



LICENSING (HEARING) SUB COMMITTEE

Date: WEDNESDAY, 29 JUNE 2022

Time: 11.00 am

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

APPLICANT: Amazon EU S.a.r.l

**PREMISES: 12 St Martin's-le-Grand,
London EC2V 6ET**

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LICENSING (HEARING) 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 him/herself 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 be 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):	Hearing Date(s):	Item no.
Licensing Sub-Committee	20 June 2022	
Subject: Licensing Act 2003 - Public Hearing in Respect of an Application for the Grant of a Premises Licence		
Name of Premises: Unknown Address of Premises: 12 St Martin's-le-Grand EC2V 6ET		
Report of: Juliemma McLoughlin – Executive Director Environment		Public / Non-Public
Ward (if appropriate): Cheap		

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 representation of one *responsible authority* as detailed in paragraph 5, together with the *policy considerations* detailed in paragraph 6 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:

**Amazon EU S.a.r.l.
38 Avenue John F Kennedy
L1855
Luxembourg**

was received by the City of London licensing authority on 21 April 2022 for the grant of a premises licence in respect of the premises:

**12 St Martin's-le-Grand
EC2V 6ET**

2.2 Full details of the application can be seen as Appendix 1.

2.3 The application seeks permission for the sale of alcohol for consumption off the premises as shown in the following table:

<u>Activity</u>	<u>Current Licence</u>	<u>Proposed Licence</u>
Sale of alcohol for consumption off the premises	N/A	Mon–Sun 07:00-23:00
Opening Hours	N/A	Mon – Sun 07:00-23:00

2.4 The operating schedule submitted with the application suggests steps intended to be taken in order to promote one or more of the four licensing objectives. Conditions consistent with this schedule which could be included as conditions on the premises licence are attached as Appendix 2.

3 Licensing History of Premises

3.1 This is a new application for a premises licence with no previous licensing history. That being the case there are no complaints recorded against the premises.

4 Representations From Other Persons

- 4.1 There are no representations from ‘other persons’.

5 Representations from Responsible Authorities

- 5.1 There has been one representation from a Responsible Authority namely, the City of London police. The representation is against granting the licence on the basis that if granted, it would undermine one or more of the licensing objectives namely, the prevention of crime and disorder.
- 5.2 The representation is made on the basis of the wording of the ‘CCTV’ condition and that recorded images can not be made available immediately.
- 5.3 The representation can be seen in full as appendix 3.

6 Policy Considerations

- 6.1 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

- 6.2 The following pages/sections/paragraphs of the City of London Corporation’s Statement of Licensing Policy are particularly applicable to this application.
- 6.3 Pages 15-17 address the licensing objective ‘The prevention of crime and disorder’.

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

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

Paragraphs 138-144 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

The following sections/paragraphs of the statutory guidance issued under S182 of the Licensing Act 2003 are particularly applicable to this application (revised April 2018):

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.*'

7 Plans

- 7.1 A plan of the premises can be seen as Appendix 4.
- 7.2 A Map showing the location of the premises can be seen as Appendix 5.

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.

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:

- i) 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;
- ii) exclude from the scope of the licence any of the licensable activities to which the application relates;
- iii) to refuse to specify a person in the licence as the premises supervisor;
- iv) reject the application.

For the purposes of paragraph 9.1(i) 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 the grant of a premises licence in accordance with paragraph 9 of this report.

Prepared by Peter Davenport
 Licensing Manager
 07718 120721
 Peter.davenport@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’. (April 2018)		Statutory Guidance



City of London
Application for a premises licence
Licensing Act 2003

For help contact
licensing@cityoflondon.gov.uk
 Telephone: 020 7332 3406

* 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

Not Currently In Use

This is the unique reference for this application generated by the system.

Your reference

DDC/CB/St Martin's

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

Amazon EU S.a.r.l.

* Family name

Amazon EU S.a.r.l

* E-mail

david.crank@dwf.law

Main telephone number

0151 907 3381

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

Is the applicant's business registered outside the UK?

☒ Yes

☐ No

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

Commercial register

Luxembourg Companies Register

Registration number

B101818

Continued from previous page...

Business name

Amazon EU S.ar.l.

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

Private Limited Company

Applicant's position in the business

Business owner

Home country

United Kingdom

The country where the applicant's headquarters are.

Registered Business Address

Address for the applicant's business that appears on the commercial register.

Building number or name

38

Street

Avenue John F Kennedy

District

L1855

City or town

Luxembourg

County or administrative area

Postcode

none

Country

Luxembourg

Agent Details

* First name

David

* Family name

Crank

* E-mail

david.crank@dwf.law

Main telephone number

0151 907 3381

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.

Registration number

OC423384

Continued from previous page...

Business name	<input type="text" value="DWF Law LLP"/>	If your business is registered, use its registered name.
VAT number	<input type="text" value="-"/>	Put "none" if you are not registered for VAT.
Legal status	<input type="text" value="Limited Liability Partnership"/>	
Your position in the business	<input type="text" value="Associate Solicitor"/>	
Home country	<input type="text" value="United Kingdom"/>	The country where the headquarters of your business is located.

Agent Registered Address

Address registered with Companies House.

Building number or name	<input type="text" value="1 Scott Place"/>
Street	<input type="text" value="2 Hardman Street"/>
District	<input type="text"/>
City or town	<input type="text" value="Manchester"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text" value="M3 3AA"/>
Country	<input type="text" value="United Kingdom"/>

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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	<input type="text" value="12"/>
Street	<input type="text" value="St Martin's-le-Grand"/>
District	<input type="text"/>
City or town	<input type="text" value="London"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text" value="EC2V 6ET"/>
Country	<input type="text" value="United Kingdom"/>

Continued from previous page...

Further Details

Telephone number

Non-domestic rateable
value of premises (£)

166,000

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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 Her 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

Continued from previous page...

Name

Details

Registered number (where applicable)

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

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 / /
dd mm yyyy

* Nationality Documents that demonstrate entitlement to work in the UK

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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

Continued from previous page...

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.

This is an application to obtain a Premises Licence for a retail unit that will comprise the ground and basement floors of the premises. The existing premises will be converted to a retail store that will operate on the ground and basement floors. The retail space for the public will be on the ground floor. There will be storage and staff facilities on the ground floor that will not be accessible to the public, and the basement will be used only for storage and staff facilities.

Retail space will be at the front of the premises with the rear area of the ground floor not accessible to the public and used to access stock and staff facilities. The entire retail area will be less than 280m². The store will be open for the sale of general grocery and home goods, The application is submitted to enable the ability to supply alcohol for consumption off the premises from the small designated display area of the store limited to the area hatched red on the attached plan.

The proposed hours and operating schedule of conditions would look to ensure the promotion of all four licensing objectives will be addressed when the premises are open.

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

Continued from previous page...

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?

☐ Yes

☐ No

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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

TUESDAY

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.

Continued from previous page...

WEDNESDAY

Start 07:00

End 23:00

Start

End

THURSDAY

Start 07:00

End 23:00

Start

End

FRIDAY

Start 07:00

End 23:00

Start

End

SATURDAY

Start 07:00

End 23:00

Start

End

SUNDAY

Start 07:00

End 23:00

Start

End

Will the sale of alcohol be for consumption:

☐ On the premises ☒ Off the premises ☐ Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

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 the premises will be used for the supply of alcohol 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.

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

Continued from previous page...

Name

First name

Family name

Date of birth / /

Enter the contact's address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

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

Continued from previous page...

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HOURS PREMISES ARE OPEN TO THE PUBLIC

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

SUNDAY

Start

End

Start

End

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.

Continued from previous page...

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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)

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

It is proposed that the conditions listed below will apply to the licence if granted in looking to address the four licensing objectives.

In order to access the store customers will have an Amazon account and will scan a code on their smartphone at the entrance. In-store technology will automatically detect when products are taken from or returned to the shelves and keep track of them in a virtual basket. When the customer finishes shopping they can leave the store. The customer receives a receipt and then the Amazon account is charged.

The premises will be staffed by employees, each involved in assisting customers on entry to and within the store and also assisting with stock replenishment and other in-store processes. Access to the alcohol display area will require satisfaction of a Challenge 25 age verification process and a staff member will monitor this.

The applicant appreciates the importance of upholding the licensing objectives and this is evidenced by the conditions proposed:

1. The CCTV system will be installed at the premises and maintained in good working order and be continually recording at all times the premises are in use for licensable activities. The CCTV system must be capable of capturing a clear facial image of every person who enters the premises and cover all areas within the premises the public has access to. All recordings shall be stored for a minimum period of 30 days with the date and time stamping. Recordings shall be made available to the police or local authority within 48 hours upon request throughout the entire 30 day period subject to data protection legislation.
2. Signage shall be displayed at the premises advising customers that CCTV is in use at the premises.
3. Alcohol shall only be displayed in the area hatched red on the plan.
4. Alcohol made available for sale should be in sealed containers only.
5. The premises shall operate a Challenge 25 policy.
6. All staff are to be trained in their responsibilities under the Licensing Act 2003. Written records of this training shall be retained and made available to police and authorised Council officers on request.
7. Signage shall be displayed at the premises advising customers of the proof of age policy in force at the premises.
8. A refusals log (electronic or hard copy) shall be kept at the premises to record details of all refusals to sell alcohol. This book shall contain the date and time of the incident, the name of the staff member who refused the sale and the reasons the sale was refused. The log shall be made available to police and authorised Council officers on request.

b) The prevention of crime and disorder

Continued from previous page...

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c) Public safety

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d) The prevention of public nuisance

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e) The protection of children from harm

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NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

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 you 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 (£) 635.00

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Continued from previous page...

Address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text" value="United Kingdom"/>

DECLARATION

* 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	<input type="text" value="DANIEL CHARLES CRANK"/>
* Capacity	<input type="text" value="SOLICITOR AGENT FOR APPLICANT"/>
Date (dd/mm/yyyy)	<input type="text" value="19.04.2022"/>

[Add another signatory](#)

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

Conditions consistent with the operating schedule

Amazon – 12 St Martin's-le-Grand

1. The CCTV system will be installed at the premises and maintained in good working order and be continually recording at all times the premises are in use for licensable activities. The CCTV system must be capable of capturing a clear facial image of every person who enters the premises and cover all areas within the premises the public has access to. All recordings shall be stored for a minimum period of 31 days with the date and time stamping. Recordings shall be made available to the police or local authority within 48 hours upon request throughout the entire 31-day period subject to data protection legislation. (Similar to MC01)
2. Alcohol made available for sale should be in sealed containers only.
3. A 'Challenge 25 Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age 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)
4. A refusals log (electronic or hard copy) shall be kept at the premises to record details of all refusals to sell alcohol. This book shall contain the date and time of the incident, the name of the staff member who refused the sale and the reasons the sale was refused. The log shall be made available to police and authorised Council officers on request. (Similar to MC03/MC20)

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From: Paul Holmes
Sent: 20 May 2022 13:47
To: Breese, Robert <Robert.Breese@cityoflondon.gov.uk>
Cc: Caroline Hay <Caroline.Hay@cityoflondon.police.uk>
Subject: RE: Amazon Blomfield St & St Martins Le Grand

Yes please so it's the usual CCTV condition including showing us and you on demand and someone on site during opening hours that can work the system also the wording as a condition that requires a staff member to monitor the alcohol area and authorise each sale (which they should also be doing for any other age restricted items but that's for trading standards)



Paul Holmes

Licensing Officer

Partnership & Prevention - Licensing

P 0207 601 2761 **m** 07598 404105

e paul.holmes@cityoflondon.pnn.police.uk

w www.cityoflondon.police.uk **t** www.twitter.com/citypolice

From: Breese, Robert <Robert.Breese@cityoflondon.gov.uk>
Sent: 20 May 2022 13:40
To: Paul Holmes <Paul.Holmes@cityoflondon.police.uk>
Cc: Caroline Hay <Caroline.Hay@cityoflondon.police.uk>
Subject: RE: Amazon Blomfield St & St Martins Le Grand

Hi Paul,

I have that other agreed condition (attached) which will be in the pack that goes to committee. I have also taken the whole back and forth as a representation to the other application (Blomfield Street) – is that correct? Last date for reps on that one not until 3rd June.

Thanks, Rob

From: Paul Holmes <Paul.Holmes@cityoflondon.police.uk>
Sent: 20 May 2022 13:37
To: Breese, Robert <Robert.Breese@cityoflondon.gov.uk>
Cc: Caroline Hay <Caroline.Hay@cityoflondon.police.uk>
Subject: FW: Amazon Blomfield St & St Martins Le Grand

You may be correct Robert he was going back wards and forwards so much see below. I also requested that a condition be included that a designated person be assigned to authorise sales and make age verifications. I will send you that e mail as well so you have the picture. It was very difficult because you can imagine him dealing with Amazon and getting decisions...



Paul Holmes

Licensing Officer

Partnership & Prevention - Licensing

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e paul.holmes@cityoflondon.pnn.police.uk

w www.cityoflondon.police.uk **t** www.twitter.com/citypolice

From: David Crank <David.Crank@dwf.law>
Sent: 18 May 2022 14:36
To: Paul Holmes <Paul.Holmes@cityoflondon.police.uk>
Cc: Robert.Breese@cityoflondon.gov.uk
Subject: RE: Amazon Blomfield St & St Martins Le Grand

Hi Paul,

That is not my understanding but I have asked the question so I have this correct and will come back to you.

Kind regards

David

David Crank Senior Associate (he/him)
Licensing and Regulatory
D +44 151 907 3381 **E** 683381 **M** +44 7872 808568

DWF Law LLP
5 St Paul's Square Old Hall Street Liverpool L3 9AE
T +44 333 320 2220 **F** +44 333 320 4440

From: Paul Holmes <Paul.Holmes@cityoflondon.police.uk>
Sent: 18 May 2022 11:11
To: David Crank <David.Crank@dwf.law>
Cc: Robert.Breese@cityoflondon.gov.uk
Subject: RE: Amazon Blomfield St & St Martins Le Grand

David, are you saying that staff at the premises are unable to show recent cctv images to officers on site?



Paul Holmes

Licensing Officer

Partnership & Prevention - Licensing

P 0207 601 2761 **m** 07598 404105

e paul.holmes@cityoflondon.pnn.police.uk

w www.cityoflondon.police.uk **t** www.twitter.com/citypolice

From: David Crank <David.Crank@dwf.law>
Sent: 17 May 2022 15:32
To: Paul Holmes <Paul.Holmes@cityoflondon.police.uk>
Cc: Licensing@cityoflondon.gov.uk; Licensing Office <LicensingOffice@city-of-london.pnn.police.uk>; Robert.Breese@cityoflondon.gov.uk
Subject: RE: Amazon Blomfield St & St Martins Le Grand

Hi,

I am not sure we discussed it on either of these sites and was asked to ask for that flexibility in the wording of the condition. Is that possible?

Kind regards

David

David Crank Senior Associate (he/him)
Licensing and Regulatory
D +44 151 907 3381 **E** 683381 **M** +44 7872 808568

DWF Law LLP
5 St Paul's Square Old Hall Street Liverpool L3 9AE
T +44 333 320 2220 **F** +44 333 320 4440

From: Paul Holmes <Paul.Holmes@cityoflondon.police.uk>
Sent: 17 May 2022 15:28
To: David Crank <David.Crank@dwf.law>
Cc: Licensing@cityoflondon.gov.uk; Licensing Office <LicensingOffice@city-of-london.pnn.police.uk>; Robert.Breese@cityoflondon.gov.uk
Subject: RE: Amazon Blomfield St & St Martins Le Grand

Certainly for us to obtain a copy or for images to be uploaded to us in terms of a crime 48 hours would be acceptable in both cases however the request to view an incident which has potentially just occurred would need to be on instantly on site. This is fairly standard procedure. I thought the CCTV condition had been agreed



Paul Holmes
Licensing Officer
Partnership & Prevention - Licensing
P 0207 601 2761 **m** 07598 404105
e paul.holmes@cityoflondon.pnn.police.uk
w www.cityoflondon.police.uk [www.twitter.com/citypolice](https://twitter.com/citypolice)

From: David Crank <David.Crank@dwf.law>
Sent: 17 May 2022 15:04
To: Paul Holmes <Paul.Holmes@cityoflondon.police.uk>
Cc: Licensing@cityoflondon.gov.uk; Licensing Office <LicensingOffice@city-of-london.pnn.police.uk>; Robert.Breese@cityoflondon.gov.uk
Subject: RE: Amazon Blomfield St & St Martins Le Grand

Hello Paul,

I write further to your email of last Thursday and apologise that I have not been back further on that. I had to speak with my client.

I had discussed with them the amendment to show that both licences should refer to a dedicated member of staff being present to supervise the alcohol area identified on the plan, we have not discussed the question of CCTV.

The client will have CCTV in the premises and whilst they expressed in the application a preference for 30 days storage happy to increase that to 31 days. There will be staff members conversant with

the operation of the system but the client would ask if a longer period of time could be given as a condition to provide images from the CCTV.

The system they employ involves linking in with the loss prevention team who would provide copies of the CCTV. The requests made can be accommodated but it would place an additional pressure on these individuals and so my client would ask if the condition could be softened, as it is in the model conditions linked to the Council policy and as was offered in the application to have a condition requirement to make images available within 48 hours?

If it was possible to agree that then my client would be grateful.

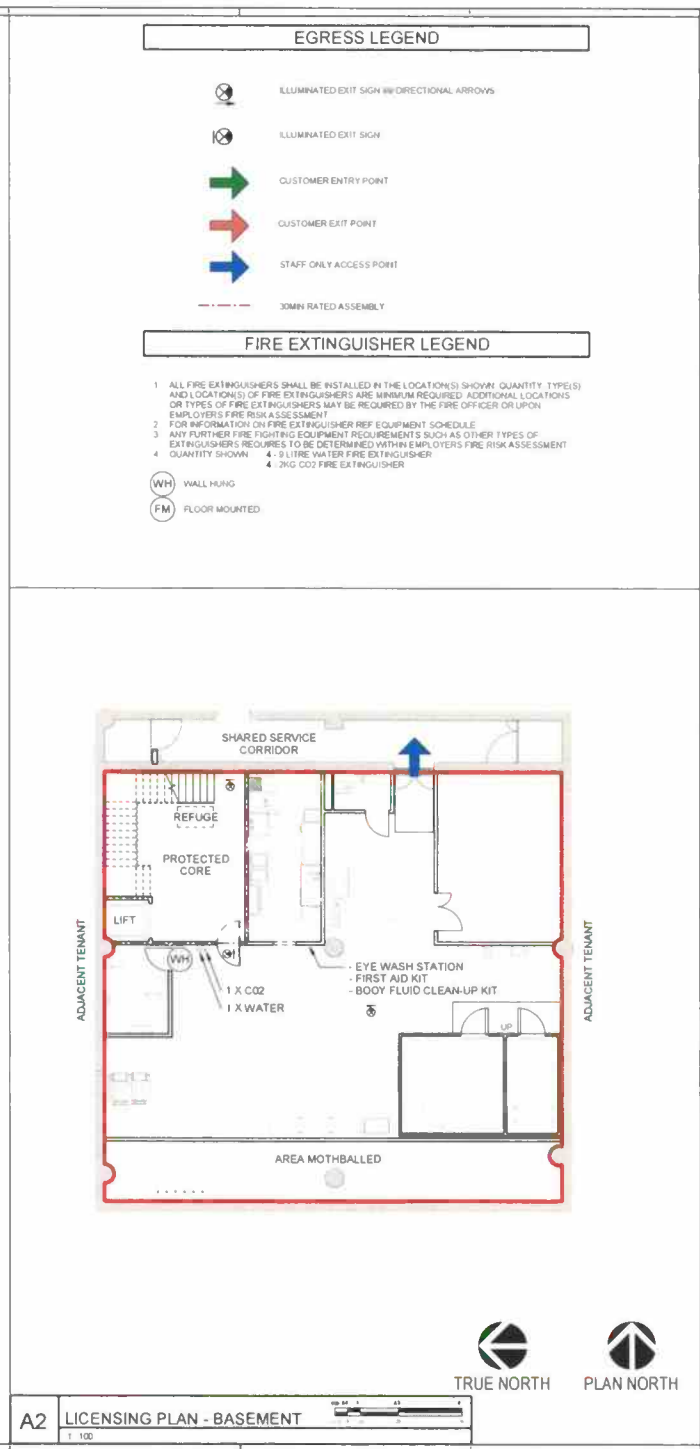
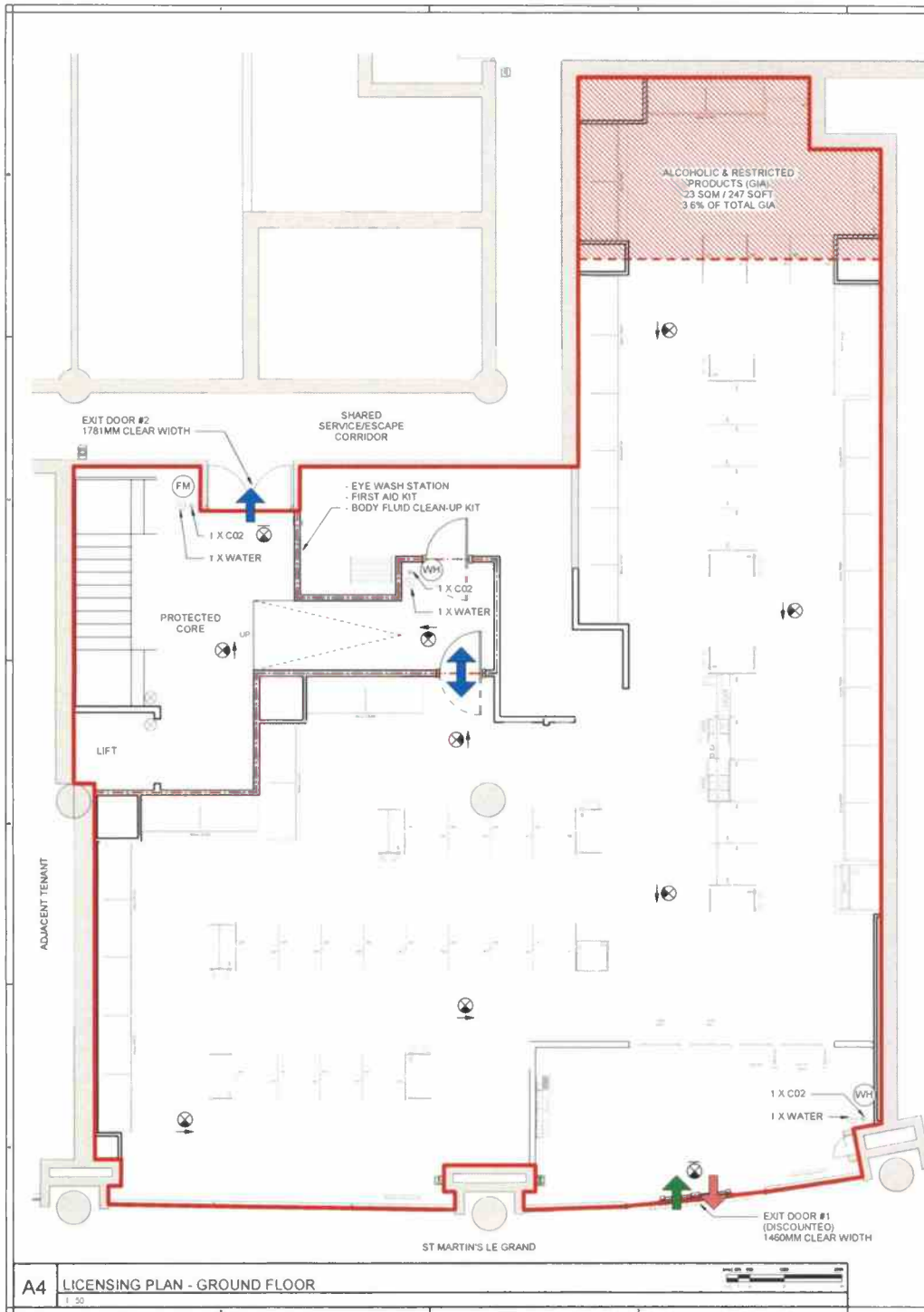
I look forward to hearing from you once you have had a chance to consider this.

Kind regards,

David

David Crank Senior Associate (he/him)
Licensing and Regulatory
D +44 151 907 3381 **E** 683381 **M** +44 7872 808568

DWF Law LLP
5 St Paul's Square Old Hall Street Liverpool L3 9AE
T +44 333 320 2220 **F** +44 333 320 4440



EGRESS LEGEND

- ILLUMINATED EXIT SIGN W/DIRECTIONAL ARROWS
- ILLUMINATED EXIT SIGN
- CUSTOMER ENTRY POINT
- CUSTOMER EXIT POINT
- STAFF ONLY ACCESS POINT
- 30MIN RATED ASSEMBLY

FIRE EXTINGUISHER LEGEND

- ALL FIRE EXTINGUISHERS SHALL BE INSTALLED IN THE LOCATION(S) SHOWN. QUANTITY, TYPE(S) AND LOCATION(S) OF FIRE EXTINGUISHERS ARE MINIMUM REQUIRED. ADDITIONAL LOCATIONS OR TYPES OF FIRE EXTINGUISHERS MAY BE REQUIRED BY THE FIRE OFFICER OR UPON EMPLOYER'S FIRE RISK ASSESSMENT.
 - FOR INFORMATION ON FIRE EXTINGUISHER REF EQUIPMENT SCHEDULE.
 - ANY FURTHER FIRE FIGHTING EQUIPMENT REQUIREMENTS SUCH AS OTHER TYPES OF EXTINGUISHERS REQUIRED TO BE DETERMINED WITHIN EMPLOYER'S FIRE RISK ASSESSMENT.
 - QUANTITY SHOWN: 4 - 9 LITRE WATER FIRE EXTINGUISHER, 4 - 3KG CO2 FIRE EXTINGUISHER.
- WH WALL HUNG
FM FLOOR MOUNTED

leonard
design architects

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113 Canal Road, Birmingham
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E: office@leonarddesignarchitects.com

Casefile No.:

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Revisions

REV	DATE	DESCRIPTION

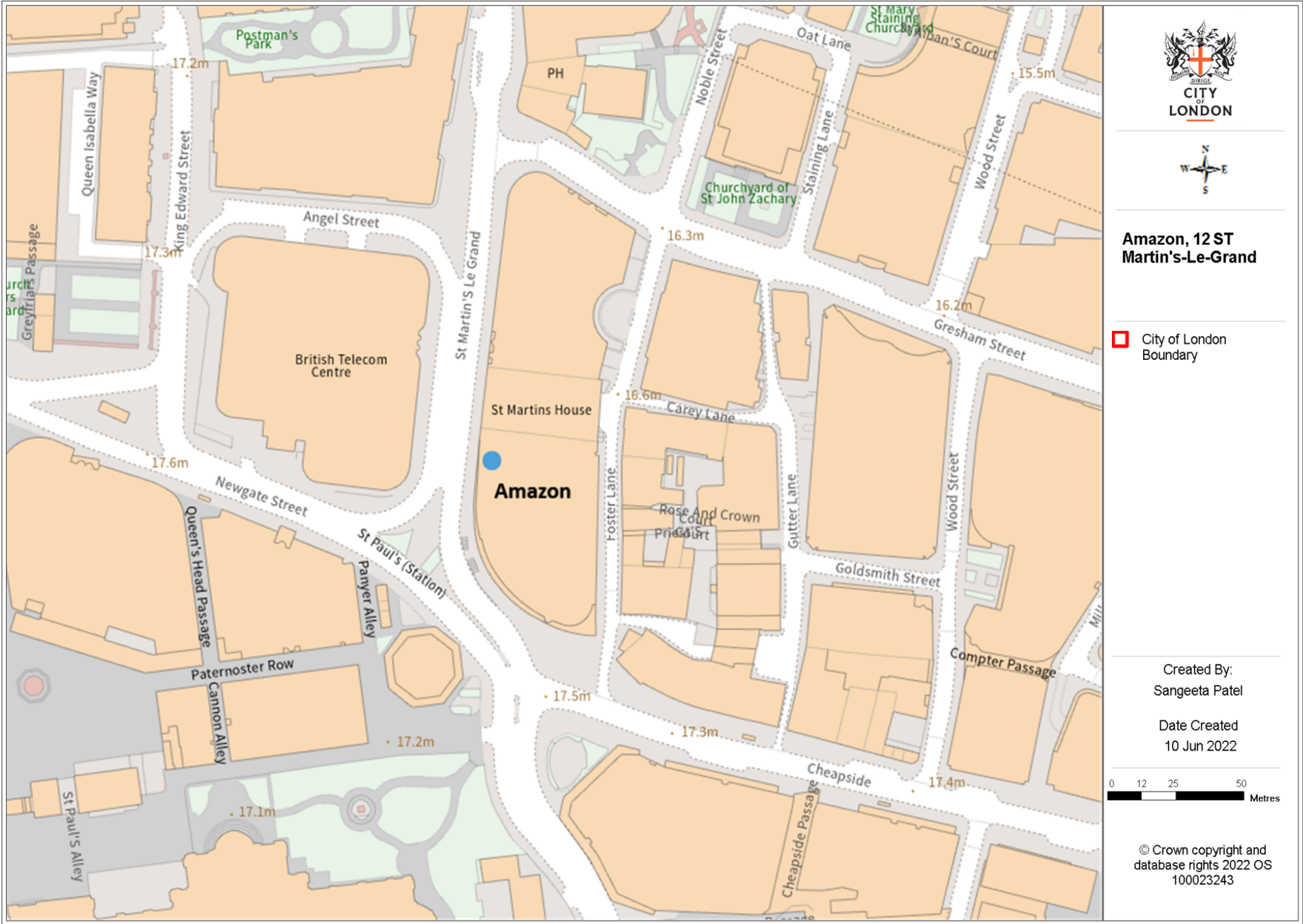
EN5482

EN5482
ADDRESS
150 CHEAPSIDE, LONDON,
CITY OF LONDON,
EC1A 4EN, UK

Project Name: 1254
Project No.: 1254
Project Date: 21 DEC 2021
Project Status: PROVISIONAL

Sheet No.: A1
Revision: 1
Sheet Title: LICENSING PLAN
Sheet No.: RE-200

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