were distributed in the

City. The City Mindful Pub Crawl launch had over 50 attendees and was covered on London Live. The project also reaped positive and significant local and national media interest and there were some TV appearances.

The Objectives and outcomes for 2017/2018 were also discussed and included increasing the number and type of venues on the guide and improving engagement with Members of the public, customers and businesses. The budget for the project for 2017/2018 is £30,000.

Members were informed that the project had begun to build a reputation within local government for innovation, engaging people and businesses, rapid prototyping and development of new ideas. In addition, it was noted that the LGA and other councils had been made enquiries as to the implementing the learning elsewhere. In addition, Members were informed that the GLA is interested in how the projects ideas could dovetail with new Night-Time Economy Plans and would like to be able to continue to promote the partnership with the City across the Local Government Family as a piece of pioneering work.

The project has also gained credibility with the pub and bar trade through positive news coverage. As a result, Club Soda had been invited to speak at a number of influential pub and bar conferences. The trade recognises the expertise that has been built up in the last 2 years and now seek the information and learning to be shared with the top UK venues. In addition, Club Soda was invited to speak at the Morning Advertiser's MA500 event for multi-site managed pub owners and operators in Liverpool in April.

A Mindful Drinking Festival is scheduled to take place on 13 August 2017 where master craftsmen will be present.

Members asked officers for their views on the project and the feasibility of supporting the project for a further year. Officers stated that the Corporation of London is pleased with the success of the project. However, it could not support the associated costs of the project for an extended period.

In response to a question as to whether the Club Soda project could be dovetailed into Safety Thirst, Members were informed that this had already been done.

In response to a question as to why Club Soda did not have an alcohol free stand at the Corporation of London's Beer Festival, Members were informed that discussions had been held.

In response to a question as to whether Club Soda had any involvement in the Health and Wellbeing strategy, Members were informed that Club Soda had been involved in the process.

In response to a question as to whether alcohol free drinks were high in sugar, Members were informed that there is no added sugar in alcohol free drinks and the calorie content is low at about 60cals per bottle.

In response to a question as to what the City's continued funding would enable the project to do and achieve, Members were informed that the additional value which Club Soda anticipates introducing will extend past pubs and bars to restaurants. Members endorsed the comments on extending the offer to restaurants and suggested the introduction of a non-alcoholic menu to accompany meals and tasting menus.

In response to a question as to whether Club Soda could be a sustainable business without public funding, Members were informed that the business model is a good and has generated a lot of interest. In addition, Heineken has stated that it would train individuals on selling alcohol free drinks.

In response to a question as to whether Club Soda were asking for £30,000 plus an additional £10,000, Members were informed that it would appear that Club Soda is seeking a total £40,000 budget which includes an optional £10,000 uplift to visit venues.

In response to a question as to when Club Soda require the £40,000 funding, members were informed that Club Soda is ready to commence the plan once the Corporation is ready to commit to the proposal for a further year.

Members suggested signing off on the plans at the earliest juncture which would allow Club Soda to target venues before the Christmas period where celebrations and drinking increase.

Members raised questions regarding whether Club Soda, in its presentation had in fact asked the committee to make a decision regarding the £40,000 funding at this juncture as the report and presentation were for information only. It was suggested that at present, the committee support the night time levy aspects of the work done by Club Soda given that the committee has some flexibility as to what monies the late night levy is spent on. Members queried the appropriateness of signing off on the £40,000 funding ahead of a 'proper' proposal from Club Soda.

There were further discussions as to whether the proposal, revised business plan and accounts should be circulated to the group for information, with delegated authority be given to the Director of Markets and Consumer Protection, the Chairman and the Deputy Chairman. Concerns were raised as to this course of action. Some Members disagreed with this cause of action.

Following lengthy discussions, the Chairman proposed the following:

Club Soda is to present a written business plan which will be circulated to Members. Subsequently, a decision will be taken by the Chairman, Deputy Chairman and the Director of Consumer and Markets. Members were assured that a sensible decision would be taken.

A vote was subsequently taken in relation to the Chairman's proposal, with the outcome as follows:

In favour - 7
Against - 2
Abstention - 1

10. QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE

There were no questions.

**11. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT
MINUTES OF LICENSING HEARING (SUB) COMMITTEE – DISAPPEARING DINING CLUB**

The Committee received the public minutes and decision notice (tabled) of the hearing regarding 'Disappearing Dining Club Limited', 24-26 Newbury Street, London, EC1A 7HU held on 4 May 2017.

RECEIVED.

12. EXCLUSION OF THE PUBLIC

RESOLVED - That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Local Government Act.

Item No(s).	Paragraph No(s).
13	1, 2 & 3
14	1
15	2

13. NON-PUBLIC MINUTES

The non-public minutes of the meeting held on 3 May 2017 were considered and approved as a correct record.

**14. DELEGATED DECISIONS OF THE DIRECTOR OF MARKETS AND CONSUMER
PROTECTION PERTAINING TO PREMISES LICENCES - NON-PUBLIC APPENDIX**

The Committee received a non-public appendix to Item 7 on the agenda providing Members with details of those premises obtaining sufficient points on the Risk Scheme to reach red or amber for the period 1 January 2017 – 30 June 2017.

15. VIOLENT CRIME FROM LICENSED PREMISES

The Committee received a report from the City of London Police updating Members on issues of Violent Crime from licensed premises within the City during the period 13th April 2017 until date of writing, 4th July 2017.

Members indicated that, for future reference, it would be beneficial having a list of trends over a period of time.

16. NON PUBLIC QUESTIONS RELATING TO THE WORK OF THE COMMITTEE

There were no questions raised in the non-public session.

17. ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT AND WHICH THE COMMITTEE AGREE SHOULD BE CONSIDERED WHILST THE PUBLIC ARE EXCLUDED

There were no additional, urgent items of business for consideration in the non-public session.

The meeting ended at 3.00 pm

Chairman

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bose.kayode@cityoflondon.gov.uk**

MINUTES OF THE LICENSING (HEARING) SUB COMMITTEE

HELD ON THURSDAY, 10TH AUGUST 2017 AT 11.00 AM

APPLICANT: BEER & BUNS LTD
PREMISES: 20 BURY STREET, LONDON, EC3A 5AX

Sub Committee:

Deputy Jamie Ingham Clark (Chairman)
Ms Marianne Fredericks
Mr Michael Hudson

Officers:

Town Clerk – Bose Kayode & Gemma Stokley
Comptroller and City Solicitor – Paul Chadha
Markets & Consumer Protection – Peter Davenport

Given Notice of Attendance:

Applicant:

Mr Suraj Desor was present on behalf of both Mr Maurice Abboudi and Mr Christopher Kemper, Directors, Beer & Buns Ltd

Making representation:

Ms Yvonne Courtney - Resident
Mr Misha Stavrides - Resident
Mr Jonathan Whitby - Resident

Licensing Act 2003 (Hearings) Regulations 2005

A public Hearing was held at 11:00 AM in Committee Room 1, Guildhall, London, EC2, to consider the representations submitted in respect of an application for the premises, 20 Bury Street, London, EC3A 5AX.

The Sub Committee had before them the following documents:-

Appendix 1 – Report of the Director of Markets and Consumer Protection
Copy of Application

Appendix 2 – Conditions Consistent with the Operating Schedule

Appendix 3 – Representations from Other Persons:
i) Chan
ii) Courtney
iii) Rees
iv) Whitby

Appendix 4 – Map of subject premises together with other licenced premises in the area and their latest terminal time for alcohol sales

Appendix 6 – Plan of Premises

- 1) The Hearing commenced at 11:00 am.
- 2) The Chairman introduced the Sub-Committee members and confirmed that all papers had been considered by the Sub-Committee in advance of the hearing. The Chairman asked all of those present to introduce themselves and state in what capacity they were attending the Sub-Committee.
- 3) The Chairman opened the hearing by stating that the Sub-Committee must be made with a view to promoting one or more of the four licensing objectives and that these could only be promoted during licensed hours.
- 4) The Chairman stated that as this was a new application and information was somewhat lacking, it would be helpful if applicant could describe their business model and how they would manage the premises.
- 5) Mr Suraj Desor advised that Beer and Buns would operate over two floors. K10 would be a takeaway shop situated on the ground floor, including an outside space with a bar and a restaurant on the top floor. The offering would be Japanese food and drink with craft beer. The premises would have a large kitchen with food being the main focus. He considered the location to be more of a commercial rather than a residential area.

In addition, the applicants stated that the licensee had been operating licensed premises for over 18 years with a number of sites within the City of London (The 'City') including sites based on Fetter Lane, Minster Court and Appold Street. Mr Suraj Desor stated that the past history and experience that the applicants have had in running businesses demonstrates that they are more than capable of running business in accordance with the licensing objectives. The panel were also informed that a branch of Beer and Buns currently operates on Appold Street and had done so without any concern.

Mr Christopher Kemper also provided the panel with a brief history of his business career. He stated that he had run a number of businesses within the City since 1999. He also provided an overview of the concept of Beer and Buns and stated that the ground floor is essentially a 'takeaway' operating mainly during Monday – Friday serving Japanese dishes.

Beer and Buns would operate on the first floor, with approximately 80 covers. They anticipate that the clientele will mainly be individuals who wish to enjoy a meal sitting at a table with the purchase of alcohol with their meal. There was also the possibility of having a mobile bar downstairs, which could be used dependent on the weather.

- 6) The Chairman invited those who had made representations as 'other persons' to address the Sub Committee.
- 7) All three representatives added to their written concerns providing the panel with further detail which included their concerns for further noise, litter and in particular how individuals would disperse from the area during the early hours of the morning.
- 8) The Sub-Committee considered the following concerns relating to: the dispersal policy and the operating times during the weekends; the restriction of promoted events, the mobile bar and the hours of off sales.
- 9) The Sub-Committee commented that the plans submitted by the applicant were unclear/unreadable as to where the fixed/semi fixed furniture and bar areas were located. The applicant explained the plans and layout to all present, for both the restaurant, take away and outside area.
- 10) In response to the concerns raised by the panel, Mr Suraj Desor advised that Beers and Buns would be happy to agree to a condition which did not allow there to be any promoted events on the premises. Further, it was agreed that there would be no off sales after 23:00, a dispersal policy would be available to council officers on request and a sign would be displayed requesting that individuals leave the premises quietly.
- 11) Discussion then turned to the area outside the premises which the Applicant had sought to have included as part of their licensed premises. During discussion, it transpired that this area was used by other licensed premises. After taking instructions, Mr Desor advised the Sub-Committee that the applicant no longer wished this area to be included in the application.
- 12) The Chairman invited any other persons with new points to make on the application to address the Sub Committee. In addition, the Chairman invited the Applicant to sum up and respond to any outstanding queries.
- 13) The Chairman thanked all parties and explained that the Sub-Committee would now retire to deliberate on the application. The Chairman explained that it was expected that the Sub-Committee would come to a decision that day and therefore invited all present to remain in the meeting room while the Sub-Committee considered its decision.
- 14) The Sub-Committee retired at 12:20.
- 15) At 12:40 the Sub-Committee returned from their deliberations and explained that they had reached a decision. The Chairman thanked those who had remained to hear the decision of the Sub-Committee.
- 16) In determining the application, the Sub-Committee first and foremost put the promotion of the licensing objectives at the heart of their decision; in this instance the most relevant of those objectives being the prevention of public nuisance.

- 17) In reaching its decision, the Sub Committee too into account the character of the area and the area and the proposed business operations of the applicant. The Sub Committee concluded that, in discharging its duty to promote the licensing objectives, it was not necessary to reject the application.
- 18) The Chairman reported that it was the Sub-Committee's decision to grant the premises licence as follows:

Activity	Current Licence	Proposed
Supply of Alcohol	N/A	Mon – Sun 11:00 – 00:00
Late Night Refreshment	N/A	Mon – Sun 23:00 – 00:30
Recorded Music	N/A	Mon – Sun 23:00 – 00:30
Hours Premises are open to the public	N/A	Mon – Sun 11:00 – 00:30

- 19) The Chairman went on to explain that the conditions to the grant of the licence were as follows:
- (a) There shall be no promoted events on the premises. A promoted event is an event involving music and dancing where the musical entertainment is provided at any time between 23:00 and 07:00 by a disc jockey or disc jockeys one or some of whom are not employees of the premises licence holder and the event is promoted to the general public.(MC02)
 - (b) 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.(MC15)
 - (c) Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.(MC16)
 - (d) There shall be no sale of alcohol in unsealed containers for consumption off the premises after 23:00. (MC18)
 - (e) 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.(MC19)

- (f) 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 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. (MC21)
- 20) The Sub Committee noted Beer and Buns intention to install CCTV, however considered that it was not necessary to impose such a condition at this stage given that there had not been any concerns regarding public protection.
- 21) The Sub-Committee reiterated the requirement of Beer and Buns resubmitting revised plans in line with the restriction to the outside area and clearly depicting the layout in the manner required by law, including the seating and location of bar areas, along with any proposed 'mobile bar along with a copy of its dispersal policy
- 22) The Chairman thanked all parties for their attendance and explained that written confirmation of the decision would be circulated to all.

The meeting closed at 12:45

Chairman

Contact Officer: Bose Kayode
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E-mail: bose.kayode@cityoflondon.gov.uk

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Beer & Buns Ltd
58-59 Boundary Road
Hove
BM3 5TD

Telephone 020 7332 3113
E-mail: bosc.kayode@cityoflondon.gov.uk

Our ref BK/LIC

Date 16 August 2017

Dear Sirs

Applicant:	Beer & Buns
Premises:	20 Bury Street, London, EC3A 5AX
Date / time of Hearing:	Thursday 10th August, 11.00 am
Venue:	Committee Room 1, 2nd Floor, West Wing, Guildhall, London EC2P 2EJ

I write to confirm the decision of the Licensing (Hearing) Sub-Committee at the hearing held on 10 August 2017 in relation to the above-mentioned application. The Sub Committee's decision is set out below.

The Sub-Committee comprised of Deputy Jamie Ingham Clark (Chairman), Ms Marianne Fredericks and Mr Michael Hudson.

Mr Suraj Desor made submissions in support of the application on behalf of both Mr Maurice Abboudi and Mr Christopher Kemper, Directors, Beer & Buns Ltd.

Mr Misha Stavrides, Ms Yvonne Courtney and Mr Johnathan Whitby, residents were present and made submissions against the application.

1. This decision relates to an application made by Beer & Buns of 20 Bury Street, EC3A 5AX

The application originally sought to provide the following activities:

Activity	Current Licence	Proposed
Supply of Alcohol	N/A	Mon – Sun 11:00 – 00:00
Late Night Refreshment	N/A	Mon – Sun 23:00 – 00:30

Recorded Music	N/A	Mon – Sun 11:00 – 00:30
Hours Premises are open to the public	N/A	Mon – Sun 11:00 – 00:30

Prior to the date of the Hearing the panel and the representations against the application received an evidence bundle of documents containing the following:

- Email correspondence to the resident objectors;
- Further correspondence to and from to the resident objectors;
- Photographs/artists impressions of site;
- Sample menus for K10 (takeaway) and Beers & Buns
- Copy of the judgement in the case of Daniel Thwaites plc -v- Wirral Borough Magistrates' Court

At the start of the Hearing, the Chairman sought confirmation from the applicant regarding a detailed description as to how Beer & Buns would operate.

Mr Suraj Desor advised that Beer and Buns would operate over two floors. K10 would be a takeaway shop situated on the ground floor, including an outside space with a bar and a restaurant on the top floor. The offering would be Japanese food and drink with craft beer. The premises would have a large kitchen with food being the main focus. It was noted that the location is considered to be more commercial than residential.

In addition, the applicants stated that the licensee had been operating licensed premises for over 18 years with a number of sites within the City of London (The 'City') including sites based on Fetter Lane, Minster Court and Appold Street. Mr Suraj Desor stated that the past history and experience that the applicants have had in running businesses demonstrates that they are more than capable of running business in accordance with the licensing objectives. The panel were also informed that a branch of Beer and Buns currently operates on Appold Street and had done so without any concern.

Mr Christopher Kemper also provided the panel with a brief history of his business career. He stated that he had run a number of businesses within the City since 1999. He also provided an overview of the concept of Beer and Buns and stated that the ground floor is essentially a 'takeaway' operating mainly during Monday – Friday serving Japanese dishes.

Beer and Buns would operate on the first floor, with approximately 80 covers. They anticipate that the clientele will mainly be individuals who wish to enjoy a meal sitting at a

table with the purchase of alcohol with their main meal. There was also the possibility of having a mobile bar downstairs, which could be used dependent on the weather.

The Sub-Committee considered the following concerns relating to: the dispersal policy and the operating times during the weekends; the restriction of promoted events, the mobile bar and the hours of off sales.

In response to the concerns raised by the panel, Mr Suraj Desor advised that Beers and Buns would be happy to agree to a condition which did not allow there to be any promoted events on the premises. Further, it was agreed that there would be no off sales after 23:00, a dispersal policy would be available to council officers on request and a sign would be displayed requesting that individuals leave the premises quietly.

Discussion then turned to the area outside the premises which the Applicant had sought to have included as part of the licensed premises. After taking instructions, Mr Desor advised the Sub-Committee that the applicant no longer wished this area to be included in the application.

The Sub Committee considered the application and carefully deliberated upon the representations submitted in writing and orally at the hearing by those making representations and the Applicant.

In reaching the decision, the Sub-Committee were mindful of the provisions of the Licensing Act 2003, 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 January 2013.

Furthermore, the Sub-Committee had regard to the duty to apply the statutory test as to whether an application should or should not be granted, that test being that the application should be granted unless it was satisfied that it was necessary to refuse all, or part, of an application or necessary and appropriate to impose conditions on the granting of the application in order to promote one (or more) of the licensing objectives.

In determining the application, the Sub-Committee first and foremost put the promotion of the licensing objectives at the heart of their decision; in this instance the most relevant of those objectives being the prevention of public nuisance.

In reaching its decision, the Sub Committee took into account the character of the area and the proposed business operations of the Applicant and the information provided by the Applicant along with the representations made both orally and in writing by those opposing the application.

It was the Sub-Committee's decision to grant the premises licence as follows:

Activity	Current Licence	Proposed
Supply of Alcohol	N/A	Mon – Sun 11:00 – 00:00
Late Night Refreshment	N/A	Mon – Sun 23:00 – 00:30
Recorded Music	N/A	Mon – Sun 11:00 – 00:30
Hours Premises are open to the public	N/A	Mon – Sun 11:00 – 00:30

The Sub Committee then considered the issue of conditions and concluded that it was necessary and appropriate to impose conditions upon the licence so as to address the concerns relating to public nuisance.

Mindful of the nature of the premises and the concerns expressed, the Sub-Committee considered the following conditions to be appropriate and necessary to promote the licensing objectives:

1. There shall be no promoted events on the premises. A promoted event is an event involving music and dancing where the musical entertainment is provided at any time between 23:00 and 07:00 by a disc jockey or disc jockeys one or some of whom are not employees of the premises licence holder and the event is promoted to the general public.(MC02)
2. 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.(MC15)
3. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.(MC16)
4. There shall be no sale of alcohol in unsealed containers for consumption off the premises after 23:00. (MC18)
5. 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.(MC19)
6. 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 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. (MC21)

The Sub Committee noted Beer and Buns intention to install CCTV, however considered that it was not necessary to impose such a condition at this stage given that there had not been any concerns regarding public protection.

The Sub-Committee reiterated the requirement of Beer and Buns resubmitting revised plans in line with the restriction to the outside area and clearly depicting the layout including the seating and location of bar areas, along with any proposed 'mobile bar along with a copy of its dispersal policy.

If any party is dissatisfied with this decision, he or she is reminded of the right to appeal, within 21 days of the date of this letter, to a Magistrates' Court. Any party proposing to appeal is also reminded that under s181(2) of the Licensing Act 2003, the Magistrates' Court hearing the appeal may make such order as to costs as it thinks fit.

Yours faithfully,

Bose Kayode

Clerk to the Licensing (Hearing) Sub Committee

Useful Numbers/Websites:

An 'Out of Hours' noise response service is available 24 hours a day by telephone:
0207 6063030

The City's Environmental Health Team can be contacted at:

publicprotection@cityoflondon.gov.uk

The City's Licensing Department can be contacted on: licensing@cityoflondon.gov.uk

Licensing Policy and Code of Good Practice for Licensed Premises:

<http://www.cityoflondon.gov.uk/business/licensing/alcohol-and-entertainment/Pages/Licensing-policy.aspx>

CC: Judy Willis, Poppleston Allen, 37 Stoney Street, The Lace Market, Nottingham, NG1 1LS

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MINUTES OF THE LICENSING (HEARING) SUB COMMITTEE

HELD ON THURSDAY, 11TH AUGUST 2017 AT 11.00 AM

APPLICANT: BREWKSEE LTD
PREMISES: 56 LEADENHALL STREET, LONDON, EC3A 2DX

Sub Committee:

Ms Sophie Fernandes (Chairman)
Mr Peter Dunphy
Mr Keith Bottomley

Officers:

Town Clerk – George Fraser
Comptroller and City Solicitor – Paul Chadha
Markets & Consumer Protection – Peter Davenport

Given Notice of Attendance:

Applicant:

Mr Simmonds, Brewskee Ltd
Mr Gerald Gouriet – Solicitor acting on behalf of applicant

Making representation:

Ms Yvonne Courtney - Resident
Mr Jonathan Whitby - Resident

Licensing Act 2003 (Hearings) Regulations 2005

A public Hearing was held at 11:00 AM in Committee Room 1, Guildhall, London, EC2, to consider the representations submitted in respect of an application for the premises, 56 Leadenhall Street, London, EC3A 2DX.

The Sub Committee had before them the following documents:-

Annex – Report of the Director of Markets and Consumer Protection

Appendix 1 - Copy of Application

Appendix 2 – Conditions Consistent with the Operating Schedule

Appendix 3 – Representations from Other Persons:

- i) Chan
- ii) Courtney
- iii) Rees

iv) Whitby

Appendix 4 – Map of subject premises together with other licenced premises in the area and their latest terminal time for alcohol sales

Appendix 6 – Plan of Premises

1. The Hearing commenced at 11:00.
2. At the start of the Hearing, the Chairman sought an explanation from the representatives of their objection(s) to the granting of the licence application for Brewskee.
3. The Hearing heard from local resident Ms Yvonne Courtney who explained a number of concerns relating to the planned operation of Brewksee in relation to noise and disturbances that would affect those in her building of residence, situated opposite the site in question. She raised particular concern over the group booking system that Brewskee planned to employ, which risked encouraging congregations of large groups outside on the pavement.
4. Ms Courtney objected to the dispersal route provided by the applicant, stating that patrons would likely use an alternative and faster route past residents in order to reach nearby Liverpool Street Station. She also demonstrated concerns that patrons would arrive by car to the venue, which was likely to cause additional disturbance.
5. In addition, Ms Courtney referred to St. Katherine Cree Church that is located near the site, and explained concerns that families would have to confront bottles and litter coming to and from services. Ms Courtney referenced another venue operated by the applicant offering a similar service, citing various disturbances caused by its operation. She mentioned that she had concerns over the owners' lack of manpower with regards to security to manage those entering, exiting and loitering outside the premises.
6. The Hearing heard from local resident, Mr Jonathan Whitby, who stated that with numerous premises now operating in the area, he believed it unreasonable to expect residents to try and determine which venue was responsible for patrons causing disturbances.
7. The Chairman next sought confirmation from the applicant of Brewskee's planned operating procedure.
8. Mr Gerald Gouriet, speaking on behalf of the applicant, requested confirmation from those at the Hearing that they had received the documents provided for information, including photos of the nearby venue under ownership of the applicant as well as the dispersal strategy. Mr Gouriet then explained that the proposed venue would operate with much the same premise as the owner's venue currently operating in the area, *Swingers*, illustrated by the photographs provided. Mr Gouriet then

requested a brief description of the planned operating procedure of Brewskee from the applicant, Mr Simmonds.

9. Mr Simmonds explained that Brewksee would comprise of a bookable space, and would rely on predominantly group bookings for its custom. The venue would offer a bar, restaurant and gaming area. He explained that the downstairs area would be bookable for conferences by corporate clients. It would by no means be considered primarily to be a late night venue. It would cater for a market of those who don't want to go out just to eat or drink. Mr Simmonds described the *Skee-Ball* game that would form the particularly unique attraction of this venue. Mr Simmonds described the planned operation as "welcoming" and "non-threatening".
10. Mr Gouriet noted that the planned operation was much in line with that of nearby existing venue operated by the applicant, *Swingers*, and asked his client if there had been any complaints received for that venue. Mr Simmonds confirmed that there had not been a single complaint since its opening in 2014. Mr Simmonds also added that there was a significantly more substantial food offering planned at Brewskee, including table service.
11. Mr Gouriet then concluded by offering to make an amendment to the licensing hours within the application, reducing the terminating hours on Thursday to Saturday from 02:00 to 01:00, thus aligning them with those of the nearby venue *Swingers*.
12. The Chairman then invited questions for the applicant from those representing the objections. Mr Whitby enquired about the size of groups that would be expected to attend the venue and the capacity of the downstairs area. Mr Simmonds confirmed that group bookings would usually be of between 12-250 people, and that large corporate groups would be expected to attend during the day predominantly. He explained that the capacity of the downstairs area would be approximately 200. Mr Whitby then surmised that there could be expected to be approximately 20-30 smokers at a time outside the venue, and raised concerns about the disturbance caused by this. The Applicant confirmed that in addition to the lightwell area the smoking area would include the cross hatched area on Leadenhall Street on the plan, though in reply to a question from Mr. Whitby this would not actually extend beyond the edge of the premises building as seemed to be indicated on the plan. Mr Whitby raised concerns about dispersal in large groups, and Mr Simmonds responded by explaining that their dispersal was not comparable to pubs and bars, and that it would be incremental over longer time periods.
13. The Chairman asked the applicant how many covers would be catered for by the venue, and Mr Simmonds explained that there would be 500 on the ground floor and 200 in the basement.
14. The chairman asked the panel if they had any further questions. Peter Dunphy asked both the applicant and the representatives if they had made any attempts to engage in prior discussion in order to resolve the concerns raised. The applicant confirmed that they had written a letter in response to the objections to their dispersal plan but received no responses.

15. Ward Member Sylvia Moys, present as an observer to the Hearing, was then given permission by the Chairman and the applicant to comment on a few concerns relating to disturbances associated with the use of the nearby St. Katherine Cree Church.
16. Mr Bottomley asked the applicant if they get a significant number of “walk-ins”, as this might lead to queueing issues, but Mr Simmonds assured the Hearing that the vast majority of custom was from pre-booked groups, so there would not be any related queueing issues.
17. The Chairman then requested a final summary statement from the applicant and the representatives. Mr Whitby explained that he thought it naïve to expect people to use the planned dispersal route. Mr Gouriet explained that these residents were living equidistant from the proposed venue and existing venue, *Swingers*, for which there had not been any complaints received since opening in 2014.
18. The Sub-Committee retired at 11:45.
19. At 12:25 the Sub-Committee returned from their deliberations and explained that they had reached a decision. The Chairman thanked those who had remained to hear the decision of the Sub-Committee.
20. In reaching the decision, the Sub-Committee were mindful of the provisions of the Licensing Act 2003, 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 January 2013.
21. Furthermore, the Sub-Committee had regard to the duty to apply the statutory test as to whether an application should or should not be granted, that test being that the application should be granted unless it was satisfied that it was necessary to refuse all, or part, of an application or necessary and appropriate to impose conditions on the granting of the application in order to promote one (or more) of the licensing objectives.
22. In determining the application, the Sub-Committee first and foremost put the promotion of the licensing objectives at the heart of their decision; in this instance the most relevant of those objectives being the prevention of public nuisance and crime and disorder.
23. In reaching its decision, the Sub Committee took into account the character of the area and the proposed business operations of the Applicant and the information provided by the Applicant along with the representations made both orally and in writing by those opposing the application.
24. The Sub Committee also noticed that the plans accompanying the application did not detail the boundary of the licensed premises as required by the legislation. Counsel for the applicant confirmed that the applicant did not seek to include any external areas within the confines of the licensed premises and agreed to supply a fresh plan which clearly marked the boundaries of the area to be licensed.

25. The Chairman reported that it was the Sub-Committee's decision to grant the premises licence as follows:

Activity	Current Licence	Proposed
Supply of Alcohol	N/A	Mon – Wed 11:00 – 01:00 Thu – Sat 11:00 – 01:00 Sun 11:00 – 00:00
Late Night Refreshment	N/A	Mon – Wed 23:00 – 01:00 Thu – Sat 23:00 – 01:00 Sun 23:00 – 00:00
Recorded Music	N/A	Mon – Wed 23:00 – 01:00 Thu – Sat 23:00 – 01:00 Sun 23:00 – 00:00

26. The Chairman stated that the opening hours should not extend beyond thirty minutes after the terminal licensing hours in each case, and as such should be amended to align with the reduced hours on Thursdays-Saturdays.
27. The Chairman also stated that the granting of the licence was dependent on the licence boundary being amended to restrict it to areas within the premises building entrance doors to prevent drinking outside and to reduce the effect of disturbances from those smoking outdoors.
28. The Chairman explained that, after consideration by the Sub-Committee, it was necessary and appropriate to impose conditions upon the licence so as to address the concerns relating to public nuisance.
29. The Chairman declared the following conditions to be necessary to warrant granting of the licence:
- a. *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 (MC01).*
 - b. *There shall be no promoted events on the premises. A promoted event is an event involving music and dancing where the musical entertainment is provided*

at any time between 23:00 and 07:00 by a disc jockey or disc jockeys one or some of whom are not employees of the premises licence holder and the event is promoted to the general public. (MC02)

- c. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly (MC16).*
- d. There shall be no sale of alcohol in unsealed containers for consumption off the premises (MC18).*
- e. Children under the age of 16 years shall not be allowed on the premises unless accompanied by an adult (MC22)*

30. The Chairman thanked all parties for their attendance and explained that written confirmation of the decision would be circulated to all within five working days.

The meeting closed at 12:30

Chairman

Contact Officer: George Fraser

Tel. no. 020 7332 1174

E-mail: george.fraser@cityoflondon.gov.uk

Town Clerk's Office

John Barradell
Town Clerk & Chief Executive



Brewskee Ltd
64 New Cavendish Street
London
W1G 8TB

Telephone 020 7332 3113
E-mail: george.fraser@cityoflondon.gov.uk

Our ref BK/LIC

Date 11 August 2017

Dear Sirs

Applicant:	Brewskee Ltd.
Premises:	56 Leadenhall Street, London, EC3A 2DX
Date / time of Hearing:	Friday 11th August, 11.00 am
Venue:	Committee Room 1, 2nd Floor, West Wing, Guildhall, London EC2P 2EJ

I write to confirm the decision of the Licensing (Hearing) Sub-Committee at the hearing held on 11 August 2017 in relation to the above-mentioned application. The Sub Committee's decision is set out below.

The Sub-Committee comprised of Ms Sophie Fernandes (Chairman), Mr Keith Bottomley and Mr Peter Dunphy.

Mr Gerald Gouriet made submissions in support of the application on behalf of Brewskee Ltd.

Ms Yvonne Courtney and Mr Johnathan Whitby, residents were present and made submissions against the application.

1. This decision relates to an application made by Brewskee Ltd. of 64 New Cavendish Street, London W1G 8TB

The application originally sought to provide the following activities:

Activity	Current Licence	Proposed
Supply of Alcohol	N/A	Mon – Wed 11:00 – 01:00 Thu – Sat 11:00 – 02:00 Sun 11:00 – 00:00

Late Night Refreshment	N/A	Mon – Wed 23:00 – 01:00
		Thu – Sat 23:00 – 02:00
		Sun 23:00 – 00:00
Recorded Music	N/A	Mon – Wed 23:00 – 01:00
		Thu – Sat 23:00 – 02:00
		Sun 23:00 – 00:00

Prior to the date of the Hearing the panel and the representations against the application received an evidence bundle of documents containing the following:

- Email correspondence from the resident objectors;
- Plan view map of surrounding area;
- Licence Plan
- Premises Dispersal Strategy;
- Photographs of inside of premises in locale currently owned by applicant for comparison;

At the start of the Hearing, the Chairman sought an explanation from the representatives of their objection(s) to the granting of the licence application for Brewskee.

The Hearing heard from local resident Ms Yvonne Courtney who explained a number of concerns relating to the planned operation of Brewksee in relation to noise and disturbances that would affect those in her building of residence, situated opposite the site in question. She raised particular concern over the group booking system that Brewskee planned to employ, which risked encouraging congregations of large groups outside on the pavement.

Ms Courtney objected to the dispersal route provided by the applicant, stating that patrons would likely use an alternative and faster route past residents in order to reach nearby Liverpool Street Station. She also demonstrated concerns that patrons would arrive by car to the venue, which was likely to cause additional disturbance.

In addition, Ms Courtney referred to St. Katherine Cree Church that is located near the site, and explained concerns that families would have to confront bottles and litter coming to and from services. Ms Courtney referenced another venue operated by the applicant offering a similar service, citing various disturbances caused by its operation. She mentioned that she had concerns over the owners' lack of manpower with regards to security to manage those entering, exiting and loitering outside the premises.

The Hearing heard from local resident, Mr Jonathan Whitby, who stated that with numerous premises now operating in the area, he believed it unreasonable to expect

residents to try and determine which venue was responsible for patrons causing disturbances.

The Chairman next sought confirmation from the applicant of Brewskee's planned operating procedure.

Mr Gerald Gouriet, speaking on behalf of the applicant, requested confirmation from those at the Hearing that they had received the documents provided for information, including photos of the nearby venue under ownership of the applicant as well as the dispersal strategy. Mr Gouriet then explained that the proposed venue would operate with much the same premise as the owner's venue currently operating in the area, *Swingers*, illustrated by the photographs provided. Mr Gouriet then requested a brief description of the planned operating procedure of Brewskee from the applicant, Mr Simmonds.

Mr Simmonds explained that Brewksee would comprise of a bookable space, and would rely on predominantly group bookings for its custom. The venue would offer a bar, restaurant and gaming area. He explained that the downstairs area would be bookable for conferences by corporate clients. It would by no means be considered primarily to be a late night venue. It would cater for a market of those who don't want to go out just to eat or drink. Mr Simmonds described the Skee-Ball game that would form the particularly unique attraction of this venue. Mr Simmonds described the planned operation as "welcoming" and "non-threatening".

Mr Gouriet noted that the planned operation was much in line with that of nearby existing venue operated by the applicant, ("Swingers"), and asked his client if there had been any complaints received for that venue. Mr Simmonds confirmed that there had not been a single complaint since its opening in 2014. Mr Simmonds also added that there was a significantly more substantial food offering planned at Brewskee, including table service.

Mr Gouriet then concluded by offering to make an amendment to the licensing hours within the application, reducing the terminating hours on Thursday to Saturday from 02:00 to 01:00, thus aligning them with those of the nearby venue *Swingers*.

The Chairman then invited questions for the applicant from those representing the objections. Mr Whitby enquired about the size of groups that would be expected to attend the venue and the capacity of the downstairs area. Mr Simmonds confirmed that group bookings would usually be of between 12-250 people, and that large corporate groups would be expected to attend during the day predominantly. He explained that the capacity of the downstairs area would be approximately 200. Mr Whitby then surmised that there could be expected to be approximately 20-30 smokers at a time outside the venue, and raised concerns about the disturbance caused by this. The Applicant confirmed that in addition to the lightwell area the smoking area would include the cross hatched area on Leadenhall Street on the plan, though in reply to a question from Mr. Whitby this would not actually extend beyond the edge of the premises building as seemed to be indicated on

the plan. Mr Whitby raised concerns about dispersal in large groups, and Mr Simmonds responded by explaining that their dispersal was not comparable to pubs and bars, and that it would be incremental over longer time periods.

The Chairman asked the applicant how many covers would be catered for by the venue, and Mr Simmonds explained that there would be 500 on the ground floor and 200 in the basement.

The chairman asked the panel if they had any further questions. Peter Dunphy asked both the applicant and the representatives if they had made any attempts to engage in prior discussion in order to resolve the concerns raised. The applicant confirmed that they had written a letter in response to the objections to their dispersal plan but received no responses.

Ward Member Sylvia Moys, present as an observer to the Hearing, was then given permission by the Chairman and the applicant to comment on a few concerns relating to disturbances associated with the use of the nearby St. Katherine Cree Church.

Mr Bottomley asked the applicant if they get a significant number of “walk-ins”, as this might lead to queueing issues, but Mr Simmonds assured the Hearing that the vast majority of custom was from pre-booked groups, so there would not be any related queueing issues.

The Chairman then requested a final summary statement from the applicant and the representatives. Mr Whitby explained that he thought it naïve to expect people to use the planned dispersal route. Mr Gouriet explained that these residents were living equidistant from the proposed venue and existing venue, *Swingers*, for which there had not been any complaints received since opening in 2014.

The Sub Committee considered the application and carefully deliberated upon the representations submitted in writing and orally at the hearing by those making representations and the Applicant.

In reaching the decision, the Sub-Committee were mindful of the provisions of the Licensing Act 2003, 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 January 2013.

Furthermore, the Sub-Committee had regard to the duty to apply the statutory test as to whether an application should or should not be granted, that test being that the application should be granted unless it was satisfied that it was necessary to refuse all, or part, of an application or necessary and appropriate to impose conditions on the granting of the application in order to promote one (or more) of the licensing objectives.

In determining the application, the Sub-Committee first and foremost put the promotion of the licensing objectives at the heart of their decision; in this instance the most relevant of those objectives being the prevention of public nuisance and crime and disorder.

In reaching its decision, the Sub Committee took into account the character of the area and the proposed business operations of the Applicant and the information provided by the Applicant along with the representations made both orally and in writing by those opposing the application.

The Sub Committee also noticed that the plans accompanying the application did not detail the boundary of the licensed premises as required by the legislation. Counsel for the applicant confirmed that the applicant did not seek to include any external areas within the confines of the licensed premises and agreed to supply a fresh plan which clearly marked the boundaries of the area to be licensed.

It was the Sub-Committee's decision to grant the premises licence as follows:

Activity	Current Licence	Proposed
Supply of Alcohol	N/A	Mon – Wed 11:00 – 01:00 Thu – Sat 11:00 – 01:00 Sun 11:00 – 00:00
Late Night Refreshment	N/A	Mon – Wed 23:00 – 01:00 Thu – Sat 23:00 – 01:00 Sun 23:00 – 00:00
Recorded Music	N/A	Mon – Wed 23:00 – 01:00 Thu – Sat 23:00 – 01:00 Sun 23:00 – 00:00

The Sub Committee stated that the opening hours should not extend beyond thirty minutes after the terminal licensing hours in each case, and as such should be amended to align with the reduced hours on Thursdays-Saturdays.

The Sub Committee stated that the granting of the licence was dependent on the licence boundary being amended to restrict it to areas within the premises building entrance doors to prevent drinking outside and to reduce the effect of disturbances from those smoking outdoors.

The Sub Committee then considered the issue of conditions and concluded that it was necessary and appropriate to impose conditions upon the licence so as to address the concerns relating to public nuisance.

Mindful of the nature of the premises and the concerns expressed, the Sub-Committee considered the following conditions to be appropriate and necessary to promote the licensing objectives:

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 (MC01).
2. There shall be no promoted events on the premises. A promoted event is an event involving music and dancing where the musical entertainment is provided at any time between 23:00 and 07:00 by a disc jockey or disc jockeys one or some of whom are not employees of the premises licence holder and the event is promoted to the general public. (MC02)
3. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly (MC16).
4. There shall be no sale of alcohol in unsealed containers for consumption off the premises (MC18).
5. Children under the age of 16 years shall not be allowed on the premises unless accompanied by an adult (MC22)

If any party is dissatisfied with this decision, he or she is reminded of the right to appeal, within 21 days of the date of this letter, to a Magistrates' Court. Any party proposing to appeal is also reminded that under s181(2) of the Licensing Act 2003, the Magistrates' Court hearing the appeal may make such order as to costs as it thinks fit.

Yours faithfully,

George Fraser

Clerk to the Licensing (Hearing) Sub Committee

Useful Numbers/Websites:

An 'Out of Hours' noise response service is available 24 hours a day by telephone:
0207 6063030

The City's Environmental Health Team can be contacted at:

publicprotection@cityoflondon.gov.uk

The City's Licensing Department can be contacted on: licensing@cityoflondon.gov.uk

Licensing Policy and Code of Good Practice for Licensed Premises:

<http://www.cityoflondon.gov.uk/business/licensing/beer-and-entertainment/Pages/Licensing-policy.aspx>

CC: Judy Willis, Poppleston Allen, 37 Stoney Street, The Lace Market, Nottingham, NG1 1LS

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MINUTES OF THE LICENSING (HEARING) SUB COMMITTEE

HELD ON WEDNESDAY, 16TH AUGUST 2017 AT 11.00 AM

APPLICANT: KNBY LND OP3 Ltd
PREMISES: BOB BOB EXCHANGE, LEVEL 3, THE LEADENHALL BUILDING, 122 LEADENHALL STREET, LONDON, EC3V 4AB

Sub Committee:

Ms Marianne Fredericks (Chairman)
Deputy Keith Bottomley
Mr Michael Hudson

Officers:

Town Clerk – Bose Kayode & Gemma Stokley
Comptroller and City Solicitor – Paul Chadha
Markets & Consumer Protection – Peter Davenport & Steve Blake

Given Notice of Attendance:

Applicant:

Mr Thomas O'Maoileoin, Solicitor, Mr Nicholas Schleich, Proposed DPS and Mr Leonid Schutov, Owner, Bob Bob Exchange

Making representation:

Ms Yvonne Courtney - Resident
Mr Jonathan Whitby - Resident

Licensing Act 2003 (Hearings) Regulations 2005

A public Hearing was held at 11:00 AM in Committee Room 1, Guildhall, London, EC2, to consider the representations submitted in respect of an application for the premises, 122 Leadenhall Street, London, EC3V 4AB.

The Sub Committee had before them the following documents:-

Appendix 1 – Report of the Director of Markets and Consumer Protection
Copy of Application
Amendments to the original application

Appendix 2 – Conditions Consistent with the Operating Schedule

Appendix 3 – Representations from Other Persons:
i) Chan

- ii) Courtney
- iii) Rees
- iv) Whitby

Appendix 4 – Map of subject premises together with other licenced premises in the area and their latest terminal time for alcohol sales

Appendix 5 – Plan of Premises

- 1) The Hearing commenced at 11:00 am.
- 2) The Chairman introduced the Sub-Committee members and confirmed that all papers had been considered by the Sub-Committee in advance of the hearing. The Chairman asked all of those present to introduce themselves and state in what capacity they were attending the Sub-Committee.
- 3) The Chairman opened the hearing by stating that the Sub-Committee must be made with a view to promoting one or more of the four licensing objectives and that these could only be promoted during licensed hours.
- 4) The Chairman said that it would be helpful to the panel if the applicant were to outline their business model and how they would run the business.
- 5) Mr O'Maoileoin advised that prior to the date of the Hearing he had contacted those residents who had made submissions against the application as well as the licensing authority by way of email, advising that he had been given instructions to amend the application so that licensable activities end at midnight.
- 6) Mr O'Maoileoin stated that the application is for a very high quality restaurant creating a luxurious dining experience within this landmark building. The planning and the terms of the lease are strict and clear that only a restaurant can be run within the premises.

Mr O'Maoileoin informed the panel that given the business model, the type of clientele visiting the restaurant, it is highly unlikely to be associated with antisocial behaviour or noise that could be associated with clientele leaving a nightclub.

- 7) Mr Schutov informed the panel that Bob Bob Exchange has a sister restaurant to Bob Bob Ricard, Soho, a well-known restaurant, regularly ranked within the top five restaurants in London as well as internationally.

Bob Bob Exchange aims to attract and recreate a similar experience to that offered in Bob Bob Ricard. Mr Schutov described the interior décor of Bob Bob Exchange and stated that all seating is booth style and fixed. Therefore although the maximum capacity is 240 (includes the capacity within the three private dining rooms) he stated that it is unlikely that the restaurant will run at

full capacity, as the intention is to provide a comfortable, private, dining experience.

Mr Schutov stated that there is no 'stand up bar' area within the restaurant as they want to exclude the casual drinking culture. As for security, Mr Schutov stated that there is 24 hour security within the Leadenhall building. Further, the restaurant will have staff present at all times on the ground floor entry to the building and a reception upstairs where customers will be booked into the restaurant. Customers travelling by car can be dropped off on Leadenhall Street. Mr Schutov stated that he did not foresee congestion being an issue.

- 8) In response to concerns raised by the objectors relating to smoking outside of the premises, Mr Schutov stated that he does not envisage the type of clientele visiting the restaurant with standing outside smoking. Further, he stated that there is a designated smoking area defined within the building for those visiting the restaurant to use. As for individuals drinking outside whilst smoking, Mr Schutov stated that china and cut crystals are not allowed to be removed from the restaurant and therefore this would not be an issue.
- 9) In relation to a question from the panel relating to off-sales, Mr Schutov stated that this was included in the application to allow those wanting to take the remainder of a bottle of wine purchased during a meal off the premises the ability to do so. He stated that this does not occur regularly, but, on the few occasions that this does occur, they wanted the option to be available. The panel were assured that notices would be placed around the premises asking that individuals leave the building and the area quietly.
- 10) The invited those who had made representations to address the Sub Committee.
- 11) Following the detailed description as to how Bob Bob Exchange would operate, those making representations against the application stated that any concerns originally had, had been negated.
- 12) As there were no further points or questions raised, the Chairman invited the Applicant to sum up.
- 13) The Chairman thanked all parties and explained that the Sub-Committee would now retire to deliberate on the application and return shortly.
- 14) The Sub-Committee retired at 11:50
- 15) At 12:15 the Sub-Committee returned from their deliberations and explained that they had reached a decision. The Chairman thanked those who had remained to hear the decision of the Sub-Committee.
- 16) In determining the application, the Sub-Committee first and foremost put the promotion of the licensing objectives at the heart of their decision; in this instance the most relevant of those objectives being the prevention of public nuisance.

- 17) In reaching its decision, the Sub Committee took into account the character of the area and the proposed business operations of the Applicant. The Sub Committee concluded that, in discharging its duty to promote the licensing objectives, it was not necessary to reject the application.
- 18) The Chairman reported that it was the Sub-Committee's decision to grant the premises licence as follows:

Activity	Current Licence	Proposed
Live Music	N/A	Mon – Sun 23:00 – 00:00
Recorded Music	N/A	Mon – Sun 23:00 – 00:00
Late Night Refreshment	N/A	Mon – Sun 23:00 – 00:00
Supply of Alcohol	N/A	Mon – Sun 07:00 – 00:00
Hours premises are open to the public	N/A	Mon – Sun 07:00 – 00:30

- 19) The Sub Committee then considered the issue of conditions and, in particular, those put forward by the applicant, namely MC01 and MC02. The Sub Committee noted Bob Bob Exchange's intention to install CCTV, however considered that it was not necessary to impose this as a condition given that there had not been any concerns regarding crime and disorder. In addition, the Sub Committee noted that there had not been any representations relating to concerns of crime and disorder or promoted events by the police or those who had objected. The panel therefore did not consider it necessary or appropriate to impose condition MC02.
- 20) Taking into account all of the information before it, the panel of the Sub Committee determined to grant the premises licence without the need to impose any conditions, given the clear outline of how Bob Bob Exchange would be run which, alleviates any concerns raised.
- 21) The Chairman thanked all parties for their attendance and explained that written confirmation of the decision would be circulated.

The meeting closed at 12:20

Chairman

Contact Officer: Bose Kayode
Tel. no. 020 7332 3113
E-mail: bose.kayode@cityoflondon.gov.uk

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KNBY LND OP3 Ltd
5 Elstree Gate
Elstree Way
Borehamwood
Hertfordshire
WD6 1JD

Telephone 020 7332 3113
E-mail: bose.kayode@cityoflondon.gov.uk

Our ref BK/LIC

Date 17 August 2017

Dear Sirs,

Applicant:	KNBY LND OP3 Ltd
Premises:	Bob Bob Exchange, Level 3, The Leadenhall Building, 122 Leadenhall Street, London, EC3V 4AB
Date / time of Hearing:	Wednesday 16th August 2017, 11.00 am
Venue:	Committee Room 1, 2nd Floor, West Wing, Guildhall, London EC2P 2EJ

I write to confirm the decision of the Licensing (Hearing) Sub-Committee at the hearing held on 16 August 2017 in relation to the above-mentioned application. The Sub Committee's decision is set out below.

The Sub-Committee comprised of Ms Marianne Fredericks (Chairman), Deputy Keith Bottomley and Mr Michael Hudson.

Mr Thomas O'Maoileoin made submissions in support of the application on behalf of Mr Nicholas Schleich, Proposed DPS and Mr Leonid Schutov, Owner, Bob Bob Exchange.

Ms Yvonne Courtney and Mr Johnathan Whitby, residents were present and made written submissions against the application.

This decision relates to an application made by Bob Bob Exchange of 122 Leadenhall Street, London, EC3V 4AB.

The application originally sought to provide the following activities:

Activity	Current Licence	Proposed
Live Music	N/A	Mon – Sun 23:00 – 03:00
Recorded Music	N/A	Mon – Sun 23:00 – 03:00

Late Night Refreshment	N/A	Mon – Sun 23:00 – 03:30
Supply of Alcohol	N/A	Mon – Sun 23:00 – 03:00
Hours premises are open to the public	N/A	Mon – Sun 23:00 – 03:30

Prior to the date of the Hearing Mr O'Maoileoin advised that he had contacted those residents making submissions against the application and the licensing authority by way of email, advising that he had been given instructions to amend the application so that licensable activities end at midnight.

Mr O'Maoileoin stated that the activities should therefore be revised as follows:

Activity	Current Licence	Proposed
Live Music	N/A	Mon – Sun 23:00 – 00:00
Recorded Music	N/A	Mon – Sun 23:00 – 00:00
Late Night Refreshment	N/A	Mon – Sun 23:00 – 00:00
Supply of Alcohol	N/A	Mon – Sun 23:00 – 00:00
Hours premises are open to the public	N/A	Mon – Sun 23:00 – 00:30

At the start of the Hearing, the Chairman sought confirmation from the applicant regarding a detailed description as to how Bob Bob Exchange would operate.

Mr O'Maoileoin stated that the application is for a high end top quality restaurant geared towards creating a comfortable dining experience within a landmark building. The planning and the terms of the lease are strict and clear that only a restaurant can be run within the premises.

Mr O'Maoileoin informed the panel that when considering the type of clientele that will visit the restaurant, it is highly unlikely that noise associated with thee clientele leaving a nightclub can be associated with the clientele leaving the restaurant.

Mr Schutov informed the panel that Bob Bob Exchange is a sister restaurant to Bob Bob Ricard, Soho. Bob Bob Ricard, Soho is a well-known restaurant, regularly ranked within the top five restaurants both internationally and in London.

Bob Bob Exchange aims to attract and recreate a similar experience to that offered in Bob Bob Ricard. Mr Schutov described the interior décor of Bob Bob Exchange and stated that all seating is booth style only and fixed, therefore the maximum capacity will also always be fixed at 240, which is inclusive of the capacity within the three private dining rooms. Mr Schutov stated that the likelihood of the restaurant running to full capacity is slim and that it will mainly run at 70 – 74%.

Mr Schutov stated that there is no 'stand up bar' area within the restaurant as they want to exclude the casual drinking culture. As for security, Mr Schutov stated that there is 24 hour security within the Leadenhall building. Further, the restaurant will have an individual present at all times on the ground floor entry to the building and a reception upstairs where individuals will be checked into the restaurant. Individuals travelling by car can be dropped off on Leadenhall Street. Mr Schutov stated that he did not foresee congestion being an issue.

In response to concerns raised by the objectors relating to smoking outside of the premises, Mr Schutov stated that he does not envisage the type of clientele visiting the restaurant with standing outside smoking. Further, he stated that there is a designated smoking area defined within the lease for those visiting the restaurant to use. As for individuals drinking outside whilst smoking, Mr Schutov stated that china and cut crystals are not allowed to be removed from the restaurant and therefore he did not foresee this as being an issue.

In relation to a question from the panel relating to off-sales, Mr Schutov stated that this was included in the application to allow those wanting to take the remainder of a bottle of wine purchased during a meal off the premises the ability to do so. He stated that this does not occur regularly, but, on the few occasions that this does occur, they wanted the option to be available. The panel were assured that notices would be placed around the premises asking that individuals leave the building and the area quietly.

Following the detailed description as to how Bob Bob Exchange would operate, those making representations against the application stated that any concerns originally had, had been negated.

The Sub Committee considered the application and carefully deliberated upon the representations submitted in writing and orally at the hearing by those making representations and the Applicant.

In reaching the decision, the Sub-Committee were mindful of the provisions of the Licensing Act 2003, 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 January 2013.

Furthermore, the Sub-Committee had regard to the duty to apply the statutory test as to whether an application should or should not be granted, that test being that the application should be granted unless it was satisfied that it was necessary to refuse all, or part, of an application or necessary and appropriate to impose conditions on the granting of the application in order to promote one (or more) of the licensing objectives.

In determining the application, the Sub-Committee first and foremost put the promotion of the licensing objectives at the heart of their decision; in this instance the most relevant of those objectives being the prevention of public nuisance.

In reaching its decision, the Sub Committee took into account the character of the area and the proposed business operations of the Applicant and the information provided by the Applicant along with the representations made both orally and in writing by those opposing the application.

It was the Sub-Committee's decision to grant the premises licence as follows:

Activity	Current Licence	Proposed
Live Music	N/A	Mon – Sun 23:00 – 00:00
Recorded Music	N/A	Mon – Sun 23:00 – 00:00
Late Night Refreshment	N/A	Mon – Sun 23:00 – 00:00
Supply of Alcohol	N/A	Mon – Sun 23:00 – 00:00
Hours premises are open to the public	N/A	Mon – Sun 23:00 – 00:30

The Sub Committee then considered the issue of conditions and, in particular, those put forward by the applicant, namely MC01 and MC02. The Sub Committee noted Bob Bob Exchange's intention to install CCTV, however considered that it was not necessary to impose a condition given that there had not been any concerns regarding crime and disorder. In addition, the Sub Committee noted that there had not been any representations relating to concerns of crime and disorder or promoted events. It therefore did not consider it necessary or appropriate to impose any condition relating to the like.

Taking into account all of the information before it, the panel of the Sub Committee determined to grant the premises licence without the need to impose any conditions, given the clear outline of how Bob Bob Exchange would be run which, alleviates any concerns raised.

If any party is dissatisfied with this decision, he or she is reminded of the right to appeal, within 21 days of the date of this letter, to a Magistrates' Court. Any party proposing to appeal is also reminded that under s181(2) of the Licensing Act 2003, the Magistrates' Court hearing the appeal may make such order as to costs as it thinks fit.

Yours faithfully,

Bose Kayode

Clerk to the Licensing (Hearing) Sub Committee

Useful Numbers/Websites:

An 'Out of Hours' noise response service is available 24 hours a day by telephone:
0207 6063030

The City's Environmental Health Team can be contacted at:

publicprotection@cityoflondon.gov.uk

The City's Licensing Department can be contacted on: licensing@cityoflondon.gov.uk

Licensing Policy and Code of Good Practice for Licensed Premises:

<http://www.cityoflondon.gov.uk/business/licensing/alcohol-and-entertainment/Pages/Licensing-policy.aspx>

CC: Thomas and Thomas Partners LLP, 38a Monmouth Street, London, WC2H 9EP

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MINUTES OF THE LICENSING (HEARING) SUB COMMITTEE

HELD ON WEDNESDAY, 23RD AUGUST 2017 AT 11.00 AM

APPLICANT: ZEBRANO BARS & CLUBS LIMITED
PREMISES: ZEBRANO, DUKES HOUSE, DUKES PLACE, LONDON,
EC3A 7LP

Sub Committee:

Mr Peter Dunphy Clark (Chairman)
Ms Marianne Fredericks
Deputy Keith Bottomley

Officers:

Town Clerk – Bose Kayode
Comptroller and City Solicitor – Paul Chadha
Markets & Consumer Protection – Peter Davenport

Given Notice of Attendance:

Applicant:

Mr Niall McCann (representative) and Mr Don Cameron, Director, Zebrano Bars & Clubs Limited.

Making representation:

Ms Yvonne Courtney - Resident
Mr Misha Stavrides - Resident
Mr Jonathan Whitby - Resident

Licensing Act 2003 (Hearings) Regulations 2005

A public Hearing was held at 11:00 AM in Committee Room 1, Guildhall, London, EC2, to consider the representations submitted in respect of an application for the premises, Zebrano, Dukes House, Dukes Place, London, EC3A 7LP

The Sub Committee had before them the following documents:-

Appendix 1 – Report of the Director of Markets and Consumer Protection
Copy of Application and amendments to original application

Appendix 2 – Conditions Consistent with the Operating Schedule

Appendix 3 – Representations from Other Persons:
i) Chan
ii) Courtney
iii) Rees

iv) Whitby

Appendix 4 – Map of subject premises together with other licenced premises in the area and their latest terminal time for alcohol sales

Appendix 6 – Plan of Premises

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- 1) The Hearing commenced at 11:00 am.
 - 2) The Chairman introduced the Sub-Committee members and confirmed that all papers had been considered by the Sub-Committee in advance of the hearing. The Chairman asked all of those present to introduce themselves and state in what capacity they were attending the Sub-Committee.
 - 3) The Chairman opened the hearing by stating that the Sub-Committee must be made with a view to promoting one or more of the four licensing objectives and that these could only be promoted during licensed hours.
 - 4) The Chairman asked those making representations against the application to outline their position.
 - 5) Mr Whitby said that he would speak on behalf of those residents present. He referred to other premises within the area and the permitted hours for alcohol sales or other licensable activity with a greater terminal hour and stated that the majority of properties within the area close no later than midnight.

He stated that as residents, it is their experience that premises which remained open beyond midnight caused concerns. He listed a number of late night venues within the locality close to where they lived. The particular concern was in relation to promoted events which in their experience caused disturbances especially during the weekend. In addition, their other concerns related to smoking, vomit and rubbish being left within the vicinity of their homes. Mr Whitby noted that whilst premises holding a late night license pay a late night levy, that levy does not appear to be used in the clean-up of the area. In addition, Mr Whitby stated that the music coming from Zebrano was very loud when the windows were left open and customers were standing on the terrace. In addition, he stated that when revellers left the venue at night to return to their parked vehicles, this also caused there to be further noise.

Mr Whitby also raised concerns relating to off-sales and states that dispersal issues would lead to individuals creating more noise within the area. Mr Whitby stated that the residents want to ensure that any license issued to the applicant works for them, the neighbours and those living within the area.

- 6) The Chairman then sought confirmation from the applicant regarding a detailed description as to how Zebrano would operate.
- 7) Mr McCann, in the first instance, stated that he wished to amend the hours that the premises are open to the public to 04:00. He stated that this was in order to

allow for a longer time for customers to vacate the premises rather than a large number of customers dispersing at the same time.

Mr McCann provided an overview of how Zebrano would operate and stated that Zebrano Bars & Clubs Limited comprises of three premises. Two are based in Westminster and one is based in the City, Zebrano, in Dukes place which was fully refurbished in 2015.

The venue is split over two floors and comprises of a bar, restaurant, small private dining room, basement and a lounge area.

Mr McCann stated that the company had undertaken a Company Voluntary Arrangement (CVA) and were ill advised about insolvency procedures. Whilst creditors were paid off, the company were not told that the license would lapse immediately. As a result, the company is now in a position where they have no license.

Mr McCann referred to, and outlined the proposed conditions which he considered onerous, but that the company is keen to do anything possible to ensure that they have a license in place. In addition, Mr McCann stated that the company has liaised closely with the City of London Police and that there have been no concerns raised by Environmental Health either now or in the past.

Mr McCann stated that it is clear that there are general concerns about the area as a whole. However, he stated that with the reduction in hours and the conditions agreed with the police, it is anticipated that there will be less cause for concern.

Mr Cameron, Director of Zebrano stated that Zebrano operates as a restaurant/bar where food is a priority to its offerings. He said that they are not a site which attracts the masses. However, they do have security on site to people manage.

In the past, promoted events did cause issues due to checks not being sufficient, robust or the company not being meticulous in whom they were choosing to run promoted events. Since that time however, they are choosy about whom they allow to hold promoted events and carry out considerable checks. In addition, they work closely with the police.

- 8) The Chairman noted that whilst the police had not made any representations in advance of this hearing, he noted that Mr John Hall was present and asked whether he had any comments to make on behalf of the police. Mr Hall detailed a brief background to the premises and previous issues and the discussions held with the police for this new license. He explained that there had been concerns to promoted events dating back to 2015 when Zebrano were new to the premises.
- 9) He informed the panel that a meeting took place to discuss previous concerns relating to promoted events and the end time of licensable activities. Mr Hall stated that the police considered that the terminal hour should be reduced to

03:00, as this time was deemed more appropriate for both the police and residents living within the area. In addition, Mr Hall referred to the conditions drafted by the police and stated that they wanted the premises to engage more with them in relation to promoted events, which had led to their proposed condition requiring 14 day notice being given to the police of any promoted event.

- 10) In response to concerns raised by the residents as to dispersal management and how groups of intoxicated individuals would be encouraged to leave the area quietly, Mr McCann circulated a copy of Zebrano's dispersal policy. He stated that on nights when there are promoted events, he usually employs eight security staff who not only look after the doors but are located in the streets surrounding the premises. Further, Mr McCann informed the panel that the venue had two entrances. He stated that they would be happy with a condition which only allowed the Dukes Place entrance to be used as an emergency exit only. Further, Mr Cameron stated that approximately 80% of residents leave the area via taxi or head towards Liverpool Street.
- 11) In response to concerns as to noise coming from the open windows, residents were informed that the windows are closed by 23:30. The windows are not generally open during the winter months. In addition, it was noted that the noise team from the local authority had visited the premises and no concerns had been raised. He informed the panel that the premises already had a sound limiter installed.
- 12) In response to a question relating to the capacity for promoted events, Mr McCann stated that the capacity is 300. The application was for promoted events to be allowed on a Saturday only and they had proposed a number of conditions. In addition, they agreed a greater coordination with the police, all promoters are investigated before confirming a booking and any information that arises is passed onto the police. Mr Cameron stated that their main aim is to protect its customers, staff and to carry out due diligence.
- 13) In response to a question relating to how important promoted events are to the business, Mr Cameron differentiated between 'internal' events, organised and promoted by Zebrano and external events, where Zebrano hires out its premises to others. He informed the panel that 'internal' events could often attract in excess of 300 persons. In addition, Mr Cameron outlined the frequency and type of events that are held at Zebrano, both internally and externally. Mr McCann stated that without some element of promoted event, the business is not viable as the majority of profit from the business comes from holding such events.
- 14) In response to a question relating to off sales, Mr Cameron stated that the off sales element is mainly to cover circumstances where customers purchase a bottle of alcohol with their meal and wish to take any remaining alcohol home with them.
- 15) In response to a question relating to the opening hours, Mr Cameron stated that the restaurant does not usually open on Sunday. During Monday – Tuesday,

they usually open between 12:00 – 01:00, Wednesday – Friday they remain open until 02:30 and on Saturday they remain open until 03:00. However, Mr Cameron stated that the opening and closing times vary depending on what event/function is taking place.

- 16) In response to a question relating to the smoking area, Mr Cameron stated that the terrace area is 6ft deep and allows for approximately 10 -15 people to smoke outside at any one time. He stated that the terrace is also used as a dining area and therefore the numbers are limited.
- 17) The Chairman invited any other persons with new points to make on the application to address the Sub Committee. In addition, the Chairman invited the Applicant to sum up and respond to any outstanding queries.
- 13) The Chairman thanked all parties and explained that the Sub-Committee would now retire to deliberate on the application. The Chairman explained that it was expected that the Sub-Committee would come to a decision that day and therefore invited all present to remain in the meeting room while the Sub-Committee considered its decision.
- 14) The Sub-Committee retired at 12:10.
- 15) At 13:05 the Sub-Committee returned from their deliberations and explained that they had reached a decision. The Chairman thanked those who had remained to hear the decision of the Sub-Committee.
- 16) In determining the application, the Sub-Committee first and foremost put the promotion of the licensing objectives at the heart of their decision; in this instance the most relevant of those objectives being the prevention of public nuisance.
- 17) In reaching its decision the Sub Committee took into account the character of the area and the proposed business operations of the applicant. The Sub Committee concluded that, in discharging its duty to promote the licensing objectives, it was not necessary to reject the application.
- 18) The Chairman reported that it was the Sub-Committee's decision to grant the premises licence as follows:

Activity	Current Licence	Proposed
Live Music	N/A	Mon – Sun 23:00 - 03:00
Recorded Music/ Anything similar to live music or recorded music	N/A	Mon – Sun 23:00 - 03:00
Supply of Alcohol	N/A	Mon – Sun 11:00 - 03:00

Late Night Refreshment	N/A	Mon – Sun 23:00 - 03:00
Hours premises are open to the public	N/A	Mon – Sun 11:00 - 03:30

19) The Chairman went on to explain that the conditions to the grant of the licence were as follows:

- (a) The premises entrance into Dukes Place shall be used as an emergency exit only.
- (b) 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.
- (c) There shall be no promoted events on the premises except on Saturday's. The premises licence holder shall give notice to the City of London Police Licensing Office in a form prescribed by the City of London Police at least 14 clear days prior to any promoted event taking place. Promoted events may only commence on or after 18:00 on Saturday.

A promoted event is an event involving music and dancing where the musical entertainment is provided at any time between 23:00 and 07:00 by a disc jockey or disc jockeys one or some of whom are not employees of the premises licence holder and the event is promoted to the general public.
- (d) On any occasion that regulated entertainment is provided from 23:00, not less than four SIA registered door supervisors shall be engaged to control entry.
- (e) When a promoted event is held, SIA registered door supervisors shall be employed on a ratio of 1:50 customers.

- (f) At least one female door supervisor(s) shall be engaged at the premises at such times as door supervisors are required to be provided.
- 20) The Chairman thanked all parties for their attendance and explained that written confirmation of the decision would be circulated.

The meeting closed at 13:10

Chairman

Contact Officer: Bose Kayode
Tel. no. 020 7332 3113
E-mail: bose.kayode@cityoflondon.gov.uk

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Town Clerk's Office
John Barradell
Town Clerk & Chief Executive



Zebrano Bars & Clubs Ltd
130 Shaftesbury Avenue
2nd Floor
London
W1D 5EU

Telephone 020 7332 3113
E-mail: bose.kayode@cityoflondon.gov.uk

Our ref BK/LIC

Date 4 September 2017

Dear Sirs

Applicant: Zebrano Bars & Clubs Limited
Premises: Zebrano, Dukes House, Dukes Place, London, EC3A 7LP
Date / time of Hearing: Wednesday 23rd August, 11.00 am
Venue: Committee Room 1, 2nd Floor, West Wing, Guildhall, London EC2P 2EJ

I write to confirm the decision of the Licensing (Hearing) Sub-Committee at the hearing held on 23 August 2017 in relation to the above-mentioned application. The Sub Committee's decision is set out below.

The Sub-Committee comprised of Peter Dunphy (Chairman), Ms Marianne Fredericks and Mr Keith Bottomley.

Mr Niall McCann made submissions in support of the application on behalf of Mr Don Cameron, Director, Zebrano Bars & Clubs Limited.

Ms Yvonne Courtney, Mr Johnathan Whitby and Mr Misha Stavrides, residents were present and made submissions against the application.

1. This decision relates to an application made by Zebrano Bars & Clubs Limited of 130 Shaftesbury Avenue, 2nd Floor, London, W1D 5EU.

The application originally sought to provide the following activities:

Activity	Current Licence	Proposed
Live Music	N/A	Mon – Wed 23:00 - 03:00 Thurs & Sun 23:00 - 04:00 Fri & Sat 23:00 - 06:00

Recorded Music/ Anything similar to live music or recorded music	N/A	Mon & Tues 23:00 - 03:00 Wed & Sun 23:00 - 04:00 Thurs 23:00 – 05:00 Fri & Sat 23:00 - 06:00
Supply of Alcohol	N/A	Mon – Wed 11:00 - 03:00 Thurs & Sun 11:00 - 04:00 Fri & Sat 11:00 - 06:00
Late Night Refreshment	N/A	Mon – Wed 23:00 - 03:00 Thurs & Sun 23:00 - 04:00 Fri & Sat 23:00 - 06:00
Hours premises are open to the public	N/A	Mon – Wed 11:00 - 03:00 Thurs & Sun 11:00 - 04:00 Fri & Sat 11:00 - 06:00

Prior to the date of the Hearing Mr McCann advised that he had contacted those residents making submissions against the application and the licensing authority by way of email, advising that he had been given instructions to amend the application so that licensable activities end at 03:00.

Mr McCann stated that the activities should therefore be revised as follows:

Activity	Current Licence	Proposed
Live Music	N/A	Mon – Sun 23:00 - 03:00
Recorded Music/ Anything similar to live music or recorded music	N/A	Mon – Sun 23:00 - 03:00
Supply of Alcohol	N/A	Mon – Sun 11:00 - 03:00
Late Night Refreshment	N/A	Mon – Sun 23:00 - 03:00
Hours premises are open to the public	N/A	Mon – Sun 11:00 - 03:30

At the start of the Hearing, the Chairman asked those making representations against the application to outline their position.

Mr Whitby stated that he would speak on behalf of those residents present. He referred to other premises within the area and the permitted hours for alcohol sales or other licensable activity with a greater terminal hour and stated that the majority of properties within the area close no later than midnight.

He stated that as residents, it is their experience that premises which remained open beyond midnight caused concerns. He listed a number of late night venues within the locality close to where they lived. The particular concern was in relation to promoted events which in their experience caused disturbances especially during the weekend. In addition, their other concerns related to smoking, vomit and rubbish being left within the vicinity of their homes. Mr Whitby noted that whilst premises holding a late night license pay a late night levy, that levy does not appear to be used in the clean-up of the area. In addition, Mr Whitby stated that the music coming from Zebrano was very loud when the widows were left open and customers were standing on the terrace. In addition, he stated that when revellers left the venue at night to return to their parked vehicles, this also caused there to be further noise.

Mr Whitby also raised concerns relating to off-sales and states that dispersal issues would lead to individuals creating more noise within the area. Mr Whitby stated that the residents want to ensure that any license issued to the applicant works for them, the neighbours and those living within the area

Turning to the applicant, the Chairman sought detailed description on how Zebrano would operate its business, in particular promoted events.

Mr McCann, in the first instance, informed the panel that following discussions with the City of London police, they had revised their application curtailing their hours to 03:00. However, they wished to amend the hours that the premises were open to the public to 04:00. He considered that this would allow for a longer time for customers to vacate the premises rather than a large number of customers dispersing at the same time.

Mr McCann informed the panel that the company had been trading in the premises since 2015 after a major refurbishment of the venue. His clients had two other restaurants based in Westminster.

Mr McCann stated that the company had undertaken a Company Voluntary Arrangement (CVA) and were ill advised about insolvency procedures, hence this is a new license application for the premises. Zebrano had originally applied for the hours they had been trading since 2015, but following discussions with the police, had amended those hours and added a number conditions to address the concerns made by those making representations.

In addition, Mr McCann stated that Zebrano would agree to the entrance at Dukes Place only being used as an emergency exit only to ensure that patrons left by the front of the building, thereby reducing any further disturbance to residents.

Mr McCann informed the panel that promoted events were very important to the business and that these would only take place on Saturdays. His client had agreed to a number of conditions including at least eight security staff that would be on site to manage these events and informing police of events by completing a risk assessment form and providing it to the police at least 14 days prior to the event. The venue was fitted with a noise limiter and windows and doors were closed by 23:30 to limit noise escaping.

Mr McCann stated that the capacity is 300. Promoted events had been heavily conditioned and had been worked on alongside the police who are now content. Further, promoted events do not take place without permission from the police. In addition, Mr Cameron stated that promoted events can only take place on Saturdays and all promoters are investigated before confirming a booking. Any information that arises is passed onto the police. Mr Cameron stated that if particular information comes to light in regard to a promoter, they are prepared to cancel an event. Mr Cameron stated that their main aim is to protect its customers, staff and to carry out due diligence.

For the rest of the week, Zebrano's would trade as a restaurant and bar as well as hosting its own internal events which consist of food and drink and often attracts a capacity in excess of 300 persons. This is why a closing time of 03:00 had been requested to allow for the hosting of these events.

The Chairman noted that whilst the police had not made any representations in advance of this hearing, he asked whether Mr John Hall, on behalf of the police, wished to provide a brief background to the premises and the discussions held. Mr Hall stated that there is a background to the premises which included promoted events which led to some concerns dating back as far as 2015.

He informed the panel that a meeting took place to discuss previous concerns relating to promoted events and the end time of licensable activities. Mr Hall stated that it was considered appropriate for the terminal closing hour to be reduced to 03:00, as this time was deemed to be more appropriate for both the police and residents living within the area. In addition, Mr Hall referred to the conditions drafted by the police and stated that the police wanted there to be more engagement with the police in relation to promoted events, which led to the condition requiring 14 day notice being given to the police of any promoted event.

The Sub Committee considered the application and carefully deliberated upon the representations submitted in writing and orally at the hearing by those making representations and the Applicant.

In reaching the decision, the Sub-Committee were mindful of the provisions of the Licensing Act 2003, 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 January 2013.

Furthermore, the Sub-Committee had regard to the duty to apply the statutory test as to whether an application should or should not be granted, that test being that the application should be granted unless it was satisfied that it was necessary to refuse all, or part, of an application or necessary and appropriate to impose conditions on the granting of the application in order to promote one (or more) of the licensing objectives.

In determining the application, the Sub-Committee first and foremost put the promotion of the licensing objectives at the heart of their decision; in this instance the most relevant of those objectives being the prevention of public nuisance.

In reaching its decision, the Sub Committee took into account the character of the area and the proposed business operations of the Applicant and the information provided by the Applicant along with the representations made both orally and in writing by those opposing the application.

It was the Sub-Committee's decision to grant the premises licence as follows:

Activity	Current Licence	Proposed
Live Music	N/A	Mon – Sun 23:00 - 03:00
Recorded Music/ Anything similar to live music or recorded music	N/A	Mon – Sun 23:00 - 03:00
Supply of Alcohol	N/A	Mon – Sun 11:00 - 03:00
Late Night Refreshment	N/A	Mon – Sun 23:00 - 03:00
Hours premises are open to the public	N/A	Mon – Sun 11:00 - 03:30

The Sub Committee then considered the issue of conditions and concluded that it was necessary and appropriate to impose conditions upon the licence so as to address the concerns relating to public nuisance.

Mindful of the nature of the premises and the concerns expressed, the Sub-Committee considered the following conditions to be appropriate and necessary to promote the licensing objectives:

- (1) The premises entrance into Dukes Place shall be used as an emergency exit only.
- (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 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.
- (3) There shall be no promoted events on the premises except on Saturdays'. The premises licence holder shall give notice to the City of London Police Licensing Office in a form prescribed by the City of London Police at least 14 clear days prior to any promoted event taking place. Promoted events may only commence on or after 18:00 on Saturday.

A promoted event is an event involving music and dancing where the musical entertainment is provided at any time between 23:00 and 07:00 by a disc jockey or disc jockeys one or some of whom are not employees of the premises licence holder and the event is promoted to the general public.

- (4) On any occasion that regulated entertainment is provided from 23:00, not less than four SIA registered door supervisors shall be engaged to control entry.
- (5) When a promoted event is held, SIA registered door supervisors shall be employed on a ratio of 1:50 customers.

- (6) At least one female door supervisor(s) shall be engaged at the premises at such times as door supervisors are required to be provided.

If any party is dissatisfied with this decision, he or she is reminded of the right to appeal, within 21 days of the date of this letter, to a Magistrates' Court. Any party proposing to appeal is also reminded that under s181(2) of the Licensing Act 2003, the Magistrates' Court hearing the appeal may make such order as to costs as it thinks fit.

Yours faithfully,

Bose Kayode

Clerk to the Licensing (Hearing) Sub Committee

Useful Numbers/Websites:

An 'Out of Hours' noise response service is available 24 hours a day by telephone:
0207 6063030

The City's Environmental Health Team can be contacted at:

publicprotection@cityoflondon.gov.uk

The City's Licensing Department can be contacted on: licensing@cityoflondon.gov.uk

Licensing Policy and Code of Good Practice for Licensed Premises:

<http://www.cityoflondon.gov.uk/business/licensing/alcohol-and-entertainment/Pages/Licensing-policy.aspx>

CC: Corinne Holloway, Joelson JD LLP Solicitors, 30 Portland Place, London, W1B 1LZ

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MINUTES OF THE LICENSING (HEARING) SUB COMMITTEE

HELD ON THURSDAY, 21st SEPTEMBER 2017 AT 11.00 AM

APPLICANT: **Lucky Voice (SOHO) Ltd**
PREMISES: **Eastcastle House, 27-28 Eastcastle Street, London**
 W1W 8DH

Sub Committee:

Ms Sophie Fernandes (Chairman)
Ms Marianne Fredericks
Mrs Mary Durcan

Officers:

Town Clerk – Julie Mayer
Comptroller and City Solicitor – Paul Chadha
Markets & Consumer Protection – Peter Davenport

Given Notice of Attendance:

Applicant:

Mr Alun Thomas, Solicitor, of Thomas and Thomas Partners
Mr Nick Jones, Business Development Director, Lucky Voice
Mr Nick Thistleton, Executive Chairman, Lucky Voice
Mr Phil Yates, Operations Director, Lucky Voice

Making representation:

Chris Hayden – resident
Henrika Priest – resident and Ward Member for Castle Baynard
Toby Brown – resident
Stuart Atkinson – resident

Observing:

Mr Michael Hudson – Member of the City of London Corporation's Licensing Committee

Licensing Act 2003 (Hearings) Regulations 2005

A public Hearing was held at 11:00 AM in Committee Room 1, Guildhall, London, EC2, to consider the representations submitted in respect of an application for the premises,

The Sub Committee had before them the following documents:-

Annex – Report of the Director of Markets and Consumer Protection

Appendix 1 - Copy of Application

Appendix 2 – Conditions Consistent with the Operating Schedule

Appendix 3 – Representations from Other Persons - 11 (including 3 Ward Members)

Appendix 4 – Map of subject premises together with other licenced premises in the area and their latest terminal time for alcohol sales

Appendix 5 – Plan of Premises

The Panel also received additional documents, from Thomas and Thomas Partners LLP, dated 14 September 2017, containing the following:

- Operational Management Plan
- Noise Management Plan
- Accoustic proposals
- Smoking Policy
- Chronology
- Correspondence between applicant, ward councillors and residents
- Email from the Environmental Health Team, City of Westminster
- Email from the Metropolitan Police Service, Islington Division

-
1. The Hearing commenced at 11:00.
 2. At the start of the Hearing, the Chairman sought an explanation from the representatives as to their objection(s) to the granting of the licence application for Lucky Voice (SOHO) Ltd.
 3. The Hearing heard from local residents and the local Ward Member, who set out their concerns about the late terminal hour and the nature of the entertainment offered; i.e. Karaoke. Residents were particularly concerned that should the application be granted as sought there was a likelihood that they would be disturbed by patrons leaving the premises in the early hours of the morning. In support of their concerns, they drew the Sub-Committee's attention to the fact that, due to the nature of the entertainment and the fact that patrons would have access to alcohol, there was a strong possibility that patrons would be in a lively mood when leaving the premises. They also highlighted that patrons would pass by residential properties either on their way to the late night public transport facilities or in search of taxis. Residents reminded the Sub Committee of the City of London Corporation's Licencing Policy and residents' entitlement to a peaceful environment between 11 pm and 7 am.
 4. Whilst accepting that the area is particularly busy during the day, residents informed the Sub Committee that the ambient noise levels dropped considerably in the evening and at weekends, particularly around the residential pockets. It was noted that other licensed premises in the vicinity were licensed until midnight at

the latest and, generally, most of them stopped serving alcohol at 11 pm. The residents therefore felt that the presence of a premises licensed until 2am (closing at 2.30am) was out of keeping with the area and would increase the likelihood of public nuisance. It was suggested by several residents that, should the Sub-Committee be minded to grant a premises licence, the terminal hour for licensable activities should be 11 pm.

5. The Chairman then invited the applicant's representative, Mr Alun Thomas to speak. The Applicant's representative advised that Lucky Voice had been established over ten years ago and operated in Brighton, Islington and the West End. As set out in the emails listed above, the premises had been trouble-free and the West End premises, in Soho, were in a residential area. There had been no representations from Environmental Health or the Police.
6. Mr Nick Jones, Business Development Director, Lucky Voice, said that he fully understood the concerns of residents in respect of public nuisance on dispersal and was very confident of mitigating this by employing SIA door supervisors and managers, experienced in controlling departure and helping patrons arrange onward transport. The Applicant advised that patrons would be directed towards the main public transport hubs; i.e. Fleet Street and Farringdon and away from residential areas. Members noted the business operation; i.e. staggered bookings of the karaoke booths, in 2-hour slots, with renewals on the hour and half hour. The Applicant explained that there would be 8 fully sound-proofed booths, each containing 8-10 patrons, but only 3 would be operational at any one time. The small bar would be a holding area and drinks in the booths would be by waiter/waitress service only. Members noted the capacity of the venue of 132 in the Karaoke booths and 50 in the bar, with a maximum capacity in each Karaoke room of 15, and that this information had been updated since the papers for the Hearing had been published.
7. The Applicant disagreed with the assertions that its patrons would cause a nuisance to local residents on departing the premises. The Applicant argued that the proposed arrangements for dispersal, as set out in its Noise Management Plan, would address the concerns raised by residents and disputed the residents' assertion that patrons would pass residential properties en route to late night public transport routes. The applicant further assured residents that the venue would not add to any further disturbance than that currently experienced by them.
8. The Chairman then invited questions for the applicant from those representing the objections. The Sub Committee noted that over 60% of Lucky Voice's custom came from advance bookings and bookings of the entire venue were rare, as they were not commercially viable. The applicant accepted that some patrons might stay to have a drink in the bar before they left but this would help to stagger their departure times. Members noted that, at the Soho premises, the lowest spend was in the bar. Given the nature of the entertainment, patrons were less likely to leave the premises to smoke but if they did so, they would be directed towards a bus shelter on Fleet Street. The Applicant anticipated a maximum of 15-18 leaving at any one time but this would more likely be 6 or 7. However, the residents did not accept that dispersal numbers would be this low and challenged the staff's

ability to fully control dispersal. Residents were mindful that, as the target audience would be City Workers, they were likely to know short cuts to various underground stations, which were likely to include passing through residential areas.

9. Members were reminded that a previous application from Lucky Voice had been withdrawn for the applicants to carry out further face-to-face consultation with both residents and the Ward Members. There had been no representations from Environmental Health or the Police. Members noted that acoustic proposals had been reviewed and no nuisance would arise because of recorded music played within the premises.
10. Members noted that music would be turned off promptly as reservations ended and customers would be able to wait within in the premises whilst taxis/ubers arrived. Staff would have radios and would be able to inform patrons when their taxis had arrived. The applicant confirmed that Wi-Fi worked very well in the premises, despite the basement location and a booster would be added if necessary.
11. The Chairman asked the panel if they had any further questions. The applicant emphasised that the proposed hours were vital to the operation of the business, given this was predominantly an evening entertainment activity. Furthermore, the Applicant had found it very difficult to find alternative premises in the City.
12. The Chairman then requested a final summary statement from the applicant and the representatives. The residents' main concern was the business's reliance on late night custom and the nature of the entertainment being offered. Residents also argued that dispersal numbers would be higher than anticipated by the Applicant and challenged their ability to control this and avoid disturbing residents. The residents felt very strongly that the City of London Corporation's Licensing Policy was weighted heavily in their favour and reminded the Sub Committee of their entitlement to a peaceful environment between 11 and 7. The Applicant remained very confident of their ability to manage the premises, given their proven record with other premises. They felt that any noise would not be above the usual ambient level and would direct patrons away from the residential pockets.
13. The Sub-Committee retired at 12 noon.
14. At 12:25pm the Sub-Committee returned from their deliberations and explained that they had reached a decision. The Chairman thanked those who had remained to hear the decision of the Sub-Committee.
15. In reaching the decision, the Sub-Committee were mindful of the provisions of the Licensing Act 2003, 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 January 2017.
16. Furthermore, the Sub-Committee had regard to the duty to apply the statutory test as to whether an application should or should not be granted, that test being that

the application should be granted unless it was satisfied that it was necessary to refuse all, or part, of an application or necessary and appropriate to impose conditions on the granting of the application in order to promote one (or more) of the licensing objectives.

17. In determining the application, the Sub-Committee first and foremost put the promotion of the licensing objectives at the heart of their decision; in this instance the most relevant of those objectives being the prevention of public nuisance.
18. In reaching its decision, the Sub Committee took into account the applicant's good will in withdrawing their initial application, pending further consultation with residents and, during the course of the Hearing they had also offered to reduce the licensing hours by 15 minutes Thursday to Saturday and by 1 hour on Sundays. The applicant also offered to reduce the capacity in the venue from 132 to 100.
19. In reaching its decision, the Sub Committee took into account the submissions made both in writing and verbally by those opposing the application. The Panel noted that this was a new Licence Application and was very conscious of the premises' location in a residential pocket of the City. The Sub-Committee accepted residents' concerns as to the potential for disturbance in the early hours of the morning and, whilst acknowledging the Applicant's attempts to address these concerns, did not feel that the measures proposed would sufficiently reduce the risk of public nuisance.
20. The Sub-Committee therefore considered whether or not it was necessary or appropriate to reject the application in its entirety. The Sub-Committee concluded that, with the imposition of suitable conditions and a reduction in the terminal hour for licensable activities, it would be possible for the Applicant to operate the premises in accordance with the licensing objectives. In deciding an appropriate terminal hour, the Sub-Committee took into account its own Licensing Policy and the fact that the policy stated that residents had the right to expect a peaceful environment between 23.00 - 07.00. The Sub-Committee accepted the residents' concerns as to the potential for noise disturbance in the early hours of the morning, given that most of the other local premises closed by midnight or earlier; the exception being 'Leon', which was licensed for alcohol sales until 2am on Friday and Saturdays but rarely stayed open until then. Whilst acknowledging the Applicant's attempts to address these concerns, did not feel that the measures proposed by the Applicant would sufficiently reduce the risk of public nuisance.
21. The Sub-Committee therefore decided to grant a premises licence for Monday to Sunday, up to midnight, for the sale of alcohol and regulated entertainment, with a venue closure of 00:30 hours. The Sub Committee sought to strike a balance for residents and business and hoped that the Licensing Hours granted would provide an opportunity for the premises to demonstrate their ability to operate in a responsible manner.
22. The Chairman reported that it was the Sub-Committee's decision to grant the premises licence as follows:

Activity	Current Licence	Licensing Hours
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Supply of Alcohol – for on sales only	N/A	Mon – Sun 11:00 – 00:00
Late Night Refreshment	N/A	Mon – Sun 23:00 – 00:00
Films, Live Music and Recorded Music. Anything similar to live/recorded music	N/A	Mon – Sun 23:00 – 00:00

The Chairman stated that the opening hours should not extend beyond thirty minutes after the terminal licensing hours in each case,

The Chairman explained that, after consideration by the Sub-Committee, it was necessary and appropriate to impose conditions upon the licence so as to address the concerns relating to public nuisance.

The Chairman declared the following conditions to be necessary to warrant granting of the licence:

- a) The premises will install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises is open for licensable activities and during all times customers remain on the premises. All recordings shall be stored for a minimum period 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 recent data or footage with the absolute minimum of delay when requested. (MC01)
- b) There shall be no promoted events on the premises. A promoted event is an event involving music and dancing where the musical entertainment is provided at any time between 23:00 and 07:00 by a disc jockey or disc jockeys one or some of whom are not employees of the premises licence holder and the event is promoted to the general public. (MC02)
- c) When the premises is carrying on licensable activities after 20:00 on Sunday to Wednesday, at least 1 registered door supervisor is to be on duty. (MC07)
- d) When the premises is carrying on licensable activities after 20:00 on Thursday to Saturday, at least 2 registered door supervisors are to be on duty. (MC07)
- e) All doors and windows shall remain closed at all times after 23:00 hours during the provision of regulated entertainment save for entry or exit, or in the event of an emergency. (MC13)

- f) Loudspeakers shall not be located in the entrance lobby or outside the premises. (MC14)
- g) 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. (MC15)
- h) A prominent sign shall be displayed at all exits from the premises requesting that patrons leave quietly. (MC16)
- i) 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)
- j) 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. (MC19)

The Sub Committee were pleased to note that the applicant would be fully responsible for clearing up all smoking litter in front of the premises and in their designated smoking areas.

The Chairman thanked all parties for their attendance and explained that written confirmation of the decision would follow.

The meeting closed at 12.30 pm

Chairman

Contact Officer: Julie Mayer
Tel. no. 020 7332 1410
E-mail: julie.mayer@cityoflondon.gov.uk

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Lucky Voice (SOHO) Ltd
Eastcastle House
27-28 Eastcastle Street
London W1W 8DH

Telephone 020 7 332 1430
E-mail: julie.mayerr@cityoflondon.gov.uk

Our ref JM/LIC

Date 29 September 2017

Dear Sirs

Applicant:	Lucky Voice (SOHO) Ltd
Premises:	Eastcastle House, 27-28 Eastcastle Street, London W1W 8DH
Date / time of Hearing:	Thursday, 21 September, 11.00 am
Venue:	Committee Room 1, 2nd Floor, West Wing, Guildhall, London EC2P 2EJ

I write to confirm the decision of the Licensing (Hearing) Sub-Committee at the Hearing held on 21 September 2017 in relation to the above-mentioned application. The Sub Committee's decision is set out below.

The Sub-Committee comprised of Ms Sophie Fernandes (Chairman), Ms Marianne Fredericks and Mrs Mary Durcan.

Mr Alun Thomas, of Thomas and Thomas Partners LLP made submissions in support of the application on behalf of Lucky Voice (SOHO) Ltd.

Mr Chris Hayden, Mr Toby Brown and Mr Stuart Atkinson (residents) and Ms Henrika Priest (resident and Ward Member) were present and made representations against the application.

1. This decision relates to an application made by **Lucky Voice (SOHO) Ltd Eastcastle House, 27-28 Eastcastle Street, London W1W 8DH**

The application sought to provide the following activities:

Activity	Current Licence	Proposed
Supply of Alcohol – for on sales only with a closing time of 2.30. *	N/A	Mon – Wed 13:00 – 00:00 Thu – Sat 13:00 – 02:00

		Sun 13:00 – 23:00
Late Night Refreshment	N/A	Mon – Wed 23:00 – 00:00 Thu – Sat 23:00 – 02:00 Sun -
Films, Live Music and Recorded Music. Anything similar to live/recorded music <i>NB. Section 177A stipulate that premises licenses for consumption of alcohol on premises with a capacity of less than 500 do not need to be licensed for the provision of live music or recorded music between 8 and 23 hrs unless specifically conditioned.</i>	N/A	Mon – Wed 13:00 – 00:00 Thu – Sat 13:00 – 02:00 Sun 13:00 – 23:00

** The applicant requested an additional hour when BST commenced*

Prior to the Hearing, the Sub Committee received additional documents, from Thomas and Thomas Partners LLP, dated 14 September 2017, containing the following:

- Operational Management Plan
- Noise Management Plan
- Accoustic proposals
- Smoking Policy
- Chronology
- Correspondence between applicant, ward councillors and residents
- Email from the Environmental Health Team, City of Westminster
- Email from the Metropolitan Police Service, Islington Division

At the start of the Hearing, the Chairman invited those opposing the application to set out their objections to the licence application for Lucky Voice. The residents set out their concerns about the late terminal hour and the nature of the entertainment offered; i.e. Karaoke. Residents were particularly concerned that should the application be granted as sought there was a likelihood that they would be disturbed by patrons leaving the premises in the early hours of the morning. In support of their concerns they drew the Sub-

Committee's attention to the fact that, due to the nature of the entertainment and the fact that patrons would have access to alcohol, there was the strong possibility that patrons would be in a lively mood when leaving the premises. They highlighted that patrons would pass by residential properties either on their way to the late night public transport facilities or in search of taxis. Residents reminded the Sub Committee of the City of London Corporation's Licencing Policy and residents' entitlement to a peaceful environment between 11 pm and 7 am.

Whilst accepting that the area is particularly busy during the day, residents informed the Sub Committee that the ambient noise levels dropped considerably in the evening and at weekends, particularly around the residential pockets. It was noted that other licensed premises in the vicinity were licensed until midnight at the latest and, generally, most of them stopped serving alcohol at 11 pm. The residents therefore felt that the presence of a venue licensed until 2am and closing at 2.30 am was out of keeping with the area and would increase the likelihood of public nuisance. It was suggested by several residents that, should the Sub-Committee be minded to grant the applicant a premises licence, the terminal hour for licensable activities should be 11 pm.

The Chairman then invited the applicant representative, Mr Alun Thomas, to speak in support of its application. The Applicant's representative advised that Lucky Voice had been established over ten years ago and operated in Brighton, Islington and the West End. As set out in the emails listed above, the premises had been trouble-free and the West End premises, in Soho, were in a residential area. There had been no representations from Environmental Health or the Police.

Mr Nick Jones, Business Development Director, Lucky Voice, said he fully understood the concerns of the residents in respect of public nuisance on dispersal and was very confident of mitigating this by employing SIA door supervisors and managers experienced in controlling departure and helping patrons arrange onward transport. Patrons would be directed towards main transport hubs and away from residential areas. Members noted the business operation; ie staggered bookings in 2 hour slots, with renewals on the hour and half hour. The Applicant explained that there would be 8 fully sound-proofed booths, each containing 8-10 patrons but only 3 would be operational at any one time. The small bar would be a holding area and drinks in the booths would be by waiter/waitress service only.

The applicant disagreed with the assertions that its patrons would cause a nuisance to local residents on departing the premises. It argued that the proposed arrangements for dispersal, as set out in its Noise Management Plan, would address the concerns raised by residents and disputed the residents' assertion that patrons would pass residential properties en route to late night public transport routes. The applicant further assured residents that the venue would not add to any further disturbance than that the residents were currently experiencing.

The Sub Committee considered the application and carefully deliberated upon the representations submitted in writing and orally at the Hearing by those making representations and the Applicant.

In reaching the decision, the Sub-Committee were mindful of the provisions of the Licensing Act 2003, 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 January 2017.

Furthermore, the Sub-Committee had regard to the duty to apply the statutory test as to whether an application should or should not be granted, that test being that the application should be granted unless it was satisfied that it was necessary to refuse all, or part, of an application or necessary and appropriate to impose conditions on the granting of the application in order to promote one (or more) of the licensing objectives.

In determining the application, the Sub-Committee first and foremost put the promotion of the licensing objectives at the heart of their decision; in this instance the most relevant of those objectives being the prevention of public nuisance.

The Sub Committee also noticed that the Applicant had displayed good will in withdrawing their initial application, pending further consultation with residents. Furthermore, during the course of the Hearing, the Applicant had also offered to reduce the licensing hours by 15 minutes on Thursday to Saturday and by 1 hour on Sundays. It also offered to reduce the capacity in the venue from 132 to 100.

In reaching its decision, the Sub Committee took into account the submissions made both in writing and verbally by those opposing the application. The Panel noted that this was a new Licence Application and was very conscious of the fact that the premises are located in a residential pocket of the City. The Sub-Committee accepted the residents' concerns as to the potential for noise disturbance in the early hours of the morning, given that most of the other local premises closed by midnight or earlier; the exception being 'Leon', which was licensed for alcohol sales until 2am on Friday and Saturdays but rarely stayed open until then and, whilst acknowledging the Applicant's attempts to address these concerns, did not feel that the measures proposed by the Applicant would sufficiently reduce the risk of public nuisance.

The Sub-Committee therefore considered whether or not it was necessary or appropriate to reject the application in its entirety. The Sub-Committee concluded that, with the imposition of suitable conditions and a reduction in the terminal hour for licensable activities, it would be possible for the Applicant to operate the premises in accordance with the licensing objectives. In deciding an appropriate terminal hour, the Sub-Committee took into account its own Licensing Policy and the fact that the policy stated that residents had the right to expect a peaceful environment between 23.00-07.00 along with the fact that all other licensed premises in the area (which served alcohol) had midnight as the latest terminal hour.

The Sub-Committee therefore decided to grant a premises licence for Monday to Sunday, up to midnight, for the sale of alcohol and regulated entertainment, with a venue closure of 00:30 hours. The Sub Committee sought to strike a balance for residents and business and hoped that the Licensing Hours granted would provide an opportunity for the premises to demonstrate their ability to operate in a responsible manner.

It was the Sub-Committee's decision to grant the premises licence as follows:

Activity	Current Licence	Licensing Hours
Supply of Alcohol – for on sales only	N/A	Mon – Sun 11:00 – 00:00
Late Night Refreshment	N/A	Mon – Sun 23:00 – 00:00
Films, Live Music and Recorded Music. Anything similar to live/recorded music	N/A	Mon – Sun 23:00 – 00:00

The Sub Committee then considered the issue of conditions and concluded that it was necessary and appropriate to impose conditions upon the licence so as to address the concerns relating to public nuisance.

1. The premises will install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises is open for licensable activities and during all times customers remain on the premises. All recordings shall be stored for a minimum period 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 recent data or footage with the absolute minimum of delay when requested. (MC01)
2. There shall be no promoted events on the premises. A promoted event is an event involving music and dancing where the musical entertainment is provided at any time between 23:00 and 07:00 by a disc jockey or disc jockeys one or some of whom are not employees of the premises licence holder and the event is promoted to the general public. (MC02)
3. When the premises is carrying on licensable activities after 20:00 on Sunday to Wednesday, at least 1 registered door supervisor is to be on duty. (MC07)

4. When the premises is carrying on licensable activities after 20:00 on Thursday to Saturday, at least 2 registered door supervisors are to be on duty. (MC07)
5. All doors and windows shall remain closed at all times after 23:00 hours during the provision of regulated entertainment save for entry or exit, or in the event of an emergency. (MC13)
6. Loudspeakers shall not be located in the entrance lobby or outside the premises. (MC14)
7. 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. (MC15)
8. A prominent sign shall be displayed at all exits from the premises requesting that patrons leave quietly. (MC16)
9. 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)
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. (MC19)

The Sub Committee were pleased to note that the applicant would be fully responsible for clearing up all smoking litter in front of the premises and in their designated smoking areas.

If any party is dissatisfied with this decision, he or she is reminded of the right to appeal, within 21 days of the date of this letter, to a Magistrates' Court. Any party proposing to appeal is also reminded that under s181(2) of the Licensing Act 2003, the Magistrates' Court hearing the appeal may make such order as to costs as it thinks fit.

Yours faithfully,

Julie Mayer
Clerk to the Licensing (Hearing) Sub Committee

cc: Those making representations and the Ward Member for Castle Baynard;
Thomas and Thomas Partners LLP

Useful Numbers/Websites:

An 'Out of Hours' noise response service is available 24 hours a day by telephone:
0207 6063030

The City's Environmental Health Team can be contacted at:

publicprotection@cityoflondon.gov.uk

The City's Licensing Department can be contacted on: licensing@cityoflondon.gov.uk

Licensing Policy and Code of Good Practice for Licensed Premises:

<http://www.cityoflondon.gov.uk/business/licensing/alcohol-and-entertainment/Pages/Licensing-policy.aspx>

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Committee(s)	Dated:
Licensing	25 October 2017
Subject: Charity Collections Policy	Public
Report of: Director of Markets and Consumer Protection	For Decision
Report author: Peter Davenport - Licensing	

Summary

This report outlines the current legislation for managing street and house to house charity collections. With regards street charity collections, the report explains how the administrative functions and decisions as to permitted exemptions, have been delegated by the City of London Commissioner of Police to the City Corporation's Licensing Team.

This report introduces a Charity Collections Policy to ensure all relevant parties are aware of the criteria to be adhered to when carrying out either a street or house to house collection.

The Policy gives greater flexibility to decision making when using non statutory criteria such as late applications and age of collectors. Previous decisions were made on custom and practice.

The work carried out by the Licensing Team is fully recharged to the City of London Police and does not therefore affect the Licensing Team's local risk budget.

Recommendation(s)

Members are asked to:

- Agree that the Policy as set out in Appendix 1 be adopted.

Main Report

Street Charity Collections:

1. The Police, Factories and (Miscellaneous Provisions) Act 1916 (the Act) permit the Common Council of the City of London to make regulations with respect to the places where, and the conditions under which, persons may be permitted to collect money for the benefit of charitable or other purposes (charity collections).

2. Such regulations were made on 22 May 1980 (the Regulations).
3. The Regulations create an offence for any charity collection to be made unless a permit has been obtained from the City of London's Police Commissioner. Or similarly, a certificate obtained from the City of London's Police Commissioner where the collection takes place between 1st to 24th December in any year and relates to the singing or playing of Christmas carols.
4. There are a number of exemptions within the Regulations that can only be made by the Commissioner of Police. The functions of the City of London Police Commissioner, as they relate to charity collections, have been delegated to the City Corporation's Licensing Team.
5. The scheme of delegation has been recently updated and signed by the City of London Police Commissioner Ian Dyson on 6 February 2017. Any decision made with regards the exemptions cannot be made by anybody with a designation lower than Licensing Manager. A copy of the delegated authority is contained within the Policy.
6. The Licensing service undertakes all administration work involved in the receipt of applications, grant of permits and certificates and post collection requirements. The administration work includes decisions to be taken by the Licensing Manager in relation to the acceptance of 'late' applications and other minor exemptions to the Regulations.
7. In 2016/17 the Licensing team granted 52 Charity Collection Permits and 12 'Carol Singing' Certificates. In April to September 2017 the Licensing team granted 25 Charity Collection Permits with a further 11 permits and 4 'Carol Singing' Certificates booked to the end of March 2018.

House to House Collections:

8. The House to House Collections Act 1939 permit either the Common Council of the City of London or, if the collection is to be made over a short period of time, the City of London Police, to issue a licence or a certificate respectively.
9. There is no definition of what is a 'Short period of time' and the Policy now 'defines' this as less than one month.
10. There are currently no licences or certificates to permit house to house collections.

Face to Face Collections:

11. The legislation concerning charity collections does not include 'face to face' collections colloquially referred to as 'chugging'. Face to face collections do not constitute an offence under either the Act or the Regulations.
12. However, the Policy does state the actions to be taken by the City Corporation when it discovers breaches of the self-regulated Code of Practice overseen by the Fundraising Regulator set up in 2015. (Further details in the Policy – Appendix 1).

The Policy:

13. No Charity Collections Policy currently exists and there have been some inconsistencies in the way that charitable fundraising applications have been administered. The Licensing Team have usually only granted charity collection permits on a Tuesday or Friday, only one permit per organisation per year, no collections other than those associated with Carol Singing in December and not more than one organisation can be granted a permit on any one particular day.
14. The above 'rules' have no statutory basis and have been developed over time. The Policy now gives the flexibility to change any of the above factors. The overriding criteria being that those persons going about their business on the City of London Streets are not perceived to be hounded by a constant stream of collections whilst at the same time, permitting the fundraising organisations and their supporters to raise funds in an ethical and secure manner.
15. As a general rule, there will be no more than two collection days per week, albeit these days may vary. A fundraising organisation can obtain more than one permit per year but, once they have been granted one permit, will not be permitted to book further collection dates more than twelve months in advance.
16. 'Carol Singing' will still be permitted only in December. However, if a fundraising organisation now wishes to obtain a collection permit in December they will be able to do so albeit, priority will be given to those organisations seeking 'Carol Singing' certificates.
17. We will also permit more than one organisation to carry out a collection on the same day if the first collection booked does not have permission to collect across the whole of the City of London. Where multiple collections are permitted on the same day, the area in which collections take place will be limited to avoid clashes.

Corporate & Strategic Implications

18. There are no corporate and strategic implications.

Financial Implications

19. There are no financial implications. There is no provision to charge a fee for the work carried out in administering the Act and the Policy does not involve the Licensing Team in any additional duties.
20. It is estimated that the cost of administering the Act is approximately £18k per year which is recharged from the City of London Police.

Appendices

1 Charity Collections Policy & Procedure

Background Papers

- None

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City of London Corporation

POLICY and PROCEDURE

Charity Collections



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1. INTRODUCTION

- 1.1 Collecting money for charitable purposes is a common practice on the streets of the City of London particularly amongst volunteer collectors. Fundraising collections can be effective by offering a positive opportunity to the general public to actively participate in supporting fundraising organisations. They also give the opportunity for the supporters to raise funds for all sorts of fundraising organisations in an ethical and secure manner.
- 1.2 However, there are those persons who wish to abuse such situations and attempt to defraud the fundraising organisations and the general public out of money intended for the many various worthwhile causes.
- 1.3 This Policy will explain the legislative requirements in order for a charitable collection to be made and the procedure which needs to be followed. It will also explain the requirements in order to conduct collections accompanied by persons singing Christmas Carols and those persons wishing to conduct house to house collections.
- 1.4 The Policy will also explain the methods to be used in order to control face to face charitable street collections.

2. DEFINITIONS

1916 Act: Police, Factories, Etc. (Miscellaneous Provisions) Act 1916

1939 Act: House to House Collections Act 1939

1947 Regulations: Regulations made under the 1939 Act re House to House collections.

1980 Regulations: Regulations made under the 1916 Act re street collections.

“Chief Promoter” means a Society, Committee or other body consisting of not less than three persons to which a permit for a street collection has been granted.

“Collecting box” means a box or other receptacle for the reception of money from contributors.

“Collection” means a collection of money in any street or public place within the City of London Police Area for the benefit of charitable or other purposes, and “collector” shall be construed accordingly. Does not include ‘face to face’ collections. Does not include a ‘collection’ taken on private land.

“Commissioner” means the Commissioner of Police for the City of London.

“Contributor” means a person who contributes to a collection for the benefit of charitable or other purposes.

Corporation, for the purposes of this document, shall mean the City of London’s Licensing Team.

F2F, or Face to Face collections, is the solicitation of a ‘one off’ or regular gift to charity by way of direct debit or standing order. No collection of cash is permitted.

House to House collections is the collection of money or goods for charity by going from house to house or business.

IoF means the Institute of Fundraising

“Permit” means a permit for a collection.

“Promoter” means a person authorised in that behalf by the Chief Promoter, who causes others to act as collectors.

‘Street’ is defined as including any highway and any public bridge, road, lane, footway, square, court, alley, or passage, whether a thoroughfare or not.

Street Collection shall have the same meaning as ‘collection’.

3. LEGISLATION

Street Charitable Collections (including carol singing)

- 3.1 The Licensing Authority of the City of London (the Court of Common Council) is empowered under Section 5 of the Police, Factories, Etc. (Miscellaneous

Provisions) Act 1916 to make regulations with respect to the places where, and the conditions under which, persons may be permitted in 'any street or public place' to collect money for charitable or other purposes.

- 3.2 One such set of Regulations have been made namely, the 1980 Regulations. These Regulations refer to actions to be taken by the Commissioner. Such actions have been delegated to the City Corporation's Licensing Team. A copy of the 1980 Regulations can be seen as Appendix 1 and the delegated authority as Appendix 2.
- 3.3 The 1980 Regulations create an offence of carrying out a charitable collection other than in accordance with the Regulations. Which essential means, 'IT IS ILLEGAL TO COLLECT MONEY FOR CHARITY ON THE STREETS OF THE CITY OF LONDON UNLESS A PERMIT OR CERTIFICATE HAS BEEN OBTAINED'.
- 3.4 In addition, a Memorandum of Understanding (MOU) has been agreed between the City of London Police and the Corporation of London's Licensing Team as to the enforcement of these Regulations (Appendix 3).

House to House collections

- 3.5 The Licensing Authority of the City of London (the Court of Common Council) is empowered under Section 2 of the House to House Collections Act 1939 to grant a licence for the promotion of a House to House Collection on receipt of the correctly completed application form.
- 3.6 The Secretary of State may make Regulations under the 1939 Act in order to regulate the manner in which house to house collections may be carried out. One such set of Regulations have been made namely, the 1947 Regulations.
- 3.7 A house to house collection is where an individual is permitted to go from house to house or business to business to collect money, or items or goods to be sold at a later stage, for the benefit of a charitable purpose. 'IT IS ILLEGAL TO CONDUCT SUCH A COLLECTION UNLESS THE REQUISITE LICENCE OR POLICE ISSUED CERTIFICATE HAS BEEN OBTAINED'.
- 3.8 A copy of the 1947 Regulations can be seen as Appendix 4. The MOU referred to in paragraph 3.4 also relates to house to house collections.

4. STREET CHARITABLE COLLECTIONS

Application:

- 4.1 No collection shall be made unless a permit has been obtained from the City Corporation's Licensing Team. Applications for a permit must be made on an application form identical to that attached to this policy as Appendix 5.
- 4.2 Applications must be received no later than the first day of the month preceding the month in which it is proposed to hold the collection. The Corporation may consider an application made later than this date if it is satisfied that there are special reasons for so doing.
- 4.3 Applications will be considered on a 'first come first served' basis. However, where possible, priority will be given to those organisations that have not held a collection in the preceding twelve months.
- 4.4 If the collection is to be held between the 1st and the 24th December priority will be given to those collections which are made in connection with the singing or playing of Christmas carols.
- 4.5 Permits will normally be granted for one day only and permit collections to be held on a Tuesday or a Friday. In exceptional cases the Corporation may grant a permit in excess of one day. Should an applicant wish to hold a collection on another day of the week this will be at the discretion of the Corporation and take into account such factors as other events and collections taking place etc.
- 4.6 A fundraising organisation may obtain a permit to collect on more than one occasion per year. However, applications will not be considered more than twelve months in advance.
- 4.7 All applications must be made by a society, committee or other body consisting of not less than three members who will be jointly responsible for the collection.
- 4.8 The following information must be submitted with the application:
 - Literature about the organisation;
 - Copy of published accounts for the current year;

- Letter from the charitable organisation authorising you to undertake a collection on their behalf, if you are not an official of the charitable organisation in question.

4.9 All applications will be referred to the City of London Police to ensure all individuals jointly responsible for the application are fit and proper persons to hold the collection. In deciding whether to grant a permit the Corporation will have regard to any Police recommendations.

The Collection:

4.10 The collection may be limited to such areas, streets or public places as the Corporation thinks fit. The decision will be made on each application's individual merit and will take into consideration such things as other events taking place.

4.11 No collection shall be made in any part of the carriageway of any street unless the Corporation has authorised such a collection in connection with a procession.

4.12 Any person taking part in any collection must have authority to do so from the Chief Promoter. This can take the form of an authorisation badge.

4.13 While collecting a collector shall remain stationary, and no closer to another collector than 25m, unless the Corporation has waived these requirements in connection with an authorised collection in connection with a procession.

4.14 No collector shall be under the age of sixteen years unless in connection with a collection that has been authorised regards a procession. In these circumstances the Corporation may authorise the Chief Promoter to permit persons of less than sixteen years but not less than fourteen years so long as each young person is accompanied by an adult.

4.15 Every collector shall carry a sealed, numbered collection box (container). The box shall display the name of the charity which is to benefit from the collection.

4.16 No payment shall be made to any collector. No payment shall be made to any person in connection with the promotion or conduct of a collection unless specified in the application for a permit and approved by the Corporation.

Post Collection:

- 4.17 Within three months of the collection, the chief promoter shall forward to the Corporation a statement showing the following:
- The amount received and payments incurred in connection with the collection,
 - A list showing the names of the collectors,
 - A list showing the amounts contained in each collecting box.
- 4.18 The statement is to be signed by at least two of the Chief Promoters and a qualified accountant unless the sum raised is less than £400 in which case the need for a qualified accountant is not necessary.
- 4.19 The information required in paragraph 4.17 shall be made on the form attached as Appendix 6. The Corporation will not permit further collections to take place in the City of London unless the said information is supplied.
- 4.20 Unless the sum raised is less than £400 details of the collection are required to be published in a newspaper, a copy of which is to be sent to the Corporation within seven days of publication. However, where the sum raised is more than £400, but less than £1500, the required information can be sent to the Corporation for inclusion on their web site and advertised in any other way they think appropriate.

Carol Singing

- 4.21 During the period from the 1st to 24th December, in any calendar year, anyone wishing to conduct a collection that is being made in connection with the singing or playing of Christmas carols can only do so on receipt of a certificate. All applications must consist of 2 or more persons assembled together to sing and/or play Christmas carols.
- 4.22 Where a 'carol singing' certificate is being sought a collection permit is not required. A copy of the application form to be used for a 'carol singing' certificate can be seen as Appendix 7.
- 4.23 Section four shall apply to carol singing collections as they do to other street collections.

5. HOUSE TO HOUSE COLLECTIONS

- 5.1 No person shall conduct a house to house collection for a charitable purpose unless there is in force a licence authorising such a collection.
- 5.2 Paragraph 5.1 shall not apply where the charitable organisation conducting the house to house collection have been exempted by way of an Order made by the Secretary of State. The following link shows charities who currently hold such an exemption:

[Exempted Charities](#)

- 5.3 Applicants must apply for a licence on an application form identical to that in the 1947 Regulations and returned to the Corporation along with supporting information requested. A licence can be granted for a period of no longer than twelve months.
- 5.4 All applications will be referred to the City of London Police to ensure that the applicant(s) are fit and proper persons to hold the house to house collection.
- 5.5 The Commissioner can, if satisfied that a house to house collection is to be completed within a short period of time (under one month) and is satisfied that the purpose of the collection is local in character, grant a certificate to the person responsible for the promotion of the house to house collection. Under these circumstances a licence from the Local Authority is not required.

6. F2F FUNDRAISING

- 6.1 Face to face fundraising is where members of the public are signed up to commit gifts by direct debits and/or standing orders in public places. No cash is permitted to be donated. Cheques are considered to be cash.
- 6.2 This type of collection DOES NOT fall within the scope of the 1916 Act and therefore DOES NOT require a permit from the Corporation.
- 6.3 The actions of F2F collecting organisations are overseen by The Fundraising Regulator who is an independent regulator of charitable fundraising set up in 2015.

6.4 F2F collecting organisations are expected to comply with the standards laid down in the Code of Fundraising Practice and its associated Rulebooks for Street and Door Fundraising. This is a self-regulating form of compliance. Further information can be obtained by clicking on the following link [Regulation and Compliance](#).

6.5 Breaches of the Code of Fundraising Practice and associated Rule Books by registered charities will be reported to the Fundraising Regulator. Non-registered charities will be reported to the City of London Police.

7. CONTACT DETAILS

7.1 Anybody wishing to contact the Licensing Authority with regard to this Policy can do so by telephoning 020 7332 3406, emailing licensing@cityoflondon.gov.uk or by accessing our website by clicking the following link '[charity information](#)' where copies of the application forms can be downloaded.



CITY OF LONDON

REGULATIONS made by the Mayor, Aldermen and Commons of the City of London, in Common Council assembled, being the authority under Section 5 of the Police, Factories, &c. (Miscellaneous Provisions) Act, 1916 (6 & 7 Geo. 5, c.31), as amended, with respect to the places where and the conditions under which persons may be permitted in any street or public place within the City of London to collect money for the benefit of charitable or other purposes.

1. In these Regulations, unless the context otherwise requires:-
 - "Chief Promoter" means a Society, Committee or other body consisting of not less than three persons to which a permit for a street collection has been granted.
 - "Collecting box" means a box or other receptacle for the reception of money from contributors.
 - "Collection" means a collection of money in any street or public place within the City of London Police Area for the benefit of charitable or other purposes, and "collector" shall be construed accordingly.
 - "Commissioner" means the Commissioner of Police for the City of London.
 - "Contributor" means a person who contributes to a collection for the benefit of charitable or other purposes.
 - "Permit" means a permit for a collection.
 - "Promoter" means a person authorised in that behalf by the Chief Promoter, who causes others to act as collectors.
2. These Regulations shall not apply in respect of a collection taken at a meeting in the open air.
3. No collection shall be made unless a permit therefore has been obtained from the Commissioner.
4. (1) Every application for a permit shall be made in writing to the Commissioner in the form set out in Schedule 1 to these Regulations not later than the first day of the month preceding the month in which it is proposed to hold the collection:

Provided that the Commissioner may consider an application made later than that date if he is satisfied that there are special reasons for so doing .

(2) Every application shall be made by a society, committee or other body consisting of not less than three members acting through not less than three members thereof who shall be jointly responsible for the collection.

- (3) Every application shall be referred by the Commissioner to an advisory Committee appointed by him with the approval of the Police Committee of the City of London Corporation and in deciding whether to grant a permit, he may have regard to any recommendation of the Advisory Committee.
5. No collection shall be made except upon the day and between the hours stated in the permit, and no permit of a continuous character shall be granted.
6. The Commissioner may, in granting a permit, limit the collection to such districts, streets or public places or such parts thereof as he thinks fit.
7. (1) No person may assist or take part in any collection unless he is in possession of a written authority signed on behalf of the Chief Promoter.
- (2) Any person authorised under paragraph (1) above shall produce that authority forthwith for inspection on being requested to do so by any constable.
8. No collection shall be made in any part of the carriageway of any street.
- Provided that the Commissioner may, if he thinks fit, allow a collection to take place on such a carriageway where that collection has been authorised to be held in connection with a procession.
9. No collection shall be made in such a manner as to cause, or be likely to cause, danger, obstruction, inconvenience or annoyance to any person.
10. No collector shall importune any person to the annoyance of such person.
11. While collecting:-
- (a) A collector shall remain stationary; and
- (b) A collector or two collectors together shall not be nearer to another collector than 25 metres:
Provided that the commissioner may, if he thinks fit, waive the requirements of this Regulation in respect of a collection which has been authorised to be held in connection with a procession.
12. No promoter, collector or person who is otherwise connected with a collection shall permit a person under the age of sixteen years to act as collector.
- Provided that in the case of a collection which has been authorised to be held in connection with a procession, the Commissioner may, if he thinks fit, authorise the Chief Promoter to permit persons of less than sixteen but not less than fourteen years to act as collectors after receipt of a written assurance by such Chief Promoter that each of such persons will at all times be accompanied by a responsible able-bodied adult.
13. No collector may be accompanied by any animal.
14. (1) Every collector shall carry a collecting box.
- (2) All collecting boxes shall be numbered consecutively and shall be securely closed and sealed in such a way as to prevent them being opened without the seal being broken.

- (3) All money received by a collector from contributors shall immediately be placed in a collecting box.
 - (4) Every collector shall deliver, unopened, all collecting boxes in his possession to a promoter.
15. A collector shall not carry or use any collecting box, receptacle or tray which does not bear displayed prominently thereon the name of the charity or fund which is to benefit or any collecting box which is not duly numbered.
16. (1) Subject to paragraph (2) below a collecting box. Receptacle shall be opened in the presence of a promoter and another responsible person.
- (2) Where a collecting box is delivered unopened to a bank it may be opened by an official of the bank.
- (3) As soon as a collecting box has been opened the person opening it shall count the contents and shall enter the amount with the number of the collecting box on a list which shall be certified by that person.
17. (1) No payment by way of reward shall be made to any collector.
- (2) No payment shall be made out of the proceeds of a collection either directly or indirectly, to any other person connected with the promotion or conduct of such collection for, or in respect of services connected therewith, except such payments as may have been specified in the form of application for a permit and approved by the Commissioner.
18. (1) Within three months after the date of a collection, the Chief Promoter shall forward to the Commissioner-
- (a) A statement in the form set out in Schedule 2 to these Regulations showing the amount received and the expenses and payments incurred in connection with the collection and certified by two of the persons responsible for the collection referred to in Regulation 4(2) above and by a qualified accountant:
- Provided that if a collection results in a sum of £400 or less being collected, the Commissioner may, if he thinks fit, waive the requirement for certification by a qualified accountant;
- (b) A list showing the names of collectors; and
- © A list of the amounts contained in each collecting box, and shall if required by the Commissioner, satisfy him as to the proper application of the proceeds of the collection.
- (2) The Chief Promoter shall also, within the same period at the expense of the Chief Promoter and after any certification required under paragraph (1)(a) above, publish in such newspaper or newspapers as the Commissioner may direct a statement showing the name of the Chief Promoter, the area to which the permit relates, the name of the charity or fund to benefit, the date of the collection, the amount collected, the amount distributed to each charity or fund to benefit, and the amount of the expenses and payments incurred in connection with such collection. Provided that the Commissioner may, if he thinks fit, waive the requirements of this paragraph in respect of a collection which results in the sum of £400 or less being collected.

(3) Not less than seven days after the publication of a newspaper containing the statement required by paragraph (2) above the Chief Promoter shall send a copy of that newspaper to the Commissioner.

(4) For the purposes of this Regulation "a qualified accountant" means a member of one or more of the following bodies:-

The Institute of Chartered Accountants in England and Wales;
The Institute of Chartered Accountants of Scotland
The Association of Certified Accountants
The Institute of Chartered Accountants in Ireland.

19. (1) This Regulation applies to a collection in respect of which the Commissioner has issued a certificate for the purposes of this regulation to the person who appears to him to be principally concerned in promoting the collection and which is made in accordance with the terms of that certificate.

(2) No certificate shall be issued under paragraph (1) above unless it appears to the Commissioner that the collection is to be made in the period from 1st to 24th December in any year and in connection with the singing or playing (including the reproduction of recordings) of Christmas carols by two or more persons assembled together.

(3) In the case of a collection to which this Regulation applies

(a) Regulations 3, 4, 11(b), 16 and 18 and, in so far as they relate to the numbering of collecting boxes, Regulations 14(2) and 15 shall not have effect; and

(b) Regulations 5, 6, 7(1), 8, 11 (except paragraph (b)) and 12 shall be construed as if any reference to a permit is an reference to the certificate under paragraph (1) and any reference to the Chief Promoter or a promoter were a reference to the person to whom the certificate is issued, and as if the reference in the proviso to Regulation 12 to a collection which has been authorised to be held in connection with a procession were a reference to any collection.

20. The Regulations made by the Mayor, Aldermen and Commons of the City of London in Common Council assembled on the 2nd December, 1926 and confirmed by the Secretary of State in the 22nd December, 1926 and the Additional Regulations made by the said Mayor, Aldermen and Commons in Common Council assembled on the 26th September, 1963 and confirmed by the Secretary of State on the 14th October, 1963 are hereby revoked, without prejudice however, to the validity of anything done thereunder or to any liability incurred in respect of any act or omission before the coming into operation of these Regulations.

The foregoing Regulations were made by the Mayor, Aldermen and Commons of the City of London, in Common Council assembled, on the 22nd day of May 1980.

SAMUEL JONES
Town Clerk

Regulations1.doc

**Delegation of functions by the Commissioner of the
City of London Police to the Markets & Consumer
Protection Department – Licensing Team**

CHARITY COLLECTIONS

The Commissioner for the City of London Police hereby delegates the function as outlined in paragraphs 1 and 2 below to the City Corporation's Licensing Team. The delegation of the functions referred to can be rescinded with immediate effect by the City of London Police or within 28 days by the City Corporation.

1. The Licensing Service will undertake all administrative work involved in the receipt of applications, grant of permits and post collection requirements under the Police, Factories, & c. (Miscellaneous Provisions) Act 1916 and Regulations made thereunder.
2. The administration work referred to above includes decisions concerning:
 - a. the acceptance of late applications;
 - b. the allowance of collections on a carriageway;
 - c. the waving of the requirements regarding collectors remaining stationary and their proximity to each other;
 - d. the authorisation to permit persons under sixteen but not less than fourteen years to act as collectors;
 - e. the issuing of certificates for 'carol singing'.

Decisions made under 2(a-d) shall not be made by any officer below the designation of Licensing Manager.

In exercising its delegated functions the City of London Corporation's Licensing Team will:

3. Before granting a permit consult with the Police Licensing Team as to the fitness of the applicants to carry out a charity street collection.
4. Before granting a permit ensure that the provisions of Regulations made under said Act are met as they relate to the administrative functions referred to in 1 and 2 above.
5. At the beginning of each week (every Monday) issue the Police Licensing Team with a list of all permits granted for the forthcoming week and at the beginning of every December a list of every certificate issued.

6. Immediately refer to the Police any complaint or other intelligence which comes to their notice of;
- a. a street charity collection taking place within the City of London without the required permit/certificate; or
 - b. any other breach of the Regulations concerned with an actual street collection where a permit/certificate has been granted

Date:

Signed:
Commissioner of Police

Signed:
Director of Markets and Consumer Protection

Memorandum Of Understanding Between
Markets & Consumer Protection Department –
Public Protection Service & City Of London Police

CHARITY COLLECTIONS PROTOCOL

The following protocol is made under paragraph 5(l) of the above Memorandum of Understanding.

A. Street Collections

1. The Licensing Service will undertake all administrative work involved in the receipt of applications, grant of permits and post collection requirements under the Police, Factories, & c. (Miscellaneous Provisions) Act 1916 and Regulations made thereunder.
2. The administration work referred to above includes decisions concerning:
 - a. the acceptance of late applications;
 - b. the allowance of collections on a carriageway;
 - c. the waving of the requirements regarding collectors remaining stationary and their proximity to each other;
 - d. the authorisation to permit persons under sixteen but not less than fourteen years to act as collectors;
 - e. the issuing of certificates for 'carol singing'.Decisions made under 2(a-d) shall not be made by any officer below the designation of Licensing Manager.
3. Before granting a permit the licensing service will consult with the Police Licensing Team as to the fitness of the applicants to carry out a charity street collection.
4. Before granting a permit the licensing service will ensure that the provisions of Regulations made under said Act are met as they relate to the administrative functions referred to in 1 and 2 above.
5. At the beginning of each week (every Monday) the licensing service will issue the Police Licensing Team with a list of all permits granted for the forthcoming week and at the beginning of every December a list of every certificate issued.
6. The licensing service will immediately refer to the Police any complaint or other intelligence which comes to their notice of;
 - a. a street charity collection taking place within the City of London without the required permit/certificate; or

- b. any other breach of the Regulations concerned with an actual street collection where a permit/certificate has been granted
- 7. The Police Licensing Team will undertake to ensure any breach of the Regulations as described in 6 above which come to their notice through whatever means is investigated with the aim of achieving the following objectives:
 - a. To ensure that all charity collections within the City of London are for a bona fide purpose;
 - b. To educate bona fide charities that are in breach of the Regulations the requirements of the legislation pertaining to street collections and to stop the collection where necessary;
 - c. To take whatever action is deemed necessary against those persons collecting for a non bona fide charity.

B. House to House Collections

- 8. The Licensing Service will undertake all administrative work involved in the receipt of applications, grant and revocation of licences and post collection requirements under the House to House Collections Act 1939.
- 9. The administration work referred to above includes decisions concerning:
 - a. the acceptance of late applications;
 - b. the extension of the period within which an account is required to be produced;
 Decisions made under 8(a and b) shall not be made by any officer below the designation of Licensing Manager.
- 10. Before granting a license the licensing service will consult with the Police Licensing Team as to the fitness of the applicants to carry out a house to house collection.
- 11. Before granting a licence the licensing service will ensure that the provisions of Regulations made under said Act are met as they relate to the administrative functions referred to in 8 and 9 above.
- 12. The Licensing Service will inform the Police Licensing Team whenever a licence is granted. The Licensing Service will also inform the Police Licensing Team when the licence is due to expire.
- 13. The Licensing Service will undertake the administrative work involved in the issue of a certificate granted under s.1(4) of the House to House Collections Act 1939 but only on receipt in writing that the Police Commissioner for the City of London has approved the granting of such a certificate.

14. The licensing service will immediately refer to the Police any complaint or other intelligence which comes to their notice of;
 - a. a house to house collection taking place within the City of London without the required licence/certificate; or
 - b. any other breach of the Regulations concerned with an actual house to house collection where a licence/certificate has been granted
15. The Police will undertake to ensure any breach of the Regulations as described in 14 above which come to their notice through whatever means is investigated with the aim of achieving the following objectives:
 - a. No person is misled into donating money or other goods to a house to house collection thinking they are donating to a bona fide charity when in fact they are not;
 - b. To educate bona fide charities that are in breach of the Regulations the legislative requirements pertaining to 'house to house' collections and to stop the collection where necessary;
 - c. To take whatever action is deemed necessary against those persons collecting for a non bona fide charity but giving the impression that they are such a charity.

HOUSE TO HOUSE COLLECTIONS, ENGLAND

THE HOUSE TO HOUSE COLLECTIONS REGULATIONS, 1947.*
DATED DECEMBER 12, 1947.

1947 No. 2662

In pursuance of the powers conferred upon me by section 4 of the House to House Collections Act, 1939, I hereby make the following regulations:—

1.—(1) These regulations may be cited as the House to House Collections Regulations, 1947, and shall come into operation on the twenty-ninth day of December, 1947.

(2) These regulations shall not extend to Scotland.

2.—(1) In these regulations, unless the context otherwise requires,—

“ the Act ” means the House to House Collections Act, 1939;

“ chief promoter ”, in relation to a collection, means a person to whom a licence has been granted authorising him to promote that collection or in respect of whom an order has been made directing that he shall be exempt from the provisions of subsection (2) of section 1 of the Act as respects that collection;

“ collecting box ” means a box or other receptacle for monetary contributions, securely closed and sealed in such a way that it cannot be opened without breaking the seal;

“ licence ” means a licence granted by a police authority under section 2 of the Act;

“ order ” means an order made by the Secretary of State under section 3 of the Act;

“ prescribed badge ” means a badge in the form set out in the Fourth Schedule to these regulations;

“ prescribed certificate of authority ” means a certificate in the form set out in the Third Schedule to these regulations;

“ receipt book ” means a book of detachable forms of receipt consecutively numbered with counterfoils or duplicates correspondingly numbered;

“ street collection ” means a collection or sale to which regulations made under section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act, 1916, apply.

(2) A mark shall for the purposes of these regulations be deemed to have been made on a collecting box if it is made on a wrapper securely gummed to the collecting box.

(3) The Interpretation Act, 1889, applies to the interpretation of these regulations as it applies to the interpretation of an Act of Parliament.

3.—(1) Every certificate granted under subsection (4) of section 1 of the Act shall be in the form set out in the First Schedule to these regulations, and sections 5 and 6 and subsections (4) and (5) of section 8 of the Act shall be set forth on the back of every such certificate.

* These Regulations supersede the House to House Collections Provisional Regulations, 1939, dated December 9, 1939.

(2) Where such a certificate is granted as aforesaid, the provisions of these regulations shall not apply, in relation to a collection made for the purpose specified on the certificate, within the locality and within the period so specified, to the person to whom the certificate is granted or to any person authorised by him to act as a collector for the purposes of that collection.

4.—(1) An application for a licence shall be in the form set out in the Second Schedule to these regulations, and shall give the particulars there specified.

(2) An application for a licence or for an order shall be made not later than the first day of the month preceding that in which it is proposed to commence the collection:

Provided that the police authority or, as the case may be, the Secretary of State may grant the application notwithstanding that it was not made within the time required by this paragraph if satisfied that there are special reasons for so doing.

5. Every promoter of a collection shall exercise all due diligence—

(a) to secure that persons authorised to act as collectors for the purposes of the collection are fit and proper persons; and

(b) to secure compliance on the part of persons so authorised with the provisions of these regulations.

6.—(1) No promoter of a collection shall permit any person to act as a collector, unless he has issued or caused to be issued to that person—

(a) a prescribed certificate of authority duly completed (except as regards the signature of the collector) and signed by or on behalf of the chief promoter of the collection;

(b) a prescribed badge, having inserted therein or annexed thereto a general indication of the purpose of the collection; and

(c) if money is to be collected, a collecting box or receipt book marked with a clear indication of the purpose of the collection and a distinguishing number, which indication and number shall, in the case of a receipt book, also be marked on every receipt contained therein in addition to the consecutive number of the receipt.

(2) Every promoter of a collection shall exercise all due diligence to secure—

(a) that no prescribed certificate of authority, prescribed badge, collecting box or receipt book is issued, unless the name and address of the collector to whom it is issued have been entered on a list showing in respect of any collecting box or receipt book the distinguishing number thereof; and

(b) that every prescribed certificate of authority, prescribed badge, collecting box or receipt book issued by him or on his behalf is returned when the collection is completed or when for any other reason a collector ceases to act as such.

(3) In the case of a collection in respect of which a licence has been granted—

(a) every prescribed certificate of authority shall be given on a form obtained from His Majesty's Stationery Office, and every prescribed badge shall be so obtained; and

- (b) every prescribed certificate of authority shall be authenticated, and the general indication on every prescribed badge of the purpose of the collection shall be inserted therein or annexed thereto, in a manner approved by the chief officer of police for the area in respect of which the licence was granted.

7. Every collector shall—

- (a) sign his name on the prescribed certificate of authority issued to him and produce it on the demand of any police constable or of any occupant of a house visited by him for the purpose of collection;
- (b) sign his name on the prescribed badge issued to him and wear the badge prominently whenever he is engaged in collecting; and
- (c) keep such certificate and badge in his possession and return them to a promoter of the collection on replacement thereof or when the collection is completed or at any other time on the demand of a promoter of the collection.

8. No person in the metropolitan police district or the City of London under the age of eighteen years, or elsewhere under the age of sixteen years, shall act or be authorised to act as a collector of money.

9. No collector shall importune any person to the annoyance of such person, or remain in, or at the door of, any house if requested to leave by any occupant thereof.

10.—(1) Where a collector is collecting money by means of a collecting box, he shall not receive any contribution save by permitting the person from whom it is received to place it in a collecting box issued to him by a promoter of the collection.

(2) Where a collector is collecting money by other means than a collecting box, he shall, upon receiving a contribution from any person, forthwith and in the presence of such person enter on a form of receipt in a receipt book issued to him by a promoter of the collection and on the corresponding counterfoil or duplicate the date, the name of the contributor and the amount contributed, and shall sign the form of receipt, the entries and signature being in ink or indelible pencil, and shall hand the form of receipt to the person from whom he received the contribution.

11. Every collector, to whom a collecting box or receipt book has been issued, shall—

- (a) when the collecting box is full or the receipt book is exhausted, or
- (b) upon the demand of a promoter of the collection, or
- (c) when he does not desire to act as a collector, or
- (d) upon the completion of the collection,

return to a promoter of the collection that collecting box with the seal unbroken or that receipt book with a sum equal to the total amount of the contributions (if any) entered therein.

12.—(1) Subject as provided in paragraph (2) of this regulation, a collecting box when returned shall be examined by, and, if it contains money, be opened in the presence of, a promoter of the collection and another responsible person.

(2) Where a collecting box is delivered unopened to a bank, it may be examined and opened by an official of the bank in the absence of a promoter of the collection.

(3) As soon as a collecting box has been opened, the contents shall be counted and the amount shall be entered with the distinguishing number of the collecting box on a list, which shall be certified by the persons making the examination.

(4) Every receipt book when returned and all sums received therewith shall be examined by a promoter of the collection and another responsible person, and the amount of the contributions entered in the receipt book shall be checked with the money and entered with the distinguishing number of the receipt book on a list, which shall be certified by the persons making the examination.

13.—(1) Where the promoter of a collection to whom an order has been granted informs the Secretary of State that he desires to promote an envelope collection, and the Secretary of State is of opinion that the collection is for a charitable purpose of major importance and is suitably administered, the Secretary of State may, if he thinks fit, give permission for the promotion of an envelope collection.

(2) Where an envelope collection is made in accordance with this regulation—

(a) every envelope used shall have a gummed flap by means of which it can be securely closed;

(b) no collector shall receive a contribution except in an envelope which has been so closed; and

(c) these regulations shall have effect subject to the following modifications:—

(i) sub-paragraph (c) of paragraph (1) of regulation 6 shall not apply;

(ii) regulation 10 shall not apply;

(iii) regulations 11 and 12 shall have effect as if each envelope in which a contribution is received were a collecting box;

(iv) in regulation 11 for the words "with the seal unbroken" there shall be substituted the word "unopened";

(v) in paragraph (3) of regulation 12 for the words "As soon as a collecting box has been opened" there shall be substituted the words "As soon as the envelope has been opened" and the words "with the distinguishing number of the collecting box" shall be omitted.

(3) In this regulation "envelope collection" means a collection made by persons going from house to house leaving envelopes in which money may be placed and which are subsequently called for.

14.—(1) The chief promoter of a collection in respect of which a licence has been granted shall furnish an account of the collection to the police authority by which the licence was granted within one month of the expiry of the licence:

Provided that if licences are granted to the same person for collections to be made for the same purpose in more than one police area, a combined account of the collections made in all or any of those police areas may, by agreement between the chief promoter and the respective police authorities, be made only to such of the respective police authorities as may be so agreed.

(2) The chief promoter of a collection in respect of which an order has been made shall furnish an account annually to the Secretary of State so long as the order remains in force, and if the order is revoked a final account shall be furnished within three months of the date of the revocation of the order.

(3) The police authority or the Secretary of State may extend the period within which an account is required to be furnished to the authority or to him, as the case may be, if satisfied that there are special reasons for so doing.

(4) The chief promoter of a collection which is made in connection in whole or in part with a street collection of which an account is required to be furnished to a police authority by regulations made under section 5 of the Police, Factories, etc. (Miscellaneous Provisions) Act, 1916, may, if the said police authority agrees, combine the accounts of the house to house collection, in so far as it is made in connection with the street collection, with the accounts of the street collection, and the amount so included in the combined account shall not be required to form part of the account required to be furnished under paragraph (1) or, as the case may be, paragraph (2) of this regulation, so, however, that in the case of an account furnished under the said paragraph (2) the account shall show, in addition to an account in respect of moneys received from house to house collections not made in connection with a street collection, a statement showing the total proceeds of all combined collections, the total expenses and the balance applied to charitable purposes.

15. The account required by the preceding regulation—

(a) where money has been collected, shall be furnished in the form set out in the Fifth Schedule to these regulations and, where property has been collected and sold, shall be furnished in the form set out in the Sixth Schedule to these regulations, and in either case shall be certified by the chief promoter of the collection and by an independent responsible person as auditor; and

(b) where property (other than money) has been collected and given away or used, shall be furnished in the form set out in the Seventh Schedule to these regulations and shall be certified by the chief promoter and by every person responsible for the disposal of the property collected.

16.—(1) Every account furnished under paragraph (a) of regulation 15 of these regulations shall be accompanied by vouchers for each item of the expenses and application of the proceeds and, in the case of a collection of money, by every receipt book used for the purposes of the collection and by the list referred to in paragraph (2) of regulation 6 of these regulations and the list referred to in regulation 12 of these regulations.

(2) Paragraph (1) of this regulation shall not apply to an account certified by an auditor who is a member of an association or society of accountants incorporated at the date of these regulations or is on other grounds accepted as competent by the authority to which the account is submitted, but where in such a case the vouchers, receipt books and lists mentioned in the said paragraph (1) are not submitted with an account, the chief promoter shall ensure that they are available for three months after the account is submitted and shall, if the authority to which the account was submitted so requires at any time within that period, submit them to that authority.

17. The chief promoter of a collection shall exercise all due diligence to secure that all forms of prescribed certificates of authority and prescribed badges obtained by him for the purposes of the collection are destroyed when no longer required in connection with that collection or in connection with a further collection which he has been authorised to promote for the same purpose. Disposal of disused certificates of authority, etc.

J. Chuter Ede,

One of His Majesty's Principal
Secretaries of State.

Home Office,
Whitehall.

12th December, 1947.

FIRST SCHEDULE

FORM OF CERTIFICATE OF EXEMPTION OF A LOCAL COLLECTION OF A TRANSITORY NATURE

In pursuance of section 1 (4) of the House to House Collections Act, 1939, I hereby certify that I am satisfied that the collection, of which particulars are given below, is for a charitable purpose which is local in character, and is likely to be completed within a short period of time.

Accordingly the provisions of that Act (other than those set forth over-leaf*) will not apply, in relation to a collection made for the purpose and within the locality and period indicated below, to the promoter(s) named below or to any person authorised by him them to act as a collector for the purposes of the collection.

(Signed).....

PARTICULARS OF COLLECTION

Name(s) of promoter(s).

Purpose of collection.

Locality to which collection is to be confined.

Date of commencement of collection.

Date beyond which collection must not continue.

* Sections 5, 6, 8 (4) and 8 (5) of the Act are to be set forth on the back of the certificate.

SECOND SCHEDULE

FORM OF APPLICATION FOR LICENCE

To the Police Authority for (*here insert name of police area*).

In pursuance of section 2 of the House to House Collections Act, 1939, I hereby apply for a licence authorising me to promote the collection, of which particulars are given below.

Date.....

(Signed).....

PARTICULARS OF COLLECTION.

1. Surname of applicant (*in block letters*).
Other names.
2. Address of applicant.
3. Particulars of charitable purposes to which proceeds of collection are to be applied. (Full particulars should be given and, where possible, the most recent account of any charity which is to benefit should be enclosed.)
4. Over what parts of the police area is it proposed that the collection should extend?
5. During what period of the year is it proposed that the collection should be made?
6. Is it proposed to collect money?
7. Is it proposed to collect other property? If so, of what nature? and is it proposed to sell such property or to give it away or to use it?
8. Approximately how many persons is it proposed to authorise to act as collectors in the area of the police authority to which the application is addressed?
9. Is it proposed that remuneration should be paid out of the proceeds of the collection—
(a) to collectors? (b) to other persons?
If so, at what rates and to what classes of persons?
10. Is application being made for licences for collections for the same purpose in other police areas?
If so, to what police authorities?
And, approximately, how many persons in all is it proposed to authorise to act as collectors?
11. Has the applicant, or to the knowledge of the applicant, anyone associated with the promotion of the collection, been refused a licence or order under the Act, or had a licence or order revoked?
If so, give particulars.
12. Is it proposed to promote this collection in conjunction with a street collection? If so, is it desired that the accounts of this collection should be combined wholly or in part with the account of the street collection?

13. If the collection is for a War Charity, state if such charity has been registered or exempted from registration under the War Charities Act, 1940, and give name of registration authority and date of registration or exemption.

THIRD SCHEDULE
FORM OF PRESCRIBED CERTIFICATE OF AUTHORITY

HOUSE TO HOUSE COLLECTIONS ACT

COLLECTOR'S CERTIFICATE OF AUTHORITY

(Here insert name of collector in block letters)

of (here insert address of collector)

is hereby authorised to collect for

(here insert the purpose of the collection)

*in (here insert the area within which the collector is authorised to collect,
being an area within which the collection has been authorised)*

**during the period (here insert the period during which the collector
is authorised to collect, being a period during which the collection has
been authorised)*

Signature of collector—

Signed—

* This entry may be omitted in the case of a collection in respect of which an order has been made.

Regulation 7 is to be set forth on the back of the certificate.

FOURTH SCHEDULE

FORM OF PRESCRIBED BADGE

<i>Front</i>		<i>Back</i>
<div style="border: 1px solid black; border-radius: 10px; padding: 10px; margin: 0 auto; width: 150px;"><div style="text-align: center; border-bottom: 1px solid black; padding-bottom: 5px;">HOUSE TO HOUSE COLLECTIONS ACT</div><div style="text-align: center; border-top: 1px solid black; padding-top: 5px;">AUTHORISED COLLECTOR'S BADGE</div></div>	<div style="display: flex; align-items: center; justify-content: center;"><div style="width: 10px; height: 100px; border-left: 1px solid black; margin-right: 5px;"></div><div style="writing-mode: vertical-rl; transform: rotate(180deg);">3$\frac{1}{2}$"</div></div>	<div style="border: 1px solid black; border-radius: 10px; padding: 10px; margin: 0 auto; width: 150px;"><div style="text-align: center; border-bottom: 1px solid black; padding-bottom: 5px;">Collector's Signature—</div></div>
<div style="display: flex; align-items: center; justify-content: center;"><div style="width: 10px; height: 10px; border-left: 1px solid black; margin-right: 5px;"></div><div style="width: 140px; border-bottom: 1px solid black; margin: 0 auto;"></div><div style="width: 10px; height: 10px; border-left: 1px solid black; margin-left: 5px;"></div></div> <div style="text-align: center;">2$\frac{3}{8}$"</div>		<div style="display: flex; align-items: center; justify-content: center;"><div style="width: 10px; height: 10px; border-left: 1px solid black; margin-right: 5px;"></div><div style="width: 140px; border-bottom: 1px solid black; margin: 0 auto;"></div><div style="width: 10px; height: 10px; border-left: 1px solid black; margin-left: 5px;"></div></div> <div style="text-align: center;">2$\frac{3}{8}$"</div>

FIFTH SCHEDULE

FORM OF ACCOUNT OF EXPENSES, PROCEEDS AND APPLICATION OF PROCEEDS OF COLLECTION OF MONEY

(a) Surname of chief promoter (in block letters).

(b) Other names (in block letters).

Address of chief promoter.

Purpose of collection.

Area to which account relates.

Period to which account relates.

All amounts to be entered *gross*.

PROCEEDS OF COLLECTION		EXPENSES AND APPLICATION OF PROCEEDS	
	£ s. d.		£ s. d.
From collectors, as in lists of collectors and amounts attached hereto.		Printing and stationery	
Bank Interest		Postage	
Other items (if any) :—		Advertising	
.....		Collecting boxes... ..	
.....		Other items (if any) :—	
.....		
		
		Disposal of Balance	
		(insert particulars) :—	
		
		
		
Total		Total	

CERTIFICATE OF CHIEF PROMOTER.

I certify that to the best of my knowledge and belief the above is a true account of the expenses, proceeds and application of the proceeds of the collection to which it relates.

Date.....

(Signed).....

CERTIFICATE OF AUDITOR.

I certify that I have obtained all the information and explanations required by me as auditor and that the above is in my opinion a true account of the expenses, proceeds and application of the proceeds of the collection to which it relates.

Date.....

(Signed).....

Qualifications.....

SIXTH SCHEDULE

FORM OF ACCOUNT OF EXPENSES, PROCEEDS AND APPLICATION OF PROCEEDS OF
COLLECTION OF PROPERTY SOLD OR COLLECTED FOR SALE.

(a) Surname of chief promoter (*in block letters*).

(b) Other names (*in block letters*).

Address of chief promoter.

Purpose of collection.

Area to which account relates.

Period to which account relates.

CASH ACCOUNT

All amounts to be entered *gross*.

MONETARY RECEIPTS		EXPENSES AND APPLICATION OF MONETARY RECEIPTS		
	£ s. d.		£ s. d.	£ s. d.
Amount obtained during period of account by sales of property col- lected.		Items of expense incurred during period of ac- count, <i>other than</i> ex- penses incurred for the purpose of converting property collected into cash, viz. :—		
Bank Interest		
Other items (if any) :—			
.....			
.....			
.....			
		Items of expense incurred during period of ac- count for the purpose of converting property collected into cash, viz. :—		£
			
			
			
			
		Disposal of Balance (in- sert particulars) :—		£
			
			
			£
Total ...		Total ...		

VALUATION OF PROPERTY COLLECTED.

Estimated value of property collected during period of
account

If the estimated value is not equal to the difference between the " amount obtained by sales of property collected " and the total of the " items of expense incurred during period of account for the purpose of converting property collected into cash ", as stated in the cash account, an explanation should be given.

CERTIFICATE OF CHIEF PROMOTER.

I certify that to the best of my knowledge and belief the above is a true account of the expenses and the value and application of the proceeds of the collection to which it relates, and that none of the property to which it relates has been disposed of otherwise than by sale, unless found useless and destroyed or otherwise disposed of as rubbish.

Date..... (Signed).....

CERTIFICATE OF AUDITOR.

I certify that I have obtained all the information and explanations required by me as auditor and that the above is in my opinion a true account of the monetary receipts and expenses and application of the monetary receipts of the collection to which it relates.

Date..... (Signed).....

SEVENTH SCHEDULE

FORM OF ACCOUNT OF COLLECTION OF PROPERTY (OTHER THAN MONEY) GIVEN
AWAY, USED OR COLLECTED FOR GIVING AWAY

(a) Surname of chief promoter (*in block letters*).

(b) Other names (*in block letters*).

Address of chief promoter.

Purpose of collection.

Area to which account relates.

Period to which account relates.

I certify that to the best of my knowledge and belief all property collected in the collection of which particulars are given above (unless found useless and destroyed or otherwise disposed of as rubbish) has been given away or used for charitable purposes as follows:—

(*Here insert particulars of disposal of property collected.*)

(Signed) Chief promoter.

.....
.....
.....

Date

I further certify that the above certificate has been signed by every person responsible for the disposal of the property collected.

Date..... (Signed).....
Chief promoter.



PUBLIC CHARITABLE STREET COLLECTION APPLICATION POLICE, FACTORIES & c(MISCELLANEOUS PROVISIONS)ACT 1916s5

Please complete in black ink and block capitals (except for signatures). **NB: Full details of three individuals jointly responsible for the collection must accompany this application. Section 11 overleaf must be completed. Permits are issued for Tuesdays or Fridays**

1. Name and Address of Society, Committee or Body <i>(To which permit may be forwarded)</i>	Tel No: Email Address:
2. a) Name & Address of Charity or Fund to benefit: b) Name of Secretary or chief executive officer:	
3. Objects of the Charity or Fund: <i>(If first time collection within the City of London the last audited annual statement of accounts and literature concerning the aims and objectives of the organisation must be provided in support of this application together with the last accounts of a similar collection if held in another area).</i>	Registered Charity No:
4. a) Proposed date of collection: b) Is it proposed that the collection be held in connection with a procession and for one or more of the special permissions referred to in the provisos to Regulations 8, 11 & 12	
5. Proposed location of collection: <i>(Specify area or whole of City of London)</i>	
6. State other authorities to which you have previously made application to collect for the same purpose	
7. a) Method of proposed collection: b) Number of collectors:	
8. Payments (if any) to be made to persons connected with the promotion or conduct of the collection including the Name & Address of each recipient and the amount to be paid in each case from the proceeds. <i>(NB Such payments are normally prohibited. See Regulations 17(1) & (2) . These expenses are generally funded by donations or central funds).</i>	
9. a) Distribution of proceeds to charity or fund: b) Estimated deduction of expenses: <i>(See Notes of Guidance regarding expenses)</i>	
10. Have any of the applicants or anyone associated with the promotion of the collection been refused or had a licence or permit revoked?	Yes/No <i>(Delete as appropriate)</i> If Yes, please supply full details on a separate sheet.

Applicants not directly in the employ of the benefiting charity or fund must provide an authorisation letter from the relevant organisation giving them permission to promote a street collection on their behalf within the City of London on the date nominated.

NB: Please complete section 11 overleaf and return completed application form and supporting documents to: **City of London Corporation, Licensing, PO Box 270, Guildhall, London EC2P 2EJ SDA** not later than the first day of the month preceding that in which it is proposed to commence the collection.

CHIEF PROMOTER DETAILS

This section must be completed by the three individuals jointly responsible for the collection

1st APPLICANT

Give your permanent address in the United Kingdom

Mr/Mrs/Miss/Ms or Title:		Home Address	
Surname:			
First Names:			
Maiden/Former Names:		Post Town	Post Code
Male/Female:	Height	Daytime Tel. No:	
Date of Birth:		Email address:	
Town of Birth:		I declare that I have checked the details I have given and to the best of my knowledge they are correct. I have also read the Regulations concerning public charitable collections and I am entitled to the permit for which I apply.	
Country of Birth:			
		Sign Here	Date
CONVICTIONS		Only complete this section if applicable and in accordance with the Rehabilitation of Offenders Act 1974. Use a separate sheet if necessary	
Date of Conviction	Court	Offence	Sentence or fine

2nd APPLICANT

Give your permanent address in the United Kingdom

Mr/Mrs/Miss/Ms or Title:		Home Address	
Surname:			
First Names:			
Maiden/Former Names:		Post Town	Post Code
Male/Female:	Height	Daytime Tel. No:	
Date of Birth:		I declare that I have checked the details I have given and to the best of my knowledge they are correct. I have also read the Regulations concerning public charitable collections and I am entitled to the permit for which I apply.	
Town of Birth:			
Country of Birth:		Sign Here	Date
CONVICTIONS		Only complete this section if applicable and in accordance with the Rehabilitation of Offenders Act 1974. Use a separate sheet if necessary	
Date of Conviction	Court	Offence	Sentence or fine

3rd APPLICANT

Give your permanent address in the United Kingdom

Mr/Mrs/Miss/Ms or Title:		Home Address	
Surname:			
First Names:			
Maiden/Former Names:		Post Town	Post Code
Male/Female:	Height	Daytime Tel. No:	
Date of Birth:		I declare that I have checked the details I have given and to the best of my knowledge they are correct. I have also read the Regulations concerning public charitable collections and I am entitled to the permit for which I apply.	
Town of Birth:			
Country of Birth:		Sign Here	Date
CONVICTIONS		Only complete this section if applicable and in accordance with the Rehabilitation of Offenders Act 1974. Use a separate sheet if necessary	
Date of Conviction	Court	Offence	Sentence or fine

The Local Authority is empowered to refuse to grant or to revoke a licence for specified offences. The information supplied is subject to the provisions of the Data Protection Act 1984 and may only be used in connection with this public charitable collection application.

Declaration: Persons giving false information to obtain a permit can be prosecuted.



PUBLIC CHARITABLE STREET COLLECTION ACCOUNTS SCHEDULE 2 FORM OF STATEMENT

Name & Address of Society, Committee or Body to whom the permit for the collection was granted (Chief Promoter):

Name of Charity/Fund to benefit:

Date of Collection:

Show NIL entries Proceeds of collection	Amount	Total	Show NIL entries Expenses and application of proceeds	Amount	Total
From collecting boxes			Printing & Stationary		
			Postage		
			Advertising		
			Collecting boxes		
			Badges or other emblems		
			Other items (Specify items separately)		
			Payments referred to in reg. 17(2)		
			Disposal of balance (insert particulars)		
Total	£	£	Total	£	£

(If the expenses of the collection were defrayed otherwise than from the proceeds of the collection - either wholly or in part - the particulars of the amount should be inserted on both sides of the Account, i.e. in the "Proceeds" column and as an item of "Expenses").

Certificate of two of the persons who applied for the permit: We certify that to the best of our knowledge and belief the above is a true account of the proceeds, expenses and application of the proceeds of the collection.

Signature Chief Promoter (1):

Chief Promoter (2):

Date:

Certificate of Accountant (or other responsible person referred to in regulation 18(1)(a):

I certify that I have obtained all the information and explanations required by me and that the above is in my opinion a true account of the proceeds, expenses and application of the proceeds of the collection.

Accountant Signature:

Qualifications:

Date:

Name:

Address:

Tel No:

(In block capitals)



No..... of.....

Collection date:

I certify to the best of my knowledge and belief the under mentioned is a true account of monies deposited in each box

Promoter Signature: Tel No:

Witness Signature: Date:

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CHRISTMAS CAROLS PUBLIC CHARITABLE COLLECTION APPLICATION POLICE, FACTORIES &c (MISCELLANEOUS PROVISIONS) ACT 1916 s 5

The Local Authority is empowered to refuse to grant or to revoke a Certificate for specified offences. The information supplied is subject to the provisions of the Data Protection Act 1984 and may only be used in connection with this public charitable collection application.

Declaration: Persons giving false information to obtain a certificate can be prosecuted.

This section should be completed by the Chief Promoter in black ink and block capitals (except for signature)

1. APPLICANT

Mr/Mrs/Miss/Ms or Title:	UK Home Address:
Surname:	
First Names:	
Maiden/Former Names:	Post Town: Post Code:
Male/Female: Height	Email address:
Date of Birth:	Daytime Tel. No:
Town of Birth:	<i>I declare that I have checked the details I have given and to the best of my knowledge they are correct. I have also read the Regulations concerning public charitable collections and I am entitled to the Certificate for which I apply.</i>
Country of Birth:	

CONVICTIONS

Sign Here

Date

Date of Conviction

Only complete this section if applicable and in accordance with the Rehabilitation of Offenders Act 1974. Use a separate sheet if necessary

	Court	Offence	Sentence or Fine
2. a) Name & Address of Charity or Fund to benefit: b) Name of Secretary or chief executive officer: c) Estimated deduction of expenses:			

3. Objects of the Charity or Fund:

(If first time collection within the City of London the last audited annual statement of accounts and literature concerning the aims and objectives of the organisation must be provided in support of this application together with the last accounts of a similar collection if held in another area)

4. a) Proposed date of collection:

b) Proposed time of collection:

c) Proposed location of collection:

Registered Charity No:

5. a) Total number of participants:

b) Number of collectors:

6. Specify whether:

Carol Singing only/Carol Playing/Taped Music

7. SPECIFY:

a) No persons under 16 years acting as collectors

b) Number of persons 14 to 16 years acting as collectors and confirm each will be accompanied by an able bodied adult

Applicants not directly in the employ of the benefiting charity/fund must provide an authorisation letter from the relevant organisation giving them permission to promote a carol collection on their behalf within the City of London on the date nominated.

NB: Please return completed application form and supporting documents to: City of London Corporation, Licensing, P O Box 270, Guildhall, London, EC2P 2EJ not later than the first day of the month preceding that in which it is proposed to commence the collection.

Committee(s)	Dated:
Licensing	25 October 2017
Subject: Club Soda Update	Public
Report of: Director of Markets and Consumer Protection	For Information
Report author: Peter Davenport - Licensing	

Summary

This report outlines the actions taken in order to ascertain whether £40k can be spent from Night Time Levy monies to extend the work undertaken in the City of London by Club Soda.

As a result of submitting the necessary documentation a decision was taken in order to fund Club Soda for another twelve months.

Recommendation(s)

Members are asked to:

Note the report

Main Report

1. A presentation was made before this committee on Wednesday 26 July 2017 from Laura Willoughby of Club Soda. The presentation detailed the actions Club Soda had taken in the previous year during their contract period with the City Corporation. Their contract ended in April 2017.
2. The presentation also discussed the objectives and outcomes for an extension to that contract during 2017/2018 and included increasing the number and type of venues on the guide and improving engagement with members of the public, customers and businesses.
3. The Club Soda project in the City of London is alleged to be building a reputation within local government for innovation. It was noted that the GLA is interested in how the project ideas can dovetail with new Night-time Economy plans and would like to be able to continue to promote the partnership as a piece of pioneering work.

4. Members were asked to support the project for a further twelve months at a cost of £40,000 to be taken from the Night Time Levy.
5. Before making a decision it was requested that Club Soda present a written business plan detailing the future work to be carried out. Further, some Members wanted the Licensing Committee to have sight of at least one year's accounts. Following receipt of the requested information a decision to extend Club Soda's contract would be taken by the Chairman, Deputy Chairman and Director of Markets and Consumer Protection.
6. The requested information, including the latest agreed business accounts for Club Soda, was duly received. Further outcomes for 2017/18 include:
 - Increase number of listed City of London venues to 200
 - Carry out a month of high impact public-facing promotional activity
 - Engage 5 large employers in 'mindful drinking' with their staff.
 - Conduct a program of four events in 2017/2018
 - Visit 250 premises
7. To achieve these outcomes much work is to be carried out in the background including:
 - Further dovetailing the mindful drinking guide with Safety Thirst
 - Re-assessing the questionnaire to provide, as a feedback from premises and customers, a list of brands sold.
 - Provide different question sets for different types of venues
 - Allow search criteria to be altered to permit premises to be searched by brand and/or score
 - Work with the City Corporation's communication team to gain as much publicity as possible (11 articles in 2016/17)
 - Provide promotional material to 'signed up' premises
8. As a result of receiving the additional information requested the Chairman, Deputy Chairman and Director of Markets and Consumer Protection have agreed to fund Club Soda for a further twelve months.

Corporate & Strategic Implications

9. There are no corporate and strategic implications.

Financial Implications

10. As some of the work to be carried out by Club Soda does not include premises that supply alcohol after midnight, a portion of the cost relating to 'non-levy' premises will be met from the Licensing local risk budget.

Background Papers

- Licensing Committee Report and Minutes – 26 July 2017

Peter Davenport

Licensing Manager

T: 020 7332 3227

E: peter.davenport@cityoflondon.gov.uk

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Committee(s)	Dated:
Licensing	25 October 2017
Subject: Delegated decisions of the Director of Markets and Consumer Protection pertaining to premises licences.	Public
Report of: Director of Markets and Consumer Protection	For Information
Report author: Peter Davenport - Licensing	

Summary

This report details the premises licences, and variations to premises licences, granted under the Licensing Act 2003 by the Licensing Service from 1 July 2017 to 30 September 2017. 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 gives a summary of the enforcement action taken under the Licensing Act 2003 between 1 July 2017 to 30 September 2017. This report also presents data from the 'traffic light' risk scheme introduced within the City of London on 1 April 2013. The data covers the period 1 March 2017 to 31 August 2017.

Recommendation(s)

Members are asked to:

Note the report

Main Report

1. Pursuant to the instructions from your committee, I attach for your information a list detailing 'premises licence' applications (Appendix I) and variations (Appendix II) granted by the Licensing Service between 1 July 2017 to 30 September 2017. Each of these appendices contains 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 II.
3. Any questions of detail concerning premises licences can be obtained from the Corporation's public register which can be found on:

<http://www.cityoflondon.gov.uk/business/licensing/alcohol-and-entertainment/Pages/Search-the-public-register.aspx>.

or by contacting Peter Davenport, Licensing Manager, on extension 3227 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 III). The table in Appendix III 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.
5. Appendix III provides data from 1 July 2017 to 30 September 2017.
6. Licensing Officers undertake routine enforcement visits checking 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 also in response to complaints. The Departmental Policy Statement on Enforcement is followed prior to escalating action and taking legal proceedings.
7. The Departmental Policy Statement on Enforcement 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.
8. 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.
9. This report details data produced from the 'traffic light' risk scheme for the period of 1 March 2017 to 31 August 2017. Only one premises has a sufficient number of points to be classified as 'red' and no premises have sufficient points to be classified as 'Amber'. Further details can be seen in Appendix IV.
10. 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 Walbrook Wharf.
11. The Memorandum of Understanding (MoU) between the City of London Police and the Markets and Consumer Protection Department agreed in November 2011 outlines specific arrangements for cooperation between the Licensing Teams.

12. The other City Corporation Department that is routinely involved in enforcement is the Department of the Built Environment (DoBE). 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.
13. 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.
14. 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

15. There are no financial, legal or strategic implications that arise from this report.

Appendices

- Appendix 1 – New Licence Applications issued between 1 July 2017 to 30 September 2017
- Appendix 2 – Applications to vary a licence issued between 1 July 2017 to 30 September 2017
- Appendix 3 - Enforcement Action carried out between 1 July 2017 to 30 September 2017 (Including complaints received)
- Appendix 4(Non-Public) – Premises reaching red and amber on the risk scheme between 1 March 2017 and 31 August 2017.

Background Papers

None

Peter Davenport

Licensing Manager

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Appendix I

New Licence Applications Issued by way of Delegated Authority (1 July 2017 –30 September 2017)

Name	Address	Ward	Details
Homeslice	1-5 Bloomberg Arcade	Cordwainer	A, L, (a), (b), (e) 23:30
Beer Hawk	14 Gravel Lane	Portsoken	A 20:00
Scarpetta	15 Bishopsgate	Cornhill	A 23:00
Island Poke	42 Broadgate Circle	Bishopsgate	A, L, (f) 01:00
Oracle	5 New Street Square	Castle Baynard	A 23:00
UK Finance	1 Angel Court	Broad Street	A 23:00
Pilpel	21 Lime Street	Langbourn	A 23:00
Badolina	21 Lime Street	Langbourn	A 23:00
Koya	1-5 Bloomberg Arcade	Cordwainer	A, L, (a),(b),(e),(f) 23:30
Mangia Siciliano	17 Bloomfield Street	Broad Street	A 23:00
The Parcel Office	Liverpool St Mezzanine	Bishopsgate	A, L 00:30
Konditor & Cook Ltd	30 St Mary Axe	Aldgate	A 23:00
Pizza Rossa	1 Leadenhall Street	Lime Street	A, (a), (e), (f) 23:00

Total Licences Issued = 13

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

WARD	No.		
Aldgate	1	Cornhill	1
Bishopsgate	2	Langbourn	2
Broad Street	2	Lime Street	1
Castle Baynard	1	Portsoken	1
Cordwainer	2		

Conditions Applied to Licences Granted by way of Delegated Authority

Homeslice

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. 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.

Beer Hawk

1. The premises shall maintain a CCTV system which will focus on points of entry and in respect of which recordings shall be stored for a minimum period of 31 days with date and time stamping.

2. Where the sale or supply of alcohol is taking place employees of the premises must request sight off evidence of the age of any person appearing to be under 25 years of age (Challenge 25). Such evidence may include driving licence, passport or PASS card).

Scarpetta

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. Alcohol shall only be sold to a person sitting down eating a meal and for consumption with that meal.

3. There shall be no sale of alcohol in unsealed containers for consumption off the premises.

Island Poke

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.

3. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.

Oracle

1. There shall be no sale of alcohol in unsealed containers for consumption off the premises.

2. A CCTV system will be maintained covering the 7th floor reception area. Images will be retained for at least 31 days and made available upon request to the Police or authorised officers of the licensing authority.

UK Finance

None

Pilpel

1. The premises shall install and maintain a comprehensive CCTV system. 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. Access to the system must be made available to an authorised officer on request.

2. There shall be no sale of alcohol in unsealed containers for consumption off the premises.

Badolina

1. The premises shall install and maintain a comprehensive CCTV system. 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. Access to the system must be made available to an authorised officer on request.

2. There shall be no sale of alcohol in unsealed containers for consumption off the premises.

Koya

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.

Mangia Siciliano

None

The Parcel Office

1. A CCTV system shall be installed and maintained at the premises. Recordings will be available for inspection by the Police and Licensing Authority and will be retained at the premises for a minimum of 31 days.
general public.

Konditor & Cook

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. There shall be no sale of alcohol in unsealed containers for consumption off the premises, save to any external seating area.

Pizza Rossa

1. The premises shall install and maintain a digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points, will be covered. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 16 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 between 23:00 and 07:00 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.

Appendix II

Licence Variations Issued by way of Delegated Authority (1 Jul 17 -30 Sep 17).

Name	Address	Ward	Variation
Tempio	3-7 Temple Avenue	Castle Baynard	<ul style="list-style-type: none"> Change of layout and extension of licensed area.
Paul Patisserie	25 Old Broad Street	Cornhill	<ul style="list-style-type: none"> Extension of licensed area to include Paul 'Kiosk'.
Pizza Express	20-22 Leadenhall Mkt	Langbourn	<ul style="list-style-type: none"> Vary layout of premises and extend licensed area to include Mezzanine floor.
Flavour Garden	70 Mark Lane	Tower	<ul style="list-style-type: none"> Extend terminal hour for alcohol sales from 23:00 to 01:00 Extend terminal hour for live & recorded music and LNR from 23:00 to 01:00
Mac and Wild	Devonshire Square	Bishopsgate	<ul style="list-style-type: none"> Extend licensed area to include outside area from 12:00 to 22:00.
Rocket	6 Adam's Court	Cornhill	<ul style="list-style-type: none"> Refurbishment and re-positioning of bar
Randy's Wing Bar	30-33 minories	Tower	<ul style="list-style-type: none"> Removal of condition limiting alcohol to be served by waiter only Off sales to be permitted (primarily for use on pending T&C application)

Total Number of Variations = 7

Number of Licences by Ward

WARD	No.
Bishopsgate	1
Castle Baynard	1
Cornhill	2
Langbourn	1
Tower	2

Conditions Applied to Licences Granted by way of Delegated Authority

Tempio

None

Paul Patisserie

None

Pizza Express

None

Flavour Garden

None

Mac and Wild

None

Rocket

None

Randy's Wing 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 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 between 23:00 and 07:00 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 Sales of alcohol for consumption off the premises shall only be supplied with a meal

Personal Licences Issued by way of Delegated Authority

1 July 2017 – 30 September 2017

7

Enforcement Action Carried out Under the Licensing Act 2003 1 July 2017 – 30 September 2017

Total Number of Inspections	58
Number of Warning Letters	3
Number of Premises advised	27
Number of simple cautions	0
Number of suspension notices	19
Licence lapsed*	0
'Dead' Suspensions**	4
'Live' Suspensions***	15
Under determination	0

*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 1 July 2017 and 30 September 2017

Outcome Code

No action possible - Complaint unsubstantiated

Resolved Informally - Complaint justified but not statutorily actionable - informal action taken results in satisfactory outcome.

Resolved / Compliance - Complaint justified and statutorily actionable; formal or informal action taken results in satisfactory outcome.

Unresolved - Noise not reduced or controlled, nor have preventive measures to prevent recurrence been implemented.

Complaints received between 01/07/2017 and 30/09/2017

<u>Details</u>	<u>Time</u>	<u>Date</u>	<u>Outcome</u>	<u>Ward</u>
37 Jewry, 37 Jewry Street, EC3N 2ER				
Loud music	02:45	28/08/2017	Case still in progress	Tower
All Bar One, 16 Byward Street, EC3R 5BA				
Delivery noise	06:06	21/08/2017	Resolved Informally	Tower
Ask for Janice, 50-52 Long Lane, EC1A 9EJ				
Noise and Odour outbreak from kitchen extract	13:17	22/08/2017	Case still in progress	Farringdon Within
Barbican Arts Centre, Silk Street, EC2Y 8DS				
Fan Extract	12:21	05/09/2017	Referred to other services	Cripplegate
Bird of Smithfield, 26 Smithfield Street, EC1A 9LB				
Music breakout	00:47	15/07/2017	Resolved informally	Farringdon W/out
Centre Newsagents, 63 Cannon Street, EC4N 5AA				
Shredding truck	11:15	25/09/2017	No action possible	Cordwainer
Disappearing Dining Club, 24-26 Newbury Street, EC1A 7HU				
Noise breakout	10:37	03/08/2017	Resolved informally	Farringdon Within
Drapers Hall, Throgmorton Avenue, EC2N 2DQ				
Air conditioning unit	17:31	09/08/2017	Resolved informally	Broad Street
Honest Burgers, 67 Lombard Street, EC3V 9LJ				
Loud music	13:05	24/08/2017	Case still in progress	Langbourn
La Piazzetta, 5 White Kennett Street, E1 7BS				
Noise outbreak	11:56	20/07/2017	Case still in progress	Portsoken
Merchant house of Fleet Street, 8 Bride Court, EC4Y 8DU				
Loud music	22:53	12/07/2017	No action possible	Castle Baynard
Mingo Argentine Steakhouse, 67-69 Watling Street, EC4M 9DD				
Loud music	11:10	02/07/2017	Resolved informally	Cordwainer
Pret a Manger, 192 Bishopsgate, EC2M 4NR				
Night time deliveries	11:29	25/08/2017	Case still in progress	Bishopsgate
Simmons Bar, 20 Widegate Street, E1 7HP				
Loud music	23:10	21/09/2017	Case still in progress	Bishopsgate
Noise outbreak	23:46	08/09/2017	Resolved informally	Bishopsgate
The Cockpit, 7 St Andrew's Hill, EC4V 5BY				
Loud music	16:32	01/09/2017	No Action Possible	Farringdon Within
The Listing, Cannon Green Building, 27 Bush Lane, EC4 0AN				
Music outbreak	21:00	27/07/2017	Resolved informally	Dowgate
The Pregnant Man, 40 Chancery Lane, WC2A 1JA				
Noise outbreak	10:06	24/07/2017	Resolved informally	Farringdon W/out
The Watch House, 92 Fetter Lane, EC4A 1EP				
Music breakout	17:50	20/09/2017	Case still in progress	Farringdon W/out

No of complaints = 19

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of the Local Government Act 1972.

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of the Local Government Act 1972.

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