



LICENSING (HEARING) SUB COMMITTEE

Date: MONDAY, 11 SEPTEMBER 2023

Time: 10.00 am

**Venue: COMMITTEE ROOMS, 2ND
FLOOR, WEST WING, GUILDHALL**

APPLICANT:

Hammer Holdings Limited, 2 Omega Place, London, N1 9DR

PREMISES:

Urban Retreat, 18-19 Long Lane, London, EC1A 9PL

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LICENSING SUB COMMITTEE PROCEDURE FOR PUBLIC HEARINGS

1. This procedure shall apply to all public hearings conducted under the provisions of the Licensing Act 2003.
2. Public hearings conducted under the provisions of the Licensing Act 2003 shall take the form of a discussion led by the licensing authority. Cross-examination will be permitted when the Sub Committee considers it to be required. The conduct of hearings shall be broadly based, subject to the discretion of the Sub Committee, on the points set out below.
3. At the start of the hearing the Chairman of the Sub Committee will introduce himself and other Members of the Sub Committee as well as the City Corporation officers present. Anyone making representations will then be asked to introduce themselves and anyone accompanying them. The applicant will then do likewise.¹
4. The Chairman will then explain the purpose of the hearing and the procedure to be followed at the hearing. The Sub Committee will then make any rulings necessary in respect of requests for witnesses to heard in support of any of the parties making representations or the applicant.
5. Those making representations will then be invited to present their case. Repetition will not be permitted. Equal time will be offered to the applicant and those making representations. Where there is more than one party making representations and/or calling witnesses in support consideration should be given to having one spokesman on behalf of all parties so as to avoid repetition. Although the use of a spokesman will be encouraged by the Sub Committee, the decision rests with those parties making representations.
6. In the event of disorder or persistent disregard of the authority of the Chair, the Chairman may suspend or adjourn the hearing, or require that the person(s) causing disorder or showing disregard leave the hearing.
7. In the event that the Sub Committee has decided that cross-examination will be permitted, the applicant will be invited to ask questions of the party(s) making representations and their witnesses (if any). The party(s) making representations and any witnesses giving evidence in support will then answer any questions put to them by members of the Sub Committee.
8. The applicant will then be invited to present their case and call any witnesses in support of their application. The applicant will be entitled to the same period of time to present his case as those making representations were afforded.

¹ In hearings where a licence is being reviewed, references in this procedure to ‘applicant’ should be read as references to the licence holder and references to ‘those making representations’ should be read as references to those applying for the review.

9. In the event that the Sub Committee has decided that cross-examination will be permitted, those making representations will be invited to ask questions of the applicant and their witnesses (if any). The applicant and any witnesses giving evidence in support will then answer any questions put to them by members of the Sub Committee.
10. The Chairman will ask all parties if there is anything else they would like to add in support of their respective cases.
11. Those making representations will then be invited to make closing submissions followed by the applicant.
12. The Sub Committee will then retire to consider their decision. They may call for assistance by the representatives of the Town Clerk and/or the Comptroller & City Solicitor but those persons will play no part in the decision-making process.
13. In due course, the Sub Committee will return to announce their decision or to inform those present when the decision will be given.

Committee(s): Licensing Sub-Committee	Hearing Date(s): 11/09/2023	Item no.
Subject	Licensing Act 2003 - Public Hearing in Respect of an Application for the Grant of a Premises Licence	
Name of Premises	Urban Retreat	
Address of Premises	18-19 Long Lane, London, EC1A 9PL	
Report of: Bob Roberts – Interim Executive Director, Environment		Public
Ward (if appropriate): Farringdon Within		

1. Introduction and Purpose

- 1.1. The purpose of this sub-committee is to consider and determine, by public hearing, an application for the grant of a premises licence under the provisions of the Licensing Act 2003, taking into consideration the representations of responsible authorities, as detailed in paragraph 3, together with policy considerations detailed in paragraph 7 of this report.

- 1.2. The decision of the sub-committee must be made with a view to promoting one or more of the four licensing objectives, namely:
 - the prevention of crime and disorder
 - public safety
 - the prevention of public nuisance
 - the protection of children from harm

2. Summary of Application

- 2.1 An application made by:

Hammer Holdings Limited, 2 Omega Place, London, N1 9DR

was received by the City of London licensing authority on 17 July 2023 for the grant of a premises licence in respect of the premises:

Urban Retreat, 18-19 Long Lane, London, EC1A 9PL

- 2.1. Full details of the application can be seen as Appendix 1.
- 2.2. The proposed application is a beauty, health and wellbeing space, with educational elements (classrooms etc) and a food and drink offer.
- 2.3. The application seeks permission for:
 - a) the sale of alcohol for consumption on and off the premises
- 2.4. The hours applied for each activity in the application are shown in column 2 of the table below.

<u>Activity</u>	<u>Proposed licence application</u>
Supply of alcohol for consumption on and off the premises	Mon-Sun 11:00-23:00
Opening Hours	Mon-Sun 07:00-23:30

3. Representations

Representations from ‘Other Persons’

- 3.1 There are 2 representations from ‘other persons’. The main contention of these representations is that granting the application would adversely impact the ‘prevention of public nuisance’ licensing objective. They highlight the close proximity of the premises to their residence, and that the windows and terrace from the premises directly overlooks their home.
- 3.2 These representations can be seen in full as Appendix 2 (a) and Appendix 2 (b).
- 3.3 There are no representations from any ‘responsible authorities’ in respect of this application, though both the City of London Planning Team and the City of London Environmental Health Pollution Team commented on the application highlighting planning conditions relevant to the application. These comments can be seen as Appendix 2 (c) and 2 (d).

4. Conditions

Conditions drawn from the Operating Schedule

- 4.1 The operating schedule submitted with the applications suggests steps intended to be taken to promote one or more of the four licensing objectives. Conditions that are consistent with the steps described in the operating schedule and appropriate for the promotion of the licensing objectives can be included on the premises licence. A summary of such conditions is attached as Appendix 3. Where the condition has a similar effect as one from the Corporation's pool of model conditions, this has been indicated.

Conditions agreed with Responsible Authorities

- 4.2 On 25th July 2023, after some discussion between the applicant and the City of London Licensing Team, the applicant agreed two conditions relevant to the concerns and comments made by the City of London Planning Team and City of London Environmental Health Pollution Team. These agreed conditions are also shown in Appendix 3.
- 4.3 On 27th July 2023, after some discussion between the applicant and the City of London Police Licensing Team, the applicant agreed three conditions that the Police would wish to see attached to any granted application. These conditions are also shown in Appendix 3.

5 Licensing/Planning History of Premises

- 5.1 Conditional planning permission was granted in 2021 for a "Change of use from education use (Class F1) to office use (Class E), office/retail use at ground floor (Class E) and retention of basement and ground floor retail space for cafe use (Class E), roof extensions (200sq.m GEA), formation of terraces at third and fourth floor level, refurbishment, facade improvements and associated ancillary facilities including plant, refuse storage, cycle storage and all other necessary works."
- 5.2 To be in accordance with the permitted use of the premises, the primary use must be within Class E. Other activities, such as, the sale of alcohol, other licensed activities and the provision of onsite education facilities, can only be undertaken on site if they are ancillary to the primary Class E use. Any activity not ancillary to the primary use would likely constitute a material change of use requiring planning permission.

6 Map and Plans

- 6.1 A map showing the location of the premises, and a document detailing terminal hour for alcohol sales and late-night refreshment, are attached as Appendix 4 (a) and 4 (b).
- 6.2 The plan of the premises can be seen as Appendix 5.

7 Policy Considerations

- 7.1 In carrying out its licensing functions, the Licensing Authority must have regard to its statement of licensing policy and any statutory guidance issued under s 182 of the Licensing Act 2003.

City of London Corporation's Statement of Licensing Policy (2022)

The following pages/sections/paragraphs of the City of London Corporation's Statement of Licensing Policy are particularly applicable to this application.

Pages 15-17 address the licensing objective 'The prevention of crime and disorder' and pages 22-25 address the licensing objective 'The prevention of public nuisance'.

Paragraph 92 states the need to strike a fair balance between the benefits to a community of a licensed venue, and the risk of disturbance to local residents and workers.

Paragraph 92 also states an overriding policy principle namely, that each application will be determined on its individual merits.

Certain aspects of paragraphs 97 – 99 are relevant as they address the need of care when controlling noise from those persons leaving a premises – which can apply equally to staff at the premises.

Paragraph 104 considers various factors that should be taken into account when considering whether any licensable activity should be permitted.

Paragraphs 138-144 (Section 13) state the City of London Corporation's policy on setting conditions which may be applicable dependant on the step(s) taken by members as stated in paragraph nine of this report.

Statutory Guidance

- 7.2 The following sections/paragraphs of the statutory guidance issued under S182 of the Licensing Act 2003 are particularly applicable to this application (revised December 2022):

Chapter 2 of the guidance covers the four licensing objectives. In particular, paragraph 2.15 states that it is, ‘...*important that in considering the promotion of [the public nuisance licensing objective, licensing authorities] focus on the effect of the licensable activities at the specific premises on persons living and working (including those carrying on business) in the area around the premises which may be disproportionate and unreasonable.*’ Also, paragraph 2.16 indicates that the prevention of public nuisance could, in appropriate circumstances include, ‘*the reduction of the living and working amenity and environment of other persons living and working in the area of the licensed premises.*’

Chapter 10 refers to conditions attached to premises licences with paragraph 10.10 stating that, ‘*Conditions should be determined on a case-by-case basis and standardised conditions which ignore these individual aspects should be avoided.*’ To which is added; ‘*Licensing authorities should therefore ensure that any conditions they impose are only those which are appropriate for the promotion of the licensing objectives.*’

8 Summary

- 8.1 The Licensing Authority has a duty under the Licensing Act 2003 to promote the licensing objectives. Each objective has equal importance. In carrying out its licensing functions, the licensing authority must also have regard to its Statement of Licensing Policy, any statutory guidance under the Licensing Act 2003 and is bound by the Human Rights Act 1998. The City of London Corporation must also fulfil its obligations under section 17 of the Crime and Disorder Act 1998 to do all that it reasonably can to prevent crime and disorder in the City of London.

9 Options

- 9.1 The Sub-committee must, having regard to the representations, take such of the following steps as it considers appropriate for the promotion of the licensing objectives:

(a) grant the licence subject to any conditions consistent with the

operating schedule modified to such extent as the Sub-committee considers appropriate for the promotion of the licensing objectives and include the mandatory conditions contained in Ss. 19-21 of the Licensing Act 2003;

- (b) exclude from the scope of the licence any of the licensable activities to which the application relates;
- (c) to refuse to specify a person in the licence as the designated premises supervisor;
- (d) reject the application

For the purposes of paragraph 11.1(a) conditions consistent with the operating schedule are modified if any of them are altered or omitted or any new condition is added

9.2 Where a licensing authority takes one or more of the steps stated in paragraph 9.1 above the applicant, or the holder of the licence and/or a person who made relevant representations in relation to the application, may appeal the decision to the Magistrates' Court. Any appeal must be commenced within 21 days following notification of the decision to the appellant by the licensing authority.

10 Recommendation

10.1 It is therefore RECOMMENDED that your Sub-Committee determine this application for a new premises licence in accordance with paragraph 11 of this report.

Prepared by Robert Breese, Licensing Officer
Robert.breese@cityoflondon.gov.uk

Background Papers

<u>BACKGROUND PAPER</u>	<u>DEPT</u>	<u>FILE</u>
Corporation of London Statement of Licensing Policy (revised Jan 2022)	MCP	3rd Floor Guild Hall
Statutory Guidance – ‘Revised Guidance Issued Under Section 182 Of The Licensing Act 2003’. (December 2022)		Statutory Guidance

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* required information

Section 1 of 21

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

- System reference This is the unique reference for this application generated by the system.
- Your reference You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
- Are you an agent acting on behalf of the applicant? Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.
- Yes No

Applicant Details

- * First name
- * Family name
- * E-mail
- Main telephone number Include country code.
- Other telephone number
- Indicate here if the applicant would prefer not to be contacted by telephone

Is the applicant:

- Applying as a business or organisation, including as a sole trader
- Applying as an individual
- A sole trader is a business owned by one person without any special legal structure. Applying as an individual means the applicant is applying so the applicant can be employed, or for some other personal reason, such as following a hobby.

Applicant Business

- Is the applicant's business registered in the UK with Companies House? Yes No
- Registration number
- Business name If the applicant's business is registered, use its registered name.
- VAT number Put "none" if the applicant is not registered for VAT.
- Legal status

Continued from previous page...

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

Registered Address

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Agent Details

* First name

* Family name

* E-mail

Main telephone number

Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

- An agent that is a business or organisation, including a sole trader
- A private individual acting as an agent

A sole trader is a business owned by one person without any special legal structure.

Agent Business

Is your business registered in the UK with Companies House? Yes No

Note: completing the Applicant Business section is optional in this form.

Is your business registered outside the UK? Yes No

Business name

If your business is registered, use its registered name.

VAT number

Put "none" if you are not registered for VAT.

Legal status

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

Agent Business Address

If you have one, this should be your official address - that is an address required of you by law for receiving communications.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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PREMISES DETAILS

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

Premises Address

Are you able to provide a postal address, OS map reference or description of the premises?

- Address OS map reference Description

Postal Address Of Premises

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Further Details

Telephone number

Non-domestic rateable value of premises (£)

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APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

Confirm The Following

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of His Majesty's prerogative

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NON INDIVIDUAL APPLICANTS

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

Non Individual Applicant's Name

Name

Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

Limited Company

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

Contact Details

E-mail

Telephone number

Other telephone number

* Date of birth

* Nationality

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OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

Beauty, health, wellbeing space with educational elements (classrooms etc.) and a food and drink offer.

Continued from previous page...

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

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PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes No

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PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes No

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PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes No

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PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes No

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PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes No

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PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes No

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PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

Continued from previous page...

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PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

- Yes No

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LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

- Yes No

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SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- Yes No

Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.
(e.g., 16:00) and only give details for the days
of the week when you intend the premises
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

Enter the contact's address

Building number or name

Personal Licence number (if known)

Issuing licensing authority (if known)

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

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ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

None

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HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

Page 21
End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

Continued from previous page...

TUESDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:30"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:30"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:30"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:30"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:30"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="07:00"/>	End	<input type="text" value="23:30"/>
Start	<input type="text"/>	End	<input type="text"/>

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

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LICENSING OBJECTIVES

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

a) General – all four licensing objectives (b,c,d,e)

Continued from previous page...

List here steps you will take to promote all four licensing objectives together.

This is an application for a new licence for Urban Retreat at 18-19 Long Lane.

Urban Retreat currently trades in Knightsbridge using a similar format and layout and with a premises licence.

Essentially it is a beauty, health, wellbeing space with educational elements (classrooms etc.) and a food and drink offer.

There are six trading floors with a variety of activities, as indicated on the plans.

The sale of alcohol will take place in the ground floor café and on the third floor which has a roof terrace and event space.

The application is submitted for all floors in the building to indicate the variety and principal use and also because there may be consumption (e.g. a glass of champagne) in the health and wellbeing areas.

The ground floor café will trade as "Flavours".

The hours are not late, the application is policy compliant and off sales are limited by condition and no entertainment is applied for.

George Hammer, who is a director of the applicant, is a very experienced operator in the hospitality and health and beauty business and has met some of the Responsible Authorities on site to discuss the application prior to submission.

In order to further promote the licensing objectives conditions are offered in relation to CCTV and incident log

b) The prevention of crime and disorder

CCTV

MC01 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.

MC03 An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the City of London Corporation. The log will record the following:

(a)

all crimes reported to the venue

(b)

all ejections of customers

(c)

any incidents of disorder (disturbance caused either by one person or a group of people)

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

(d)

seizures of drugs or offensive weapons

(e)

any faults in the CCTV system or searching equipment or scanning equipment

(f)

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

c) Public safety

Continued from previous page...

Other than for consumption in a designated customer area by customers who are seated off sales of alcohol will only be made in sealed containers.

d) The prevention of public nuisance

See box a), b), c) and e)

e) The protection of children from harm

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 ** 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.

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

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Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

Continued from previous page...

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

Continued from previous page...

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

Section 20 of 21

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

In terms of specific **regulated entertainments** please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
- Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- Live music: no licence permission is required for:
 - o a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - o any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - o any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - o any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Continued from previous page...

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - o any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - o any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - o any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - o any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

Section 21 of 21

PAYMENT DETAILS

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/business_rates/index.htm

Band A - No RV to £4300	£100.00
Band B - £4301 to £33000	£190.00
Band C - £33001 to £87000	£315.00
Band D - £87001 to £125000	£450.00*
Band E - £125001 and over	£635.00*

*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £87001 to £125000	£900.00
Band E - £125001 and over	£1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999	£1,000.00
Capacity 10000 -14999	£2,000.00
Capacity 15000-19999	£4,000.00
Capacity 20000-29999	£8,000.00
Capacity 30000-39999	£16,000.00
Capacity 40000-49999	£24,000.00
Capacity 50000-59999	£32,000.00
Capacity 60000-69999	£40,000.00
Capacity 70000-79999	£48,000.00
Capacity 80000-89999	£56,000.00
Capacity 90000 and over	£64,000.00

* Fee amount (£)

315.00

DECLARATION

Continued from previous page...

* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

* Full name

* Capacity

* Date / /
dd mm yyyy

Once you're finished you need to do the following:

1. Save this form to your computer by clicking file/save as...

2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/city-of-london/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED

OFFICE USE ONLY

Applicant reference number	VC - Urban Retreat, Long Lane
Fee paid	
Payment provider reference	
ELMS Payment Reference	
Payment status	
Payment authorisation code	
Payment authorisation date	
Date and time submitted	
Approval deadline	
Error message	
Is Digitally signed	<input type="checkbox"/>

[1](#) [2](#) [3](#) [4](#) [5](#) [6](#) [7](#) [8](#) [9](#) [10](#) [11](#) [12](#) [13](#) [14](#) [15](#) [16](#) [17](#) [18](#) [19](#) [20](#) [21](#) [Next >](#)

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Pinto, Raquel

Subject: RE: Premises License

From: richardvitolajones
Sent: Monday, August 14, 2023 9:56 AM
To: Breese, Robert <Robert.Breese@cityoflondon.gov.uk>
Cc: M&CP - Licensing <licensing@cityoflondon.gov.uk>
Subject: Re: Premises License

THIS IS AN EXTERNAL EMAIL

Thanks Robert,

I would still like to raise an objection/representation on the grounds of noise, area saturation and close proximity to a school.

Members of the public drinking on the terrace until 10:30pm will most certainly cause disturbance to 3 Hayne Street and the other surrounding buildings.

I do not think selling champagne/alcohol is necessary for a health and well-being centre. The terrace could be used for open air exercise: yoga, Pilates?

Champagne and massage packages leads me to think there will be noisy hen do gatherings on the roof every night.

I would propose that the terrace have privacy fencing/greenery installed.

At the least: the terrace not be used to sell/consume alcohol after 8pm with a dB restriction on ambient music. The premise license to be dependent on the building occupiers business to be predominantly in the health and well-being sector; (I'd be concerned about future occupiers exploiting the license).

With Be at One, Old Red Cow, The Hand and Shears, Fox and Anchor, Simmons, Fabric all so close by: streets regularly littered with broken glass and urinated on, an additional premises license in this saturated area would be a mistake.

Regards,
Richard

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Pinto, Raquel

Subject: FW: Objection to Premises License for 18-19 Long Lane EC1A 9PL

From: Helena Nora Vitola-Jones
Sent: Monday, August 14, 2023 10:49 AM
To: Breese, Robert <Robert.Breese@cityoflondon.gov.uk>
Subject: Objection to Premises License for 18-19 Long Lane EC1A 9PL

THIS IS AN EXTERNAL EMAIL

Dear Robert, thank you for your reply last week and for explaining what this premise license application entails. It is contradictory for a health/spa retreat to promote alcohol use and suggests that they either plan for noisy hen-do parties or to add value to the building by selling it or transforming it into a club. In any way, adding one more premises license in the area is unnecessary and the license in its current form would make our lives unlivable as their north windows on the first, second and third floors are looking directly into our living, sleeping and bathing areas. Drinking public able to access that view would make our lives and our child's life unsafe. Even the use of the terrace for public access is not advisable as it directly overlooks our home.

If they are to be granted a premises license, I would wish that to not extend beyond a bar area on the ground floor and their pavement license for sitting down customers, for reduced hours between 12 noon and 20:00.

18-19 Long Lane is in very close proximity to a primary school.
18-19 Long Lane directly overlooks and is impeding onto a residential building.
There are numerous premises in the area selling alcohol, which already generates an influx of noisy, anti-social public. The streets are littered and urinated on, which does not need to increase.
Health and Wellness sites should neither promote alcohol use nor sell it.

I really hope our objections are taken into account,

Nora Vitola-Jones

Hayne Street
EC1A 9HG

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CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE AND APPROPRIATE FOR THE PROMOTION OF THE LICENSING OBJECTIVES

1. 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 (**similar to MC20**)

CONDITIONS AGREED WITH CITY OF LONDON LICENSING TEAM

1. There is to be no live or recorded music played on the 3rd floor roof terrace.
2. The 3rd floor roof terrace is not to be used by members of the public after 10:30pm on any day.

CONDITIONS AGREED WITH CITY OF LONDON POLICE

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 (**MC01**)

2. An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the City of London Corporation. The log will record the following:

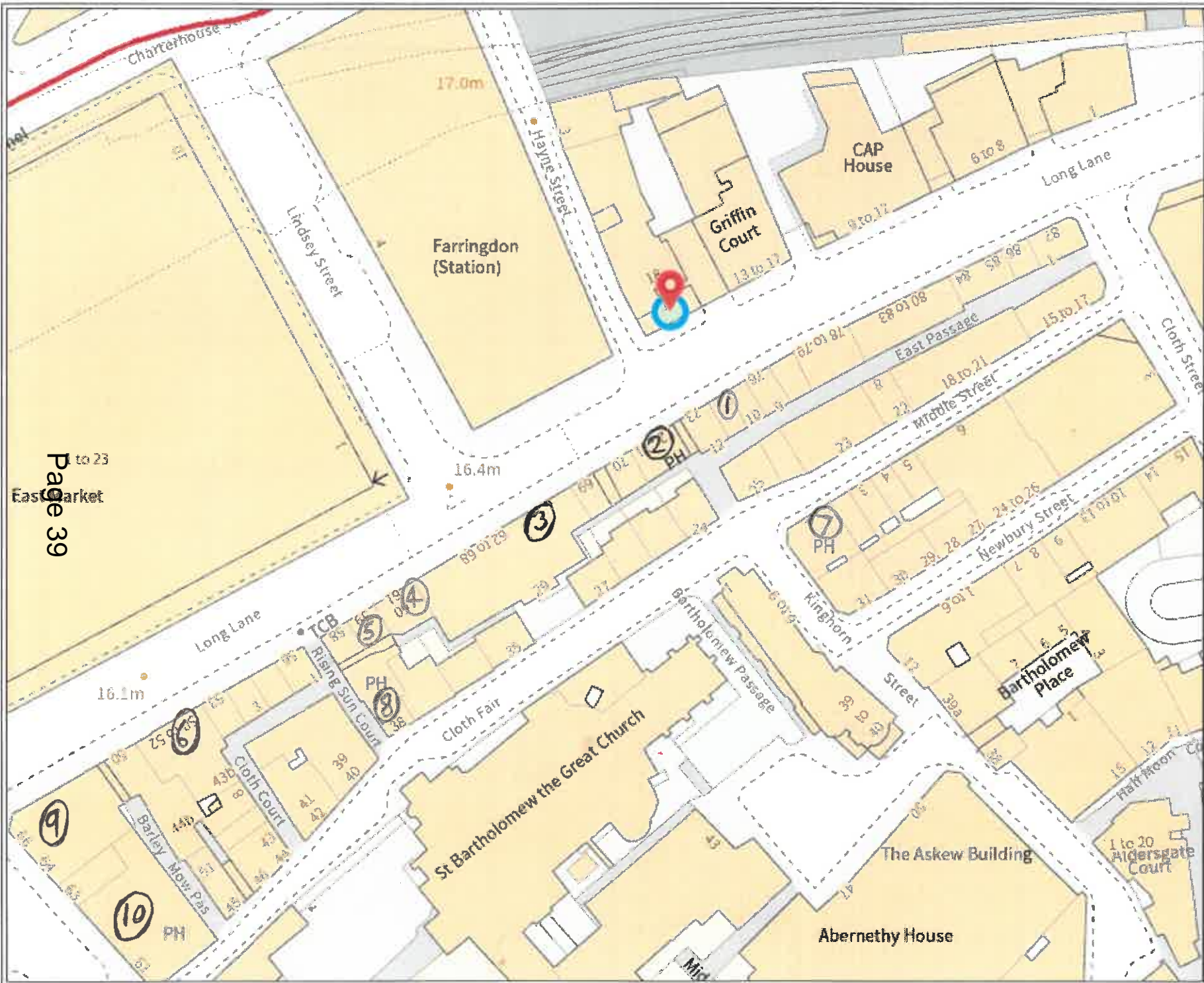
- (a) all crimes reported to the venue
- (b) all ejections of customers
- (c) any incidents of disorder (disturbance caused either by one person or a group of people)

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


- (d) seizures of drugs or offensive weapons
- (e) any faults in the CCTV system or searching equipment or scanning equipment
- (f) any refusal of the sale of alcohol during the hours the premises is licensed to sell it (**MC03**)

3. Other than for consumption in a designated customer area by customers who are seated, off sales of alcohol will only be made in sealed containers.

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Urban Retreat
18-19 Long Lane
EC1A 9PL

 City of London Boundary

Created By:

Date Created
 24 Aug 2023



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to 23
 East Market
 Page 39

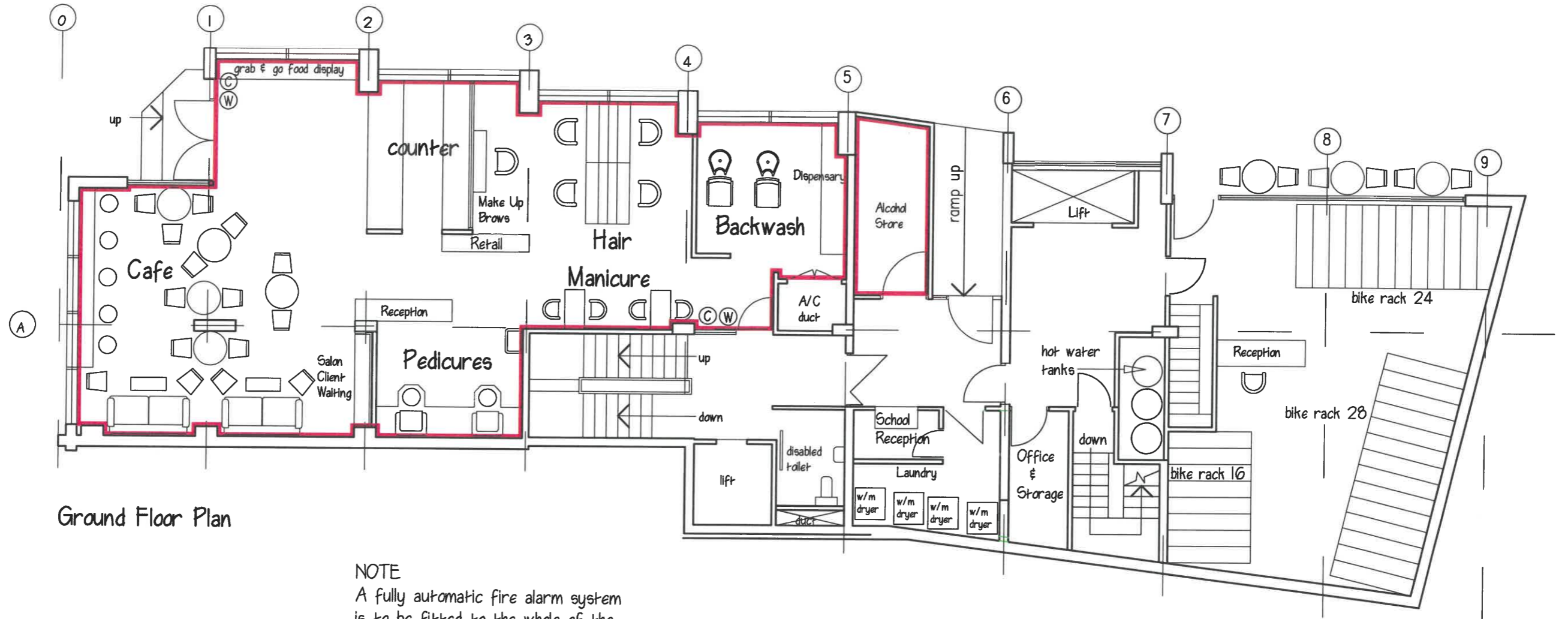
Appendix 4

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Urban Retreat, 18-19 Long Lane, London, EC1A 9PL

	Terminal alcohol hour	LNF hour
1. Kurumaya, 74-75 Long Lane, EC1A 9ET	20:00	N/A
2. Ye Olde Red Cow, 71 Long Lane, EC1A 9EJ	00:00	01:00
3. Pasta Evangelists, 62-63 Long Lane, EC1A 9EJ	01:00	01:00
4. Details, 60 Long Lane, EC1A 9EJ	23:00	N/A
5. Smithfield Café, 59 Long Lane, EC1A 9EJ	N/A	05:00
6. The Long Lane, 50-52 Long Lane, EC1A 9EJ	00:00	00:00
7. Hand and Shears, 1 Middle Street, Cloth Fair, EC1A 7JA	23:30	N/A
8. The Rising Sun, 38 Cloth Fair, EC1A 7JQ	23:00	N/A
9. Balfour St Barts, 66 West Smithfield, EC1A 9HE	01:00	01:00
10. Butchers Hook & Cleaver, 61-63 West Smithfield, EC1A 9DY	00:00	00:30

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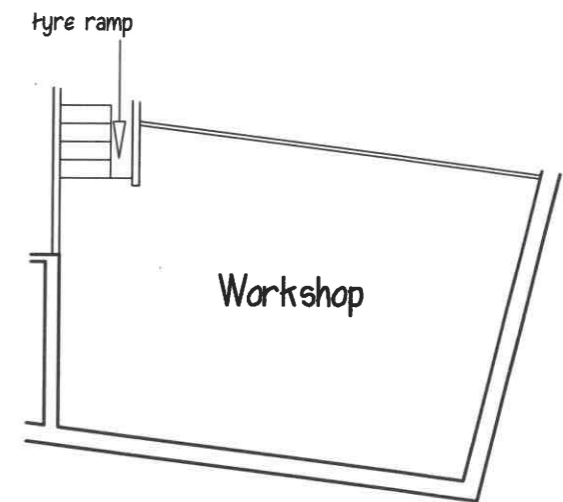
Ground Floor Plan

NOTE
 A fully automatic fire alarm system is to be fitted to the whole of the function area in accordance with BS 5839-1: 2002.

Emergency lighting is to be installed to the whole of the building in accordance with BS 5266-1: 2005

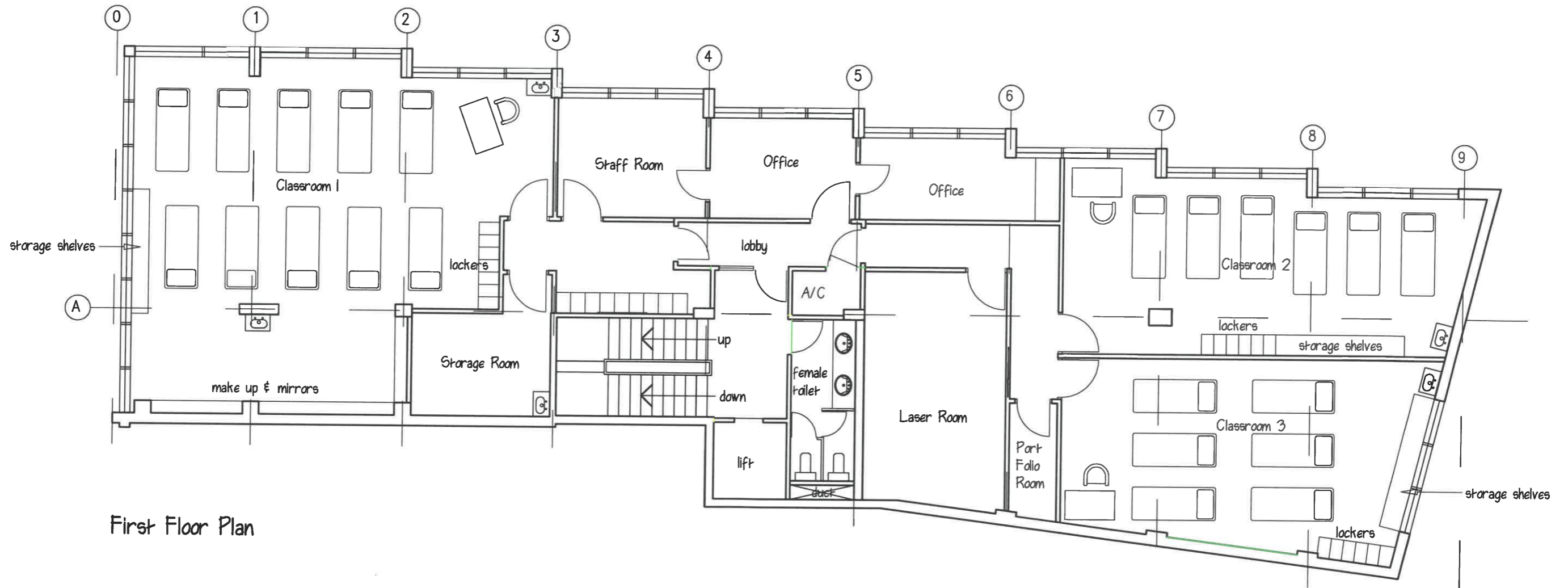
- Ⓜ Water Extingisher
- Ⓢ Carbon Dioxide Extingisher

— area for licensable activities
 loose furniture shown as indicative only



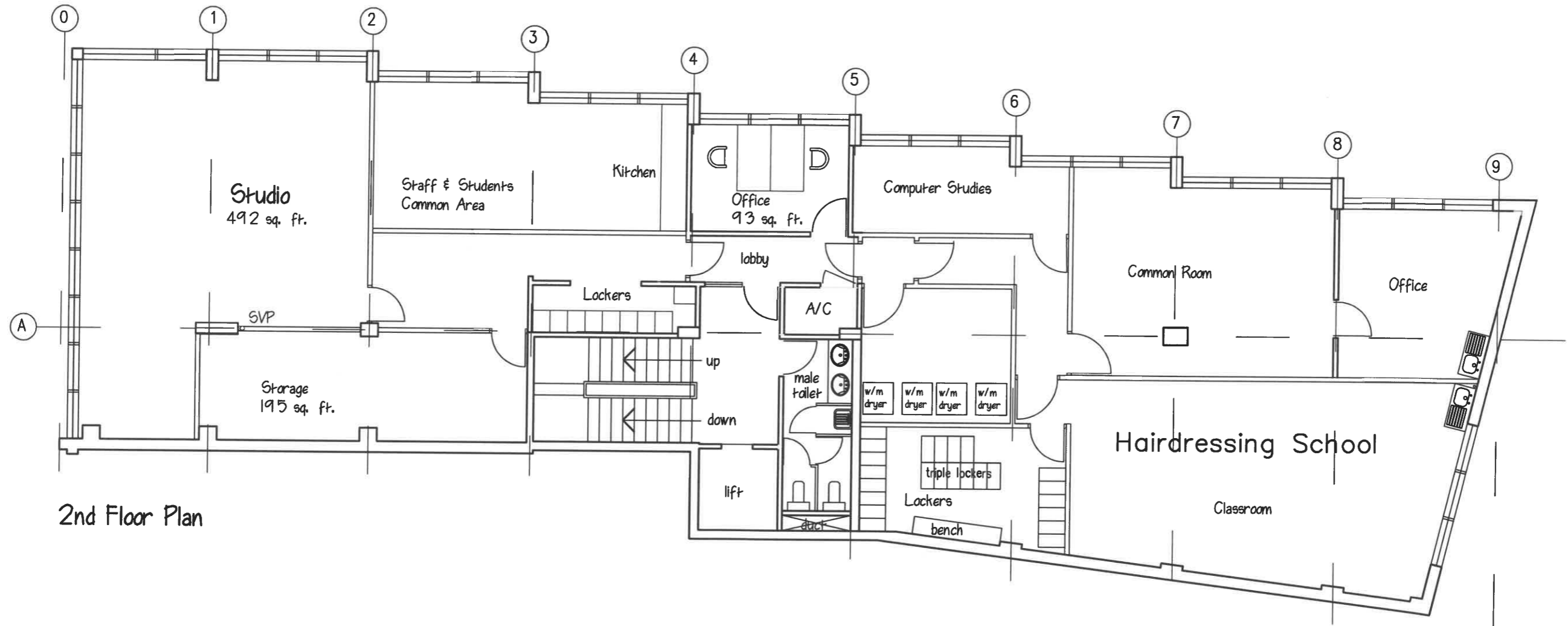
Ground Floor Mezzanine

PETER KNIGHT M.C.I.A.T. A.B.Eng. CHARTERED ARCHITECTURAL TECHNOLOGIST		The CAD layers used on this drg. are:-			0 1 2 3 4 5		
10 Hamilton Place, Clarendon way, Colchester, Essex, CO1 1XP Tel: 01206 571349 Mob 07941988346 Email: pknight1td@gmail.com	SCALE 1-100 @ A3	DATE May 2023	PROJECT 18-19 Long Lane, London EC1A 9PL	DRG. TITLE Ground Floor Plan	JOB No 349	DRG. No 1	REV.



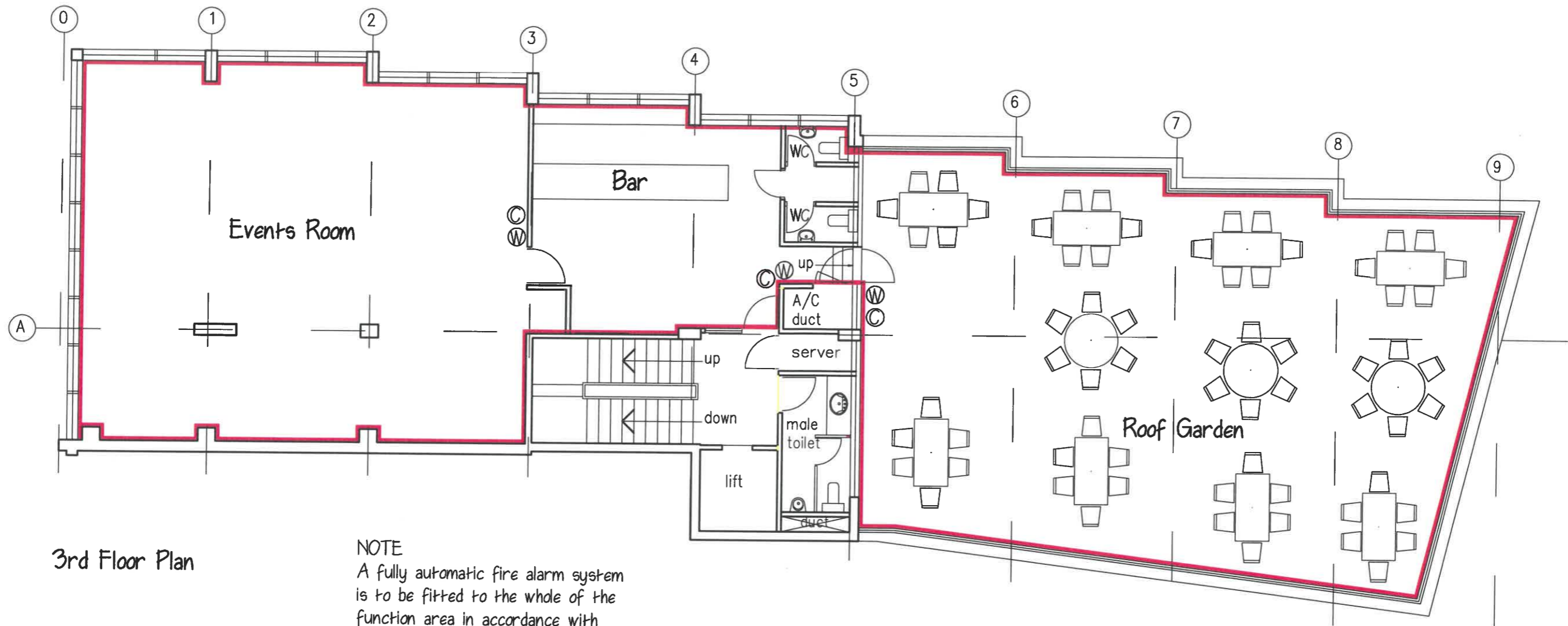
First Floor Plan

PETER KNIGHT M.C.I.A.T. A.B.Eng. CHARTERED ARCHITECTURAL TECHNOLOGIST 10 Hamilton Place, Clarendon way, Colchester, Essex, CO1 1XP Tel: 01206 571349 Mob 07941988346 Email: pknight.ltd@gmail.com	The CAD layers used on this drg. are:-					
	SCALE 1-100 @ A3	DATE April 2023	PROJECT 18-19 Long Lane, London EC1A 9PL	DRG. TITLE 1st Floor Plan	JOB No 332	DRG. No



2nd Floor Plan

PETER KNIGHT M.C.I.A.T. A.B.Eng. CHARTERED ARCHITECTURAL TECHNOLOGIST <small>10 Hamilton Place, Clarendon way, Colchester, Essex, CO1 1XF Tel: 01206 571349 Mob 07941988346 Email: plknight.ltd@gmail.com</small>	The CAD layers used on this drg. are:-					
	SCALE 1-100 @ A3	DATE April 2023	PROJECT 18-19 Long Lane, London EC1A 9PL	DRG. TITLE 2nd Floor Plan	JOB No 332	DRG. No REV.



3rd Floor Plan

NOTE
A fully automatic fire alarm system is to be fitted to the whole of the function area in accordance with BS 5839-1: 2002.

Emergency lighting is to be installed to the whole of the building in accordance with BS 5266-1: 2005

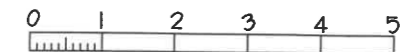
- Ⓜ Water Extingisher
- Ⓢ Carbon Dioxide Extingisher

— area for licensable activities

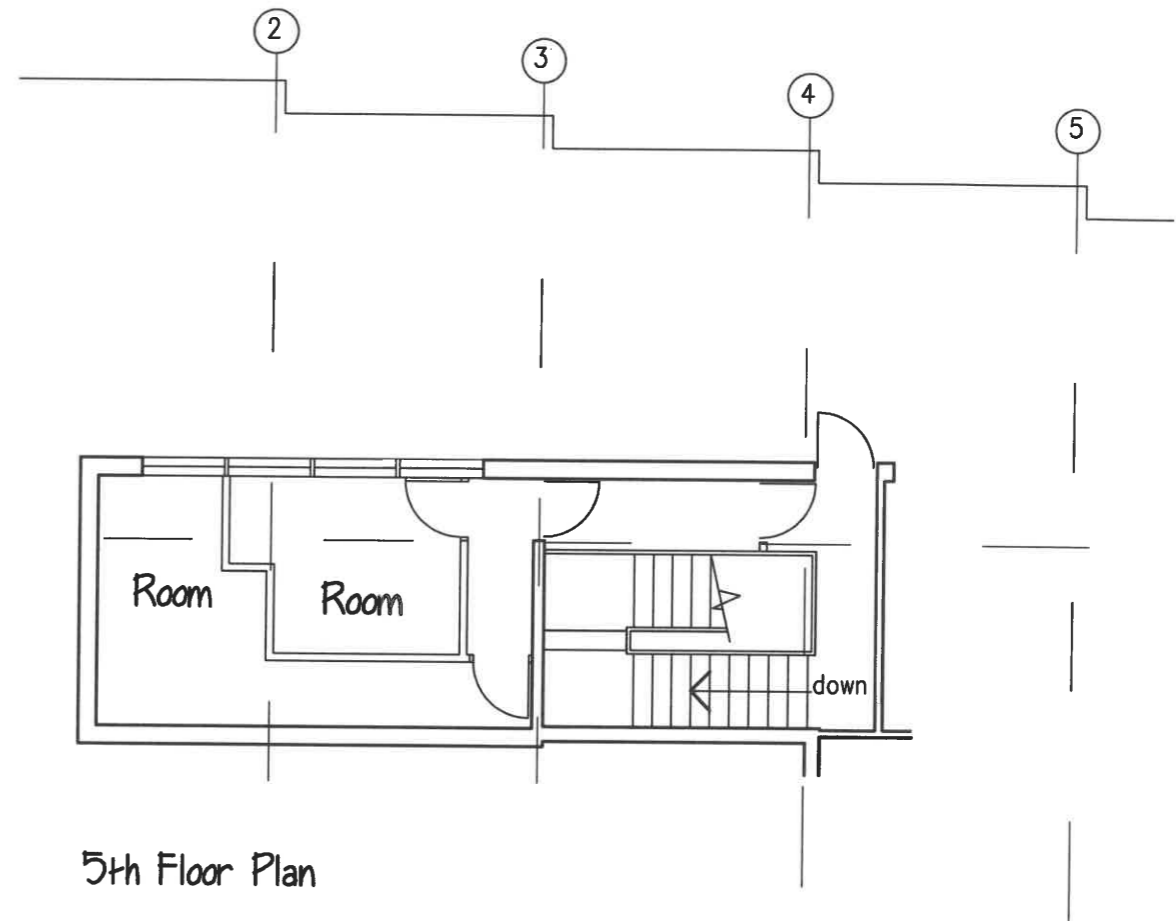
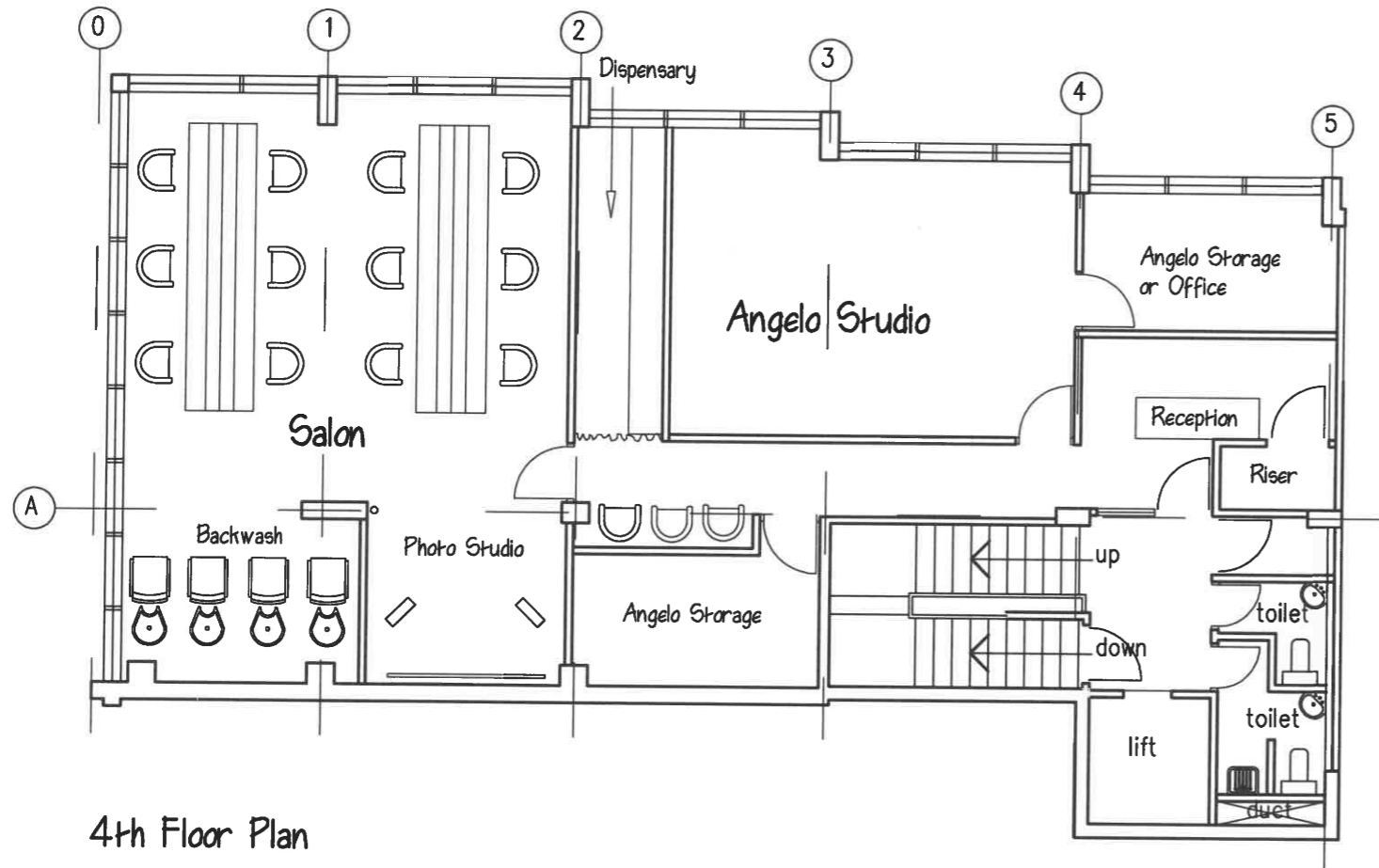
loose furniture shown as indicative only

PETER KNIGHT M.C.I.A.T. A.B.Eng.
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 10 Hamilton Place, Clarendon way, Colchester, Essex, CO1 1XF
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The CAD layers used on this drg. are:-



SCALE	DATE	PROJECT	DRG. TITLE	JOB No	DRG. No	REV.
1-100 @ A3	May 2023	18-19 Long Lane, London EC1A 9PL	3rd Floor Plan	349	2	



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The CAD layers used on this drg. are:-

SCALE	DATE	PROJECT	DRG. TITLE	JOB No	DRG. No	REV.
1-100 @ A3	April 2023	18-19 Long Lane, London EC1A 9PL	4th & 5th Floors	332		

