



Licensing Committee

Date: THURSDAY, 6 FEBRUARY 2025

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
Joanna Tufuo Abeyie	Graham Packham
Brendan Barns	Jason Pritchard
Deputy Peter Dunphy	David Sales
Mary Durcan	Deputy Ceri Wilkins
Sophie Anne Fernandes	Luis Felipe Tilleria
Anthony David Fitzpatrick	

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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 31 October 2024.

For Decision

(Pages 5 - 10)

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

a) Forge (Shadow Licence), 24 Cornhill, London, EC3V 3ND.

For Information

(Pages 11 - 18)

b) Proud City, 4 Minster Pavement, London, EC3R 7PP.

For Information

(Pages 19 - 30)

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

The Comptroller and City Solicitor to be heard.

For Information

6. **ENVIRONMENT DEPARTMENT HIGH-LEVEL BUSINESS PLAN**

Report of the Executive Director Environment.

For Decision

(Pages 31 - 54)

7. **REVENUE BUDGET 2025/26**

Joint report of the Chamberlain and the Executive Director Environment.

For Decision

(Pages 55 - 58)

8. **GAMBLING ACT 2005 - ANNUAL REVIEW AND SETTING OF FEES FOR 2025-26**

Report of the Executive Director Environment.

For Decision

(Pages 59 - 68)

9. **SEX ESTABLISHMENTS - ANNUAL REVIEW AND SETTING OF FEES FOR 2025-26**
Report of the Executive Director Environment.
For Decision
(Pages 69 - 76)
10. **LATE NIGHT LEVY - 12 MONTH REPORT (1 OCT 2023 - 30 SEP 2024)**
Report of the Executive Director Environment.
For Information
(Pages 77 - 86)
11. **REVIEW OF DRINK SPIKING IN THE CITY OF LONDON**
Joint report of the Town Clerk and the Commissioner of City Police.
For Information
(Pages 87 - 94)
12. **TERRORISM (PROTECTION OF PREMISES) BILL - 'MARTYN'S LAW'**
Report of the City Remembrancer.
For Information
(Pages 95 - 100)
13. **DELEGATED DECISIONS OF THE EXECUTIVE DIRECTOR ENVIRONMENT PERTAINING TO PREMISES LICENCES**
Report of the Executive Director Environment.
For Decision
(Pages 101 - 118)
14. **QUESTIONS ON MATTERS RELATING TO THE WORK OF THE COMMITTEE**
15. **ANY OTHER BUSINESS THAT THE CHAIRMAN CONSIDERS URGENT**
16. **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.
17. **NON-PUBLIC MINUTES**
To agree the non-public minutes of the meeting held on 31 October 2024.
For Decision
(Pages 119 - 122)

18. **CITY OF LONDON POLICE QUARTERLY UPDATE QUARTER 4**
Report of the Commissioner of Police.

For Information
(Pages 123 - 132)

19. **APPENDIX 4: DELEGATED DECISIONS OF THE EXECUTIVE DIRECTOR
ENVIRONMENT PERTAINING TO PREMISES LICENCES**
To be read in conjunction with item 13.

For Information
(Pages 133 - 144)

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

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

LICENSING COMMITTEE

Thursday, 31 October 2024

Minutes of the meeting of the Licensing Committee held at Committee Room - 2nd Floor West Wing, Guildhall on Thursday, 31 October 2024 at 1.45 pm

Present

Members:

James Tumbridge (Chairman)	Deputy Marianne Fredericks
Deputy John Fletcher (Deputy Chairman)	Michael Hudson
Brendan Barns	Graham Packham
Mary Durcan	David Sales
Anthony David Fitzpatrick	

Officers:

Katie Stewart	- Environment Department
Robert Breese	- Environment Department
Paul Holmes	- City of London Police
Joe Mannix	- Environment Department
Aggie Minas	- Environment Department
Ross Morton	- City of London Police
Rachel Pye	- Environment Department
Raquel Pinto	- Town Clerk's Department

1. APOLOGIES

Apologies were received from Joanna Abeyie, Deputy Peter Dunphy, Sophie Fernandes, Jason Pritchard. Apologies for lateness were received from Mary Durcan.

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 non-public summary of the meeting held on 16 July 2024, be approved as correct record.

Matters arising:

- A Member provided an update relating to the appeal relating to Tokyo Hit, Ground Floor & Basement, 165 Fleet Street, EC4A 2AE. The Planning Committee changed the terminal hour to 11:00 PM, seven days per week, which could mean that the appeal to Magistrates Court could likely be withdrawn
- A Member sought clarity with regards to the City of London map and the Interactive Licensing map which was now live. It was noted that these maps were intended to provide information to residents, businesses, and officers,

helping make informed decisions. Ultimately, applicants are responsible for doing their own due diligence on areas before applying for licenses to ensure conditions were suitable.

4. **ANNUAL REVIEW OF TERMS OF REFERENCE**

The Committee received a report of the Town Clerk relating to the Committee's terms of reference. As part of the post-implementation review of the changes made to the City Corporation's governance arrangements in 2011, the Town Clerk requested that all Committees/Boards review their terms of reference annually in the autumn. This is to enable any proposed changes to be considered in time for the annual reappointment of Committees by the Court of Common Council.

A Member raised the need to add boilerplate text to explain the numbers indicating years served and terms as this was not straightforward from the Committee's Terms of Reference. This issue would be raised with the Town Clerk for action as this impacted other Committee's.

RESOLVED, that:-

- the terms of reference of the Licensing Committee, be approved for submission to the Court of Common Council in April,
- Any further changes required in the lead up to the Court's appointment of Committees be delegated to the Town Clerk in consultation with the Chairman and Deputy Chairman.

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

The Comptroller & City Solicitor provided an update in relation to one appeal logged in relation to the Sub-Committee decision regarding the hearing on the premise license for Tokyo Hit, Ground Floor & Basement, 165 Fleet Street, EC4A 2AE, held on the 10th of April 2024. The Court processed the appeal in September, but the appellants requested a deferral until the Planning Committee's decision. The outcome is awaited, and the appeal status is pending the expiration of the appeal period for the planning decision.

RECEIVED

6. **GAMBLING ACT 2005 - REVIEW OF STATEMENT OF LICENSING PRINCIPLES**

The Committee considered a report of the Executive Director of Environment relating to The Gambling Act 2005, which required all licensing authorities to produce and publish a Statement of Licensing Principles, and requires that all licensing authorities review, consult on and publish their Policy at least every three years.

The Chairman introduced this item, and Members noted that notification about this consultation was circulated to all via email, and had now taken place. There were very few updates to the policy, and it remained largely unchanged. The Chairman also noted that there was an issue with the physical pack assembly, where the alfresco information was placed where gambling information should be. Physical copies were distributed to Members, and a digital copy was also

distributed via email. The report sought approval on the principles, which had not fundamentally shifted, and this would then be presented to the Court of Common Council.

It was noted that there was a need to agree on the current policy to avoid a policy gap, and to fulfil statutory obligations, Officers assured Members that a thorough review and additional consultation are planned for 2025 when the Gambling Commission releases its next set of recommendations.

A Member raised a question about the policy on casinos in the City. Officers explained that the Licensing Act recognised that gambling was a sensitive area and allowed for legitimate businesses to operate under a fair opportunity. The Gambling Act enabled a licensing authority to pass a resolution to have zero casinos in their locality. The Act also set a maximum number of casinos permitted in the country: eight large and eight small casinos, with local authorities having to go through a rigorous bidding process to obtain permission to have a casino in their area. Currently, the City of London is not permitted to have a casino, the maximum number of casinos allowed in the country is fulfilled elsewhere.

Further clarification was sought on the number of casinos as some areas appeared to have casinos which would mean more than the permitted number nationally exist. Officers explained that the 2005 Act allowed existing casinos to continue operating under grandfathering rights, and additional large and small casinos were permitted. However, if these casinos were to close down, no new ones would replace them.

There was some confusion about the City of London's ability to have a casino. The document mentioned that the City of London was not permitted to have a casino, but it also stated that a no-casino resolution had not been passed. It was suggested that any inconsistencies in the policy language should be addressed before this was taken to the Court of Common Council. The Committee therefore agreed that an email could be sent to Officers to raise inconsistencies in language. However, the Chairman clarified that should any substantial changes be needed, this would be brought back to the Committee.

A Member raised a question on high-value stake gaming machines and their regulation within the City as there was a concern about whether these machines should be allowed, especially in family-oriented venues. It was noted that the current policy permitted only category C&D machines, which were lower stake, in premises with an alcohol licence. Members were also made aware that there was an application for an adult gaming centre on Fleet Street, which included high-stakes gambling machines. The policy on these machines would be reviewed next year, when the updated guidance would be made available, and Members would be engaged in that discussion.

RESOLVED, that Members:-

- Approve the Statement of Licensing Principles, The Local Area Profile and the Guidance on Undertaking Local Gambling Risk Assessments for onward adoption by the Court of Common Council.

7. **ALFRESCO DINING POLICY 2024**

The Committee received a report of the Executive Director of Environment, relating to the Alfresco Dining Policy 2024, noting the public Consultation Analysis and the proposed outcomes to be approved by the Planning Committee and to be noted by the Licensing Committee.

Members noted that the policy was still awaiting updated guidance from the Government, therefore pavement licenses remained unchanged.

A Member raised a question regarding the City's policy on music with pavement licenses. Officers explained that music regulations for pavement licenses remain under the provisions of the Licensing Act 2003. Amplified music was allowed between 8:00 AM and 11:00 PM, however, premises with a licensing condition that prohibits audible music outside, cannot broadcast music in the outside space even if they have a pavement license.

A Member raised concerns around the flat fee of £500 for first-time pavement licenses, regardless of the number of tables, or the size of the business as this would hit smaller operators harder. It was suggested that an explanation on the calculation of the fee to clarify why small traders were charged the same as larger operators, to be taken to the Planning Committee as this was in the planning remit.

RESOLVED – That the report be noted.

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

The Committee received a report of the Executive Director (Interim) Environment, the premises licences, and variations to premises licences, granted under the Licensing Act 2003 and administered by the Licensing Service from 1 April 2024 to 30 June 2024.

A Member noted the changes to the noise complaints table at Appendix 3 which reflected the feedback from the Committee, however concerns were still raised regarding the way these were presented, as one premises appeared four times on different dates, and it would be better for Members to see this by premises. Members were also not satisfied with the explanations of certain premises and asked for clarification. The Chairman suggested that officers investigate what could be done to reflect this request on the table, seeing that the information that was collated here came from different teams.

RESOLVED – That the report be noted.

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

There were no questions.

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

There were no urgent items.

11. **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.
12. **NON-PUBLIC MINUTES**
RESOLVED, That – the non-public minutes of the meeting held on 16 July 2024, be approved as correct record.
13. **CITY OF LONDON POLICE QUARTERLY UPDATE QUARTER 3**
The Committee received a report of the Commissioner of Police containing data from Quarter 3 2024, relating to the nighttime economy, offences recorded by police, and police operations.
14. **APPENDIX 4: DELEGATED DECISIONS OF THE EXECUTIVE DIRECTOR ENVIRONMENT PERTAINING TO PREMISES LICENCES**
The Committee received a non-public appendix relating to item 8 on the Delegated decisions of the Executive Director Environment pertaining to premises licences.
15. **NON PUBLIC QUESTIONS RELATING TO THE WORK OF THE COMMITTEE**
There were no questions.
16. **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 2.31 pm

Chairman

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MINUTES OF THE LICENSING (HEARING) SUB-COMMITTEE

HELD ON MONDAY 11th NOVEMBER 2024, 10:00AM

Sub Committee:

Brendan Barns (Chairman)
Deputy Ceri Wilkins
Michael Hudson

Officers:

Raquel Pinto – Town Clerk’s Department
Aggie Minas – Licensing Manager, Environment Department
Robert Breese – Licensing Officer, Environment Department
Sadhari Pepera - City Solicitor

Applicant:

Felix Faulkner – Applicant’s Solicitor

Licensing Act 2003 (Hearings) Regulations 2005

A Public Hearing was held at 10am to consider representations submitted in respect of an Application for a Premises Licence Stonegate Pub Company Limited, 3 Monkspath Hall Road, Solihull, B90 4SJ, for Forge, 24 Cornhill, London, EC3V 3ND.

The Sub-Committee had before it the following documents:

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

The Hearing commenced at 10:00am. 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 a ‘shadow’ premises

licence application, with the proposed licence holder the same as the licence holder for the current licence held at the premises – Stonegate Pub Company Limited. The Chair also explained the order of proceedings, but given that only the applicant party was present, the Chairman asked for the Applicant to begin the representations.

The Panel noted that there was one written representation from ‘other persons’. This representation sought for the application to be either rejected or restricted, on the basis that granting the licence as applied for would undermine the licensing objectives of crime and disorder and public safety.

During the presentation from the applicant, the following points were noted:

- The Applicant began by explaining the concept of a shadow licence.
- A shadow licence is a new premise licence held by the landlord, with the purpose of protecting the landlord's interest in the property by holding a duplicate premises licence, which acts as a safety net in the event of anything adverse happening to the existing premises licence, such as a lapse due to insolvency or a surrender.
- This was commonplace within the industry and within the City of London.
- Stonegate Pub currently had two shadow licences in the City as well as over 150 across the country.
- The Applicant emphasised that the sole purpose of the shadow licence was that this was not intended to be operated, but it was merely there to protect the interest in the property.
- The premises licence had been retained by the Applicant to the new tenant as of the 5th of November, with the shadow licence due to be transferred.
- The Applicant has highlighted that only one representation had been received, from a local interested party.
- The Applicant also noted that no representations had been received by any of the responsible authorities, and that the responsible authorities were content that the application upheld the licensing objectives.
- The Applicant raised that the comments made within the singular representation referred to the operation of the premises under the existing licence, which had operated successfully without any significant issue of note. The Applicant noted that this application was for a new premises licence which required to be heard on its own individual merits.
- The Applicant had contacted the interested party to attempt to explain the application and its purpose but received no correspondence in return.
- This shadow licence application mirrored identically the hours, activities and conditions on the existing premises licence which was granted by the City of London Licensing Authority and has received no formal enforcement or review process from any of the responsible authorities.
- Three additional safeguarding conditions were agreed with the City of London licensing team. These state that a licence cannot be operated at the same time the current premises licence is being operated.
- In summary the application is for a shadow premises licence which would not have an impact on the local area. It was emphasised that this was not a new premises, and the existing premises would operate as it previously has been, albeit under a new operator. The Applicant, and the responsible authorities were

content that this application upheld the licensing objectives.

During questions to the Applicant the following points were noted:

- The Chair sought confirmation that the existing premises license had been transferred. This was confirmed by the applicant that it had been transferred on the 5th November 2024.
- In response to a question relating to the objector's written concerns on enforcement and complaints relating to the premises, the Applicant confirmed that the premises has had no formal enforcement since, since Stonegate operated it. There have not been any concerns raised and the premises has operated successfully for a number of years without any concern or complaints.
- In response to a question relating to the objector's written concerns on discounted drinks in a late-night setting, the Applicant assured the panel as with all premises, licences have mandatory conditions which require a minimum pricing attached to every drink that is sold. The Premises therefore would not be putting itself in risk of contravening the licencing objectives by underselling a drink, which would be a breach of the mandatory conditions, which is seen across the country and attached to every premise licence.
- In response to a question relating to the objector's written concerns on the lack of adequate crowd control and safety mode measures in this application, the Applicant noted that the conditions applied for, referred to the existing licence conditions, previously granted by the by the City of London, but there were also three additional conditions around safeguarding. The Applicant noted there was no request from any of the responsible authorities for any further conditions, therefore showing that the premise could control this.
- In response to a question relating to the objector's written concerns on the escalation of violence and disobedient behaviour and other criminal activities associated with binge drinking, the Applicant noted having an alcohol licence does not provide an inevitable escalation of violence. It was noted that this was raised in relation to the point that the application extending the hours which, was incorrect, as the application was merely to mirror the existing premises licence and was held as a safety net.
- The Chair sought clarity from Licensing Officers that the conditions that this licence will be shadowing were adequate, that this venue had been running in recent years without any major issues, and that there were no residential dwellings immediately by this venue, and that they were overall satisfied with the application. Officers confirmed all these points.

The Chair invited the Applicant's Solicitor to sum up. The Applicant's Solicitor stated that the application before the panel was for a shadow licence and incited the committee to grant this application as agreed with the responsible authorities.

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 10:13.

Deliberations:

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

The Sub-Committee noted that a shadow licence was a duplicate premises licence to be held by the landlord to protect their interest in the property in case of adverse events affecting the existing licence and noted that the shadow licence was not intended for operation but to safeguard the property. Only one representation was received from a local interested party, and none from responsible authorities, who were satisfied that the application upheld the licensing objectives. The Committee also noted that the Applicant had contacted the interested party to explain the application on 21 October but had received no response. The shadow licence application mirrored the existing premises licence, which had not faced any enforcement or review and there have been no formal complaints about noise nuisance or other issues at the premises.

It was emphasised that this application was for a new premises licence which required to be heard on its own individual merits. Three additional safeguarding conditions were agreed upon, ensuring the shadow licence cannot be operated simultaneously with the current licence. In summary, the shadow licence would not impact the local area, and the existing premises would continue to operate as before under a new operator, with the application upholding licensing objectives.

The Sub-Committee noted the concerns raised by the individual who had raised their objections and were satisfied the written representation from the sole objector had been answered satisfactorily by Applicant's Solicitor. When deliberating the outcome of this application the Sub-Committee saw no evidence that this application would be in breach of the licensing objectives. The shadow licence application was a new application, and it sought the same hours, and the same conditions as it did the current licence when it was first granted. Also, three additional conditions were agreed to address any safeguarding issues/concerns. The Panel were also satisfied with the applicant's responses to the concerns raised at the hearing, and therefore given the above and that the conditions already attached to the application, it could not justify the refusal of the application.

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 licence should be granted as set out below:

<u>Activity</u>	<u>Proposed licence application</u>
Supply of alcohol for consumption on and off the premises	Mon–Fri - 10:00-03:00 Sat -10:00-04:00 Sun – 12:00-00:00
Provision of Live Music	Mon–Fri - 10:00-03:00 Sat -10:00-04:00 Sun – 12:00-00:00
Provision of Recorded Music	Mon–Fri - 10:00-03:00 Sat -10:00-04:00 Sun – 12:00-00:00
Perform Dance	Mon–Fri - 10:00-03:00 Sat -10:00-04:00 Sun – 12:00-00:00
Similar to (e) (f) (g)	Mon–Fri - 10:00-03:00 Sat -10:00-04:00 Sun – 12:00-00:00
Late Night Refreshment	Mon–Fri - 23:00-03:00 Sat -23:00-04:00 Sun – 23:00-00:00
Opening Hours	Mon–Fri - 10:00-03:00 Sat -10:00-04:00 Sun – 12:00-00:00

The Sub-Committee had regard to the conditions that parties had agreed upon in advance of the hearing and felt that no further conditions were necessary.

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

1. On no more than 15 occasions per calendar year, the terminal hour on Sunday shall be 3.00am for the purposes of private pre-paid functions to which the public shall not be admitted following a minimum of 48 hours’ notice of such function to the Police and subject to their consent.

2. Substantial food shall be available when the premises are open for trading in all parts of the premises.
3. Facilities for providing music and dancing will be available, when the premises are open for trading, in all parts of the premises.
4. The doors and windows of the premises to be kept shut when such late night activities/entertainments take place to prevent the outbreak of noise.
5. No noise from such activities/entertainment shall be audible at the nearest noise sensitive residential properties.
6. On any nights apart from Mondays and Tuesdays, a registered door supervisor shall be employed after midnight.
7. Public music and dancing (including entertainment of the like kind) may take place at the above named premises on Weekdays & Sundays subject to compliance with the relevant Corporation's rules of management relating to the management of places of public entertainment and to the following conditions:

The manager of the premises shall, immediately prior to each licensable event, check that the escape stairs and exit ways there-from which are shared with the main building are fully functional and available for use (including all lighting systems). An assigned log recording such inspections shall be kept in the manager's office for inspection at all times.

8. The sliding door between bar 3 and bar 4 in basement one and the inward opening gates across the main entrance are to be kept locked open whilst the premises are in use by means of a padlock or similar removable fastenings. A shadow board shall be provided in the manager's office where such fastenings shall be kept when not in use.
9. Where door supervisors are employed at the premises a register shall be maintained in which the name, registration number and signature of all door supervisors employed shall be entered on a daily basis. Each entry must be verified by signature of the manager or such other person authorised by the management to do so. The register shall be available at all times for inspection by an officer of the Corporation or Police.
10. Whilst the venue is in use the internal and external doors to the lobby area of the main entrance shall be operated in accordance with a protocol agreed with the Corporation.
11. Whilst the licence is in use no public access or egress to or from the premises shall take place other than through the main entrance.

12. The total number of persons accommodated at any one time in the premises shall not exceed the following: 850.
13. There shall be no promoted events on the premises. A promoted event is an event involving music and dancing where the musical entertainment is provided at any time between 23:00 and 07:00 by a disc jockey or disc jockeys one or some of whom are not employees of the premises licence holder and the event is promoted to the general public.
14. When the premises is carrying on licensable activities after 22:00 hours on a Thursday, Friday and Saturday, a ratio of at least 1:75 registered door supervisors to patrons is to be employed.
15. There shall be no admission or readmission of customers to the premises after 01:00 hours save for customers using the agreed smoking area at premises.
16. The Licence Holder may not provide licensable activity at such a time as the designated area, shown on the submitted plan, is being used by another operator also for licensable activities.
17. This licence 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 14 days prior to use.
18. When the licence is in use for licensable activity and the summary is displayed no other licence summary will be displayed at the same time.

Chairman

The meeting ended at 10:13am.

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INUTES OF THE LICENSING (HEARING) SUB-COMMITTEE

HELD ON Tuesday 10th December 2024, 10:00AM

Sub Committee:

Mary Durcan (Chairman)

David Sales

Michael Hudson

Officers:

Raquel Pinto – Town Clerk's Department

Gavin Steadman - Port Health & Public Protection Director

Rachel Pye – Assistant Director Public Protection, Environment Department

Robert Breese – Licensing Officer, Environment Department

Sadhari Pepera - Comptroller & City Solicitor

Applicant:

Alex Proud- Applicant

Remmy Gill– Applicant's Representative

Those Making Representations:

Deputy Marianne Fredericks

In attendance:

Paul Holmes – City of London Police

Siobhan Crossby – Environment Department, Pollution Team

Licensing Act 2003 (Hearings) Regulations 2005

A Public Hearing was held at 10am to consider representations submitted in respect of a variation application for an existing premises licence by City Galleries Limited, 32 John Adam Street, London, WC2N 6BP for the premises Proud City, 4 Minster Pavement, London, EC3R 7PP.

The Sub-Committee had before it the following documents:

- Hearing Procedure
- Report of the Executive Director Environment
- Appendix 1: Copy of Application
- Appendix 1 (a): Current Licence
- Appendix 2: Representations from Other Persons
 - Responsible Authority

- Resident 1-7
- Appendix 3: Proposed Conditions
- Appendix 4: Map of nearby premises and terminal hours
- Appendix 5: Plan of Premises

The Hearing commenced at 10:00am. The Chairman introduced herself 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 a variation application to the existing licence held by the venue, which is a cabaret club, restaurant and nightclub premises. The application seeks to increase the terminal hour for all current licensable activities on a temporary trial basis until the 1st of October.

The Panel noted that there was one representation from the responsible authority and seven written representations from 'other persons'. The Panel noted that those who submitted representations were unable to attend due to various reasons.

During the presentation from the applicant, the following points were noted:

- Economic hardship was the core reason for the application.
- Nightclubs in Britain were closing rapidly, with none expected to remain open by 2029.
- The post-COVID boom lasted only two months, and the cost-of-living crisis, interest rates, and mortgage payments have severely impacted the sector.
- The applicant claimed that the City of London's success was partly due to its vibrant nightlife, which was at risk.
- The business has been in the City of London for nearly 15 years and has a good relationship with the City of London Corporation, as the local authority.
- The application was not about customers staying later but about attracting promoters who prefer clubs with later licenses.
- Losing promoters to West End venues with later licenses forces them as a business to take risks on new promoters.
- Later licenses do not significantly change how late people leave the venue.
- Authorities in the City of London support the application as it helped create better conditions which the original application did not have and reduced disturbances to residents.
- A new dispersal plan was created after complaints, which had since led to no further complaints.
- The business worked well with authorities and adjusts when necessary, demonstrating their ability to listen and improve.
- The applicant hoped that the committee will vote in favour of the application based on their track record and cooperation with authorities.

During questions to the Applicant and subsequent discussion the following points were noted:

- It was confirmed that the extension of operating hours from 3 AM to 5 AM was on a trial basis. Initial agreement for a trial period until the 1st of October 2025.

- The purpose of the trial period was to demonstrate compliance with the conditions and focus on commercial viability.
- The venue operated through the use of two event rooms, which fed into the new dispersal plan which looked to, minimise disruption by using Mincing Lane for all dispersals.
- Events in Room 1 would finish at 5 AM, whereas events in Room 2 would disperse earlier, to allow the dispersal to be conducted via Mincing Lane.
- The two-room operation has been in place since COVID and has been working well without issues.
- There would be an increased presence of trained and licensed security personnel to enhance dispersal efficiency.
- The previous venue in Westminster was sold due to high rent and economic difficulties.
- The applicant felt there was a better economic climate and business-minded authority in the City of London.
- Capacity was rarely at its limit; events in both rooms occur once every two to three weeks. Events running at full capacity were typically only on New Year's Eve and a few other times a year.
- The applicant has experience managing larger venues like Proud and Bandwidth.
- There were two teams working in the premises, one which manage the restaurant and cabaret, and another for the club afterwards.
- On the issue of vetting new promoters, it was noted that the applicant had internal staff with 10-15 years of experience working with promoters.
- Risk assessments were sent to the Police for due diligence before events. The police had the authority to veto events, and their decisions were respected.
- The extension of operating hours was primarily for promoted events, not regular events. The Cabaret events, which made up 70% of revenue, ended by midnight.
- The Applicant challenged the perception of later operating hours, which he believed did not significantly affect actual departure times.
- The Police Representative confirmed that the Applicant was correct, that the Applicant uses a risk assessment process in the City of London, where venues voluntarily provide risk assessment forms that the police review using intelligence databases. This process helped venues decide whether to host an event, with police guidance but without disclosing police information. It was also noted that venues like Proud have responded well to police suggestions.
- During an average week, there were three late night events that operated from 11:30 PM to 3:00 AM. This did not include Christmas, where the schedule may differ.
- The late-night events were all promoted events by external promoters (in liaison with the police), while the cabaret and brunch events were in-house. The cabaret events occur every Thursday, Friday, and Saturday, and the brunch events happen on Saturdays and Sundays. Corporate midweek events, which end early, are also in-house.
- The premises did not serve alcohol right to the end of closing time. As part of the venue's dispersal policy, the premise has raised the lights, lowered the

music, and closed the bar to signal to the crowd that it's closing time. This has helped with the transition of getting patrons to leave promptly.

- On the issue of lowering the licensing hours to a quarter of an hour shorter, the applicant stated that on late nights (Thursday, Friday, Saturday), this would not be an issue as they started to wind down earlier. However, for Monday, Tuesday, and Wednesday nights, it would be preferred that the hours were not shortened as they hold corporate events.
- Premises were expected to be empty by 3:00 or 5:00 AM, except on New Year's Eve.
- Parking on Mark Lane was being discouraged, with a higher presence of security personnel to assist and provide information on patrons leaving the premises.
- Most customers used public transport or taxis, with fewer parking spaces available. Noise complaints had significantly reduced due to the discouragement of parking and through working with the police.
- There was no specific data that the Applicant had on how customers arrive, but through their observations, it showed minimal loitering.
- Staff were trained to provide information to patrons for efficient dispersal.
- The promoters that had been engaged over the last year had led to fewer people driving.
- The premises did not have noise monitoring as the venue was three floors down, with no windows and it had no noise issues.
- The premises had extensive CCTV coverage with high-definition and night-time cameras which were checked regularly, and CCTV recordings were provided to authorities when needed.
- Residents were on surrounding streets, and not directly opposite or in front of the venue.
- There were no ongoing issues with the nearby hotel since an incident in 2017.
- The Applicant stated they had an open-door policy for residents to meet and discuss concerns.
- The security staff would ensure noise levels remained reasonable.
- The smoking area was well away from the street, in a courtyard with metal barriers and no re-entry allowed. There was also a maximum of 25 patrons allowed in the smoking area at any time.

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

- Context around the current licence was given as it currently stood, Sunday to Thursday until 2:00 AM, Friday and Saturday until 3:00 AM.
- The licence was negotiated when Proud Cabaret was taken over, with residents and the vicar initially objecting to the late-night licence. The 2:00 AM and 3:00 AM licences were a settlement with residents and the hotel to prevent outright objections.
- There have been ongoing problems with customers dispersing from the venue, which residents had raised however could not be in attendance due to work and other commitments.
- Since 2017, there had been intermittent issues with fights and complaints,

including bad reviews on Trustpilot.

- Ongoing problems with customer parking and noise, especially as customers leave and hang around in their cars.
- Mark Lane is a dead-end street with limited parking, leading customers to park in nearby areas like Peep Street and Savage Gardens.
- Managing people once they are on public streets was challenging and often becomes an antisocial behaviour issue.
- Residents frequently raise objections and report issues during licensing applications.
- A recent big fight in Hart Street was reported by the vicar, but the venue's staff were unaware of it.
- Intermittent disturbances have been enough to constantly disturb residents and hotel guests.
- A new 500+ room hotel is being developed near Fenchurch Street Station.
- The Apex Hotel had Afghan refugees during COVID, which led to fewer complaints during that period as there were fewer events taking place.
- The area has several hotels, including Novotel, Four Seasons, and Leonardo, attracting business clients and tourists. The noise from late-night events disturbs guests and residents, especially those who drive or use Ubers.
- Other nightclubs in the area have closed, and although other premises had later hours, it was stated that they never stayed open until then, therefore making Proud the primary venue for concern.
- Promoted events have caused problems in the past, and concerns were raised about handing over control to promoters. If the reason for the application was so that promoters had the 5am licence, it was suggested that they apply for a Temporary Event Notice.
- The main business is in-house events like cabaret and corporate events, which run smoothly. However, the licence extension was primarily for promoted events, which were causing the issues.
- Although the dispersal plans aimed to minimise disturbances, challenges remained with parking and noise in surrounding streets. It was also raised that once patrons leave the premises it was no longer their responsibility.
- Residents and hotel guests were disturbed by noise, given their proximity and the nature of the narrow roads where sounds were amplified, which impacted their sleep and health.
- The issues of the premises financial viability were noted however this raised concerns as well as potential issues with future operators.
- Concerns over limited police presence and budget cuts made managing disturbances and their dispersals more challenging. Environmental health officers may not always be available to respond quickly to noise complaints, as they might be occupied elsewhere.
- Extending the licence to 5:00 AM was seen as unacceptable. Part of the destination city initiative meant that there were more people coming to the city and staying here, with several hotels and short-stay accommodations. A later licensing hour would further disturb residents and guests.

During questions to those making representations and subsequent discussion the following points were noted:

- The Applicant clarified that the venue was unaware of recent complaints, as they have been working closely with the noise team and have not received reports for a number of years. The Apex Hotel had an issue in 2017, but there were no recent complaints. The Applicant assured that the venue aims to have a higher presence of trained and licensed personnel on the streets to minimise issues.
- The Police Representative explained that in the past year, there have been three crimes reported in the area. Two of these incidents, which occurred in August 2024, involved a disagreement over a phone charger. The third incident, in October 2024, involved an argument between two groups, which was resolved by security before escalating. One of these incidents happened outside the premise, while the other two were inside. These were the only recorded crimes in the past 12 months.
- The objector stated that extending the operating hours from 3:00 AM to 5:00 AM raised significant concerns, as residents expected a good night's sleep from 11:00 PM to 7:00 AM, as outlined in the licencing policy and supported by World Health Organisation guidelines. The original licence was negotiated to balance the needs of residents and business operations, but extending the hours disrupts this balance, leading to noise and dispersal issues. People arriving at midnight and leaving at 3:00 AM or 5:00 AM created disturbances that cannot be effectively controlled, resulting in public nuisance. The only way to prevent these noise and disturbance issues is to not grant the extended hours.
- The Objector also raised that residents reported violent incidents to the police but often do not report noise from people in cars, which was why residents were now emailing and sending videos of disturbances due to frustration with the reporting process.
- The Applicant wanted to clarify a few points that had been raised by the objector:
 - Complaints made by residents are logged and enforced by the City of London's enforcement team.
 - Security personnel do patrol the streets and have stopped fights from escalating.
 - The business operates on a very thin margin, and the additional 30% revenue is crucial for survival.
 - The current economic landscape is much tougher than 15 years ago, with significant drops in restaurant bookings post-COVID.
 - The venue does not hand over control to promoters; security and staff maintain high standards.
 - Extending operating hours will not stop people from parking in the same places, but efforts are being made to discourage it.
 - Complaints about noise and disturbances are not being received by the venue.
 - New hotels cannot legally shut down existing nightclubs.
 - There have been no significant complaints about sound or fights in the

- past year.
- The trial period for the licence extension will end in three years due to planned redevelopment.
 - The new licence includes stricter conditions on entry and re-entry times, making it a modern and stricter licence. The venue already complies with 99% of the revised licencing conditions.
 - Police do patrol the streets during events, and objections from noise, licencing, and police have not been raised for this licence.
- The Police representative confirmed that a pre-application meeting took place and a series of improved conditions would be replacing the informal voluntary agreements if the licence was granted. The risk assessment process would become mandatory, ensuring events could not proceed without timely review.
 - On the issue of lack of patrols as raised by the objector, the Police Representative explained that the nighttime economy and late-night Levy fund police patrols, allowing the police to respond quickly to calls for assistance and monitor dispersal. As a result of these agreements, the police did not raise objections to the application.
 - The Objector clarified that several venues in the area ran successfully without using their late-night licences. Cafe Vergano closed before COVID, which was unrelated to nightclub closures. Other premises operate as restaurants, cafes, and bars without impacting the community. The vicar and other residents have reported disturbances caused by customers, and staff are not always present to manage dispersals. The licence holder is ultimately responsible for preventing public nuisance, crime, and disorder, but current issues with parking and noise are not being managed effectively.
 - The Objector also added that by extending operating hours this would prolong disturbances for residents. Conditions on the licence should be voluntarily adhered to, following the code of best practice. Once patrons leave the venue, they were no longer the venue's responsibility, leading to noise in quiet streets. The extension is primarily for the promoter's benefit, not the venue's main business. The promoter's desire for a 5:00 AM licence could exacerbate existing issues.
 - The Applicant clarified that their current business was struggling, with cabaret bookings down by 60%. The landscape was changing, with brunches becoming more popular and clubbing declining. This application was being sought to help as the business could not conduct brunches in the underground, basement restaurant. This was a trial basis and a last chance for the business to adapt to the changing market and improve its revenue.
 - An Officer from the Environmental health team was present and clarified that over the last two years, the pollution team had received four substantiated complaints associated with Proud Cabaret. Other complaints related to unsocial behaviour are managed by the police and are not always recorded by the pollution team. There had been an increase in email complaints from local residents about people standing on Peep Street, but these complaints are difficult to substantiate as residents do not contact the out-of-hours service. When issues have been raised with Proud Cabaret, they have responded appropriately. Historically, there were issues with other late-night venues on

New London Street, but since those venues closed, complaints have significantly reduced.

- In response to a question about whether noise complaints were related to the premise, the Objector stated that complaints from were videoed and time-stamped, allowing residents to rest without waiting for a noise line response, which could take 20 minutes. A disturbance required police attendance due to anti-social behaviour from drunk individuals. While it was difficult to pinpoint the source, it was likely that Proud's customers were causing the disturbances, given the closures of other venues and Proud being the main venue in the area.
- The discussion did not address hotel events and focused instead on licensed premises. An example of an event at the DoubleTree hotel extended late into the night, causing noise and disturbances as attendees dispersed into the street. This raised concerns that only the premise was being considered as the main cause of noise nuisance, where the impact of hotel events should also be considered on residents.
- The Objector responded to state that other hotels, such as Leonardo, were also facing complaints, particularly during late music events on weekends. While City of London residents are accustomed to some noise, late-night disturbances are troubling. The current licence permits events until 3:00 AM, which is late for a residential area. Residents often tolerate noise but are concerned about extending event hours further.
- Addressing noise complaints was challenging, as residents cannot always identify the source. Parking issues and disturbances outside the Vicarage also contribute to frustrations. Residents seek a balance between supporting local businesses and ensuring a good night's sleep.
- The Applicant clarified that emphasised the need for staying factual and as it was confirmed by other parties present, the applicant complied and addressed any issues efficiently, when these were brought to their attention. Security staff use surveillance cameras to monitor the areas residents had raised concerns on, and they were open to implementing additional policies, such as a dispersal plan. They were also willing to conduct security sweeps and record video footage to ensure compliance. Overall, there was a strong desire to work collaboratively with neighbours and maintain open communication.
- It was stated that the Applicant had applied for on and off sales alongside the request to extend alcohol sales until 5:00 AM. The Applicant clarified that the venue does not allow alcohol to be taken off the premises, therefore they were content to have this as a condition.

The Chair invited the Applicant to sum up. The Applicant stated they were happy with the case they had put forward. The Objector was then invited to sum up. Although the Applicant expressed a desire to work with the residents, it was regrettable that they did not consult the residents before submitting the application. While they consulted others and obtained their agreement, the residents who are directly affected were left out of the conversation. This oversight led to objections, which could have been addressed when the application was resubmitted. The failure to take this opportunity raises concerns about the applicant's commitment to addressing

residents' issues. The proposed 5:00 AM closing time remained particularly worrying for the residents, leading to continued objections.

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 11:42.

Deliberations:

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

The Sub-Committee also noted the written representations from residents and an oral representation by a Member of Tower Ward.

The Sub-Committee considered all representations from both the Applicant and the concerns raised by those making representations when it convened to deliberate the outcome of the hearing. The Sub-Committee, overall, saw no substantiated evidence that this application would be in breach of the licensing objectives.

The Sub-Committee had sympathy with the concerns raised by residents regarding noise and the expectation sleep will not be unduly disturbed between the hours of 23:00-07:00. The Panel noted there had been four confirmed complaints relating to the premises in the last two years, however, there was no evidence to suggest that the complaints mentioned by residents emanated from this particular premises. There was also no evidence to substantiate these complains as residents did not contact the out-of-hours service to formally report the complaints. The Panel also noted that a number of the complaints referred to by the Objector had taken place some years previously and there were other licensed premises nearby with similar or later hours than Proud's current licence.

The Panel were satisfied with the Applicant's responses to the concerns raised at the hearing, and felt that the many additional conditions attached to the application, would ensure that the new licence would provide stricter conditions which the premises must abide by, rather than doing so on a voluntary basis as per the original application. The Panel felt that one further condition was necessary to ensure that the licensable objectives were met, and as such, it agreed that the supply of alcohol in unsealed containers off the premises would not be permitted.

Overall, the Sub-Committee saw no evidence which suggested that the opening of this premise to 05:00 would further exacerbate nuisance, crime and disorder or cause a risk to public safety. The Sub-Committee noted that this licence would be for a trial period until the 1st of October 2025 to ascertain that the premises could demonstrate compliance. Furthermore, given the number of other outlets in area with similar operating hours, the nature of the premise, the robust dispersal policy and the proposed conditions already attached to the application agreed by the responsible authorities and by the Sub-Committee itself, it could not, therefore justify the refusal

of the application.

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 licence should be granted as set out below:

<u>Activity</u>	<u>Licence hours</u>
Supply of Alcohol for consumption on Exhibit Film, Live Music, Recorded Music, Perform Dance	Sun – Weds: 10:00-03:00 Thurs – Sat: 10:00-05:00
Late Night Refreshment	Sun – Weds: 23:00-03:00 Thurs – Sat: 23:00-05:00
Opening Hours	Sun – Weds: 10:00-03:00 Thurs – Sat: 10:00-05:00

The Sub-Committee had regard to the conditions that parties had agreed upon in advance of the hearing.

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

1. Until 1st October 2025, permission is given for the premises to open for all licensable activities named on this licence until 03:00 hours Sunday to Wednesday, and until 05:00 hours Thursday to Saturday.
2. On occasions where licensable activities are carried between 03.00 and 05.00

hours the venue capacity will be limited to 350.

3. After 02.00 hours customers can only enter and exit the premises via the Mincing Lane entry/exit door.
4. There shall be no new admissions or readmission of customers to the premises after 02:00 hours save for customers who have temporarily left the premises to smoke.
5. An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the City of London Corporation. The log shall record the following with the date and time of the incident/refusal:
 - (a) all crimes reported to the venue
 - (b) all ejections of customers
 - (c) all refusals of entry
 - (d) all refused sales of alcohol to persons under the age of 18, or appearing under the age of 25 without valid ID
 - (e) any incidents of disorder (disturbance caused either by one person or a group of people)
 - (f) any seizures of drugs or offensive weapons
6. A written search policy that aims to prevent customers or staff bringing illegal drugs, weapons, or other illegal items onto the premises at any time shall be in place and operate at the premises. A copy of the policy shall be retained on the premises and made available for inspection by a police officer and/or authorised officer of the licensing authority on request.
7. A written dispersal policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours. A copy of the policy shall be retained on the premises and made available for inspection by a police officer and/or authorised officer of the licensing authority on request.
8. Promoted events shall be notified to the Police at least 14 days in advance of the event by way of a documented risk assessment by the licence holder. A promoted event is an event where the musical entertainment is provided by persons other than the licence holder or an employee of the licence holder, and the event is promoted to the general public independent of the licensee.
9. The licence holder shall install and maintain a membership, identification and age verifier such as club scan or similar, which will provide a full face photograph, for use at all promoted events. No patrons, DJs or performers (along with their guests and entourages) shall be admitted or re-admitted to the premises at promoted events unless they have provided sufficient documentation for recording on the device;

10. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall always be present on the premises when they are open to the public. This staff member shall be able to show the police or Licensing Authority recordings of the preceding two days immediately when requested.
11. When promoted events are held, all patrons, DJs or performers (along with their guests and entourages) entering or re-entering the premises shall be searched by the use of functional metal-detecting search arches, supplemented with the use of hand held wands.
12. When the premises is carrying on licensable activities after 22.30 hours, a minimum of 6 registered door supervisor(s) are to be on duty and the number of door supervisors will be employed on a ratio of (1:50). In addition at any time for which a promoted event risk form has been submitted.
13. A Challenge 25 Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.

In addition to the conditions above, the Sub Committee also imposed the following condition:

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

Chairman

The meeting ended at 11:42am.

Agenda Item 6

Committee(s): Licensing Committee	Dated: 06/02/2025
Subject: Environment Department high-level Business Plan 2025-30	Public report: For Decision
This proposal: <ul style="list-style-type: none"> • delivers Corporate Plan 2024-29 outcomes • provides statutory duties • provides business enabling functions 	Corporate Plan Outcomes: Providing Excellent Services; Vibrant Thriving Destination; Leading Sustainable Environment; Diverse Engaged Communities; Dynamic Economic Growth; Flourishing Public Spaces Statutory duties: Local authority statutory duties/regulatory functions. Business enabling functions: Business Planning; Resource allocation and management; Risk Management; Health and Safety; EEDI.
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain’s Department?	N/A
Report of:	Katie Stewart, Executive Director Environment
Report author:	Joanne Hill, Environment Department

Summary

This report presents the high-level Business Plan for the Environment Department for 2025-30. Due to the size and scope of the department, the priority workstreams, performance measures and financial information have been divided into three sections, one for each of our three key Committee ‘clusters’. The front and back pages of the Plan contain information which relates to the whole of the Environment Department and these pages are being presented to all Committees along with the relevant Committee-specific section.

The plan presented in this report (Appendix A) contains Section B which provides a high-level strategic overview of activity of all service areas which fall within the remit of the Port Health and Environmental Services Committee and the Licensing Committee. As such, the proportion of content that relates to the Licensing Committee is minimal and it is, therefore, supplemented with a list of the Licensing Service’s priorities for 2025/26 (Appendix B).

The high-level Business Plan is being presented for approval of the elements which are within the remit of the Licensing Committee. The elements of the Plan which are within the remit of the Port Health and Environmental Services Committee were approved by that Committee on 7 January. Once approved by both Committees, the Plan will be adopted from April 2025.

Recommendation

Members are asked to:

- i. Note the factors taken into consideration in compiling the Environment Department's high-level Business Plan 2025-30; and
- ii. Approve, subject to the incorporation of any changes sought by this Committee (and with reference to the list of Licensing Service priorities for 2025/26 at Appendix B), the elements of the departmental high-level Business Plan 2025-30 which fall within the remit of the Licensing Committee (particularly workstream (e) which is shown in red font on page 10 of Appendix A).

Main Report

Background

1. In recent years, every department has produced a standardised single-year high-level Business Plan, in alignment with the corporate business planning process. However, the organisation is now intending to transition to five-year high-level Business Plans, aligned with the Corporate Plan 2024-29 and associated strategies. The Environment Department is one of two pathfinder departments which have developed five-year high-level Business Plans commencing in 2025/26, with others due to follow from 2026/27.
2. The Environment Department's high-level Business Plan 2025-30 sets out the priority workstreams for the department for the next five years and the detailed actions for 2025/26. The Plan will be reviewed and refreshed annually to include details of the following year's deliverables and actions.
2. The high-level Business Plan 2025-30 aligns to our Corporate Plan 2024-2029 and demonstrates how the department's work supports delivery of the Corporate Plan outcomes. It also indicates the estimated funding and people resource associated with each priority workstream. As a high-level plan, this document does not capture the granularity of departmental work but gives an overall picture of departmental activity, trends where applicable and direction of travel.

Environment Department high-level Business Plan for 2025-30

3. This report presents, at Appendix A, the draft high-level Business Plan for 2025-30 for the services of the Environment Department which fall within the remit of the Port Health and Environmental Services Committee and the Licensing Committee, ie:

- Public Protection, including the Licensing Service
 - Port Health
 - Animal Health
 - Cemetery and Crematorium
 - Cleansing Service.
4. The content of the high-level Business Plan which is specifically relevant to the Licensing Committee, and which Members are being asked to approve, has been highlighted in red font on page 10 of Appendix A.
 5. As the content of the high-level Business Plan which relates directly to the Licensing Committee is minimal, a detailed list of the Licensing Service's priorities for 2025/26 is provided at Appendix B for Members' reference. These priorities support those set out in the high-level Business Plan which, in turn, supports delivery of the City of London's Corporate Plan and other key corporate strategies, programmes and policies.
 6. Please note that the elements of the high-level Business Plan which are within the remit of the Port Health and Environmental Services Committee were approved by that Committee on 7 January 2025. Once both Committees have approved the Plan, it will be adopted from April 2025.

Prioritisation and alignment to Corporate Plan 2024-29

7. The priority workstreams for 2025-30 were identified by the Environment Department's Senior Leaders and their management teams, in consultation with other members of staff. The establishment of these core workstreams enables management teams to set appropriate objectives and action plans to achieve the overarching goals during the years ahead.
8. The workstreams were selected to reflect key strategic links. They demonstrate how the department supports delivery of the Corporate Plan 2024-29 outcomes and other cross-cutting strategies, programmes and priority projects, such as Destination City and the Climate Action Strategy, as well as the statutory duties of the services. However, due to the high-level nature of the Plan, the workstreams do not include all elements of the teams' work; there is a significant amount of 'business as usual' activity that will continue alongside the priority workstreams.

Resources utilised

9. As part of a pilot prioritisation exercise which began in 2024/25, every City Corporation department has again been required to include an estimation of the budget and people resource associated with each workstream. These figures are expressed as percentages of the overall revenue budget and Full-Time Equivalent (FTE) staff.
10. It has not been possible to determine accurate allocation of financial or people resources for each workstream; very few are discrete projects with specific budgets, and very few members of staff spend specific proportions of their time

on one workstream. Therefore, the figures shown in the Business Plan are very much estimates. Should this exercise be repeated in future years, accurate methodology will need to be designed and applied in order to ensure consistency across and within departments.

Performance measurement

11. Progress made against priority workstreams is measured by monitoring key performance indicators and achievement of milestones. Performance is reviewed regularly by Directors and their Management Teams and is reported to your Committee to enable Member scrutiny.
12. As demonstrated, the priority workstreams identified in this high-level Business Plan flow through the Licensing Service's priorities and will be used to inform the individual performance plans of members of staff, which provide further methods of assessing progress. This also enables individual officers to fully understand how their work feeds into divisional, departmental and corporate activities, aims and objectives.

Synergies and combatting silos

13. Workstreams have been linked to corporate priorities wherever possible; links to the Corporate Plan 2024-29 Outcomes are shown, and other Corporate strategies, programmes and projects are referenced throughout.
14. The front and back pages of the Plan contain information which relates to the whole of the Environment Department and these pages are being presented to all Committees along with the relevant Committee-specific workstream section. Colleagues across the department are working collaboratively to identify synergies and break down siloed working practices. As a key enabling function, the Department's Business Services Division works to align common processes and procedures to achieve consistency. This Division leads cross-departmentally on areas including business planning; risk management; health and safety; workforce planning; Equality, Equity, Diversity and Inclusion; communications and engagement; information and data management; and GIS mapping.

Departmental Operational Property Assets Utilisation Assessment

15. The Environment Department's staff are based across 25 sites throughout London and the south-east. The Department holds approximately 340 physical assets, almost 270 of which are at its Natural Environment sites.
16. As part of the Corporation's Operational Property Review Programme, the Department has undertaken a detailed utilisation assessment of all allocated operational property assets beyond Guildhall. A separate detailed utilisation of accommodation allocated to the Environment Department within the Guildhall complex was undertaken over a four-week period in November/December 2024. The results of both exercises have been returned to the City Surveyor's Department.

17. Over the coming year, a departmental Asset Plan will be produced to enable effective management and development of these assets to ensure they add value to the organisation and the natural environment charities while being fit for purpose, well maintained, and safe for our staff and service users.

Corporate and strategic implications

Strategic implications - The Environment Department's high-level Business Plan is aligned to Corporate Plan 2024-20 outcomes. Several of the department's performance measures are included in the Corporate Plan and this high-level Business Plan sets out the actions that will be undertaken to deliver the associated outcomes. There are common themes woven throughout the Department's high-level Business Plan which highlight our contribution and commitment to the delivery of the Corporate Plan, Destination City, the Climate Action Strategy, the People Strategy and other key cross-cutting programmes and projects. Any new strategies will be reviewed as they are approved, and consideration given as to how the services can and will support their delivery.

Security implications - None

Financial implications - The high-level Business Plan has been produced in liaison with Chamberlain's Department and takes into consideration opportunities to reduce expenditure and increase income in order to make necessary savings.

Equalities implications - The Department has an established Equality, Equity, Diversity and Inclusion (EEDI) Working Group. The Group has developed a Departmental EEDI Plan which aligns with the Corporate EDI Plan. Members of the group lead on a range of EEDI actions, including those set out in the Business Plan, to ensure compliance with the Public Sector Equality Duty (PSED) across the department.

Resourcing implications - Any changes to resources will be brought to the relevant Committee(s).

Risk Implications – The risk management processes in place in the Environment Department support the delivery of the Corporate Plan, our Departmental and Divisional Business Plans and relevant corporate strategies. Risk management is an integral factor in the business planning process: the Environment Department's risk register includes risks to the achievement of its priority workstreams, and the actions being taken to address those risks.

Climate Implications - The work of the Cleansing Service and Port Health and Public Protection Division supports the delivery of the Corporate Climate Action Strategy through its delivery of relevant workstreams.

Conclusion

This report presents the draft high-level Business Plan for 2025-30 for the services of the Environment Department which fall within the remit of the Port Health and Environmental Services Committee and the Licensing Committee.

Members of the Licensing Committee are asked to approve (with reference also to the more detailed list of Licensing Service priorities at Appendix B) the elements of the high-level Business Plan 2025-30 which relate specifically to the Licensing Service. Once approved, the Plan will be updated in line with any changes requested by this Committee and the Port Health and Environmental Services Committee and will be adopted in April 2025.

Appendices

- Appendix A – Environment Department high-level Business Plan 2025-30
- Appendix B – Licensing Service Priorities 2025/26

Joanne Hill

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ENVIRONMENT DEPARTMENT HIGH-LEVEL BUSINESS PLAN 2025-2030

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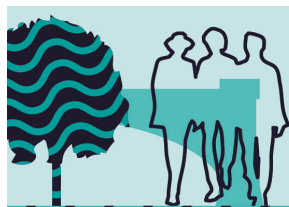
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Live, Work, Learn, Explore

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Executive Director's introduction

The Environment Department is the largest and most complex department in the Corporation with over 800 staff working in 25 locations, providing key front-line services to the City and beyond. The work of the department is overseen by more than eight Committees.

Over the next five years, the Department will deliver **world-class places and infrastructure** across the Square Mile – where it plays a **key role in supporting growth and investment** – as well as the many assets it manages beyond the City's boundaries.

In doing so, the Department – still relatively new in being a single Department, at three years on – will continue to build its approach to **stronger, more robust management of its services**, with the aim of providing a **model for delivering excellent services sustainably and in a way that is more open and engaging** with its service users, partners and stakeholders.

The Department will become an **increasingly proactive and constructive corporate partner**, developing a reputation for working across siloes and contributing as positively to the direction of the Corporation as to its own aims.

Katie Stewart, Executive Director Environment



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About us: Our purpose, aims and impacts

The Environment Department *Shaping future environments and protecting current ones.*

Our aims:

- Deliver transformative, high profile, and strategic infrastructure and public realm schemes, that will result in major economic, social and cultural benefits.
- Encourage the construction of high quality, safe and inclusive buildings.
- Provide spaces for businesses to grow, improve transport and maintain our unique historic environment.
- Create an inclusive, accessible and healthy Square Mile with clean streets and air.
- Support and advise businesses, including SMEs and licensed premises, to enable them to thrive and to protect consumers.
- Protect and promote public, animal and environmental health, including at the borders.
- Protect and enhance the Corporation's green and open spaces and celebrate local heritage.
- Address long term issues such as climate resilience to deliver sustainable built and natural environments.

Our achievements, impacts and outcomes in 2024/25

During 2024/25 our teams continued to work in partnership with internal and external partners to fulfil their statutory duties and deliver excellent services, adapting to the requirements of new and changing legislation and government demands. Progress against key workstreams and performance measures remained on track with targets consistently achieved or exceeded.

We developed and delivered strategies, policies, and actions which will have positive impacts on the environment, City residents, consumers, businesses and members of the public, including:

- Progressed the City Plan 2040 through the next stages of development.
- Published the SME Delivery Strategy and Circular Economy Framework.
- Gained approval for a new Air Quality Strategy and a revised Transport Strategy.
- The Licensing Team refreshed and published several policies which will support businesses, including SMEs, to thrive in the City, whilst maintaining a balanced approach for our City residents.
- Played a key role in delivery of Destination City, the Climate Action Strategy and other key Corporate strategies and programmes.
- Began to implement the Natural Environment Division strategies to protect and improve our natural habitats, and ensure they are more accessible, sustainable, and preserved for public benefit.



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Our key objectives and priority workstreams and major projects

Priority workstreams 2025/30

Although each of our workstreams is specific to relevant Committees, there are common themes woven throughout that highlight our contribution and commitment to the delivery of the Corporate Plan, Destination City, the Climate Action Strategy and other key strategies and programmes, whilst taking account of stakeholder views and needs.

City development and economic growth: We will seek to facilitate growth through our planning policies which aim for office development of the highest quality, ensuring that offices are designed to provide sustainable, flexible floorspace that meets the varied needs of occupiers. Officers across the department will collaborate to share knowledge and expertise which ensures sustainable development.

Excellent local authority services: We will continue to provide excellent statutory and regulatory services to ensure a safe and clean built environment and public realm, and protect and promote public, animal and environmental health and consumer protection.

Climate and environment: We will provide a climate resilient and environmentally enhanced city through the protection and enhancement of the biodiversity of our open spaces; delivery of Climate Action Strategy programmes and our Air Quality Strategy; consideration of sustainability, carbon emissions and biodiversity as part of planning decisions; and the promotion of Circular Economy principles.

Business support: The implementation of the SME Strategy will aid start-up businesses and SMEs to scale and grow, helping to maintain London's position as the leading global financial and professional services centre. We will support licensed premises to thrive, while balancing their needs with those of residents and visitors, helping to deliver the Destination City vision.

Healthy and inclusive environment: The facilities and services at our open spaces will be further developed to offer welcoming places that visitors from all backgrounds and abilities are comfortable to explore. City streets will be well maintained with increased accessibility delivered through streets and spaces projects. New planning advice and guidance will be published to improve inclusivity and accessibility, and the City of London's Access Team will be reformed and expanded to increase engagement with disabled people based on lived experience.



Operational capability and interdepartmental collaboration

As we continue to develop the Department over the next five years, we will take the opportunity to exploit the advantages of our size and extensive remit: we deliver a vast range of services and have the largest workforce of all city departments, but this also means we have a vast range of skills, knowledge and expertise among our staff. We will look for synergies and opportunities to work together; we will focus on our similarities as well as celebrating our differences.

Our people: We will support delivery of the People Strategy and build 'Brilliant Basics'. Health and safety will be embedded in all our decisions, processes and actions, and we will ensure compliance with the Corporate Health and Safety Framework. Our staff survey action plan, People Plan, EEDI activities and focus on learning and development will help us to understand and meet the needs of our staff and enable our talent to grow. We will promote a departmental culture that ensures staff feel valued, supported through change, and respected by their managers and colleagues. By helping individuals to understand how their work contributes to that of the wider department, and Corporation, we aim to enhance job satisfaction and staff retention.

Our corporate partners: Officers will continue to work collaboratively with colleagues across other corporate departments, as intelligent clients, to break down silos and realise efficiencies. We liaise closely with the City Surveyor's Department to review, assess and progress essential repairs and maintenance to the approximately 340 physical assets we hold. Through production of a departmental Asset Plan, we will manage and develop these assets to ensure they add value to the charities and organisation while being fit for purpose, well maintained, and safe for our staff and service users.

Our external stakeholders: We will continue to communicate with our stakeholders appropriately and take their feedback into consideration when shaping our services. This will include formal consultation on new policies and strategies; planning applications; proposed changes to the public realm; and regular communication of news to residents, local groups and customers.

Our finances: By developing financially sustainable business models, we will ensure we consistently deliver high quality services. We will achieve this through proactive budget management, prioritisation and seeking value for money and opportunities for income generation. Across the department, we will seek ways to improve what we do and how we do it; embracing change, enhancing our use of data and adopting new ways of working and technologies that will make us more efficient and cost effective.



SECTION B: Port Health and Environmental Services Committee and Licensing Committee

This section covers the service areas which fall within the remit of the Port Health and Environmental Services Committee and Licensing Committee:

- Cleansing Service
- Port Health and Public Protection, including the Licensing Service

Priority workstream and key 2025/26 deliverables	Funding allocation approx.%*	People resource approx.%*	Corporate Plan 2024-2029 Outcomes	Outcome focused Performance measures	Outcomes / Impacts
a) Deliver an environmentally enhanced City					
1. Implement and deliver the Air Quality Strategy 2025 – 2030 <ul style="list-style-type: none"> • Commence delivery of the Strategy actions • Prepare and submit the Annual Status Report. Q1 2025/26 • Assess the % of the City’s area that meets the World Health Organisation air quality guidelines. Q2 2025/26. • Commence work in Q3 2025/26 towards the refresh of the Air Quality SPD. 2. Deliver the Action Plan of the Circular Economy Framework. <ul style="list-style-type: none"> • Establish a baseline for circular economy metrics which can be measured in future years. Q4 2025/26 3. Deliver an effective, high-quality and responsive Cleansing Service which aligns with Member-approved service levels and meets the needs of City residents, businesses and visitors. <ul style="list-style-type: none"> • Agree way forward with Veolia Contract (Extend/Re-Tender). Q1 2025/26 	57%	14.2%	Leading Sustainable Environment Diverse Engaged Communities Providing Excellent Services	<ul style="list-style-type: none"> • % of the City’s area that meets the health-based Limit Values and WHO Guidelines for nitrogen dioxide levels. • % of streets with unacceptable levels of litter, detritus, graffiti and flyposting (NI 195). 	<ul style="list-style-type: none"> • A Square Mile that has air that is healthy to breathe. • Improved health for residents, workers and visitors. • More efficient use of resources through a circular economy and an increase in environmental resilience.

* Funding allocation and people resource %s are estimates. Funding is shown as a percentage of the total PH&ES and Licensing Committee 2025/26 revenue budget. People resource is shown as a percentage of the total FTE in the Port Health and Public Protection Division (incl. Licensing) and the Cleansing Service.

Priority workstream and key 2025/26 deliverables	Funding allocation approx. %	People resource approx. %	Corporate Plan 2024-2029 Outcomes	Outcome focused Performance measures	Outcomes / Impacts
b) Protect and promote Public, Animal and Environmental Health and Consumer Protection					
<p>1. Embed the Border Target Operating Model (BTOM) at the Ports for food and feed and at Heathrow for live animals (AVI).</p> <ul style="list-style-type: none"> Finalise development of the services to move to Business as Usual operations by Q3 2025/26. <p>2. Deliver high quality statutory services and support for businesses.</p> <ul style="list-style-type: none"> Promote the Healthier Catering Commitment (HCC) Scheme to relevant City food establishments. Deliver the Food Law Enforcement Plan. Deliver the Health and Safety Cooling Towers regime. Deliver a 24/7/364 Noise Response Service. Support the Planning and Development Service as a statutory consultee and provide expert advice. Develop and prepare for the 2026-2036 Noise Strategy. (for publication in 2026/27). Actively participate in multi-agency partnership, Operation Broadway, to disrupt investment fraud in and around the square mile. 	<p>4.8%</p> <p><i>(BTOM work is cost neutral)</i></p>	<p>44%</p>	<p>Providing Excellent Services</p> <p>Vibrant Thriving Destination</p> <p>Dynamic Economic Growth</p>	<ul style="list-style-type: none"> % of checks undertaken on low and medium risk food and feed imports. % of flight collections attended within 30 minutes of the flight offloading. Number of relevant food businesses signed up to the Healthier Catering Commitment Scheme. % of justifiable noise complaints investigated which result in a satisfactory outcome. % of planned food hygiene/food control interventions completed. % of planned Cooling Tower inspections completed. Number of Operation Broadway deployments. 	<ul style="list-style-type: none"> Provision of effective biosecurity controls at the border and promotion of animal welfare. Realisation of new border controls for food and feed from the EU where the service is meeting demand from industry whilst providing effective public health protection. Effective delivery of our statutory duties ensures residents and consumers are protected, businesses are supported, and Members are provided with reassurance in relation to the residents they serve.

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Priority workstream and key 2025/26 deliverables	Funding allocation approx. %	People resource approx. %	Corporate Plan 2024-2029 Outcomes	Outcome focused Performance measures	Outcomes / Impacts
c) Ensure provision of appropriate facilities to enable delivery of services					
<p>1. Carry out a strategic review of operational facilities to ensure that they are fit for purpose to enable efficient, effective and sustainable service delivery. Review to include:</p> <ul style="list-style-type: none"> • Cemetery and Crematorium. • Public conveniences. • Port Health Service accommodation. • Heathrow Animal Reception Centre. <p>2. Put in place an agreement for a facility to deliver jury inquests on behalf of His Majesties Coroner.</p> <p>3. Agree long term strategy for Walbrook Wharf as the sustainable cleansing waste transfer station and commence implementation of agreed option.</p>	0.3%	0.5%	Providing Excellent Services	Narrative updates will be provided on progress against the actions listed.	The continued delivery of high quality statutory services to customers and stakeholders in the most efficient and sustainable manner.

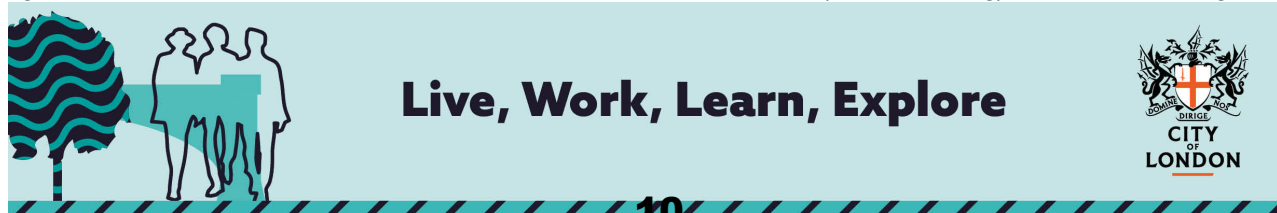
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Q2 2025/26

Priority workstream and key 2025/26 deliverables	Funding allocation approx.%	People resource approx.%	Corporate Plan 2024-2029 Outcomes	Outcome focused Performance measures	Outcomes / Impacts
d) Financial security and development					
<p>1. Consider commercial development opportunities for Port Health and HARC across London and a wider area.</p> <p>2. Adapt Cemetery and Crematorium services to provide a variety of options relevant to the needs and preferences of customers and optimise income.</p>	<p>0% <i>(cost neutral)</i></p>	<p>3%</p>	<p>Dynamic Economic Growth</p> <p>Flourishing Public Spaces</p> <p>Providing Excellent Services</p> <p>Vibrant thriving destination</p>	<ul style="list-style-type: none"> • Provide an additional 300 lawn graves by end of Q4 2025/26. 	<ul style="list-style-type: none"> • Sustainable services delivering high quality outcomes and 'steady state' infrastructure. • Generation of additional income for the services to protect staffing levels and ensure sustainable delivery of statutory services. • Increase CoL reputation for delivery of excellent public services within the Square Mile and beyond.



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Priority workstream and key 2025/26 deliverables	Funding allocation approx.%*	People resource approx.%*	Corporate Plan 2024-2029 Outcomes	Outcome focused Performance measures	Outcomes / Impacts
e) Support Destination City through delivery of effective Licensing Services for a 24-hour City whilst maintaining a balanced approach for our City residents.					
<ol style="list-style-type: none"> Deliver the Licensing Service <ul style="list-style-type: none"> Administer the Late Night Levy and report to stakeholders on its spend and outcomes. Q4 2025/26 Deliver a proactive engagement and enforcement regime with the City’s licensed trade. Ongoing Promote and offer free pre-application meetings. Promote and develop the Licensing Interactive Map. Ongoing Deliver the annual Safety Thirst Awards. Q4 2025/26 Promote Destination City and other events to hospitality venues to enable trade and an offer for visitors. Ongoing Review, refresh and publish policies as required, including: <ul style="list-style-type: none"> Publish a refreshed Street Trading Policy. Q3 2025/26 Update the Gambling Policy as required to meet government changes. Actively participate in, and present at, biannual City of London Police Licensing Forums. Q1/Q3 2025/26 	2%	3%	Diverse Engaged Communities Providing Excellent Services Vibrant Thriving Destination Flourishing Public Spaces Dynamic Economic Growth	<ul style="list-style-type: none"> Ensure that within 12 months licensed premises in the red or amber zone of Traffic Light Scheme are brought back into amber or green zones respectively. Increase in the number of premises in the Safety Thirst Awards Scheme. 	<ul style="list-style-type: none"> A sustainable licensing landscape that balances the needs of residents and businesses. A thriving day time and night-time licensed economy. Licensed premises that are safe and do not give rise to public nuisance or crime and disorder. Events running in the City are supported by an open, staffed and welcoming hospitality trade. Engaged and informed hospitality trade.

* Funding allocation and people resource %s are estimates. Funding is shown as a percentage of the total PH&ES and Licensing Committee 2025/26 revenue budget. People resource is shown as a percentage of the total FTE in the Port Health and Public Protection Division (incl. Licensing) and the Cleansing Service.



SECTION B: Port Health and Environmental Services Committee and Licensing Committee
Our timeline planner of priority workstream activities and milestones

Key	
	Duration of activity
	Milestone

	2025/2026												Beyond 2025/26	
	Quarter 1			Quarter 2			Quarter 3			Quarter 4			2026/2027	2027/2028
	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar		
Refresh the Air Quality SPD.										Completion in 2026				
Establish a baseline for circular economy metrics.	By end of Q4 2025/26													
Reach decision on Cleansing contract.	Q1 2025/26													
Embed BTOM at Ports and HARC.	Business as usual operations by end of Q3 2025/26													
Deliver statutory services and business support.	Ongoing													
Agree long-term strategy for Walbrook Wharf.	By end of Q2 2025/26													
Adapt and expand Cemetery and Crematorium services.	By end of Q4 2025/26													
Report on Late Night Levy spend and outcomes.	By end of Q4 2025/26													
Deliver Annual Safety Thirst Awards.	By end of Q4 2025/26													
Publish a refreshed Street Trading Policy.	Completion by end of Q3 2025/26													

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SECTION B: Port Health and Environmental Services Committee and Licensing Committee

Finance 2025/26

Estimated budget 2025/26 (£000)	
Local risk net expenditure	(10,261)
Central risk	(8)
City Surveyor’s local risk	(3,481)
Recharges	(6,878)
Total net expenditure	(20,988)

Unfunded Medium Term Plans

What Medium Term action is required? <i>(e.g. New legislation, services, projects, automation)</i>	When? 2026/27	When? 2027/28
City Operations Contract Review/Expiration dates 2027/28.		✓
Walbrook Wharf future use <i>(options being considered 2025/26, impact in 2026/27 and 2027/28).</i>	✓	✓
HARC accommodation: future requirements.	✓	✓
Port Health accommodation: future requirements.	✓	✓
Cemetery and Crematorium: land utilisation.	✓	✓
Coroner’s Court: accommodation options.	✓	
Building Safety Programme - Private Sector Housing (Fire safety and remediation).	✓	✓

Our key risks*

Our business risks are managed in accordance with the Corporate Risk Management Framework. Risks are regularly reviewed and updated by management teams in consultation with risk owners. Committees receive regular updates on the risks held by the services within their remit to provide them with necessary assurance that risks are being managed and mitigated effectively, and to enable Members to fulfil their oversight and scrutiny role.

Our key service-level risks for the Port Health and Public Protection Division and the Cleansing Service are listed below.

Risk Title	Score
Brexit – impact on Port Health and Animal Health	RED, 24
Road traffic collision caused by City of London staff or contractor who is unfit to drive while on City business	RED, 16
A major incident, such as flooding or fire, makes Walbrook Wharf unusable as a depot	AMBER, 8
Air Quality <i>(Department-level risk)</i>	GREEN, 3

**Risk details were correct at November 2024 but are subject to continual review and change.*

ENVIRONMENT DEPARTMENT ENABLERS

N.B. the information on this page relates to the Department as a whole.

Business Services Division

The Business Services Division, led by the Chief of Staff, enables the Department as whole to deliver its aims and objectives, by ensuring a consistent, compliant and joined-up approach. Across this large and diverse department, the teams provide a central hub of expertise, advice and guidance on themes, duties and responsibilities which are common to all, and act as a conduit between divisions and the corporate centre.

Working with management teams across the Department, and with key links throughout the organisation, the Business Services Division leads cross-departmentally on areas including business planning; risk management; health and safety; workforce planning and talent management; work environment; Equity, Equality, Diversity and Inclusion; communications and staff engagement; information and data management; and Geographical Information System (GIS) mapping.

Vital to its success is the development of strong, reciprocal working relationships between officers within the Division and their colleagues across the Department and wider Corporation. Officers work collaboratively to build a cohesive department with a unified identity, and which recognises and celebrates the achievements of individuals and teams.

Corporate Risks and Red Departmental Risks

Due to the size and wide remit of the Environment Department, the majority of its operational risks are specific to individual divisions and reported regularly to their respective Service Committees. Those risks are managed at Service-level and the key ones are reported in the relevant Committee’s section of this Business Plan.

The Environment Department currently holds NO Corporate Risks.

The Department’s Senior Leadership Team manages four Departmental-level risks, of which one is scored ‘Red’ (as below).

Risk Title	Score
ENV-SLT 001 Maintenance and renewal of physical assets	16

Operational Property

To fulfil the requirements of Standing Order 56, the Environment Department has undertaken a detailed utilisation assessment of all allocated operational property assets beyond the Guildhall.

A separate detailed utilisation assessment of accommodation allocated to the Environment Department within the Guildhall complex was undertaken over a four-week period in November/December 2024.

The results of both exercises have been returned to the City Surveyor’s Department.



People

The Environment Department has 771 members of staff (737 FTE) as of 31 October 2024.
 Average length of service: 10 years (*corporation-wide average: 8 years*)
 Average age: 45 years (*corporation wide average: 44 years*)

Equity, Equality, Diversity and Inclusion (EEDI)

- The Environment Department is committed to creating an environment of collaboration and equality of opportunity where everyone recognises the positive contribution a diverse workforce and community can make.
- The Department is committed to EEDI in our service provision and for all our employees. Creating a workplace aligned to these values is a strategic business priority that fosters fair and equal access, innovation and connection to the communities and stakeholders we serve.
- The Department has an EEDI Working Group which consists of representatives (Champions) from across the department and is chaired by a member of the Senior Leadership Team (SLT). Working with the SLT, the group is responsible for developing and implementing the Departmental EEDI Action Plan.
- Our Departmental EEDI Action Plan 2024/25 was launched in May 2024 and aligns with the CoL's Corporate Equality Objectives. Progress will be monitored and the Action Plan refreshed for 2025/26.
- The EEDI Working Group is collaborating with the Equalities Director, to consider the broad benefits of EEDI and social mobility. Appropriate actions will be included in the 2025/26 Departmental Action Plan.

The top three priorities of our Departmental EEDI Action Plan 2024/25 are to ensure that:

1. Our staff have a clear understanding of the Equality Act 2010, particularly the PSED, and how it applies to them both in terms of service provision and working with colleagues. We will achieve this by having EEDI as a standard agenda item on our departmental and divisional meetings; all employees having equality objectives with effect from the 2024-25 appraisal year; and ensuring staff complete mandatory training and other relevant training, including EQIAs and briefing workshops.
2. Our services are accessible for all. We will achieve this by undertaking a review of our functions, services and facilities in terms of accessibility; undertaking EQIAs with results taken into consideration when making decisions on service delivery; and hosting quarterly accessibility workshops for employees to develop their knowledge and understanding on how to produce information and communications in accessible formats.
3. There is improved support for our public facing employees and contractors facing EEDI challenges and issues. We will provide clear protocols for reporting and dealing with incidents; produce dashboards for analysis of data; and escalate issues into respective Divisional Management Teams (DMTs) and SLTs for monitoring and implementing appropriate actions.



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Staff survey 2024

Engagement score: 62%

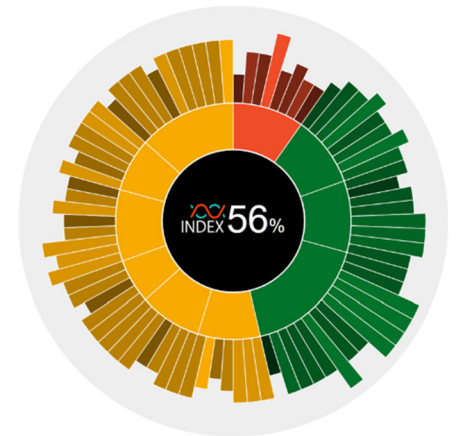
Survey Action Plan

Groups of staff from across the department have worked together to review the survey results and propose a list of actions which were subsequently approved by the Senior Leadership Team. We will:

- Undertake staff ‘stress audits’ to recognise and identify stress levels to improve stress levels and reduce stress-related sickness absence.
- Increase visibility of the EEDI Working Group and associated Action Plan. All recruiting managers will understand EEDI policies and processes to enable them to make reasonable adjustments to support staff.
- Collaborate with the Deputy Town Clerk on Officer/Member Charter review to enable staff to feel more supported with Officer/Member relationships.
- Review departmental internal communications to improve their effectiveness.

Health and Safety

Recent Safe 365 audits in each of our divisions to assess health and safety maturity, have provided a departmental score of 56%. The exercise has identified key areas for enhancement and the results have informed our 2025/26 Health and Safety Action Plan. We will continue to support the corporate Health and Safety Team as we implement these actions and aim to increase our maturity score to achieve, or exceed, the Executive Leadership Board’s target of 62%.



Our top three health and safety priorities for 2025/26 are:

- Front line worker safety.
- Embed new corporate Health and Safety Framework.
- Risk Assessments and Method Statements (RAMs) centralisation and audit.



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Licensing Service Priorities 2025/26

Listed below are the priority workstreams that will be undertaken by the Licensing Service during 2025/26.

These workstreams support those set out in the Environment Department's high-level Business Plan 2025-30 which, in turn, supports the delivery of the Corporate Plan 2024-29; the Destination City programme, and other key corporate strategies, programmes and policies.

1. Deliver the Licensing Service within the context of Destination City and with a balanced approach, taking into account the needs of all stakeholders – residents, business, workers and the public.
2. Prepare, consult and publish a refreshed Street Trading Policy (by 31 March 2026).
3. Implement the new requirements of the Terrorism (Protection of Premises) Bill – 'Martyn's Law' as the Licensing Authority and work with the new Regulator, CoLP and other relevant bodies as it develops.
4. Run the City of London Safety Thirst accreditation scheme, refreshed annually and aligned with the Licensing Code of Good Practice.
5. Review and re-publish the City of London Statement of Licensing Principles under the provisions of the Gambling Act 2005 following the release of Government Guidance expected in 2025.
6. Continue to refresh and develop the Licensing mapping project to identify useful data sets which provide insights into streets, spaces or areas of the City that could be suitable for markets, events, adapted licensing hours or more licensed premises as a tool for potential investors to the City and other stakeholders.
7. Review the implementation and fee setting of the City of London's Al Fresco Eating and Drinking Policy following permanency of the pavement licence regime.
8. Evaluate options for electronic licensing application forms to replace Gov.uk when it is phased out to enhance the licensing back-office to further underpin the management of the Licensing Service.
9. Determine the financial implications for licensing income generally and determine annual fees for each of the licensing categories.

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City of London Corporation Committee Report

Committee(s): Licensing Committee	Dated: 06/02/2025
Subject: Revenue Budget 2025/26	Public report: For Decision
This proposal: <ul style="list-style-type: none"> • provides business enabling functions 	n/a
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain's Department?	n/a
Report of: The Chamberlain Executive Director Environment	
Report author: Jenny Pitcairn, Chamberlain's Department	

Summary

This report presents for approval the revenue budget for the Licensing Committee for 2025/26.

Overall, the proposed revenue budget for 2025/26 totals (£350k), a decrease in net expenditure of £5k compared to the 2024/25 Budget of (£355k).

The proposed budget for 2025/26 has been prepared within the resource envelope allocated to the Executive Director Environment by Resource Allocation Sub Committee, including an inflation increase of 2%.

The resource envelope must be adhered to, as failure to do so will impact Finance Committee's ability to set Council Tax rates for the year ahead and the requirement in law for the City to set a balanced budget.

Recommendation(s)

Members are asked to:

- Review and approve the proposed revenue budget for 2025/26 for submission to Finance Committee.
- Agree that amendments for 2024/25 and 2025/26 budgets arising from changes to recharges, or any further implications arising from subsequently approved savings be delegated to the Chamberlain in consultation with the Executive Director Environment.

Main Report

Background

1. This report sets out the budget for 2024/25 and the proposed revenue budget for 2025/26 for your Committee and under the control of the Environment Department, analysed between:
 - **Local risk budgets** – these are budgets deemed to be largely within the Chief Officer’s control.
 - **Central risk budgets** – these are budgets comprising specific items where a Chief Officer manages the underlying service, but where the eventual financial outturn can be strongly influenced by external factors outside his/her control or are budgets of a corporate nature. (None within Licensing Committee)
 - **Support services and capital charges** – these cover budgets for services provided by one activity to another. The control of these costs is exercised at the point where the expenditure or income first arises as local or central risk.
2. In the various tables, income, increases in income, and reductions in expenditure are shown as positive balances, whereas brackets will be used to denote expenditure, increases in expenditure, or reductions in income.
3. The 2024/25 budget and provisional 2025/26 budget are summarised in Table 1 below.

Table 1 Summary Revenue Budgets 2024/25 and 2025/26	Budget 2024/25 £'000	Proposed Budget 2025/26 £'000
Expenditure	(999)	(1,054)
Income	637	682
Support Services and Capital Charges	7	22
Total Net Expenditure	(355)	(350)

Proposed Revenue Budget for 2025/26

4. The proposed 2025/26 budget is net expenditure of (£350k), a decrease of £5k in net expenditure compared to the 2024/25 budget.

Proposals

5. For 2025/26 budgets include a 2% uplift for inflation in accordance with Resource Allocation Sub-Committee guidelines. The resulting resource envelope must be adhered to, as failure to do so will impact Finance Committee's ability to set Council Tax rates for the year ahead and the requirement in law for the City to set a balanced budget. The budget has been prepared within the resource envelope allocated to the Executive Director Environment
6. Table 2 below summarises movements between the 2024/25 budget and the 2025/26 proposed budget.

Table 2 Provisional Revenue Budgets 2025/26	Budget 2024/25 £'000	Proposed Budget 2025/26 £'000	Movement 2024/25 to 2025/26 £'000	Para Ref
LOCAL RISK Expenditure				
Employees	(832)	(867)	(35)	7(i)
Premises Related Expenses	(34)	(35)	(1)	
Supplies and Services	(47)	(66)	(19)	7(ii)
Third Party Payments	(86)	(86)	0	
TOTAL Expenditure	(999)	(1,054)	(55)	
Income				
Customer, Client Receipts	637	682	45	7(iii)
TOTAL Income	637	682	45	
TOTAL LOCAL RISK	(362)	(372)	(10)	
RECHARGES				
Central Recharges	(146)	(132)	14	7(iv)
Recharges within Fund	(15)	(20)	(5)	
Recharges across Funds	168	174	6	
TOTAL RECHARGES	7	22	15	
TOTAL NET EXPENDITURE	(355)	(350)	5	

7. The significant movements (greater than £10k) between the budgets shown in Table 2 are attributable to:
 - i) Increases in pay costs due to pay awards and incremental progression.
 - ii) Mainly due to reinstatement of provision for the Safety Thirst Awards, and an increase of (£10k) in the cost of Environmental Health support for Massage & Special Treatment licence applications (reflecting current activity, and met by income).
 - iii) An anticipated increase in fee income reflecting current activity levels.
 - iv) The increase in net support services and capital charge income reflects changes in the budgets of departments and their apportionment between committees.

Potential Further Budget Adjustments

8. The provisional nature of the 2025/26 Estimate recognises that further revisions may be required to realign funds for changes to central and departmental support

services apportionments as a result of the agreement of the estimates for these services (no changes are at present anticipated).

Staffing Statement

9. Table 2 below shows the movement in employee numbers and related costs.

Table 2 Staffing Summary	Budget 2024/25		Proposed Budget 2025/26	
	Employees Full-time Equivalent	Estimated Cost £'000	Employees Full-time Equivalent	Estimated Cost £'000
Service				
Total Licensing	10.7	(832)	10.7	(867)

Conclusion

10. This report presents the proposed budgets for 2025/26 for the Licensing Committee for Members to consider and approve.

Appendices

- none

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City of London Corporation Committee Report

Committee(s): Licensing Committee	Dated: 06/02/2025
Subject: Gambling Act 2005 – annual review and setting of fees for 2025-26	Public report: For Decision
This proposal: <ul style="list-style-type: none"> • provides statutory duties 	Licensing authority duty under the Gambling Act 2005 and the Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 to set fees for licence applications
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain’s Department?	n/a
Report of:	Katie Stewart, Executive Director of Environment
Report author:	Aggie Minas, Licensing Manager

Summary

The City of London Corporation must set annual fees for those premises requiring a licence under the Gambling Act 2005. The report outlines current case law which has indicated that the process for setting the fees must be robust and that income received through the licensing process cannot exceed the cost of providing that service. The matters considered by the licensing service in setting the proposed fees are discussed and include all aspects within the licensing process.

The proposed fees will result in estimated income of £8,090, in 2025/26

Recommendation(s)

Members are asked to:

- Agree the proposed fees for 2025/26 as set out in Appendix 1 (column 6, ‘Proposed Fee’).
- Delegate authority to the Executive Director Environment to approve future annual fees on a full cost recovery basis, including adjustments for prior years’ under/over recovery where relevant, and subject to any statutory limits that may apply.

Main Report

Background

1. The Gambling (Premises Licence Fees) (England and Wales) Regulations 2007 (the 'Regulations') set out the statutory provisions and limitations for setting gambling fees.
2. The City of London Licensing Authority must determine the appropriate fees subject to a maximum as set out in the schedule to the regulations. The fee structure allows for various types of applications associated with varying classes of premises licence, many of which do not currently apply within the City of London e.g., casinos. The maximum fees permissible can be seen in Appendix 1 (column 4, 'Maximum permitted fee').
3. Licences are valid for life from the date of grant unless surrendered or revoked. An annual fee is due for payment within thirty days of the licence issue (effective date) and then annually thereafter.
4. Section 212 of the Gambling Act 2005 states that the licensing authority, '...shall aim to ensure that the income from fees of that kind [*determined by the licensing authority*] as nearly as possible equates to the costs of providing the service to which the fee relates...'.
5. A High Court case held on 16 May 2012 (*R (Hemming and Others) v Westminster City Council*) concluded that the amount of the fee is required to be determined every year and further that a local authority was precluded from making a profit from the licensing regime. A full account of the fee income and expenditure would therefore need to be considered to ensure a surplus is not being made.
6. Successive appeals/decisions in the Court of Appeal, The Supreme Court and the European Court of Justice decided that the fee can include administrative costs involved, the costs of vetting the applicants (in the case of applications for a licence) and the costs of investigating/enforcing the licensing scheme including costs involved in enforcement against those premises that are not licensed.

Current Position - Calculation of Fees for 2025/26

7. To avoid possible complications arising from non-compliance with the Hemming decision, the licensing service has carried out an in-depth examination of the processes that are undertaken to administer the licence application/renewal and the costs of investigating compliance with any licence condition.
8. In determining the proposed fee structure for gambling premises licences, the following factors have been taken into account:
 - Officer time spent on processing applications including site inspections and the issue of any licence

- Officer time spent on the development and maintenance of processes and guidance notes
- Training of staff as necessary
- A proportion of the service costs such as accommodation, equipment and central recharges
- Officer time spent on inspections of licensed premises to ensure compliance with terms and conditions of any licence
- Time spent on the compilation of a new 'Statement of Licensing Principles'.

An example of those factors considered in the calculation of fees can be seen as Appendix 2.

9. Gambling fees for 2025/26 have been calculated on the above basis for each of a number of different types of licence. Proposed fees for 2025/26 can be seen in Appendix 1, column 6. Where the cost of processing the licence is higher than the statutory maximum, the fee has been reduced to the maximum permitted.
10. which exceeds the cost of providing the service. The forecast number of applications for each main type of gambling licence can be seen in the table below along with the number of licences/registrations that were granted in previous years.

	2023/24		2024/25		2024/2025
	Forecast	Actual	Forecast	Actual	Forecast
New Betting Shop	0	0	0	0	0
Annual fee (renewal)	12	11	11	11	10
Variation Betting Shop	0	0	0	0	0
New/Annual Fee Bingo	1	1	1	1	1
Temporary Use notice	0	0	0	0	0
Gaming machine permits	13	13	13	13	13
Small Society Lotteries (New)	2	2	2	5	2
Small Society Lotteries (Renewal)	15	19	19	18	18

Options

11. If fees are set lower than those recommended the result will be a deficit for 2025/26 as costs of administering the licence will not be fully met from income received.
12. Fees set higher than those recommended will result in a surplus i.e. an income
13. Proposed fees for 2025/26 include adjustments for under/over recovery from 2023/24. Where the cost of administering the licence exceeds the maximum permitted fee, the proposed fee is set at the statutory maximum.
14. Any such under or over recovery of costs from 2025/26 will be calculated after the end of that financial year and will be carried forward to be taken into consideration in setting fees for 2027/28, except in cases where costs are higher than the statutory maximum fee and there is therefore no prospect of offsetting the under recovery through future fee increases.
15. Ignoring a surplus or deficit could result in the City Corporation being subject to legal challenge.

Proposals

16. It is recommended that the proposed fees for 2025/26 as set out in Appendix 1 (column 6, 'Proposed Fee') are adopted, to take effect from 1 April 2025.
17. It is further recommended that authority be delegated to the Executive Director Environment to approve future annual fees in accordance with the existing methodology of full cost recovery including adjustments for under/over recovery from prior years where relevant, subject to any statutory limits on fees that may apply.

Corporate & Strategic Implications

18. **Dynamic Economic Growth:** The proposed fees are calculated by assessing officer time spent on each step of the process, enabling the City Corporation to recover its costs in administering the scheme and ensuring compliance within the licensing regime. The process is reviewed annually to ensure the fees support businesses and attract investment into the Square Mile.
19. **Providing Excellent Services:** Protecting and promoting public safety and consumer protection at licensed premises.
20. **Strategic implications** –The proposals within this report support the outcomes of the Corporate Plan 2024-29 to provide excellent services and drive economic growth. The proposals meet the requirement to set fees for the licensing of activities within the Gambling Act 2005 as they apply to the City of London Corporation.

21. **Financial Implications:** Setting the recommended fees will result in an estimated income from Gambling licence fees for 2025/26 of £8,090, against a budgeted income of £10,000.00
22. **Resource implications :** none identified
23. **Legal implications :** The City Solicitor has reviewed the statutory obligations and related fees and charges and has recommended the above proposal
24. **Risk implications:** none identified
25. **Equalities implications –** none identified
26. **Climate implications:** none identified
27. **Security implications:** none identified

Conclusion

28. The annual review of gambling charges takes into consideration all the necessary administrative, compliance and enforcement costs required for the City Corporation to deliver its statutory licensing function as defined in The Gambling Act 2005.

Appendices

- Appendix 1 – Proposed Fees for 2025/26
- Appendix 2 – Factors taken into account when calculating fees

Background Papers

None

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Proposed Fee Structure 2025 – 2026

Application Type	Estimated No	Current fee	Maximum permitted fee	Predicted cost of licence/ permit	Proposed Fee	Income Forecast
New Betting Shop	0	£1,140	£3,000	£1,180	£1,180	£0
New Casino (small) *	0	£3,540	£8,000	£3,840	£3,840	£0
New Bingo	0	£1,170	£3,500	£1,400	£1,400	£0
New AGC	0	£1,170	£2,000	£1,400	£1,400	£0
New FEC	0	£1,170	£2,000	£1,400	£1,400	£0
Annual fee Betting Shop	10	£600 ¹	£600	£1,090	£600 ¹	£6,000
Annual fee Casino (small) *	0	£1,750	£5,000	£2,010	£2,010	£0
Annual fee Bingo	1	£930	£1,000	£1,180	£1000 ¹	£1000
Annual fee AGC	0	£930	£1,000	£1,180	£1000 ¹	£0
Annual fee FEC	0	£750 ¹	£750	£1,180	£750 ¹	£0
Variation betting shop	0	£430	£1,500	£432	£430	£0
Variation Casino (small) *	0	£2740	£4,000	£2,790	£2790	£0
Variation Bingo	0	£430	£1,750	£432	£430	£0
Variation AGC	0	£430	£1,000	£432	£430	£0
Variation FEC	0	£430	£1,000	£432	£430	£0
Transfer/reinstatement betting shop	0	£290	£1,200	£298	£298	£0
Transfer/reinstatement Casino (Sm)	0	£390	£1,800	£398	£398	£0
Transfer/reinstatement Bingo	0	£290	£1,200	£298	£298	£0
Transfer/reinstatement AGC	0	£290	£1,200	£298	£298	£0
Transfer/reinstatement FEC	0	£290	£950	£298	£298	£0
Provisional statement Betting Shop	0	£1,140	£3,000	£1,366	£1,370	£0
Provisional statement Casino (Sm)	0	£3,540	£8,000	£3,847	£3,840	£0
Provisional statement Bingo	0	£1,170	£3,500	£1,401	£1,400	£0
Provisional statement AGC	0	£1,170	£2,000	£1,401	£1,400	£0
Provisional statement FEC	0	£1,170	£2,000	£1,401	£1,400	£0
New app with prov statement Bet Shop	0	£1,200 ¹	£1,200	£1,463	£1,200 ¹	£0
New app with prov statement Casino (sm)	0	£3,000 ¹	£3,000	£3,847	£3,000 ¹	£0
New app with prov statement Bingo	0	£1,200 ¹	£1,200	£1,463	£1,200 ¹	£0
new app with prov statement AGC	0	£1,200 ¹	£1,200	£1,463	£1,200 ¹	£0
New app with prov statement FEC	0	£950 ¹	£950	£1,463	£950 ¹	£0
Change of circumstances	0	£50	£50	£50	£50	£0
Copy of licence	0	£25	£25	£25	£25	£0
Temporary use notice (TUN)	0	£500 ¹	£500	£1191	£500 ¹	£0
Replacement TUN (copy)	0	£25	£25	£25	£25	£0
Prize Gaming Permit	0	£300	£300	£300	£300	£0
Gaming machine permit (2 or less)	0	£50	£50	£50	£50	£0
Gaming machine permit (3 or more)	0	£150	£150	£150	£150	£0
Annual gaming machine permit (3 or more)	13	£50	£50	£50	£50	£650
Variation to gaming machine permit (3 or more)	0	£100	£100	£100	£100	£0
Transfer of gaming machine permit (3 or more)	0	£25	£25	£25	£25	£0
Small society lotteries (new)	2	£40	£40	£40	£40	£80
Small society lotteries (renewal)	18	£20	£20	£20	£20	£360
Total						£8,090

¹ Reduced fee as necessary where actual costs exceed statutory maximum

* CoL is not at present identified as an authority permitted to issue large or small casino premises licences in its area.

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Example of factors taken into account when calculating fee for a renewal of a gambling (betting shop) licence

2025/26 (Proposed fee is maximum permitted £600)

Task	Predicted cost £
General queries <ul style="list-style-type: none"> • Time spent answering queries including emails and telephone calls 	14.11
Collection of annual payment <ul style="list-style-type: none"> • Preparation of data for finance • Update database and public register 	21.17
Compliance <ul style="list-style-type: none"> • Inspections for compliance with licence conditions • Update information on database • Correspondence with licence holder 	56.45
Post-renewal <ul style="list-style-type: none"> • Member queries • Maintain website • Quarterly return to Gambling Commission 	40.81
Policy <ul style="list-style-type: none"> • Policy development • Committee work • Consultation with final report to Court of Common Council • Legislative updates • Training 	953.49
Total predicted cost	1086.03

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City of London Corporation Committee Report

Committee(s): Licensing Committee	Dated: 06/02/2025
Subject: Sex Establishments – annual review and setting of fees for 2025-26	Public report: For Decision
This proposal: <ul style="list-style-type: none"> • provides statutory duties 	Licensing authority duty under the Local Government (Miscellaneous Provisions) Act 1982 to set fees for licence applications
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain’s Department?	n/a
Report of:	Katie Stewart, Executive Director of Environment
Report author:	Aggie Minas, Licensing Manager

Summary

The City of London Corporation must set annual fees for those premises requiring a licence under the Local Government (Miscellaneous Provisions) Act 1982 as a sex establishment. The report outlines case law which indicates that the process for setting the fees must be robust and that income received through the licensing process cannot exceed the cost of administering that process.

The matters considered by the licensing service in setting the proposed fees are discussed and include all aspects within the licensing process.

There are currently no premises within the City Corporation’s jurisdiction that have a sex establishment licence.

Recommendation(s)

Members are asked to:

- Agree the proposed fees for 2025/26 as set out in Appendix 1.
- Delegate authority to the Executive Director Environment to approve future annual fees on a full cost recovery basis, including adjustments for prior years’ under/over recovery where relevant, and subject to any statutory limits that may apply.

Main Report

Background

1. The Local Government (Miscellaneous Provisions) Act 1982 Schedule 3, as amended by s.27 of The Policing and Crime Act 2009 sets out the statutory provisions for setting Sex Establishment fees.
2. A Sex Establishment is defined as a Sex Shop, Sex Cinema or Sexual Entertainment Venue (SEV) (primarily lap dancing clubs). A premises is not a Sexual Entertainment Venue if any relevant entertainment is only provided on eleven or less occasions during a twelve-month period and, each of the occasions are at least one month apart.
3. The City of London Licensing Authority must determine the appropriate fees for the granting, renewal, transfer, and variation of a licence. Any fee set must be 'reasonable'.
4. Licences are valid for 12 months from the date of grant unless surrendered or revoked. A process similar to the granting of a new licence is to be followed for each renewal including consultation.
5. A High Court case held on 16 May 2012 (*R (Hemming and Others) v Westminster City Council*) concluded that the amount of the fee is required to be determined every year and further that a local authority was precluded from making a profit from the licensing regime. A full account of the fee income and expenditure would therefore need to be considered to ensure a surplus is not being made.
6. Successive appeals/decisions in the Court of Appeal, The Supreme Court and the European Court of Justice decided that the fee can include administrative costs involved, the costs of vetting the applicants (in the case of applications for a licence) and the costs of investigating/enforcing the licensing scheme including costs involved in enforcement against those premises that are not licensed.

Current Position - Calculation of Fees for 2025/26

7. To avoid possible complications arising from non-compliance with the Hemming decision, the licensing service has carried out an in-depth examination of the processes that would be undertaken in order to administer a licence application/renewal and the costs of investigating compliance with any licence conditions.
8. In determining the proposed fee structure for a Sex Establishment, the following factors have been taken into account (an example of the factors taken into account if we received a new application for a Sexual Entertainment Venue can be seen as Appendix 2):

- Officer time spent on processing applications including site inspections and the issue of any licence
 - Officer time spent on the development and maintenance of processes and guidance notes
 - Training of staff as necessary
 - A proportion of the service costs such as accommodation, equipment and central recharges
 - Officer time spent on inspections of licensed premises to ensure compliance with terms and conditions of any licence
9. The proposed fees for 2025/26 have increased from those set in 2024/25. This is because staffing rates have increased.

Options

10. If fees are set lower than those recommended the result will be a deficit for 2025/26 if an application is received, as costs of administering the licence will not be fully met from income received. Fees set higher than those recommended will result in a surplus i.e. an income which exceeds the cost of providing the service.
11. Any such under or over recovery of costs from 2025/26 will be calculated after the end of that financial year and be carried forward to be taken into consideration in setting fees for 2027/28. Ignoring a surplus or deficit could result in the City Corporation being subject to legal challenge. There was no under or over recovery to consider in calculating the proposed fees for 2025/26, as no applications were received in 2023/24.

Proposals

12. It is recommended that the proposed fees for 2025/26 as set out in Appendix 1 are adopted, to take effect from 1 April 2025.
13. It is further recommended that authority be delegated to the Executive Director Environment to approve future annual fees in accordance with the existing methodology of full cost recovery including adjustments for under/over recovery from prior years where relevant, subject to any statutory limits on fees that may apply.

Corporate & Strategic Implications

14. **Dynamic Economic Growth:** The proposed fees are calculated by assessing officer time spent on each step of the process, enabling the City Corporation to recover its costs in administering the scheme and ensuring compliance within the licensing regime.

15. **Providing Excellent Services:** Protecting and promoting public safety and consumer protection at licensed premises.
16. **Strategic implications** –The proposals within this report support the outcomes of the Corporate Plan 2024-29 to provide excellent services and drive economic growth. The proposals meet the requirement to set fees for the licensing of activities within the Local Government (Miscellaneous Provisions) Act 1982 as they apply to the City of London Corporation.
17. **Financial Implications:** Setting the recommended sex establishment fees will not have a detrimental effect on the licensing budget as there are currently no sex establishments and thus no income. Setting fees above or below those recommended will have the implications as set out in paragraphs 10 and 11 above.
18. **Resource implications** : none identified
19. **Legal implications** : The City Solicitor has reviewed the statutory obligations and related fees and charges and has recommended the above proposal
20. **Risk implications:** none identified
21. **Equalities implications** – none identified
22. **Climate implications:** none identified
23. **Security implications:** none identified

Conclusion

24. The annual review of sex establishment charges takes into consideration all the necessary administrative, compliance and enforcement costs required for the City Corporation to deliver its statutory licensing function as defined in the Local Government (Miscellaneous Provisions) Act 1982..

Appendices

- Appendix 1 – Proposed Fees for 2025/26
- Appendix 2 – Factors taken into account when calculating fees

Background Papers

None

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Example of the factors taken into account when calculating the fee for an application for a Sexual Entertainment Venue.

Fee set for 2025/26 at £8,460 (New Application)

Task	Predicted Cost £
Pre-application queries <ul style="list-style-type: none"> • Queries from applicant / pre-application meeting 	185.94
Receipt of application <ul style="list-style-type: none"> • Download and review of application • Preliminary enquiries of applicant 	85.14
Consultation <ul style="list-style-type: none"> • Input details of application onto Uniform database • Posting details on website • Consultation with both internal and external teams 	112.91
Consultation responses <ul style="list-style-type: none"> • Interviewing applicant and site visit, locality assessment • Check newspaper advertisement • Consider representations • Queries from responsible authorities, planning team and noise team logs/information • Update database 	935.03
Determination <ul style="list-style-type: none"> • Pre-hearing admin • Hearing process (including costs for legal and other City departments) 	1,864.38
Post-hearing and production of licence <ul style="list-style-type: none"> • Work of committee officer producing minutes, decision letters, notifying applicant etc • Preparation of licence, update database 	686.17
Policy costs <ul style="list-style-type: none"> • Policy development • Committee work • Consultation with final report to Court of Common Council • Legislative updates, training 	1936.31
Post-licence <ul style="list-style-type: none"> • Member queries; responding to FOIs • Updating website • Review of fees 	1,118.92
Compliance costs <ul style="list-style-type: none"> • Proactive compliance visits 	1,531.77
Total Predicted Cost per Application	8,456.57

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Proposed Sex Establishment Fees for 2025/26

Application Type	Estimated number in 2023/24	Current Fee 2024/25	Proposed Fee 2025/26	Income Forecast 2025/26
New sex shop / sex cinema application	0	£7,810	£8,460.00	£0
Renewal of sex shop / sex cinema licence	0	£7,150	£7,800.00	£0
Variation of sex shop / sex cinema licence	0	£6,400	£6,920.00	£0
Transfer of sex shop / sex cinema licence	0	£670	£700.00	£0
New sexual entertainment venue application	0	£7,810	£8,460.00	£0
Renewal of sexual entertainment venue licence	0	£7,150	£7,800.00	£0
Variation of sexual entertainment venue licence	0	£6,400	£6,920.00	£0
Transfer of sexual entertainment venue licence	0	£670	£700.00	£0
Change of details	0	£60	£60	£0
Copy of licence	0	£40	£40	£0
Total				£0

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City of London Corporation Committee Report

Committee(s): Licensing Committee	Dated: 06/02/2025
Subject: Late Night Levy – 12 Month Report (1 Oct 2023 – 30 Sep 2024)	Public report: For Information
This proposal: <ul style="list-style-type: none"> • provides statutory duties 	Licensing authority duty under the Police Reform and Social Responsibility Act 2011 (as amended by the Policing and Crime Act 2017) to publish information about how revenue raised from late night levy is spent.
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	n/a
What is the source of Funding?	n/a
Has this Funding Source been agreed with the Chamberlain’s Department?	n/a
Report of:	Katie Stewart, Executive Director of Environment
Report author:	Aggie Minas, Licensing Manager

Summary

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

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

Income from the levy is used to support the management of the night-time economy. It enables the Licensing service to operate its unique risk scheme and its best practice accreditation scheme (Safety Thirst). It is also used by the Environment Department's Cleansing service and City Police to provide additional resources and

targeted support in managing the night-time economy and any alcohol related crime and disorder, anti-social behaviour and public nuisance.

Recommendation(s)

Members are asked to:

- Note the report

Main Report

Background

1. The Police Reform and Social Responsibility Act 2011 introduced the power for licensing authorities to charge a levy to premises that are licensed to sell alcohol after midnight in the authority's area, as a means of raising a contribution towards the costs of policing the late-night economy.
2. On the 28 April 2014 this committee considered a report on the introduction of such a levy within the City of London and recommended to the Court of Common Council on 12 June 2014 that the levy be adopted. The levy was adopted and introduced in the City from 1 October 2014.
3. The levy is applied to all premises selling alcohol after midnight between the hours of 00:01 and 06:00. This includes premises that only sell alcohol after midnight on limited occasions such as New Year's Eve.

Current Position

Premises Liable

4. In October 2014, when the levy was introduced in the City, there were 308 premises subject to the levy. During the tenth levy year (October 2023 to September 2024) 303 premises were subject to the levy (down from 310 premises in year nine). This indicates that the levy is not a barrier to incoming and expanding businesses in the City wanting to sell alcohol after midnight.
5. Once agreed by the Licensing Authority, the collection of the levy is mandatory and failure to pay must result in a suspension of the licence.

Generated Income

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

Table 1: Levy Payable by Premises

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

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

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

Table 2: Levy Income and Apportionment by Levy Year

Levy Year	Total Collected £000	Admin Cost £000	Police Share (70%) £000	City Share (30%) £000
7 (Oct 20 – Sep 21)	410	15	276	119
8 (Oct 21 – Sep 22)	390	15	263	112
9 (Oct 22 – Sep 23)	458	15	310	133
10 (Oct 23 – Sep 24)	436	15	295	126
11 (Oct 24 – Mar 25) (part year)	173	5	118	50

8. Income from the levy during year eight is a little lower than in previous years. This can be attributed to (a) short-term pandemic effects as hospitality premises were gradually reopening throughout 2021-22 and income is consistent with the trade operating at approximately 70% of pre-pandemic levels at the time, and (b) a 'soft' approach to licence suspensions during the pandemic, allowing premises additional time to pay their annual fees. As a result, some of that income was recovered during the ninth levy year, resulting in the increase in income between levy years eight and nine.
9. Income from levy year ten has returned to a level comparable to pre-pandemic income.

10. Legislation permits a local authority to give a 30% discount on the levy payment for those premises that participate in a best practice scheme. The scheme must show why membership of it is likely to result in a reduction of alcohol-related crime and disorder, there is a requirement for active participation by scheme members and those members who do not participate appropriately can be removed from the scheme. The scheme currently used by the City Corporation is the Safety Thirst accreditation scheme (the scheme).

11. The scheme has been running for many years but was completely revamped in 2014 prior to the levy being adopted. It lays down a set of criteria drawn from the City's Code of Good Practice for Licensed Premises, covering the four licensing objectives that premises must meet to join the scheme. Members of the scheme receive a 30% discount in their levy payments.

12. The number of premises achieving membership of the scheme during 2024 was 75 of which 68 were subject to the levy.

13. The City Corporation are required to spend their allocation of levy money in specific areas namely:

- The reduction or prevention of crime and disorder
- The promotion of public safety
- The reduction or prevention of public nuisance
- The cleaning of any highway maintainable at the public expense within the City of London (other than a trunk road) or any land to which the public are entitled or permitted to have access with or without payment and which is open to the air.

14. Since the late-night levy was introduced in 2014 the total amount collected (as projected to 31 March 2025) is as follows:

Total collected	£4,582,000
Administration costs	£165,000
Police share of levy	£3,091,000 (70% minimum statutory share)
City Corporation share	£1,326,000

15. Since the late-night levy was introduced in 2014 the total amount spent by the City Corporation (as projected to 31 March 2025) is as follows:

Total Spent	£1,217,000
Unspent balance	£109,000
Total:	£1,326,000

16. The City's current annual committed spend exceeds the forecast annual income. This is due to a combination of inflation price increases, and the City Corporation supporting the Police led partnership initiative Operation Reframe, described in more detail at paragraph 21 below. Over time, this will use up the City's unspent balance.

17. Of the total levy funds apportioned to the City Corporation during 2024/25 the amounts shown in Table 3 below have so far been spent or committed. The previous three years have been shown for comparative purposes.

Table 3: City Corporation Levy Expenditure to 31 March 2025

(Expenditure shown by financial year)

Financial Year	Area of expenditure	Cost £000	
2021/22	Out of Hours Team	41	137
	Funding of Licensing posts	58	
	Cleansing	38	
	Total 2021/22		
2022/23	Out of Hours Team	41	128
	Funding of Licensing posts	45	
	Cleansing	38	
	Supporting Operation Reframe	1	
	Urillifts	3	
Total 2022/23			
2023/24	Out of Hours Team	41	105
	Funding of Licensing posts	23	
	Cleansing	38	
	Supporting Operation Reframe	3	
Total 2023/24			
2024/25	Out of Hours Team	41	143
	Funding of Licensing posts	55	
	Cleansing	42	
	Supporting Operation Reframe	5	
Total 2024/25 (projected)			

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

19. **Part funding of Licensing Team posts.** To mitigate problems occurring in the night-time economy, the City Corporation introduced a risk (traffic light) scheme whereby incidents relating to licensed premises carry a score which is recorded and used to identify where problems may escalate. The Licensing team, City Police or other responsible authority are then able to meet with the premises and discuss ways in which problems can be avoided. In addition, the Licensing team operate a Safety Thirst scheme which ensures premises meet standards laid down in the Corporation's licensing code of practice for which they receive a 30%

discount off the late-night levy if applicable. The scheme was previously operated by staff with no means of sustaining their funding. Although the risk and traffic light schemes are for all premises, over 90% of participating premises sell alcohol after midnight.

20. The Environment Department provides a cleansing service through their term contractor that is funded from the late-night levy. This service covers all areas of the City of London and operates Thursday to Sunday (inclusive) during the hours that the levy is applicable.

a. The levy funded cleansing team visit locations throughout the City, sweep, clear litter, wash, disinfect and deal with any anti-social behaviour issues and staining identified around licensed premises. They also provide a service for one-off licensed events. Scheduled flushing and washing is carried out on streets around these locations, as well as removal of flyers and other related litter that is generated by the night-time economy. Part of the enhanced service also covers the flushing and washing of transport hubs.

b. This service has a positive effect on the cleanliness and image of the City. The cleansing management team believe that this service addresses the additional challenges raised by the increasing night-time economy. The service is monitored by the Street Environment Team (COL) and Veolia Managers to make sure the required standards are achieved

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

How the Levy has been spent – City of London Police

22. Unlike the City Corporation, the City of London Police does not have restrictions on how they can spend their allocation of the levy. However, it has been indicated that the money would be used to fund additional work related to policing of the night-time economy.

23. A Late-Night Levy Planning Board (LNLPB) meets quarterly to discuss levy spend by the Police and to co-ordinate expenditure between the police and the City Corporation.

24. LNLPB meetings are chaired by the Chief Superintendent of Uniformed Policing and attended by other representatives of CoLP and COL including Licensing, Environmental Health, Community Safety and Finance.
25. The governance of this meeting replaces the requirement for requests for levy funds to go to Force Tasking for approval.
26. Details of the City of London Police levy expenditure can be seen as Appendix 1.

Engagement with premises paying the Late-Night Levy

27. An information leaflet for licensed premises who contribute to the late-night levy will be printed by the Licensing Service, setting out how levy income has been invested in policing and managing the Corporation's nighttime economy. The leaflet will be circulated to members and delivered to all levy-paying premises by end of March 2025. It will offer trade representatives an opportunity to feedback to the City Corporation their views on future spend.
28. The Licensing Service presents at and engages with licensees at the annual City Police Licensing Forum. At these forums, the Licensing Service covers a range of licensing topics, including late night levy spend and guidance on how licensees can participate in the City Corporation's approved Safety Thirst accreditation scheme that enables a 30% discount on the levy. Late-night levy spend will remain an active item on the agenda and will always seek feedback from those who contribute to the levy on how the levy should be spent.

Corporate & Strategic Implications

29. **Vibrant Thriving Destination:** The proposals in this report will help to meet the aims contained within the Corporate Plan 2024-29 by attracting businesses and people to a safe, secure, and dynamic location. Providing resources to manage the nighttime economy reduces the risk of crime and anti-social behaviour, creating a safe environment for people to socialise in. the proposals also align with the government's aims in tackling violence against women and girls.
30. **Providing Excellent Services:** Protecting and promoting public safety and consumer protection at licensed premises.

Financial implications

31. Any money retained by the City Corporation from the levy income must be spent on the areas referred to in paragraph 13, although it does not have to be spent in the same levy year in which the income was generated. Any expenditure in excess of the income received would need to be met from existing local risk budgets.
32. **Resource implications** : none identified
33. **Legal implications** : none identified

34. **Risk implications:** none identified

35. **Equalities implications** – none identified

36. **Climate implications:** none identified

37. **Security implications:** none identified

Conclusion

38. The number of premises paying the levy remains broadly the same as year one.

39. Forecasts for the eleventh levy year (1 October 2024 to 30 September 2025) are that income is likely to be maintained at level to that achieved in 2023-2024.

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

Appendices

- Appendix 1 – Police Expenditure

Background Papers

[Home Office 'Amended Guidance on the Late-Night Levy' – 13 July 2023.](#)

[City Corporation Late Night Levy Report 23 April 2024](#)

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Financial Year	2021/22	2022/23	2023/24
FUNDING	£	£	£
Brought forward from previous period	297	361	340
Levy income	275	307	289
Total Funds	572	668	629
EXPENDITURE			
Licensing Inspector & Officer	155	159	176
CCTV Van Maintenance	6	6	
Overtime	48	153	119
Operational costs	2	10	8
Total Expenditure	211	328	303
Carried forward	361	340	326

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City of London Corporation Committee Report

Committee(s): Strategy, Planning, and Performance (Police) Committee Licensing Committee	Dated: 11/02/2025 06/02/2025
Subject: Review of drink spiking in the City of London	Public report: For Information
This proposal: <ul style="list-style-type: none"> • provides statutory duties 	This relates to a measure in the City’s statutory Serious Violence Duty strategy
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/a
What is the source of Funding?	N/a
Has this Funding Source been agreed with the Chamberlain’s Department?	N/a
Report of:	Town Clerk and Commissioner of City Police
Report author:	Charles Smart (Police Authority), Amanda Wolf (City of London Police)

Summary

This report reviews the issue of drink spiking in the City, meeting a commitment made in the City’s 2024 Serious Violence Duty strategy.

Recommendation(s)

Members are asked to:

- Note the report.

Main Report

Background – what is spiking?

1. ‘Spiking’, in legislation, is *administering a noxious substance with or without intent, usually to stupefy the victim and carry out further offences. This can be by*

Alcohol, Drugs or other substance, most commonly added to a drink but can be by needle point and more recently by Vapes containing drugs or laced with drugs.

2. This is a review of the issue in the City, fulfilling a commitment made in the City's Serious Violence Duty strategy published January 2024¹.

Background – national discussion and evidence on drink spiking

3. In recent years the issue of drink spiking has risen in national prominence. The most recent and comprehensive treatment of the issue is a Home Affairs Committee (HAC) inquiry published in April 2022², responding to a sudden increase in reported spiking incidents in 2021 and subsequent media coverage.
4. The HAC report found it is difficult to estimate the scale of drink spiking – with a (small) survey showing 11% of women and 6% of men said they had been spiked, but volumes reported to police much lower at c. 1,900 nationwide in 2019. One survey referenced found 87% of incidents occurred in licensed premises, with a minority at house parties and festivals, while police data at the time showed 88% of spiking victims are female and 73% aged 18-21.
5. It touches briefly on the issue of 'perceived vs actual spiking' – noting the Royal College of Emergency Medicine's submission: "*The academic literature that exists on spiking in the UK concludes that the majority of people who present to emergency departments with concerns about spiking usually do not have illicit drugs in their blood or urine samples*" (but acknowledged that) "*alcohol can be used as a spiking agent by a perpetrator*".
6. Further issues with understanding the scale of drink spiking referenced in the HAC report are: delays in reporting potential cases limiting the scope to collect forensic evidence, limited provision of and resources for obtaining and testing forensic samples (NHS only conducts blood and urine tests where there is a clinical justification for doing so, and this costs £500-£2,000 and can take c. 8 weeks), and inherent difficulties in judging whether someone has been 'spiked' with (additional) alcohol.
7. It recommends or references a wide range of potential measures to tackle the issue – more guidance and training for police and night-time economy staff, better venue security including searches, reviewing CCTV, use of drink protectors in venues, stricter licensing conditions or penalties, and more partnership working and information sharing between agencies (police, NHS & public health, community safety partnerships).
8. It notes that drink testing kits are increasingly being used, but that evidence is mixed on their ability to accurately identify drugs. Noting the very low rates of

¹ [Link](#)

² [Link](#)

prosecutions for drink spiking (<100 a year), it also recommends government address each of the factors that hinder prosecuting the offence.

9. A 'spiking factsheet' published by the Home Office in December 2023³ aligns with the HOC report. It sets out that subsequent surveys have found that 10% of women and 5% of men say they have been spiked, that on average victims are young (26 years old) and female (74% of cases), and that it primarily occurs in bars and clubs. It noted that in the year April 2022-23 cases reported to police had risen to 6,732.

Background – national government response

10. In December 2023 the then-government announced a new package of measures⁴ to tackle spiking with changes to the legislation, research into self-testing kits, more training for door staff and better education for young people, to raise awareness about the threat. It announced there will also be coordinated police action to crackdown on spiking during key weeks of the year – an approach that it notes has proved successful in tackling other crimes, such as knife crime.
11. In its Kings Speech in July 2024, the new Labour government confirmed it would legislate to make spiking a specific criminal offence. In November 2024, in its most recent announcement on the issue, government re-iterated its commitment to legislate and announced the rollout of anti-spiking and victim support training to 10,000 bar staff nationwide.

Background – City Police data and analysis

12. The City Police have undertaken two recent reviews of drink-spiking data, one covering November 2020 to February 2023, the next covering April 2023 to March 2024. The results of these are summarised below:

Graph 1 – Volume of spiking incidents reported to or recorded by City Police



³ [Link](#)

⁴ [Link](#)

Summary results of City Police spiking reviews		
	1st Review (Nov 2020 to Feb 2023)	2nd Review (Apr 2023 to Mar 2024)
Number of reported incidents – in drink	134	44
Number of reported incidents – injection, other, or unknown	10	11
Proportion in licensed premises	92%	91%
Commonest times	Thursday-Saturday evenings	Thursday-Saturday evenings
Proportion of female victims	72%	76%
Proportion of cases where forensic sample taken ⁵	36%	36%
Proportion of cases where, when taken ⁶ , forensic sample found positive evidence of drugs ⁷	0%	10% (or 4% of <i>all</i> spiking reports in period)
Proportion of cases with an 'alcohol qualifier' on incident log ⁸	79%	N/A
Proportion of cases including reported theft	16%	9%
Proportion of cases including reported sexual offence	4%	4%
Proportion with no description of suspect / potential offender	69%	75%
Proportion of cases resulting in identification and arrest	4%	6%

13. Several things are notable from the above:

- Other than a large rise in October / November 2021 (in the months following widespread media coverage of the issue), *reported* spikings are very uncommon in the City, at around 10-20 a quarter, while remaining higher than pre-2021. It is important to bear in mind that national survey evidence suggests a large degree of under-reporting.
- While a majority of spiking reports involve female victims, it should be borne in mind that about a quarter involve male victims. All spiking victims of theft have, to date, been male.

⁵Important to note that it is not always possible to obtain a forensic sample. City Police's policy is to test all drinks involved in reported spikings wherever possible.

⁶ 10 cases were awaiting results in 1st review and 5 cases awaiting results in 2nd.

⁷ A negative test does not necessarily mean the victim has not been spiked – it may, for example, be that the individual was spiked with alcohol or the sample was not received and tested in optimum timeframes

⁸ A note by the responding officer suggesting either the suspect, victim, or both were intoxicated

- Only a minority of spiking reports are associated with reports of theft or, very rarely, sexual assault. As such the motive for many reported offences remains largely unclear.
- While 'positive results' have increased, it remains uncommon to find definitive evidence (i.e. a positive toxicology test) of illicit drugs being present in reported spiking incidents. This is a complex area but is likely due to a combination of factors: tests are not able to be conducted or conducted reliably⁹, or victims are predominantly spiked with alcohol alone, or there was no spiking in the alleged incident (i.e. the individual mistakenly believed they had been spiked).
- The proportion of cases resulting in positive identification of a suspect and an arrest is low. A significant issue is that in around three-quarters of reports there is no description given of a suspect (including because of the nature of the offending – predominantly occurring in crowded, dark night-time venues), as above there are also difficulties in definitively confirming that spiking has occurred. City Police investigations frequently find that no suspicious behaviour can be identified from CCTV records, that drinks either cannot be tested or on occasion have been thrown away, or that drink or urine tests do not produce definitive evidence of spiking (with drugs). As such, there are many inherent issues around investigating spiking reports and identifying suspects and an evidence base for any prosecution.

Current Position – City approach to drink spiking

14. The City has a well-developed approach to tackling and preventing drink spiking, across:

- *Awareness and training* – City Police and Corporation licensing teams provide proactive educational sessions and workshops for licensed premises and members of the public (it has, for example, featured as a theme of Operation Reframe). This includes a specific focus on training staff to retain evidence (i.e. drink glasses and bottles) to improve opportunities for forensic testing. The Safer City Partnership has funded the rollout of the Ask for Angela scheme and Welfare and Vulnerability Engagement training to City hospitality venues and licensed premises, providing wider training and awareness of women's safety and tackling violence against women and girls in the night-time economy. Undertaking such training is also recommended for newly-licensed premises.
- *Risk monitoring and responsive action* – The volume and nature of spiking reports are monitored closely by City Police and, as above, are periodically analysed in depth. Any reported spiking incident prompts engagement with the premises in question, including providing practical guidance and re-iterating expectations on venues. More broadly, City licensed premises' overall performance is continually monitored by City Police and Corporation licensing teams under the 'traffic light' system to proactively identify and engage venues of potential concern.

⁹ The optimum time period for forensic testing of urine samples is within 12 hours of drug consumption. The 2nd City Police review found that 38% of reports fell in this window.

- *Prevention and reporting* – In addition to training and awareness, as above, the City Police have facilitated provision of 5,000 drink toppers to City licensed premises. They have also introduced a new online reporting form specifically for incidents of spiking, which includes signposting to support services.
- *Investigation and enforcement* – Spiking reports are investigated thoroughly and the City Police has committed to test all samples retrieved, funded by the Late Night Levy. In addition to business-as-usual patrolling, which is already focussed on the night-time economy, City Police are rolling out Operation Servator VAWG with specially-trained officers tackling sexual violence and predatory behaviour in the night-time economy. This will lead to an increased, and better-trained, police presence in the night-time economy to tackle offences including drink spiking. All spiking cases are also referred to the City Police’s Criminal Investigations Department and there is an appointed Single Point of Contact for spiking

Proposals - going further

15. As above, there is already a wide range of activity being delivered across the City Police, Corporation, and Safer City Partnership to tackle drink-spiking – and this has increased since 2022 in line with higher reported volumes (though in overall terms these remain very uncommon) and the rising national priority of the issue.
16. The City Police’s ‘2nd review’ earlier in 2024 concluded with recommendations to explore the following, many of which (as noted in italics) have now been delivered in part or in full, with the remainder under ongoing consideration subject to resourcing and proportionality:
 - Training for licensed premises staff on dealing with spiking incidents – *As above, training is already provided voluntarily and in response to incidents in specific premises. Venues are now being tested monthly by City Police on compliance and awareness of schemes (e.g. Ask for Angela), by plainclothes officers. Where relevant, venues receive follow-up engagements with City Police requesting action plans from Directors and working with legal teams to look at licensing conditions. Lastly, City of London Licensing alongside City Police are reviewing the ‘traffic light’ licensing scheme, considering giving venues additional points (towards a negative rating) if they have confirmed spiking incidents, any changes to the scheme will be presented for approval by the Licensing Committee.*
 - Dedicated training on spiking response for night-time patrol officers – *All officers have now been provided with step-by-step guidance on conducting initial investigations of spiking and, as above, Operation Servator VAWG is now providing wider dedicated training on sexual violence in the night-time economy*
 - Additional awareness campaigns, including targeting friends and witnesses of victims (to improve reporting) and perpetrators (to deter offending) – *City Police and Police Authority are continuing to develop their joint comms and engagement work and this includes crime prevention communications elements*

- Providing drink covers – *As above, these have now been rolled out*
- Providing drink-testing kits at licensed premises – *Drink-test kits are being evaluated nationally and we await the results of this. It is important to note that, at present, these are not 100% accurate and can only test three types of drug. Using such kits carries risks of blaming or not believing victims (if, for example, they have been drugged with a substance that the test cannot identify) and of venues being less likely to call the police over incidents. At present, the preferred City approach is to send all samples for more robust lab testing.*

17. In addition to the above, the City's serious violence strategy is being reviewed (in line with national legislation) and will be updated in c. early 2025. To similar timescales, the Safer City Partnership is drafting its next 3-year strategy and the City Police its next Policing Plan. All these provide opportunities to re-assess broader approaches to tackling violence, including violence against women and girls, of which drink spiking is a component.

Conclusion

18. This review has considered the national context, local evidence base, current response, and options to go further to tackle drink spiking in the City. This is a sensitive and complex topic and – noting the many caveats set out above – the *reported* instances of drink spiking and *confirmed* uses of illegal drugs in these both remain, at present, very low in volume.

19. The review has set out the wide range of activity underway to address the issue which it concludes, broadly, is proportionate to the scale and severity of drink-spiking in the City. Additional options to go further have been identified and – as above – are to varying degrees already in progress. The refreshed serious violence strategy, SCP strategy, and Policing Plan are moments to assess options for further action alongside other crime and safety priorities.

Background Papers

- N/a – Various wider documents are indicated by footnotes in the report text

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Committee(s): Police Authority Board – For Information Policy and Resources Committee – For Information Port Health and Environmental Services Committee – For Information Licensing Committee – For Information	Dated: 04/12/2024 12/12/2024 07/01/2025 06/02/2025
Subject: Terrorism (Protection of Premises) Bill – ‘Martyn’s Law’	Public
Which outcomes in the City Corporation’s Corporate Plan does this proposal aim to impact directly?	Diverse Engaged Communities
Does this proposal require extra revenue and/or capital spending?	N
If so, how much?	£
What is the source of Funding?	
Has this Funding Source been agreed with the Chamberlain’s Department?	Y/N
Report of: City Remembrancer	For Information
Report author: James Edwards, City Remembrancer’s Office	

Summary

This report outlines the provisions of the Terrorism (Protection of Premises) Bill, also known as “Martyn’s Law” and any implications for the City of London Corporation, City of London Police and Police Authority Board.

Recommendation(s)

Members are asked to note the report.

Main Report

Background

1. The Terrorism (Protection of Premises) Bill was first introduced in the House of Commons in September 2024 and, at the time of writing, has passed all its stages in the first House. It awaits its Committee Stage in the House of Lords, scheduled for 3 February 2025.
2. The Bill follows a draft Bill introduced by the previous Conservative government which underwent pre-legislative scrutiny by the Home Affairs Committee, to which the City of London Corporation submitted evidence.
3. The Bill would implement a commitment contained in Labour’s General Election manifesto to strengthen the security of public events and venues, requiring those

responsible for publicly accessible venues to take action to reduce the threat to the public from terrorist attack.

4. The Bill has cross-party support and has, so far, progressed quickly through its initial legislative stages with only minor drafting amendments being made to it. Its progress seems likely to continue to be relatively quick given support for the Bill's aims on both sides of the House.

Current Position

5. The Bill requires persons responsible for qualifying premises or qualifying events to take steps to reduce the risk of physical harm to individuals arising from acts of terrorism and – for qualifying events and larger premises – to take steps to reduce their vulnerability to acts of terrorism.
6. Qualifying premises are split into two categories – those standard duty premises that can be expected to host between 200 and 799 individuals from time to time, and enhanced duty premises that can be expected to host 800 or more individuals from time to time. Schedule 1 to the Bill sets out in more detail those premises that fall within its scope.
7. Qualifying events are defined as events likely to be attended by 800 or more members of the public and where access to the event will be controlled by checking tickets or passes or taking payment. The Mayor of London's New Year's Eve fireworks display would be an example of an event that fell into this category, while the Lord Mayor's Show is not.
8. The Bill's requirements for standard duty premises are intended to be simple, focusing on having specified procedures in place to follow in the event of a terrorist attack, including in regard to lockdown, evacuation, evacuation and communication. Those responsible for standard duty premises will be required to implement reasonably practical public protection procedures as appropriate for their premises, and to notify the Security Industry Authority (SIA) that they are responsible for the premises.
9. For enhanced duty premises and qualifying events, the Bill requires the responsible people to notify the SIA in the same manner as for standard duty premises. They are also required to put in place reasonably practical public protection measures to reduce the vulnerability of the premises or event to an act of terrorism, and the risk of physical harm being caused to individuals if an attack was to occur there or nearby. They are also required to provide the SIA with a document setting out the public protection measures that have been put in place.
10. The Bill will establish the SIA as the regulator, which will be given functions in relation to inspections and enforcement. It will be given powers to issue compliance notices and monetary penalties for contraventions in relation to all qualifying premises and events and, in relation to enhanced duty premises and qualifying events, it may also issue restriction notices.

11. For the most part the requirements will be enforced by way of civil penalties and other civil measures. For a contravention in relation to standard duty premises, the maximum amount of a non-compliance penalty is £10,000. For enhanced duty premises or a qualifying event, the maximum penalty is £18 million or %% of the person's qualifying worldwide revenue. Daily penalties for continuing contraventions are set by the Bill at £500 and £50,000 for standard and enhanced duty premises, respectively.
12. The Bill also creates certain criminal offences: for providing false or misleading information to the Security Industry Authority; for failing to comply with a restriction, compliance or information notice; for impersonating an inspector; and for obstructing an inspector. The Security Industry Authority will be required to issue guidance as to how it intends to exercise its functions, particularly its powers of investigation. The guidance will need to be approved by the Secretary of State. The Security Industry Authority must provide an annual report to the Secretary of State, who will be able to issue directions to the Security Industry Authority, as part of their oversight of the body.
13. The Bill also makes amendments to the Licensing Act 2003 and the Licensing (Scotland) Act 2005, mandating that all new licence applicants applying for a premises licence in England, Wales and Scotland will be required to supply two plans to the Local Licensing Authority in support of the application. The first plan will be a detailed plan for the Local Licensing Authority's use, whilst the second plan - which is the new component of this provision - will be a less detailed plan that will be made available for public inspection.

Implications for the City of London

14. The City of London Corporation will be in scope of the Bill, both as a venue operator and as a Licensing Authority. That said, it should be noted that the Corporation would already be compliant with the obligations based on venue operators by the Bill. The City Corporation is working closely with the City of London Police – who are not directly in scope – on preparing for the Bill. As a venue operator, City Surveyors understand the requirements and are prepared along with other venue operators such as Mansion House and the Barbican Centre. As a local authority for licensed premises, the Licensing Team are working with the City Police counter-terrorism security advisers to ensure that in-scope venues are aware of the legislation and have guidance available to them.
15. The Corporation's evidence to the pre-legislative scrutiny stage of the draft Bill set out a number of concerns, including with regard to the Bill's application to 'unboundaried' events, the resource available to develop protection plans under the Bill, and how they would be enforced.
16. While the revised Bill has provided some clarity with regard to enforcement, with the designation of the SIA as the regulator, it is clear that the SIA will need significant upskilling and staffing. The development of guidance by the SIA will be critical in determining how the City Corporation works with them in respect of overlapping areas of responsibility and future collaborative working. Understanding

how the SIA will interact with Licensing and Health and Safety authorities will also be relevant.

Corporate & Strategic Implications

Strategic implications – This Bill stresses the importance of public safety in publicly accessible venues and events. Work undertaken by the City Corporation to develop a counter terrorism strategy means it is well placed to respond to Government legislation in this area. The City Corporation recognises the public's expectation that it must do all it reasonably can to keep them safe, particularly in a part of the UK uniquely at risk given its role in the UK economy.

Financial implications – none

Resource implications – The Bill will require the Corporation to develop - where not already in place – public protection plans and other measures required of qualifying premises under the Bill. Counter-Terrorism-related testing may also be required, despite the disruptive impact on 'Business as Usual', in order to fully meet obligations under the Bill.

Legal implications – Non-compliance with the requirements of the Bill would lead to civil or criminal liability.

Risk implications – Compliance with the requirements of the Bill is, to some extent, reliant on the SIA's development of appropriate guidance and on increasing its capacity to undertake the work of regulator. Delay in this area will increase the risk of non-compliance. Any counter-terrorism-related testing done in order to meet obligations under the Bill is likely to have a disruptive impact on 'Business as Usual' working.

Equalities implications – None

Climate implications – None

Security implications – Planning for counter-terrorism-related testing in order to fully meet obligations under the Bill is likely to have a disruptive impact on 'Business as Usual'.

Conclusion

17. The requirements in the Bill will have implications for the City of London Corporation as a venue operator and licensing authority, if not directly for the City of London Police, though it is important to note that the Corporation would already be compliant with the obligations placed on venue operators. The Bill currently awaits its Committee Stage in the House of Lords.

Appendices

- None

Background Papers

- City of London Corporation submission to the Pre-Legislative Scrutiny – <https://committees.parliament.uk/writtenevidence/122129/html/>
- Terrorism (Protection of Premises) Bill 2024 – <https://publications.parliament.uk/pa/bills/cbill/59-01/0119/240119.pdf>

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City of London Corporation Committee Report

Committee(s): Licensing – For Information	Dated: 06/02/2025
Subject: Delegated decisions of the Executive Director Environment pertaining to premises licences	Public report: For Information
This proposal: <ul style="list-style-type: none"> • delivers Corporate Plan 2024-29 outcomes • provides statutory duties • provides business enabling functions 	Dynamic Economic Growth, Providing Excellent Services, Vibrant Thriving Destination
Does this proposal require extra revenue and/or capital spending?	No
If so, how much?	N/A
What is the source of Funding?	N/A
Has this Funding Source been agreed with the Chamberlain’s Department?	N/A
Report of:	Katie Stewart, Executive Director, Environment Department
Report author:	Robert Breese, Licensing Officer

Summary

This report details the premises licences, and variations to premises licences, granted under the Licensing Act 2003 and administered by the Licensing Service from 1 September 2024 to 30 November 2024. 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 September 2024 to 30 November 2024. 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 June 2024 to 30 November 2024.

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 September 2024 to 30 November 2024. 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: <https://www.cityoflondon.gov.uk/services/licensing/beer-and-entertainment/search-the-public-register> or by email to 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 September 2024 to 30 November 2024.
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 June 2024 to 30 November 2024. 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 remote working, and 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. There are also other City Corporation Departments routinely involved in enforcement, including the City of London Planning team. Where it appears that a material change of use has occurred at a licensed premises, or there is a failure to comply with any condition attached to a planning permission or a breach of planning controls, officers from the Planning Department may take appropriate enforcement action.
11. 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.
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 September 2024 to 30 November 2024.
- Appendix 2 – Applications to vary a licence issued between 1 September 2024 to 30 November 2024.
- Appendix 3 - Enforcement Action carried out between 1 September 2024 to 30 November 2024 (including noise complaints received).
- Appendix 4 (Non-Public) – Update on the risk scheme as of 30 November 2024.

Background Papers

None

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Licensing Officer

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Appendix 1

New Licence Applications Issued by way of Delegated Authority (1 September 2024 to 30 November 2024)

Name	Address	Ward	Details	
Cavendish Venues	The Minster Building, 21 Mincing Lane	Billingsgate	A	22:00
Bow Bells House (Shadow Licence)	Bow Bells House, 1 Bread Street	Cordwainer	A, (f), L	00:00
19 – 21 Billiter Street (Shadow Licence)	19 – 21 Billiter Street	Aldgate	A, L	01:00
Coqfighter	17 Widegate Street	Bishopsgate	A	23:00
Wine Lodge	143 Fenchurch Street	Langbourn	A, (e), (f), L	02:00
Enigma Quests	86 Fetter Lane	Farringdon Without	A	23:00
Poolhouse	90 Liverpool Street	Bishopsgate	A, (b) (e), L	03:00
Wild Swan	99 Fetter Lane	Farringdon Without	A	23:00
Curators Coffee	9a Cullum Street	Langbourn	A, (f)	23:00
Nosh	Retail Unit 2, 30 – 33 Minories	Tower	A	23:00
Sky Beruit	43 – 45 Eastcheap	Billingsgate	L	01:00
AXAXL	20 Gracechurch Street	Langbourn	A	22:30
BentoBab	Unit 4, 201 Bishopsgate	Bishopsgate	A, (f)	21:00
FirstRand Bank	The Broadgate Tower, 20 Primrose Street	Bishopsgate	A	23:00
Tech UK	10 St Bride Street	Farringdon Within	A	23:00
Doner Beer Burger	5 Ludgate Circus	Castle Baynard	A	23:00
WHSmith	Unit 5, 6 New Street Square	Castle Baynard	A	19:00

Total Licences Issued = 17

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

Aldgate	1	Billingsgate	2
Bishopsgate	4	Castle Baynard	2
Cordwainer	1	Farringdon Within	1
Farringdon Without	2	Langbourn	3
Tower	1		

Conditions Applied to Licences Granted by way of Delegated Authority

Cavendish Venues

NONE

Bow Bells House (Shadow Licence)

1. The premises will not be used for promoted events which is defined as 'an event involving music and/or dancing where the musical entertainment is provided by a disc jockey (DJ) or disc jockeys, one or some of whom are not employees of the licensee (premises licence holder) and the event is promoted to the general public.
2. At least one SIA door supervisor shall be on duty at the premises from 9pm until the premises close on Thursdays and Fridays.
3. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and leave the area quietly.
4. All sales of alcohol for consumption off the premises after 2100 hours shall be in sealed containers only and shall not be consumed on the premises.
5. This licence 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 14 days prior to use.
6. When the licence is in use for licensable activity and the summary is displayed no other licence summary will be displayed at the same time.

19 – 21 Billiter Street

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 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.

Cogfighter

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 log shall be kept at the premises and made available on request to the Police or an authorised officer of the City of London Corporation. The log shall record the following with the date and time of the incident/refusal:
 - (a) all crimes reported to the venue
 - (b) all ejections of customers
 - (c) all refusals of entry
 - (d) all refused sales of alcohol to persons under the age of 18, or appearing under the age of 25 without valid ID
 - (e) any incidents of disorder (disturbance caused either by one person or a group of people)
 - (f) any seizures of drugs or offensive weapons
3. There shall be no sale of alcohol in unsealed containers for consumption off the premises.
4. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.
5. A Challenge 25 Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.
6. All delivery orders shall be to a registered residential or business address. There shall be no deliveries to public/communal areas or open spaces.

Wine Lodge

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 log shall be kept at the premises and made available on request to the Police or an authorised officer of the City of London Corporation. The log shall record the following with the date and time of the incident/refusal:
 - (a) all crimes reported to the venue
 - (b) all ejections of customers
 - (c) all refusals of entry
 - (d) all refused sales of alcohol to persons under the age of 18, or appearing under the age of 25 without valid ID
 - (e) any incidents of disorder (disturbance caused either by one person or a group of people)
 - (f) any seizures of drugs or offensive weapons
3. There shall be no sale of alcohol in unsealed containers for consumption off the premises after 2200 hours.
4. A noise management plan shall be in place to identify how noise arising from all sources of noise including regulated entertainment, plant, pa systems and patrons shall be effectively controlled so as to minimise the risk of public nuisance and how any complaints of noise will be dealt with. A copy of the plan shall be retained on the premises and made available for inspection by a police officer and/or authorised officer of the licensing authority on request.

5. A written dispersal policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours. A copy of the policy shall be retained on the premises and made available for inspection by a police officer and/or authorised officer of the licensing authority on request.
6. A Challenge 25 Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.

Enigma Quests

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 log shall be kept at the premises and made available on request to the Police or an authorised officer of the City of London Corporation. The log shall record the following with the date and time of the incident/refusal:
 - (a) all crimes reported to the venue
 - (b) all ejections of customers
 - (c) all refusals of entry
 - (d) all refused sales of alcohol to persons under the age of 18, or appearing under the age of 25 without valid ID
 - (e) any incidents of disorder (disturbance caused either by one person or a group of people)
 - (f) any seizures of drugs or offensive weapons.
3. Alcohol will not be consumed in any area that has activity equipment.
4. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.
5. A Challenge 25 Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.

Poolhouse

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. Between the Hours of 7am and 10am daily, the sale of alcohol will only be made to customers having breakfast at the Premises.
4. There shall be no sales of alcohol for consumption off the premises between the hours of 7am and 10am.
5. All consumption of alcohol off the premises shall be in glasses of either toughened glass or polycarbonate material.
6. A noise management plan shall be in place to identify how noise arising from all sources of noise including regulated entertainment, plant, pa systems and patrons shall be effectively controlled so as to minimise the risk of public nuisance and how any complaints of noise will be dealt with. A copy of the plan shall be retained on the premises and made available for inspection by a police officer and/or authorised officer of the licensing authority on request.
7. There shall be no new admissions or readmission of customers to the premises after 01:00 hours save for customers who have temporarily left the premises to smoke.
8. SIA registered door supervisors shall be on duty at the premises on Thursdays, Fridays and Saturdays from 2000 hours until close of business on a 1:100 ratio of door supervisors to customers.

Wild Swan

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 appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.

Curators 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 appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.

Nosh

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. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.
3. A Challenge 25 Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.

Sky Beruit

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

AXAXL

1. Licensable activities will be restricted to employees and invited guests of the premises licence holder and associated companies.
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 30 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall always be present on the premises when they are open to the public. This staff member shall be able to show the police or Licensing Authority recordings of the preceding two days immediately when requested.

BentoBab

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

FirstRand Bank

1. Licensable activities will be restricted to employees and invited guests of the premises licence holder.
2. The premises shall install and maintain a comprehensive digital colour CCTV system. The cameras will cover entry and exit points to the premises which will enable facial identification of every person entering in any light condition. The CCTV cameras shall continually record, and recorded images shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall always be present on the premises when licensable activities take place. This staff member shall be able to show the police or Licensing Authority recordings of the preceding two days with the minimum of delay.
3. There shall be no sale of alcohol in unsealed containers for consumption outside of The Broadgate Tower.

Tech UK

1. Licensable activities will be restricted to employees and invited guests of the premises licence holder.
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 the Licensing Authority recordings of the preceding two days immediately when requested

Doner Beer Burger

1. There shall be no sale of alcohol in unsealed containers for consumption off the premises.
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 the Licensing Authority recordings of the preceding two days immediately when requested.

3. The supply of alcohol shall only be alongside a food order, including for deliveries.
4. Prominent signage shall be displayed at all exits from the premises requesting that customers leave quietly.
5. A Challenge 25 Scheme shall operate to ensure that any person attempting to purchase alcohol who appears to be under the age of 25 shall provide documented proof that he/she is over 18 years of age. Proof of age ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.

WHSmith

1. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points, will be covered enabling facial identification of every person entering in any light condition. The CCTV cameras shall continually record whilst the premises are open to the public and recordings shall be kept available for a minimum of 31 days with date and time stamping. A staff member who is conversant with the operation of the CCTV system shall always be present on the premises when they are open to the public. This staff member shall be able to show the police or Licensing Authority recordings of the preceding two days immediately when requested.
2. A log shall be kept detailing all refused sales of alcohol in either paper or electronic form. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an authorised officer.
3. Save for spirit mixers, there shall be no self-service of spirits on the premises.
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 ID must bear a photograph, date of birth and a holographic mark or an ultraviolet feature.

Appendix 2

Licence Variations Issued by way of Delegated Authority (1 September 2024 to 30 November 2024)

Name	Address	Ward	Details
Bao	2 – 8 Bloomberg Arcade	Cordwainer	Application to amend/extend hours of licensable activities so they are consistent on all days of week (latest terminal hour 23:30)
The Steelyard	13 Allhallows Lane	Dowgate	Application to amend the non-standard timings regards New Year's Eve to read: When New Years Eve and/or New Years Day fall on the following weekdays - Mon, Tues, Weds, Thurs, the terminal hour for all permitted licensable activity may be extended until 06:00 the following morning.
M & S	78a Cannon Street	Dowgate	Application to approve alterations to the layout of the premises following a general refurbishment, and to vary the hours for the sale of alcohol for off sales only from 06.30 - 23.00 daily.

Total Number of Variations Issued = 3

Number of Licences by Ward

WARD

Dowgate	2
Cordwainer	1

Conditions Added to Licences Granted by way of Delegated Authority

Bao

The Steelyard

M&S

NONE

NONE

NONE

Personal Licences Issued by way of Delegated Authority

01 September 2024 to 30 November 2024

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Enforcement Action Carried out Under the Licensing Act 2003**1 September 2024 to 30 November 2024**

Between 1st September and 30th November 2024 there were 47 pro-active inspections of the 939 licensed premises currently in the City of London. From these visits 23 premises were informally advised and 1 received a warning letter relating to minor breaches found at the premises. Compliance with licensing conditions and the Code of Good Practice remains high. An overview of the figures are as below:

Total Number of Inspections	47
Number of Warning Letters	1
Number of Premises advised	23
Number of simple cautions	0
Number of suspension notices	7
Licence lapsed/surrendered	8

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

Noise complaints received between 01/09/2024 and 30/11/2024

Total number of complaints: 9

NAME	ADDRESS	WARD	COMPLAINT DETAILS	TYPE	DATE AND TIME	OUTCOME
Patch East	Basement, 80 Leadenhall Street	Aldgate	Noise from people leaving	PEOPLE NOISE	02-September-2024 00:23	Informally Resolved
GiGi's Bar Restaurant	54 Farringdon Street	Farringdon Within	Complaint of loud music within	MUSIC NOISE	05-September-2024 17:45	Informally Resolved
Minories Public House	64 – 73 Minories	Tower	The Minories holds regular Thursday night music in their garden, described as annoying but tolerable. Recently, they've started doing events on Friday also, which is an escalation of noise nuisance	MUSIC NOISE	01-October-2024 09:06	Informally Resolved
The Butcher's Hook and Cleaver	61 West Smithfield	Farringdon Within	Loud music vibrating through the walls	MUSIC NOISE	06-October-2024 23:54	Informally Resolved
The Shakespeare	2 Goswell Road	Cripplegate	Loud Party inside the Shakespeare Pub	MUSIC NOISE	16-October-2024 18:57	Informally Resolved
The Shakespeare	2 Goswell Road	Cripplegate	Loud noise from the Shakespeare Pub.	MUSIC NOISE	16-October-2024 19:25	Informally Resolved
The Shakespeare	2 Goswell Road	Cripplegate	Loud noise from the Shakespeare pub	MUSIC NOISE	16-October-2024 20:02	Informally Resolved
Patch Bar	58 – 60 Carter Lane	Farringdon Within	Complaint of excessive noise generally over a period of time at Patch St Pauls from local resident	MUSIC NOISE	18-November-2024 18:06	Informally Resolved
Patch Bar	58 – 60 Carter Lane	Farringdon Within	Resident has reported loud music from Patch.	MUSIC NOISE	23-November-2024 22:22	Informally Resolved

Key to Outcomes

Advice/Information Only - for use when we have given a complainant advice only.

Informally Resolved – when we have taken action and a matter has been resolved without formal action.

Notice Served

Prosecution Successful

Referred to Other Authority

Referred to Other Department

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