



## Licensing Committee

**Date:** THURSDAY, 26 OCTOBER 2023

**Time:** 1.45 pm

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

**Members:**

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

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**Ian Thomas CBE**  
Town Clerk and Chief Executive

# AGENDA

1. **APOLOGIES**

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

3. **PUBLIC MINUTES**

To agree the public minutes of the meeting held on 7<sup>th</sup> July 2023.

**For Decision**  
(Pages 5 - 12)

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

a) \* Personal License Holder Hearing – Mr Ward

To receive the public minutes of the licensing hearing in respect of the personal license holder hearing on the 27<sup>th</sup> July 2023.

b) \* Urban Retreat – 11<sup>th</sup> September 2023

To receive the public minutes of the licensing hearing in respect of the premises Urban Retreat, 18-19 Long Lane, London, EC1A 9PL, on 11<sup>th</sup> September 2023.

**For Information**  
(Pages 13 - 24)

5. **PREMISES LICENCE APPLICATION NON-STATUTORY CONSULTATIONS**

Report of the Executive Director (Interim), Environment.

**For Information**  
(Pages 25 - 34)

6. **DELEGATED DECISIONS OF THE EXECUTIVE DIRECTOR ENVIRONMENT PERTAINING TO PREMISES LICENCES**

Report of the Executive Director (Interim), Environment.

**For Information**  
(Pages 35 - 56)

7. **APPEALS AGAINST LICENSING (HEARING) SUB COMMITTEE DECISIONS**

The Comptroller and City Solicitor to be heard.

**For Information**

8. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**

9. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

10. **EXCLUSION OF THE PUBLIC**

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

11. **NON-PUBLIC MINUTES**

To agree the non-public minutes of the meeting held on 7<sup>th</sup> July 2023.

**For Decision**  
(Pages 57 - 58)

12. **CITY OF LONDON POLICE QUARTERLY UPDATE**

Report of the Commissioner of Police.

**For Information**  
(Pages 59 - 70)

13. **APPENDIX 4: DELEGATED DECISIONS OF THE EXECUTIVE DIRECTOR ENVIRONMENT PERTAINING TO PREMISES LICENCES**

To be read in conjunction with item 6 on the agenda.

**For Information**  
(Pages 71 - 76)

14. **NON PUBLIC QUESTIONS RELATING TO THE WORK OF THE COMMITTEE**

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

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## LICENSING COMMITTEE

Friday, 7 July 2023

Minutes of the meeting of the Licensing Committee held at Committee Room - 2nd Floor West Wing, Guildhall on Friday, 7 July 2023 at 11.00 am

### Present

#### Members:

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

#### Members (online):

James Bromiley-Davis  
Deputy Graham Packham

#### Officers:

Polly Dunn – Town Clerk’s Department  
Raquel Pinto – Town Clerk’s Department  
Frank Marchione - Comptroller & City Solicitor’s Department  
Jillian Bradbeer - Comptroller & City Solicitor’s Department  
Aggie Minas – Environment Department  
Rachel Pye – Environment Department  
Andrew Buckingham - Communications and External Affairs  
Joanne Hill - Environment Department  
Caroline Hays – City of London Police

### 1. **APOLOGIES**

Apologies for absence were received from David Sales. Apologies were also received from James Bromiley-Davis and Deputy Graham Packham who were unable to attend the meeting in person, but who were observing online.

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

There were no declarations.

### 3. **PUBLIC MINUTES**

**RESOLVED** – That the public minutes and summary of the meeting held on 28 April 2023 be approved as a correct record, subject to the following amendment:

- On page 6 – strike Marianne Fredericks from the list of those who were elected to the Licensing Hearing Sub Committee as those who were former committee chairmen, were automatically in the pool of those who

could chair the Sub Committee, therefore her name should not have been included in the list.

4. **WARDMOTE RESOLUTION**

The Committee considered a Resolution from the Ward of Portsoken on 20 March 2023.

Members were informed of the following actions that had already been undertaken by the City of London Corporation:

- There was a Multiagency response between Police and Environmental Health and Cleansing.
- The location in question had a very transient population, including the homeless community and is a busy area between transport hubs of Liverpool Street, Aldgate and Aldgate Bus Station.
- Police, Environmental Health and Cleansing have been working in partnership with the building managers on this issue.
- Officers from all services have undertaken monitoring of the locality at all times of the day and night to understand the issues, causes and to identify controls.
- Environmental considerations are being actioned eg lighting and the location of planters that provide cover.
- Regular flushing and other cleansing is being carried out regularly.
- No specific links have been made to licenced premises.
- Signage is being actioned and they would take away the suggestion on education for premises in area.

Members were pleased that officers were taking into account the issues raised by constituents in terms of educating those nearby premises. It was suggested that the City Corporation consider what could be done to keep patrons informed and educated about anti-social behaviour in the area. The Committee was, however, aware that the matter of street cleansing and the built environment did not fall within the functions of the Licensing Committee. It was agreed that this was a matter for Port Health to consider.

Members asked for this to be officially referred to Port Health & Environmental Services Committee. This was proposed by Michael Hudson and seconded by Anthony Fitzpatrick, and members agreed.

**RESOLVED** – that Members:-

- Note the Portsoken Wardmote resolution and actions taken by the Licensing Team in response; and
- Delegate authority to the Town Clerk, in consultation with the Chairman and Deputy Chairman, to finalise the wording for a resolution and to send this resolution to the attention of the Port Health & Environmental Services Committee.

**5. CUMULATIVE IMPACT ASSESSMENT OPTIONS FOR THE CITY OF LONDON**

The Committee considered a report of the Executive Director Environment which provided an overview of the legislative requirements to publishing a Cumulative Impact Assessment (CIA), the Covid-19 pandemic impact on CIAs, the City of London Corporation's (the City) current approach on cumulative impact as set out in its Statement of Licensing Policy (SoLP), a summary of pre-pandemic work on cumulative impact undertaken by the licensing team, current problems associated with the City's Night-Time Economy (NTE), and a draft potential plan for commencing research work to ascertain whether there is sufficient evidence to publish a CIA for the City.

The Chairman introduced this item with a point of clarification, which was that this item was correctly reported for information in the summary, however, it wrongly showed for decision in the agenda. The Chairman wanted to clarify that this was not for decision, and the intention of the Committee when this work was commissioned, was that it would be used to inform Members. Therefore, with Members approval, it would be taken as an information item. The Chairman pointed the Committee to useful things in the report such as the ability for an objector to raise a concern about cumulative impact areas, which they could do with or without the policy being in place.

Members wanted clarification that the recommendations stated in the report would not be actioned. The Chairman assured the Committee that this item was an information item, and that no recommendations would be actioned.

**RESOLVED** – That the report be noted.

**6. GUIDANCE TO PREMISES LICENCE CONDITIONS**

The Committee considered a report of the Executive Director Environment concerning the general principles on licence conditions that can be included on premises licences or club premises certificates issued under the provisions of the Licensing Act 2003 (the Act).

The Chairman explained that for now he would prefer this matter to be taken as an information item so that it could, in the first instance, be discussed in greater detail before the Committee made any final approvals. This would allow Members more time to consider and digest what was being proposed. Feedback would be integrated into the draft conditions and be brought back to the Committee at the next meeting for approval.

Members raised the importance of the cross impacts and asked whether a workshop would be beneficial so that officers could talk through the decisions proposed. The Chairman agreed with Members that a session to discuss this might be beneficial. Officers will consider what can be arranged. Once a slot is identified, officers will be in touch to ascertain interest.

**RESOLVED** – That the report be noted.

7. **REVENUE OUTTURN 2022/23**

The Committee received a joint report of the Chamberlain and Executive Director Environment which compares the revenue outturn for the services overseen by the Committee in 2022/23 with the final budget for the year.

**RESOLVED** – That the report be noted.

8. **LICENSING SERVICE BUSINESS PLAN 2022/23: PROGRESS REPORT**

The Committee received a report of the Executive Director Environment providing a summary of the progress made by the Licensing Team in the delivery of its key strategic and operational objectives during 2022/23.

The Chairman shared with the Committee that a press release had been issued which looked at monitoring footfall numbers and these were showing positive signs. It detected that weekend footfall was better, and that weekday footfall was different because of hybrid working, with Tuesday, Wednesday and Thursday busier. The Police had this information, so they were able to monitor any consequential impacts to policing demands.

**RESOLVED** – That the report be noted.

9. **DELEGATED DECISIONS OF THE EXECUTIVE DIRECTOR ENVIRONMENT PERTAINING TO PREMISES LICENCES**

The Committee received a report of the Executive Director Environment detailing the premises licences, and variations to premises licences, granted under the Licensing Act 2003 and administered by the Licensing Service from 1 April 2023 to 30 June 2023.

**RESOLVED** – That the report be noted.

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

Questions were raised as follows:

Members enquired about the process of notifying stakeholders about new and modified Licensing applications. Concerns were raised about known instances where notification emails for licensing applications had been sent out around two weeks after being received by the Licensing Team. Given the deadline for representations is 28 days from date of receipt of the application, not the date it is publicised, this had caused problems and reduced the time in which stakeholders had to respond. Members suggested that this had happened on at least three occasions, and residents are unhappy as there were cases where representations have been discounted as deadlines were missed by a day. This delay in process could increase the risk of a judicial reviews if it continued. Members suggested that the performance on timely notifications should be a new Key Performance Indicator which was then reported to the Committee as this was a key metric.

The Chairman agreed this was important and asked officers whether they needed support from Committee to make requests on their behalf and ensure



information is shared. The Chairman asked officers to look at the current system for processing and sending out notices, and to consider if they were satisfied with it. The Chairman placed particular importance on the need to process these quickly, and asked whether officers could identify any problems, or whether these instances were just an anomaly.

In a similar vein, Members raised that there had been issues in the past where blue license notices were not displayed within the statutory time period, and it had been decided that officers would go around the City and take photos of the notices, which would appear on their reports to provide evidence of this monitoring. Members also acknowledged that the onus was on the applicant to put the blue notice up.

Members enquired whether officers still checked the blue notices. In response, officers confirmed they checked the majority of applications but only once the statutory notice period had commenced. It was not always possible to check every blue notice. Members noted that any application that had not displayed their notice properly, would be instructed to do so and the statutory notice period (28 days) would restart. Members requested all notices be checked and photographed.

**RESOLVED – That,**

a) the report be noted,

b) officers look at the below and report back to the Committee:

- (i) what the current system for processing and sending out notices is
- (ii) to consider whether they are satisfied with the system and
- (iii) to explain why there was a problem

#### 11. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**

The following items of urgent business were raised –

- A) On Licensing Quarterly figures members were advised that:
  - 318 thefts from Licensed Premises offences and 83 violence against the person offences were reported.
  - Both offences have increased against the previous quarter.
  - Comparing to the previous year, theft had increase 46% and violence against the person remains the same.
  - There had been significant arrests from teams who have targeted premises.
  - Regular visits were made to encourage premises to look after their staff and keep items locked away.
  - Violence against person was stable but cases of Actual Bodily Harm (ABH) had increased by 200%. This was mainly towards staff who were working at the doors turning people away.
  - Drinks spiking had halved from 17 down to eight. They had produced a new information leaflet which reminded everyone of their responsibilities, and advised there was a big campaign incoming.

- B) On Operation (Op) Reframe, Members were advised that:
- The walks around the City happened monthly and in partnership with the City of London Corporation and other stakeholders.
  - 47 people attended the last op, which included some Members and an Alderman.
  - There was a welfare tent which was staffed by Samaritans to assist people.
  - The campaign was around consent, and included hard hitting leaflets which were given out to people and invoking conversations, as well as a media campaign.
  - The Cadets were instrumental in the operation. Four out of seven premises sold alcohol to the children, which was concerning. Officers committed to work on this. Five penalties notices were issued to the people who sold the alcohol.
  - The dates of the next Ops would be circulated to Members so that if they wish they could join.

In the context of licensed premises remaining open for longer, Members reflected on issues such as Anti-Social Behaviour (ASB) and crime. Members asked whether there was an underlying cause for concern and how this data compared to crime in previous years. Members were advised that on theft, they were able to compare to figures in 2019, and this was 6% higher, but on other figures did they not have the figures to hand, and this would need to be looked at. With regard to the point on premises, Members were told that there were not many repeat premises, and it was in fact the night-time economy that posed a problem, however, they have had conversations with premises to mitigate issues.

The Deputy Chairman noted that two of the top two premises were in his ward and as that one of the differences he noted was that premises did not have door security staff, and therefore asked whether this was a driver on thefts and whether the Committee should consider this when assessing licensing applications. He also extended his appreciation for the work of the Cadets in this operation which was echoed by the Committee. The Committee was advised that having door staff sent a strong message and did mitigate thefts, and that officers were working with the top premise offender and CCTV was being installed to further mitigate thefts.

It was remarked that in many instances, the property being stolen was business/company property, which individuals were generally more careless with as there was no personal financial implications. Members raised the fact that theft of company devices can lead to possible data breaches, and that although some responsibility lies with the licensing premise, personal responsibility was also a factor. Data breaches could lead to significant fines for companies, and so these implications may be useful to draw to employers attention, so they can consider their own internal policies surrounding the care of company equipment. The Committee noted that the Licensing Team worked closely with the Police who provided witness statements, and they would take appropriate

action depending on the outcome, which could stem from a warning to prosecution.

C) Appeals Against Licensing (Haring) Sub-Committee decisions:  
The Comptroller & City Solicitor advised the Committee that there had been no appeals against Licensing (Hearing) Sub-Committee decisions.

12. **EXCLUSION OF THE PUBLIC**

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

13. **APPENDIX 4: DELEGATED DECISIONS OF THE EXECUTIVE DIRECTOR ENVIRONMENT PERTAINING TO PREMISES LICENCES**

The Committee received a non-public appendix report to the report under agenda item 9 pertaining to premises licenses which included the names of each premises.

14. **NON PUBLIC QUESTIONS RELATING TO THE WORK OF THE COMMITTEE**

There were no questions.

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

There were no items of urgent business.

**The meeting ended at 12.05 pm**

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Chairman

**Contact Officer: Raquel Pinto**  
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## MINUTES OF THE LICENSING (HEARING) SUB-COMMITTEE

HELD ON FRIDAY, 27<sup>th</sup> JULY 2023 AT 10.00 AM

### **Sub Committee:**

James Tumbridge (Chairman)  
Deputy John Fletcher  
Deputy John Dunphy

### **Officers:**

Raquel Pinto – Town Clerk's Department  
Julie Mayer – Town Clerk's Department  
Aggie Minas – Environment Department  
Robert Breeze – Environment Department  
Jillian Bradbeer – Comptroller & City Solicitor's Department

### **Applicant:**

Mr Jason Ward - Personal License Holder

### **Licensing Act 2003 (Hearings)**

**A Public Hearing was held at 10 am to consider the suspension or revocation of a Personal Licence after becoming aware of conviction of Personal Licence Holder for a relevant offence.**

**The Sub-Committee had before it the following documents:**

- Hearing Procedure
- Report of the Executive Director Environment
- Appendix 1: List of relevant offences
- Appendix 2: Copy of Personal Licence of Mr Jason Ward
- Appendix 3: Notification of conviction from South Devon Magistrates Court, a)
- Appendix 4: Copy of notice given to Mr Ward (i) Representations received from Mr Jason Ward
- Appendix 5: Copy of notice given to Chief Officer of Police (i) Representations received from the Chief Officer of Police
- Appendix 6: Confirmation email from South Devon MC of no notification

The Hearing commenced at 10.00 am. The Chairman introduced himself before asking the Sub Committee, the City of London Corporation officers and other parties present to introduce themselves.

The Sub-Committee comprised of Mr James Tumbridge (Chairman), Deputy John Fletcher and Deputy Peter Dunphy. The Chairman explained the process for the hearing and the content of the agenda and papers before the Sub-Committee. The Sub-Committee heard representations from Mr Ward and noted that the Police had provided written representations, but they had not sent a representative to the meeting. The Licensing Authority and Comptroller and City Solicitor were present.

The Chairman explained to Mr Ward that the Sub-Committee sought to understand the circumstances surrounding the commission of the relevant offence and whether Mr Ward's personal licence should be revoked or suspended.

The Chairman explained at the hearing that under Section 132A of the Licensing Act, the Sub-Committee had three options:

1. To suspend the licence, or
2. To revoke the licence, or
3. Propose to take no action.

The Sub Committee heard the representations from Mr Ward, including his explanation that the incident that led to his criminal conviction had been a one-off incident, was out of character and he showed contrition. He had accepted fully the consequences of his decision to drive that evening, which he described as very poor judgement. Mr Ward explained that he had always had a good working relationship with the police and there were no historic or ongoing issues with this premises in Devon. Mr Ward explained he fully co-operated with the Police on the night of the incident, he gave a breath test at the roadside, for unknown reasons the breath test did not register, but a subsequent one at the police station worked and was below the limit.

The Sub-Committee retired to consider the outcome of the hearing, carefully deliberating on the representations submitted in writing and orally at the hearing.

The Sub Committee noted Mr Ward's account that he had not refused to provide a specimen; he had attempted to provide a specimen at the roadside, but the breath test failed. He then provided another specimen at the Police Station which was slightly under the limit. Therefore, it was not a refusal, and this had been accepted by the Magistrates Court.

The Sub Committee further noted that Mr Ward had not disclosed his status as a Personal Licence Holder at the Magistrates Court hearing. Mr Ward stated that he was not aware that he needed to do this nor had his legal representative at the hearing advised him of this obligation. He had provided his address to the Magistrates Court (Fox and Hounds Pub) and had intended to contact the City of London Corporation about his conviction after his sentencing, but the City of London Corporation had initiated contact with him first. The Sub-Committee heard that these events occurred during a very difficult time for Mr Ward's business, as set out in his representations.

In reaching its conclusion, the Sub-Committee took into account the factors set out in section 132A (7) Licensing Act 2003 which must be taken into account by the licensing authority before deciding whether to suspend or revoke a licence. Section 132A (7) provides as follows:

*7. Before deciding whether to suspend or revoke the licence the relevant licensing authority must take into account—*

- (a) any representations made by the licence holder under this section,*
- (b) any decision of a court under section 129 or 130 of which the licensing authority is aware, and*
- (c) any other information which the authority considers relevant.*

The Sub-Committee's conclusion is set out below.

### **Outcome**

The Sub-Committee considered the written and oral representations made by Mr Ward, the details of the conviction received from the Magistrates Court and the written submission made by City of London Police. The Sub-Committee concluded that no action was necessary.

Having considered the representations as set out in the agenda and those made orally at the hearing, the Sub-Committee felt satisfied that Mr Ward had been as helpful as possible and was contrite. Given the circumstances which were now explained, the Sub-Committee was satisfied that the Licensing Objectives have not been undermined. The Magistrates Court had dealt with the offence and it was not necessary, in the view of the Sub-Committee, to revoke or suspend Mr Ward's personal licence.

As the Sub-Committee proposes not to revoke or suspend the licence, Sections 132A (9) to (12) Licensing Act 2003 apply and require the Authority to give notice to the Chief Officer of Police for its area that it proposes not to revoke the licence and invite representations, which may be made within 14 days of receipt of the notice by the Chief Officer of Police. If any representations are received, the Sub-Committee must take these into account and then make a final decision, which the Sub-Committee will duly communicate to Mr Ward.

The meeting ended at 12:20pm

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Chairman

**Contact Officer: [raquel.pinto@cityoflondon.gov.uk](mailto:raquel.pinto@cityoflondon.gov.uk)**

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# **MINUTES OF THE LICENSING (HEARING) SUB-COMMITTEE**

**HELD ON FRIDAY, 11<sup>th</sup> SEPTEMBER 2023 AT 10.00 AM**

## **Sub Committee:**

Deputy John Fletcher (in the Chair)  
Deputy Marianne Fredericks  
Deputy Shavran Joshi

## **Officers:**

Raquel Pinto – Town Clerks  
Gavin Steadman – Port Health & Public Protection Director  
Rachel Pye – Assistant Director, Public Protection  
Sangeeta Patel – Licensing Officer, Department of the Environment  
Sadhari Perera - City Solicitor

## **Applicant:**

- George Hammer – Director – Applicant Hammer Holdings
- James Anderson - Solicitor for Applicant - Poppleston Allen Solicitors
- Alex Tomlinson – Trainee Solicitors – Poppleston Allen

## **Making representations:**

- Richard Vitola-Jones - Resident
- Nora Vitola-Jones - Resident

## **Licensing Act 2003 (Hearings) Regulations 2005**

**A Public Hearing was held at 10 am to consider representations submitted in respect of an Application for a Premises Licence by Hammer Holdings, Urban Retreat, 18-19 Long Lane, London, EC1A 9PL.**

**The Sub-Committee had before it the following documents:**

- Hearing Procedure
- Report of the Executive Director Environment
- Appendix 1: Copy of Application
- Appendix 2: Representations from Other Persons
- Appendix 3: Conditions consistent with the operating schedule
- Appendix 4: Licensing/Planning History of Premises
- Appendix 5: Plan
- Appendix 6: Additional Evidence Bundle from the Applicant

The Hearing commenced at 10.00 am. The Chairman introduced himself before asking the Sub Committee, the City of London Corporation officers and other parties present to introduce themselves.

The Chair confirmed the nature of the application which was for the sale of alcohol for consumption. The Chair also explained the order of proceedings, as set out in the agenda pack circulated to all parties.

The applicant wanted to let those present that they would like to propose an amendment regarding their opening hours. The new proposed times would be as follows, 07:00-23:00 opening hours and 11:00-22:30 for the supply of alcohol for consumption on and off the premises. This was so it would be more mindful of the guidance.

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

- Concerns over the accessibility of the portal meant this application came to a hearing.
- There were concerns over congestion around Hayne Street, as there were a lot of premises there which invited anti-social behaviour.
- They welcomed the nature of the premises which looked at health and wellbeing but were unsure as to how the operating hours were conceived as this did not follow the precedent set with their other businesses.
- Noise nuisance was an important issue and they wanted to know what was being done to mitigate alcohol intoxication.

**During questions, the following points were noted:**

- On the reduced hours, the gesture was appreciated however the question surrounding the operating hours was still pertinent.
- There were concerns about the cumulative effect because of the amount of establishments already opened in the area.
- It was explained that although this was a notable concern, each application has to be looked at in its own merit.
- It was noted that there were different dispersal times in relation to this establishment, which was now looking to close earlier.
- The primary issue for residents was surrounding noise from the terrace and whether the consumption of alcohol would dramatically increase levels of noise to point it was a nuisance.
- It was suggested that alcohol stopped being served past 8pm.

**During the presentation from the Applicant's representative, the following points were noted:**

- The applicant provided an overview of their background in this industry.
- It was noted that the leasing expired in October of this year this year. In order to break the lease or renew it, it was required to provide a 6-month notice which limited investment.

- They were upgrading their education facilities and they were looking to invite companies to use their premise as a beauty and wellness hub, to do events and conferences related to that industry.
- They were applying for an alcohol license, as they felt that their third floor and ground floor could be used as an ancillary for food and beverages (including alcohol).
- The Applicant assured the Sub-Committee that they were not a pub and were not interested in becoming one.
- The use of the terrace would be a good meet and greet spot to hold such events, especially as socialising aspects were running later in the day, and this was where the 7:00-22:30 timings were drawn from.
- With regards to other premises mentioned, there were similar concerns raised, however, they had proved to other authorities that they were responsible neighbours, and they were not primarily a drinking establishment.
- The Applicant want to promote wellness to the City of London, and promote this business here, given its location (being one stop away from Liverpool Street), as well as offer an 'out-of-hours' service potentially until 10:30pm.
- They were not a profit generating business they considered themselves more of a support business.
- The Applicant had tried to reach out to residents and neighbours, and appreciated the portal wasn't working.
- Thew Sub-Committee was assured the applicant was not seeking become a pub-late night establishment, and that they have been conscious of residents in other areas and would continue to be, however, they needed these events so they could generate income to pay staff and business rates.
- The premises would not be operating after 7pm every night.
- Given the concerns mentioned regarding noise emanating from the terrace, the applicant would be happy to install fencing in roof terrace to prevent nuisance.
- This was principally a health and wellbeing business, and only and quarter of the premise would have license use.
- There were other protections and specific clauses in their lease which restricted them. This was a health mixed-use building and the infrastructure inside was restricted by small rooms and it would be difficult to transform them into anything else. If any changes were required, they would have to seek authorisation by the committee.
- The Applicant had pre-consulted with the authority, and they had agreed conditions which provide protections to those making representations.
- The 8pm ask to stop alcohol service by those making representations was restrictive especially in summer, and it was below what most operators have in City.

**During questions, the following points were noted:**

- Concerns were raised over the nature and frequency of events held at the premise.
- It was clarified that the timings between 7:00-22:30 would be primarily for events mainly in the health and wellbeing industry though, they were also opened to any event. They were not looking to trade after 7pm every night, it would be on occasion.
- Concerns were raised over the lease and other's ability to exploit the lease.

- It was explained that the conditions placed would prevent anyone picking up license for anything other than what was intended and if they did they would be in breach of the license which was a criminal offence.
- In terms of overall of the premise, the use of the events space would be small, and if the license was to be granted with the conditions, the license use would only be for a quarter of the overall business.
- It was raised that when people were using the terrace, they could be heard by residents in their homes, and whilst there hasn't been much activity up to now, this could become a nuisance.
- There would be staff to monitor the levels of noise, and if the license was granted, residents would have an advantage which was they had means of enforcement which they currently did not possess.
- The applicant would provide a contact detail for residents to get in touch should any issues arise.

At this point in the hearing, the residents were happy to withdraw their representations. The City Solicitor advised the Sub-Committee it was their decision to continue or not. The Panel decided to proceed as they had a few points they wanted clarification on.

The Sub-Committee wanted to have certain conditions and points clarified for all present:

- There was to be no music on terrace.
- Confirmed that the new operating hours were lowered to 22:30 for the supply of alcohol, with a closing time of 23:00.
- It was confirmed that the condition to limit off sales was not designed for the terrace, and that this condition would only be applicable following a successful pavement license. The Panel wanted to look into this for clarification.
- There was no official capacity for the terrace, but this was limited by a fire risk assessment. The sitting capacity was around 60, and this was for mixed use so there would also be standing capacity.
- A new condition to be added in which the applicant would put off fencing in the terrace to provide acoustic prevention,
- On page 37, under condition two, on the use of the terrace, to remove 'members of the public' so that it includes staff too to avoid ambiguity.
- The youngest age of the students was between 16–18-year-olds, but generally the students there were more in their 20s and 30s. In order to protect those minors, there was a condition on page 37 relating to Challenge 21, and staff would be trained on this. Further, it was assured that the events held there were low risk events and not alcohol led.
- There would be a condition to supply contact details for the residents.
- To amendment condition three to remove the line in between points (c) and (d) relating to the incident log as all CCTV should be considered under the prevention of crime clause.

The Chair invited parties to sum up. All parties felt they had presented their sides fully, and therefore, no-one wished to sum up.

The Chair explained that the Sub Committee would retire to make a decision and all parties would be advised of the outcome within 5 clear working days. The Chair thanked all those present and closed the Hearing at 10:55pm.

### **Deliberations:**

Before deliberations commenced, the Sub-Committee wanted officers to look into the issue raised by those making representations regarding the lack of accessibility to the portal and this being down.

The Sub-Committee retired to consider the application, carefully deliberating on the representations submitted in writing and orally at the hearing by those making representations and the applicant. It was evident that the most relevant licensing objectives requiring the Sub-Committee's consideration was the prevention of public nuisance and prevention of crime and disorder.

The Sub Committee noted the representations from the residents, and fully understood their concerns about dispersal, specifically noise nuisance and the cumulative impact of anti-social behaviour from patrons leaving late night drinking establishments (including this establishment). Although the Sub-Committee noted these points, it also agreed that this application needs to be considered on its' own merits.

The Sub-Committee noted that the applicant wanted to promote health and wellbeing in the City of London, and it was felt that although this site remained primarily for education facilities, it was felt that the ground floor and third floor needed an ancillary use for food and beverages (alcohol), so that they could hold events or conferences promoting primarily this industry, but also open to others. The applicant confirmed that only a quarter of the premise would have licensed use, and that they would not be operating after 7pm every night.

The Sub Committee also noted concerns over the operating hours of 07:00-22:30, considering the nature of the premise application for a health and wellbeing. It was felt that the operating hours do not match the ethos of the business presented to them and would further add to the overall noise nuisance and littering of the area. As the applicant had agreed to change its operating hours, the Sub-Committee felt that this earlier dispersal would not add to the cumulative effect of the surrounding premises, some of which close at 3 and 4 am.

The Sub-Committee heard from those making representations that their primary issue was around noise emanating from the terrace, and it is whether the consumption of alcohol would dramatically increase levels of noise to point it was nuisance. The Sub-Committee noted that the applicant was happy to add a condition which would ensure that fencing would be installed to mitigate the noise coming from the terrace.

The Sub-Committee considered amendments to existing conditions to further mitigate noise nuisance most which were agreed by the applicant at the hearing subject to approval. On page thirty-seven of the pack, under the conditions agreed with the City of London Licensing Team, the Sub-Committee agreed an amendment to condition

number two, where it should read that the terrace must not be used after 22:30 on any day by anyone including staff. Under the conditions agreed with the City of London Police, the Sub-Committee agreed an amendment to condition three to remove the line in between points (c) and (d) relating to the incident log as all CCTV should be considered under the prevention of crime clause. Another amendment to condition three so that it reads “there shall be no sale of alcohol in unsealed containers for consumption off the premises”. Following the Panel’s deliberation of the issue, the panel did not believe that the condition put forward by the Applicant was sufficient to fulfil the licensing objectives. The panel decided to impose the condition to prevent noise nuisance and to fulfil the licensing objectives. It was agreed that if the Applicant receives planning permission they can apply for a variation and it may be considered further at this point (it was noted that the planning permission application was a separate matter and not the deciding factor).

The Sub-Committee also wanted to add two new conditions, so that this would not undermine licensing objectives in respect of prevention of public nuisance and prevention of crime and disorder. Firstly, for the applicant to install fencing to mitigate noise nuisance from the terrace. Secondly, that contact details for the premise would be shared with residents so that they can report any issues.

The Sub-Committee noted that once the above conditions were discussed in the hearing the residents withdrew their representation and were happy with what was proposed. The Applicant too was happy with the conditions.

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

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

**DECISION**

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

<u>Activity</u>	<u>Proposed licence after amendment</u>
Supply of alcohol for consumption on and off the premises	Mon–Sun 11:00-22:30
Opening Hours	Mon–Sun 07:00-23:00

The Sub-Committee had regard to the conditions that parties had agreed upon in advance of the hearing. It was of the view that it was necessary to impose these conditions for the promotion of the licensing objectives and for the prevention of public nuisance. The Sub Committee noted that these are live documents and can be amended if necessary, giving residents reassurance that any future concerns in terms of anti-social behaviour on dispersal will be addressed.

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

**CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE AND  
APROPRIATE TO 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).
2. There is to be no live or recorded music played on the 3rd floor roof terrace.
3. The 3rd floor roof terrace is not to be used after 10:30pm on any day.
4. 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)
5. An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the City of London Corporation. The log will record the following:
  - a. all crimes reported to the venue
  - b. all ejections of customers
  - c. any incidents of disorder (disturbance caused either by one person or a group of people)
  - d. seizures of drugs or offensive weapons
  - e. any faults in the CCTV system or searching equipment or scanning equipment
  - f. any refusal of the sale of alcohol during the hours the premises is licensed to sell it (MC03)

6. There shall be no sale of alcohol in unsealed containers for consumption off the premises.
7. For fencing to be installed in the rooftop bar to mitigate noise nuisance.
8. For the applicant to provide contact information so that residents can have a point of contact to raise any issues.



# Agenda Item 5

<b>Committees:</b> Licensing	<b>Date:</b> 26 October 2023
<b>Subject:</b> Premises Licence Application Non-Statutory Consultations	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	1, 2, 4, 5 and 6
<b>Does this proposal require extra revenue and/or capital spending?</b>	<b>N</b>
<b>Report of:</b> Bob Roberts, Executive Director (Interim), Environment	<b>For information</b>
<b>Report authors:</b> Rachel Pye, Assistant Director Public Protection  Gavin Stedman, Director Port Health & Public Protection	

## Summary

At the Licensing Committee on 7<sup>th</sup> July, Members enquired about the process of notifying non-statutory stakeholders about new and modified licensing applications. Concerns had been raised about known instances where there was a significant delay in sending notification emails to members and other interested parties following the receipt of a licensing application. Given the deadline for representations is 28 days from date of receipt of the application, not the date it is publicised, this had undue delays and reduced the time in which these stakeholders had to respond. Members also enquired about the procedure for blue notices to be displayed by applicants and the process for officer's compliance checks on the notices.

Officers have investigated the issues raised, identified the causes, and implemented controls to ensure that all statutory and non-statutory consultations on licence applications are conducted within expected timescales.

## Recommendation

Members are asked to:

- Note the contents of the report.

## Main Report

## Background

1. At the Licensing Committee on 7<sup>th</sup> July, Members enquired about the process of notifying non-statutory stakeholders about new and modified licensing applications. Concerns had been raised about known instances where there

was a significant delay in sending notification emails to members and other interested parties following the receipt of a licensing application.

2. Given the deadline for representations is 28 consecutive days from date of receipt of the application, not the date it is publicised, this had undue delays in non-statutory stakeholders being aware of applications and reduced the time in which these stakeholders had to respond.
3. Members also enquired about the procedure for blue notices to be displayed by applicants and the process for officer's compliance checks on the notices.
4. Officers undertook to look at the below and report back to the Committee:
  - (i) what the current system for processing and sending out notices is
  - (ii) to consider whether they are satisfied with the system and
  - (iii) to explain why there was a problem

And in doing so, officers have reviewed the current system for processing and sending out notices, considered whether the system is fit for purpose and implemented options to improve this system moving forwards.

### **Licensing Consultation Processes**

5. Premises licence consultation timelines are prescribed in the Licensing Act 2003 (Premises Licences and Club Premises Certificates) Regulations 2005 (the Regulations). An applicant for a premises licence or club premises certificate, a provisional statement or variation, is required to display a notice at the premises for 28 consecutive days commencing the day after the application is made and publish a notice in a local newspaper within 10 working days from the day after the application is made. A minor variation is only 10 working days notice display and no newspaper advertisement is required.
6. It is the responsibility of the applicant to ensure that notices include the correct information and are properly displayed. Templates for the public notices and guidance notes are available on the City of London website and is shown in appendix 2.
7. An applicant is also required to give notice of his application to each responsible authority (e.g., police, environmental health, planning authority, fire authority), a copy of the application together with its accompanying documents on the same day on which the application is given to the licensing authority. Where the application is made electronically, it is the licensing authority's responsibility to notify responsible authorities of the application on the first working day after the application is given. The majority of applications received by the City Corporation are electronic and the statutory notification to responsible authorities is done by way of auto-forward once the application has been validated as there is no redacting of personal information required.
8. The Regulations state that 'an interested party or responsible authority may make representations at any time during a period of 28 consecutive days starting on the day after the day on which the on which the application was

given to the authority'. There is no discretion to accept representations outside of the statutory timeframe.

9. In addition to the statutory consultations detailed above, the City of London also places current licence applications on its website and sends a consultation email to members and other persons who have requested to be kept informed of applications. This is an independent, non-statutory consultation process that aims to provide additional awareness of applications, and as such the aim is that the information is sent out the day after the application is received, or as close to the next day as possible.
10. Licensing Officers also undertake a number of compliance checks on applications received, for example, but not an exhaustive list:
  - Relevant sections of the application completed.
  - Declaration completed and signed.
  - Correct application fee submitted.
  - Satisfactory plans submitted.
  - On site inspections of the public notice (non-statutory) dependent on available resource and as such not all notices are checked.

### **Data analysis**

11. Officers have analysed compliance with the non-statutory consultation emails being sent for new premises licences and major variation between January 2023 to July 2023. In addition, the number of non-statutory physical inspections of blue notices for the same period was analysed.

#### Non-Statutory Consultation Emails:

- New premises licence applications  
36% - 12 out of 33 application emails not sent.  
27% - 9 out of 33 applications sent within 3 working days.
- Major variations  
15% - 2 out of 13 application emails sent within 3 working days.  
23% - 3 out of 13 application emails not sent.

#### Blue Notice Compliance Visits:

- New premises licence applications  
66% 22 out of 33 blue notices checked.
- Major variations  
54% - 7 out of 13 blue notices checked.

12. The same data analysis was conducted for the date range July 2023 to October 2023, post implementation of improvements. 19 new premises applications were received within that time range, no major variations were received.

### Non-Statutory Consultation Emails:

- New premises licence applications  
100% - 19 out of 19 applications sent within 3 working days.

### Blue Notice Compliance Visits:

- New premises licence applications  
100% 19 out of 19 blue notices checked.

## **Discussion**

13. Analysis of the data has shown that there has been an unacceptable drop in performance and whilst the statutory legal obligations have not been compromised, the service delivery that we offer to the public and members has fallen short of what is expected. The responsibilities for these areas fall across two separate Teams. The statutory legal obligations are fulfilled by the Licensing Team and as already stated officers have established that there has been no drop in performance, therefore no additional action or improvement is required from this Team. It should be noted that the Licensing Team have responded by taking on additional tasks and assuming sole responsibility for some areas of the licensing application process.
14. The service delivery function rests with the Business Delivery Team and it is within this Team that failures have been identified that contributed to the drop in standards, which includes inadequate resourcing, high staff turnover and a lack of confidence.
15. The following actions have therefore been undertaken:
  - a) The Business Delivery Team is now fully resourced.
  - b) The roles and responsibilities of the team have been reviewed and officers have implemented a system to eliminate single points of failure with every task assigned a lead and a second to ensure resilience and eliminate over-reliance on single team members.
  - c) Performance issues are being addressed and the team will be provided with appropriate support and encouragement to secure a sustained improvement of performance. The process will be robust and measured with regular performance reviews and welfare checks.
  - d) Redesign of shared inbox workflows in the Business Delivery Team to provide a dedicated 'Licensing' folder. This enables licensing matters to be clearly identified and separated out from the other tasks the team are responsible for.
  - e) Retraining of the Business Delivery Team has been undertaken to include all licensing processes, timelines, and awareness of the consequences of errors. Diary reminders are utilised for key daily tasks with written process notes and flow charts introduced for reference and to aid in the training of new staff. Regular refresher training implemented for all staff in the Business Delivery team.

- f) Upskilling and increased confidence in the wider administrative team has enabled the licensing tasks to be shared more widely reducing the over reliance on one team member.
- g) Enhanced supervision and monitoring of the Business Delivery Team's outputs by the Team Manager with regular performance reviews, overseen by the Assistant Director. A system of escalation has been implemented for staff to seek assistance with clear leads and "seconds" identified for each task to ensure resilience.
- h) An SLA (Service Level Agreement) is being developed and a KPI (key performance indicators) has been introduced for the Business Delivery Team's work for Licensing.
  - Member consultation emails to be sent within 2 working days of the application receipt by the City of London.
- i) Web team notifications of approved webpages requested to be re-instated with a checking mechanism employed to ensure approvals are chased and followed up.
- j) An external logging system implemented outside of IDOX Uniform (the IT system used by the service) to log and check the progress of each application received, which is checked daily by both the Licensing and Business Delivery Team Managers and overseen by relevant Assistant Directors responsible for each Team.
- k) Investigating the use of IDOX Uniform system to automate the non-statutory notification process. It is envisaged that this portal will provide greater access and transparency to applications. The display of application documents and notification process will be automated replacing the current website uploads which will free up the administrative resource for other tasks and reduce the risk of human error.

In addition to the above, the issue regarding the reduced rate of checks on the blue notices carried out by the Licensing Team which resulted from a lack of resourcing, will be resolved once the Team is fully resourced in November 2023. Licensing Team compliance checks on blue notice display are now a compulsory task for each application and the KPI is set at 100%, the checks are now formally recorded on the new case management software and monitored as part of the performance management of the team.

## **Corporate & Strategic Implications**

### **Strategic implications**

16. The work on licensing consultations sits within the City of London Statement of Licensing Policy 2022, Section 5.

17. The work on licensing consultations directly supports five Corporate Plan outcomes:

'People are safe and feel safe.'

'People enjoy good health and wellbeing.'

'Communities are cohesive and have the facilities they need.'

'Businesses are trusted and socially and environmentally responsible.'

'We have the world's best legal and regulatory framework and access to global markets.'

**Financial implications**

18. None.

**Resource implications**

19. None

**Legal implications**

20. None

**Risk implications**

21. There are reputational risks for the Licensing Authority if licensing consultations are not dealt with in accordance with statutory timelines and agreed service standards and in accordance with the City's Statement of Licensing Policy. Statutory timelines and obligations have not been impacted.

**Equalities implications**

22. Action to improve consultation processes has a positive impact on all sections of the population.

**Security implications**

23. None

**Conclusion**

24. The City Corporation is committed to ensuring that residents, workers, and visitors to the City feel informed and consulted on licensing applications.

25. Data analysis has shown that the number of non-statutory consultations between January and July 2023 being sent within an acceptable time frame was unacceptably low.

26. A number of improvements have been identified to improve the effectiveness of the licensing consultation process and this approach has been implemented to respond to the issues raised in relation to delayed consultation emails being sent.

27. Data analysis between July and October 2023 have shown the improvements to be effective.

28. Further supervision and monitoring is being undertaken to ensure the actions carried out continue to have a positive outcome in that all statutory and non-statutory timelines are met, this will be kept under review.

29. Performance against the KPIs outlined in 15 h) will be reported to Committee in the quarterly delegated powers report.

## **Appendices**

1. Licensing application consultation flow chart
2. [City of London Licensing Applications Advertising Requirements and Guidelines](#)

## **Background Papers**

- [Licensing Committee minutes 7<sup>th</sup> July 2023](#)

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And

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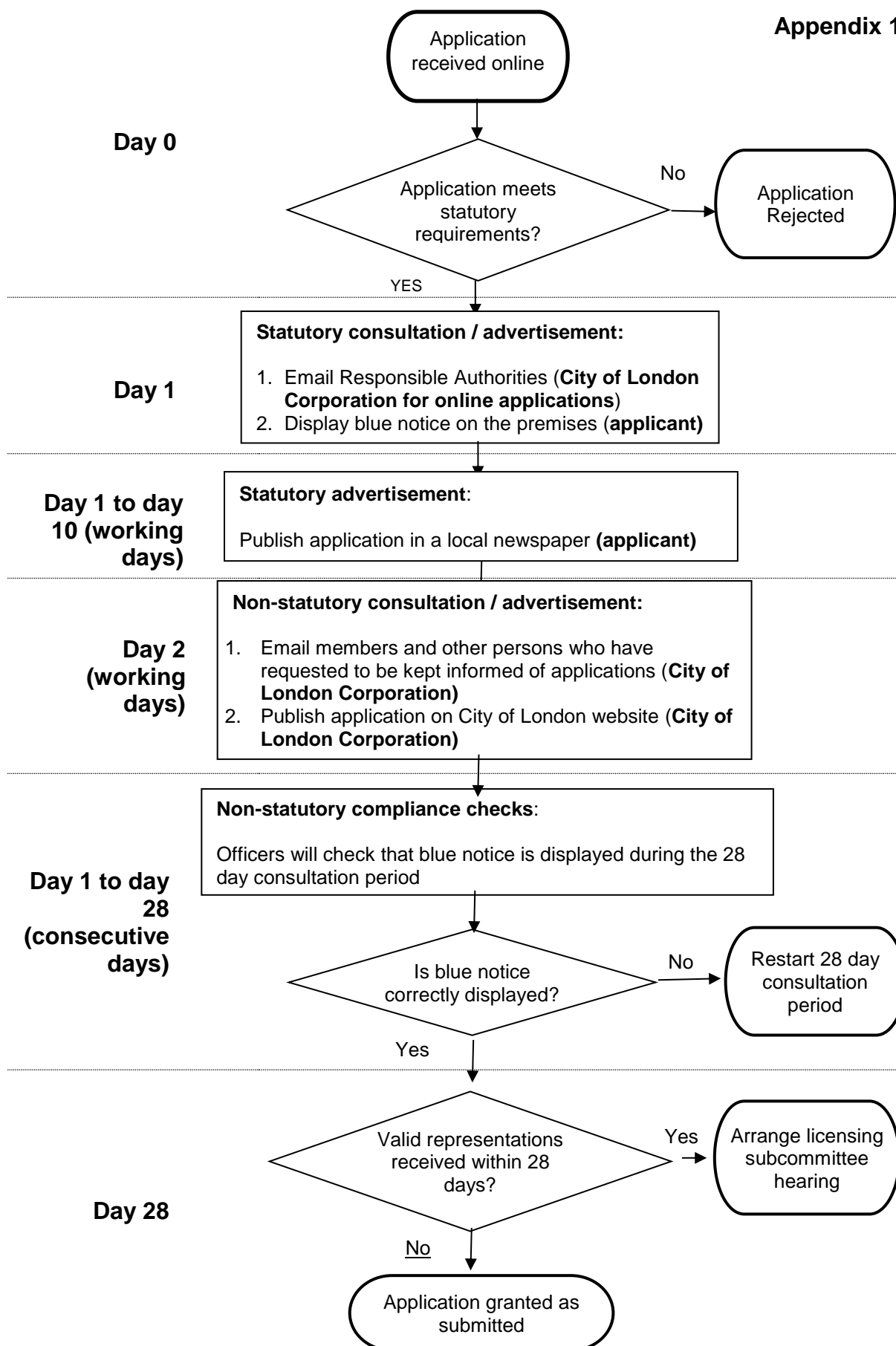
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# Licensing Act 2003 – consultation flow chart

Appendix 1



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<b>Committee(s)</b>	<b>Dated:</b>
Licensing	26/10/2023
<b>Subject:</b> Delegated decisions of the Executive Director Environment pertaining to premises licences	<b>Public</b>
<b>Which outcomes in the City Corporation's Corporate Plan does this proposal aim to impact directly?</b>	1, 4
<b>Does this proposal require extra revenue and/or capital spending?</b>	N
<b>If so, how much?</b>	N/A
<b>What is the source of Funding?</b>	N/A
<b>Has this Funding Source been agreed with the Chamberlain's Department?</b>	N/A
<b>Report of:</b> Bob Roberts, Interim Executive Director, Environment Department	<b>For Information</b>
<b>Report author:</b> Robert Breese, Licensing Officer	

## Summary

This report details the premises licences, and variations to premises licences, granted under the Licensing Act 2003 and administered by the Licensing Service from 1 July 2023 to 30 September 2023. It does not include any premises where Members have been involved in the decision-making process i.e. decisions made at Licensing Sub-Committee hearings.

The report also gives a summary of the enforcement action taken under the Licensing Act 2003 between 1 July 2023 to 30 September 2023. In addition, the report presents data from the 'traffic light' risk scheme introduced within the City of London on 1 April 2013. The data gives a view of the scheme between 1 April 2023 to 30 September 2023.

## Recommendation(s)

Members are asked to:

Note the report

## Main Report

1. Pursuant to the instructions from your Committee, I attach for your information lists detailing 'premises licence' applications (Appendix 1) and variations (Appendix 2) granted by the Licensing Service between 1 July 2023 to 30 September 2023. Each of these appendices contain details of any conditions attached to the premises licences.
2. The report also contains information appertaining to the number of personal licences issued. This information is also contained in Appendix 2.

3. Any questions of detail concerning premises licences can be obtained from the Corporation's public register which can be found at: <http://www.cityoflondon.gov.uk/business/licensing/alcohol-and-entertainment/Pages/Search-the-public-register.aspx> or by email to the Licensing Team at [licensing@cityoflondon.gov.uk](mailto:licensing@cityoflondon.gov.uk).
4. This report also outlines the enforcement activity of the Licensing Service in relation to premises with a licence granted under the Licensing Act 2003 (Appendix 3). The table in Appendix 3 shows the number of visits undertaken, number of complaints received and the number of enforcement actions taken. Enforcement actions include warning letters, notices, simple cautions, legal proceedings etc. Appendix 3 provides data from 1 July 2023 to 30 September 2023.
5. Licensing Officers undertake routine enforcement visits to check on premises licence conditions where there are concerns, e.g. closing times, compliance with Temporary Event Notices and managing numbers of people consuming alcohol outside venues, and in response to complaints. The Department's Enforcement Policy is followed prior to escalating action and taking legal proceedings.
6. The Enforcement Policy conforms to the Regulators' Compliance Code and the regulatory principles required under the Legislative and Regulatory Reform Act 2006. It sets out the general principles and approach which Officers are expected to follow and addresses issues of proportionality, consistency, targeting, transparency and accountability.
7. More widely, enforcement arrangements are currently coordinated at the Licensing Liaison Partnership meetings that are held monthly and are attended by representatives from all enforcement agencies. Joint visits are organised via this forum and subsequent reports are used to add to the top-level premises list that comprises those premises that have accrued the most points under the 'traffic light' risk scheme. These are then targeted by relevant enforcement officers.
8. This report details data produced from the 'traffic light' risk scheme between 1 April 2023 to 30 September 2023. Further details can be seen in Appendix 4.
9. There is a very good working relationship between the Port Health & Public Protection (PH&PP) Licensing Team, the City of London Police Licensing Team and the PH&PP Pollution Control Team, all of whom are based at the Guildhall. These relationships and lines of communication have been maintained with regards to working from home, a number of communications taking place remotely. We have furthered our relationships with various stakeholders through Operation Reframe – a regular monthly collaborative partnership with numerous responsible authorities aimed at building trust and confidence in our work and creating safe spaces.
10. The Memorandum of Understanding (MoU) between the City of London Police and the Environment Department agreed in November 2011 (when it was the Markets and Consumer Protection Department) outlines specific arrangements for cooperation between the teams.

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

## **Implications**

### 14. Corporate & Strategic Implications:

Strategic implications – None

Financial implications - None

Resource implications - None

Legal implications - None

Risk implications - None

Equalities implications – None

Climate implications - None

Security implications – None

## **Appendices**

- Appendix 1 – New Licence Applications issued between 1 July 2023 to 30 September 2023.
- Appendix 2 – Applications to vary a licence issued between 1 July 2023 to 30 September 2023.

- Appendix 3 - Enforcement Action carried out between 1 July 2023 to 30 September 2023 (including complaints received).
- Appendix 4 (Non-Public) – Update on the risk scheme as of 30 September 2023.

**Background Papers**

None

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## Appendix 1

### New Licence Applications Issued by way of Delegated Authority (01 July 2023 to 30 September 2023)

Name	Address	Ward	Details
Cloud Land	145 Minories	Tower	A, (e), (f) <b>22:30</b>
Galaxy Restaurant & Karaoke	3 Appold Street	Bishopsgate	A, (f), L <b>03:00</b>
Dashwood House	69 Old Broad Street	Bishopsgate	A, (a) (b) (e) (f) (g) <b>21:00</b>
One New Change	1 New Change	Bread Street	A, (a) (b) (e) (f) (g) <b>21:00</b>
STA Studios	14-17 Old Broad Street	Cornhill	A <b>21:30</b>
Bandaloop	St Paul's Churchyard	Castle Baynard	(e) (f) (g) <b>20:00</b>
Black Sheep Coffee	Unit 1, 60 London Wall	Broad Street	A, (f) <b>22:00</b>
Native Hotel	53-55 Carter Lane	Castle Baynard	A <b>23:00</b>
Bloomsyard	1 Finsbury Avenue	Bishopsgate	A <b>00:00</b>
Broadgate Circle (Barts Fair)	Broadgate Circle	Bishopsgate	(e) (f) <b>20:00</b>
Grand Avenue (Barts Fair)	Grand Avenue	Farringdon Without	(d) (e) (f) <b>20:00</b>
Boom Bap Burger	29-30 Leadenhall Market	Langbourn	A, (e), (f), L <b>00:00</b>
Baby Bacchus	22 Birchin Lane	Langbourn	A, (f) <b>00:00</b>
Rainbo	60-61 Leadenhall Market	Langbourn	A <b>21:00</b>
Fenchurch Tavern	72-75 Fenchurch Street	Aldgate	A <b>00:00</b>
All Good Convenience	122 Cannon Street	Candlewick	A <b>00:00</b>

### **Total Licences Issued = 16**

Key to Details:

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

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

#### Number of Licences by Ward

<b>Aldgate</b>	<b>1</b>
<b>Bishopsgate</b>	<b>4</b>
<b>Bread Street</b>	<b>1</b>
<b>Broad Street</b>	<b>1</b>
<b>Candlewick</b>	<b>1</b>
<b>Castle Baynard</b>	<b>2</b>
<b>Cornhill</b>	<b>1</b>
<b>Farringdon Without</b>	<b>1</b>
<b>Langbourn</b>	<b>3</b>
<b>Tower</b>	<b>1</b>

## **Conditions Applied to Licences Granted by way of Delegated Authority**

### **Cloud Land**

1. Alcoholic and other drinks may not be removed from the premises in open containers.
2. 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.
3. 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.
4. Children under the age of 16 years shall not be allowed on the premises after 21:00 hours unless accompanied by an adult.

### **Galaxy Restaurant & Karaoke**

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or Licensing Authority recordings of the preceding two days immediately when requested.
2. Promoted events will not be held at the premises. A promoted event is an event involving music and dancing where the musical entertainment is provided at any time by a disc jockey or disc jockeys one or some of whom are not employees of the licensee (premises licence holder) and the event is (independent of the licensee) promoted to the general public.
3. There shall be no self-service of bottles of spirits on the premises.
4. An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the City of London Corporation. The log will record the following: (a) all crimes reported to the venue (b) all ejections of customers (c) any incidents of disorder (disturbance caused either by one person or a group of people) [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
5. There shall be no sale of alcohol in unsealed containers for consumption off the premises, save to persons who are seated at furniture licensed by way of a pavement licence in respect of the premises (LA2003, S172F-172L exempt).



6. When any licensable activity is taking place after 21.00 on Sunday to Thursday, a minimum of one (1) SIA licensed door supervisor shall be on duty at the premises from 21:00 until the last patron has dispersed from the premises.
7. When any licensable activity is taking place after 21.00 on Friday and Saturday, a minimum of two (2) SIA licensed door supervisors shall be on duty at the premises from 21:00 until the last patron has dispersed from the premises.
8. Alcohol & Late Night Refreshment shall not be sold for consumption off the premises after 01.00 on any day (LA2003, S172F-172L exempt).
9. The delivery of alcohol shall only be made to a residential or business address.
10. A written drugs policy shall be adopted by the licensee, a copy of which shall be retained on the premises and made available for inspection by a police officer and/or authorised officer of the licensing authority on request.
11. No new admissions or re-admissions shall be allowed to the premises after 01.30 with the exception of those patrons who have temporarily left the premises for the purpose of smoking.
12. Alcohol for consumption on the ground floor restaurant of the premises, shall only be served to patrons who are seated at the premises.
13. All patrons on the ground floor restaurant of the premises after 23.00, shall only be sold or supplied alcohol whilst seated at a table and as ancillary to a table meal.
14. The Licence holder shall make available a contact telephone number on request to nearby residents and the City of London Licensing Team to be used in the event of complaints arising.
15. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.
16. A written dispersal policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours.
17. All external doors and windows to the premises shall remain closed after 23.00 except for entrance and egress.
18. 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.
19. An age gate shall be included on the website used for the purpose of generating sales of alcohol by the Premises Licence holder.
20. Delivery instructions to drivers shall include instructions not to deliver to any person under the age of 18 and to challenge any person looking under 25 to produce valid ID to prove they are over 18 years of age.

### **Dashwood House**

1. A CCTV system shall be installed and maintained covering all public areas of the premises. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept

available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or Licensing Authority recordings of the preceding two days immediately when requested.

2. 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

3. All glasses in use at the premises shall be either toughened glass or polycarbonate material.

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

5. A written dispersal policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours.

6. A written drugs policy shall be adopted by the licensee, a copy of which shall be retained on the premises and made available for inspection by a police officer and/or authorised officer of the licensing authority on request.

7. The Licence holder shall make available a contact telephone number to nearby residents and the City of London Licensing Team to be used in the event of complaints arising.

8. 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.

9. A log shall be kept at the premises and record all refused sales of alcohol for reasons that the person(s) is, or appears to be, under 25 years of age. The log shall record the date and time of the refusal and the name of the member of staff who refused the sale. The log will be made available on request by the Police or an authorised officer of the City of London Corporation.

### **One New Change**

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

2. Promoted events will not be held at the premises. A promoted event is an event involving music and dancing where the musical entertainment is provided at any time by a disc jockey or disc jockeys one or

some of whom are not employees of the licensee (premises licence holder) and the event is (independent of the licensee) promoted to the general public.

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

(a) all crimes reported to the venue

(b) all ejections of customers

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

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

(d) seizures of drugs or offensive weapons

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

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

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

5. When any alcohol sales are taking place a minimum of one (1) SIA licensed door supervisors shall be on duty in the lower ground floor, (2) two on the ground floor and (2) two on the roof terrace and then on a ratio of 1:75 in those areas thereafter, until the last patron has dispersed from those areas. This condition to apply to each of those three areas separately and independently of each other.

6. All glasses in use at the premises shall be either toughened glass or polycarbonate material.

7. The 6th Floor Roof Terrace may not be used to provide licensable activity unless the Licensing Authority and Police are informed of the intention to use it, by the licence holder, at least 48 hours prior to use.

8. The Licence Holder may not provide licensable activity on the 6th Floor Roof Terrace at such a time as the designated area, shown on the submitted Plan, is being used by another operator also for licensable activities. When this licence is in use on the 6th Floor Roof Terrace the summary shall be displayed, and no other summary will be displayed at the same time.

9. A written dispersal policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours.

10. A written drugs policy shall be adopted by the licensee, a copy of which shall be retained on the premises and made available for inspection by a police officer and/or authorised officer of the licensing authority on request.

11. The Licence holder shall make available a contact telephone number to nearby residents and the City of London Licensing Team to be used in the event of complaints arising.

12. A 'Challenge 25' Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age 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.

13. A log shall be kept at the premises and record all refused sales of alcohol for reasons that the person(s) is, or appears to be, under 25 years of age. The log shall record the date and time of the refusal and the name of the member of staff who refused the sale. The log will be made available on request by the Police or an authorised officer of the City of London Corporation.

**STA Studios**

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

2. All sales or supplies of alcohol to patrons on the premises will be ancillary to the primary use of the premises in providing hairdressing and beauty treatments.

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.

### **Bandaloop**

1. The event shall be run in accordance with Event Safety Management Plan (ESMP) 'Resurgam' by Bandaloop, as approved by the City of London Safety Advisory Group. Changes shall not be made to the ESMP without the consent of the SAG, save for emergency amendments that can be agreed with responsible authorities during the event.

### **Black Sheep Coffee**

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

2. A 'Challenge 25' Scheme shall operate to ensure that any person attempting to purchase alcohol who appear 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.

### **Native Hotel**

1. Alcohol may be sold and supplied to hotel guests residing at the Native Hotel at 6 Wardrobe Place 24 hours per day.

2. The premises shall install and maintain a comprehensive CCTV system covering all public areas of the premises including the entrance door. The CCTV cameras shall continually record while the premises are open to the public and recordings shall be kept for a minimum of 31 days with time and date stamping. A staff member who is conversant with the operation of the CCTV system. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public. This staff member shall be able to show Police or the Licensing Authority recordings of the preceding two days immediately when requested.

3. The premises at 53-55 Carter Lane shall only be open to the general public between 10:00 and 23:30 Monday to Saturday and 10:00 to 23:00 on Sundays. After those times access to those premises shall only be to hotel residents staying at the hotel at 6 Wardrobe Place EC4, or their bona fide guests.

4. Sales of alcohol for consumption off the premises between 10:00 and 23:00 Monday to Saturday and 10:00 to 22:30 on Sundays shall only be to persons consuming their purchases seated in Wardrobe Place and benefitting from a pavement/tables and chairs licence issued by the City of London, or for hotel residents to take to their rooms for consumption there.

5. An incident log shall be kept at the premises, and made available on request to authorised officer of the City Council or the Police, which will record the following:

- (a) all crimes reported to the venue;
- (b) any complaints received regarding crime and disorder;
- (c) any incidents of disorder;
- (d) any faults in the CCTV system;
- (e) any refusal of the sale of alcohol;
- (f) any visit by a relevant authority or emergency service.

### **Bloomsyard**

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

2. Promoted events will not be held at the premises. A promoted event is an event involving music and dancing where the musical entertainment is provided at any time by a disc jockey or disc jockeys one or some of whom are not employees of the licensee (premises licence holder) and the event is (independent of the licensee) promoted to the general public.

3. The on-sale of alcohol is only permitted from 8am to 10am daily when provided ancillary to food.

### **Broadgate Circle (Barts Fair)**

1. The event shall be run in accordance with an event management plan as approved by the City of London Safety Advisory Group. Changes shall not be made to the EMP without the consent of the SAG, save for emergency amendments that can be agreed with responsible authorities during the event.

### **Grand Avenue (Barts Fair)**

1. The event shall be run in accordance with an event management plan as approved by the City of London Safety Advisory Group. Changes shall not be made to the EMP without the consent of the SAG, save for emergency amendments that can be agreed with responsible authorities during the event.

### **Boom Bap Burger**

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points and the street environment, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the

operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days immediately when requested.

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

3. A 'Challenge 25' Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age 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.

4. The on-sale of alcohol is only permitted from 8am to 11am daily when provided ancillary to food.

### **Baby Bacchus**

1. There shall be no sale of alcohol in unsealed containers for consumption off the premises, save that sales for consumption at tables which benefit from a tables and chairs or pavement licence are permitted from 10.00 up to 21.00 hours on any day.

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

3. The Licence holder shall make available a contact telephone number to nearby residents and the City of London Licensing Team to be used in the event of complaints arising.

4. A written dispersal policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours.

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

6. Children under the age of 18 years shall not be allowed on the premises at any time unless accompanied by an adult.

7. 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.

8. A log shall be kept at the premises and record all refused sales of alcohol for reasons that the person(s) is, or appears to be, under 18 years of age. The log shall record the date and time of the refusal and the name of the member of staff who refused the sale. The log will be made available on request by the Police or an authorised officer of the City of London Corporation.

### **Rainbo**

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or Licensing Authority recordings of the preceding two days immediately when requested.
2. Promoted events will not be held at the premises. A promoted event is an event where the musical entertainment is provided at any time by a disc jockey or disc jockeys one or some of whom are not employees of the licensee (premises licence holder) and the event is (independent of the licensee) promoted to the general public.
3. All glasses in use at the premises shall be either toughened glass or polycarbonate material.
4. A written dispersal policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours.
5. A 'Challenge 25' Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age 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.

### **Fenchurch Tavern**

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days immediately when requested.
2. An incident book, or record, will be kept and maintained at the premises. Each entry made shall carry the day, date and time that each report was made. The DPS shall retain the incident book for a minimum of 12 months. The incident book will be made available to any of the responsible authorities on request. It will record the following:
  - a. All crimes reported to the venue
  - b. All ejections of patrons, with details of the individual(s) if known.
  - c. All complaints received (whether of a criminal or licensing nature).
  - d. All incidents of disorder.
  - e. The seizure of drugs and offensive weapons.
  - f. All visits by a responsible authority or emergency service.
  - g. Any faults in the CCTV system, searching equipment or scanning equipment.
3. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.
4. A 'Challenge 25' Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 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.

## **All Good Convenience**

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or the Licensing Authority recordings of the preceding two days immediately when requested.
2. No super-strength beer, lagers, ciders or spirit mixtures of 5.5% ABV (alcohol by volume) or above shall be sold at the premises, except for premium beers and ciders supplied in glass bottles and cans.
3. No single cans or bottles of beer or cider shall be sold at the premises.
4. All spirits will only be on display behind the counter.
5. No more than 15% of the total sales floor area of the licensed premises will be dedicated to the sale of alcoholic drinks.
6. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.
7. 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.
8. A log shall be kept at the premises and record all refused sales of alcohol for reasons that the person(s) is, or appears to be, under 18 years of age. The log shall record the date and time of the refusal and the name of the member of staff who refused the sale. The log will be made available on request by the Police or an authorised officer of the City of London Corporation.



## Appendix 2

### Licence Variations Issued by way of Delegated Authority (01 July 2023 to 30 September 2023)

Name	Address	Ward	Details
Trinity Square Apartments	Apartments 401-702, Floors Three, Four, Five, Six, Seven, 10 Trinity Square	Tower	Application is to extend the boundary of premises licence to include additional serviced apartments at floors 3, 4, 5, 6 and 7 and accordingly for approval of revised premises licence plans.
Worshipful Company of Apothecaries	Apothecaries Hall, Black Friars Lane	Farringdon Within	The Society currently serves alcohol at our own events and events of external hirers. Our existing license exempts cash bars. We very occasionally have events at which we would prefer to charge for drinks individually rather than include them in the ticket price, so would like to remove the condition exemption of cash bars.
Shake Shack	45 Cannon Street	Cordwainer	Extension of permitted hours for the sale of alcohol and Late Night Refreshment to 01:00 Monday to Saturday
The Steel Yard	15-17 Allhallows Lane	Dowgate	<ol style="list-style-type: none"> <li>1. Vary the hours on Sundays for all licensable activities until 06:00 hours.</li> <li>2. Amend on Friday, Saturday and Sunday between 02:00 to 06:00 the sale of alcohol will be for “on sales” only.</li> <li>3. Remove the following condition: “On any occasion that regulated entertainment is provided, not less than 7 SIA registered door supervisors shall be engaged to control entry”.</li> <li>4. Add the following condition: “SIA minimum of 4 when regulated entertainment takes place subject then to a ratio of 1:75 of the attendees at any event”</li> </ol>

			5. To add non-standard timing “On the morning that Greenwich Mean Time changes to British Summer Time one hour will be added to the terminal hour of any activities and to the closing time for the premises where the existing terminal hour for the activities and/or closing hour for the premises ends after 01.00 hours”.
Sainsbury’s	33 Holborn	Castle Baynard	<p>1. To allow for the sale of alcohol 24 hours daily for consumption off the premises.</p> <p>2. To remove the conditions listed under Annex 2.</p> <p>3. To include in Annex 2 the conditions listed on this application.</p>
Counting House	50 Cornhill	Cornhill	<p>The current plan for the basement, ground, first and second floors is to be replaced with a plan to show the basement, ground and mezzanine floor. There are no changes to these floors, the plan is now showing the floors labeled correctly and also the existing plan for the ground floor inadvertently did not show the stair case on the ground floor, which we have now shown for completeness.</p> <p>We are submitting a new plan for the first floor. The changes to this floor are to remove the existing licensed function room, toilets and kitchen and replace these with 6 new en-suite bedrooms, which will have mini- bars for the supply of alcohol only.</p>
Ship	3 Hart Street	Tower	1. Extend the terminal hour for the sale of alcohol on

			<p>Wednesday to Saturday until 00:30 the following day</p> <p>2. Permit opening hours on Sunday from 08:00 to 23:00, Monday &amp; Tuesday from 08:00 to 23:30, and on Wednesday to Saturday from 08:00 to 01:00 the following day</p> <p>3. Remove existing Annex 2 conditions and add new conditions</p>
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**Total Number of Variations Issued = 7**

Number of Licences by Ward

WARD	No.
<b>Castle Baynard</b>	<b>1</b>
<b>Cordwainer</b>	<b>1</b>
<b>Cornhill</b>	<b>1</b>
<b>Dowgate</b>	<b>1</b>
<b>Farringdon Within</b>	<b>1</b>
<b>Tower</b>	<b>2</b>

**Conditions Added to Licences Granted by way of Delegated Authority**

**Trinity Square Apartments**

1. Subject to Data Protection regulations and the Information Commissioner’s Guidance in respect of the provision of CCTV, as may from time to time have effect:-

A comprehensive digital colour CCTV system shall be maintained covering public entry and exit points into the apartment premises, and all public lobby and elevators providing access to the apartment premises with coverage enabling facial identification of every person entering the premises 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 either be present on the premises or at 10 Trinity Square Hotel at all times when the premises are open to the public and shall as far is reasonably practicable be able to show the police or the Licensing Authority recordings from the cameras referred to in 1.1 above of the preceding two days as soon as possible when requested.

**Worshipful Company of Apothecaries**

NONE

**Shake Shack**

NONE

## **The Steel Yard**

1. There shall be a minimum of 4 SIA registered door supervisors when regulated entertainment takes place subject then to a ratio of 1:75 of the attendees at any event.

## **Sainsbury's**

### **Conditions for the sale of alcohol for consumption on the premises**

1. The sale of alcohol for consumption on the premises shall be restricted to the following areas as indicated hatched red on the licence plans: Ground Floor, 1st Floor, B2 Floor (Market Restaurant), B3 Floor (Auditorium)

2. The main use of the premises will remain as corporate offices and any use of the premises for licensable activities shall be restricted to pre-organised events.

3. The premises shall install and maintain a comprehensive CCTV system. The entrance doors will be covered and recordings shall be kept available for a minimum of 30 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall be present on the premises at all times when they are open to the public. This staff member shall be able to show the police or licensing authority recordings of the preceding two days immediately when requested.

### **Conditions for the sale of alcohol for consumption off the premises**

1. The sale of alcohol for consumption off the premises shall be in respect of online order fulfilment only (LA2003, S172F-172L exempt).

2. The terms of conditions of sale will require the customer to confirm at the point of order that they are aged 18 or over.

3. Alcohol will only be delivered to a residential or business address.

4. An age verification policy will be implemented and maintained with respect to the delivery and compliance with condition 2. Where third party carriers are used for deliveries, the contract for delivery shall specify that the carrier must follow the licence holder's Challenge 25 policy or have its own age verification policy (minimum age 21). The licence holder's policy will provide that where a customer who is asked to produce ID to prove their age fails to do so the delivery will not be made. Customers will be advised of this process before or at the time they place their order.

5. Orders for delivery containing alcohol will be clearly labelled to highlight it contains age restricted products.

## **The Counting House**

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

member shall be able to show the police or Licensing Authority recordings of the preceding two days immediately when requested.

### **Ship**

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

2. A written dispersal policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours. The policy shall be kept on site at all times and made available for inspection on request by an authorised officer of the local authority or Police.

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

4. Customers shall not be permitted to consume drinks outside after 22.30 (LA2003, S172F-172L exempt).

### **Personal Licences Issued by way of Delegated Authority**

01 July 2023 to 30 September 2023

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**Enforcement Action Carried out Under the Licensing Act 2003  
01 July 2023 – 30 September 2023**

Total Number of Inspections	94
Number of Warning Letters	6
Number of Premises advised	23
Number of simple cautions	0
Number of suspension notices	
‘Dead’ Suspensions**	4
‘Live’ Suspensions***	1
Licence lapsed/surrendered	11

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

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

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

Number of complaints received between  
01/07/2023 and 30/09/2023

Total number of complaints: 12

PREMISES	ADDRESS	WARD	DETAILS	TYPE	DATE
Humble Grape	1 St Bride's Passage EC4Y 8EJ	Castle Baynard	Loud music and lots of chatting from premises (See 23/01151/NOISE)	PEOPLE	08-Jul-23
Locke Living	High Timber Street London	Queenhithe	Loud nightclub	MUSIC	09-Jul-23
Beau Beaus	4 - 6 Gravel Lane, E1 7AW	Portsoken	Loud music noise coming from the restaurant. People drinking outside the restaurant too.	LIPREM	16-Jul-23
Beau Beaus	4 - 6 Gravel Lane, E1 7AW	Portsoken	Reports reports about the noise coming from BeauBeaus	PEOPLE	17-Jul-23
Lucky Voice	84 Chancery Lane	Farringdon Without	Noise from patrons outside and leaving Lucky Voice	PEOPLE	24-Jul-23
Humble Grape	1 St Bride's Passage, EC4Y 8EJ	Castle Baynard	Noise from music spill from premises on Saturday	MUSIC	25-Jul-23
Juno Rooms	25 Watling Street London EC4M 9BR	Cordwainer	Op Reframe - witnessed loud music spill and external speakers in use at 2244hrs	MUSIC	03-Aug-23
The Refinery	12 Great New Street London EC4A 3BN	Castle Baynard	The resident reported about people yelling outside. She was not too sure of where the noise was coming from and also the number of people involved	PEOPLE	10-Aug-23
The Fable	60 Holborn Viaduct London EC1A 2FD	Farringdon Within	Noise and ASB issues arising from Sat brunches and various premises with external speakers.	LIPREM	17-Aug-23
Ye Olde Cheshire Cheese	Ye Olde Cheshire Cheese Public House 145 Fleet Street London EC4A 2BU	Castle Baynard	Noise from outside drinkers and dispersal	LIPREM	21-Aug-23
Paris Grill	54 Farringdon Street London EC4A 4BD	Farringdon Within	Noise from outside speaker	MUSIC	24-Aug-23
Farringdon Tap	41 Farringdon Street London EC4A 4AN	Farringdon Within	Noise from outside speaker	MUSIC	24-Aug-23



By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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