



# **LICENSING (HEARING) SUB COMMITTEE**

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**Date: WEDNESDAY, 4 FEBRUARY 2026**

**Time: 2.00 pm**

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

**APPLICANT:  
Eadn Limited, 10 Village Way, Pinner,  
London, HA5 5AF**

**PREMISES:  
Eadn, 2-3 Old Change Court, London,  
EC4M 8EN**

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## **LICENSING SUB COMMITTEE PROCEDURE FOR PUBLIC HEARINGS**

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

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

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

## City of London Corporation Committee Report

<b>Committee(s):</b> Licensing (Hearing) Sub-Committee	<b>Hearing Date:</b> 04/02/2026
<b>Subject:</b> <b>Licensing Act 2003 - Public Hearing in Respect of an Application for the Variation of a Premises Licence</b>	<b>Public report:</b>  For Decision
<b>Name of Premises</b>	Eadn
<b>Address of Premises</b>	2-3 Old Change Court, City of London, EC4N 8EN
<b>Ward</b>	Bread Street
<b>This proposal:</b> <ul style="list-style-type: none"><li>• provides statutory duties</li></ul>	To determine an application for a Variation of a Premises Licence in line with the duties under the Licensing Act 2003 to promote the licensing objectives
<b>Does this proposal require extra revenue and/or capital spending?</b>	No
<b>Report of:</b>	Katie Stewart – Executive Director Environment
<b>Report author:</b>	Robert Breese

### Summary

The purpose of this sub-committee is to consider and determine, by public hearing, an application for the variation of a premises licence under the provisions of the Licensing Act 2003, taking into consideration the representations of responsible authorities and other persons, as detailed in paragraph 4, together with policy considerations detailed in paragraph 8 of this report.

### Recommendation(s)

Members are asked to:

- Determine this application for the variation of a premises licence under the provisions of the Licensing Act 2003 and in accordance with paragraph 10 of this report.
- The decision of the sub-committee must be made with a view to promoting one or more of the four licensing objectives, namely: the prevention of crime and disorder, public safety, the prevention of public nuisance, the protection of children from harm.

# Main Report

## 1. Background

### 1.1. An application made by:

**Eadn Limited  
10 Village Way  
Pinner, London  
HA5 5AF**

was received by the City of London licensing authority on 15 December 2025 for the variation of a premises licence in respect of the premises:

**Eadn, 2-3 Old Change Court, City of London, EC4N 8EN**

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

### 1.3. The proposed application is a variation application to the existing licence held by the venue, which is a late-night bar, restaurant and lounge venue. The application seeks to amend annex 2, condition 2 to read: *Promoted events shall be notified to the Police at least 14 days in advance of the event by way of a documented risk assessment form, provided by the City of London Police and completed 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.*

### 1.4. The current licence at the premises can be seen as Appendix 1 (a). It can be seen from the licence that the current Annex 2, Condition 2 reads: *Promoted events will not be held at the premises. A promoted event is an event involving music and/or 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/or the event is (independent of the licensee) promoted to the general public.*

### 1.5. In effect, this variation application therefore seeks to change the licence so that promoted events could be permitted when they are notified to the Police through a risk assessment at least 14 days in advance of an event, noting that they currently not permitted at all at the premises. There is also a proposed slight change to the definition of a promoted event to the one now most commonly used by the City of London Police.

## 2. Previous applications

### 2.1. A minor variation was received by the City of London on 24<sup>th</sup> November 2025. The proposed application was on exactly the same terms as this variation application – to amend annex 2, condition 2 to read: *Promoted events shall be notified to the Police at least 14 days in advance of the event by way of a documented risk assessment form, provided by the City of London Police and*

*completed 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.*

- 2.2. This minor variation application was refused by the Licensing Authority on 11<sup>th</sup> December 2025. Three representations were received - one from the City of London Police and two from local businesses - all with concerns that granting the minor variation application could potentially give rise to increased crime and disorder and public nuisance. A copy of the refusal email can be seen as Appendix 2.
- 2.3. There have been discussions ongoing between the applicant and the City of London Police at pre-application stage and during both the minor variation and full variation application processes, but no position of resolution could be reached.

### **3. Deregulation considerations**

- 3.1. The applicant benefits from Live Music and Recorded music already as licensable activities, with a terminal hour exceeding 2300 hours and no relevant conditions, so the deregulatory changes in respect of those activities are not under consideration in determining this application.

### **4. Representations**

#### **Representations from Responsible Authorities**

- 4.1. There is one representation from 'responsible authorities' in respect of this application, namely from the City of London Police Licensing team. This representation contends that allowing the venue to hold promoted events will increase the risk of crime and disorder and public nuisance due to the operator ceding control to a third party, and points to issues the management are currently having which would be exacerbated by staging promoted events. The increased hours of licensable activities are likely to lead to an increase in the level of disturbance to neighbouring residential occupiers, contrary to the licensing objective 'prevention of public nuisance'.

#### **Representations from 'Other Persons'**

- 4.2. There is one representation from 'other persons', from the proprietor of a nearby building, on the basis that granting the application would undermine their operational use of the building and the licensing objectives of crime and disorder and public nuisance.
- 4.3. Both representations can be seen in full as Appendix 3 (a) and 3 (b).

### **5. Conditions**

#### **Conditions drawn from the Operating Schedule**

- 5.1. The operating schedule submitted with the applications suggests steps intended to be taken to promote one or more of the four licensing objectives. Conditions that are consistent with the steps described in the operating schedule and appropriate for the promotion of the licensing objectives can be included on the premises licence. This application states that, other than the change of condition which is the very basis of this application, all other conditions on the licence are to remain unchanged. A summary of the conditions currently on the premises licence is attached as Appendix 4.
- 5.2 Any additional conditions imposed by the Licensing Authority should be confined to the subject matter of the variation and must not seek to restrict the existing licence.

## **6. Licensing/Planning History of Premises**

- 6.1. The building has had a live licence since the Licensing Act 2003 came into effect on 16<sup>th</sup> September 2005, albeit with various periods where the premises was vacant. The licence was transferred to the current licence holders on 6<sup>th</sup> August 2025.
- 6.2. Planning permission (application no. 3797CR) dated 24 March 1995 was granted for the “Redevelopment of existing buildings and spaces to provide two new office buildings, a retail and/or restaurant building, new public open space and walkways, and partial resurfacing to Distaff Lane”. At the time planning permission was granted, restaurants (Class A3) included drinking establishment uses. There are no relevant planning conditions and no planning representations in relation to the licensing objectives.

## **7. Map and Plans**

- 7.1. There are no licensed premises nearby.
- 7.2. The current plan of the premises can be seen as Appendix 5, though it can be noted there is no proposed change of layout as part of this Variation application.

## **8. Policy Considerations**

- 8.1. In carrying out its licensing functions, the Licensing Authority must have regard to its statement of licensing policy, statutory guidance issued under s182 of the Licensing Act 2003, and to the National Licensing Policy Framework

### ***City of London Corporation’s Statement of Licensing Policy (2022)***

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

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



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

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

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

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

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

### **Statutory Guidance**

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

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

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

### **National Licensing Policy Framework (NLPF)**

- 8.3 The NLPF sets out the Government's strategic vision of a modern, consistent and enabling licensing system. It emphasises that licensing decisions should maintain the four licensing objectives while also supporting broader aims such as economic growth, cultural vitality, and community wellbeing. In line with the NLPF, any conditions imposed on the licence should be necessary and proportionate, evidence led and tailored to the specific risks identified.

## **9. Corporate & Strategic Implications**

Strategic implications – Dynamic economic growth, vibrant thriving destination, providing excellent services.

Financial implications - none

Resource implications - none

Legal implications – see paragraph 11.2 below.

Risk implications - none

Equalities implications – none

Climate implications - none

Security implications - none

## **10. Options**

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

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

- (a) Grant the variation as sought;
- (b) Refuse the variation as sought;
- (c) Grant the variation with modified conditions to such extent as the Sub-committee considers appropriate for the promotion of the licensing objectives.

For the purposes of paragraph 10.2 (c), conditions consistent with the operating schedule are modified if any of them are altered or omitted or any new condition is added.

## **11. Conclusion**

11.1. The Sub-Committee must determine this application for a new premises licence in accordance with paragraph 10 of this report.

11.2. Where a licensing authority takes one or more of the steps stated in paragraph 10.2 above the applicant, or the holder of the licence and/or a person who made relevant representations in relation to the application, may appeal the decision to the Magistrates' Court. Any appeal must be commenced within 21 days following notification of the decision to the appellant by the licensing authority.

## Appendices

- Appendix 1 – Application Form
- Appendix 1 (a) – Current Licence
- Appendix 2 – Refusal of Minor Variation application
- Appendix 3 – Representations
- Appendix 4 – Current Licence Conditions
- Appendix 5 – Current Plan

## Background Papers

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

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Licensing Officer

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**City of London**  
**Application to vary a premises licence**  
**Licensing Act 2003**

For help contact  
[licensing@cityoflondon.gov.uk](mailto:licensing@cityoflondon.gov.uk)  
 Telephone: 020 7332 3406

\* required information

## Section 1 of 18

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

System reference	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference		You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.
Are you an agent acting on behalf of the applicant? <input checked="" type="radio"/> Yes <input type="radio"/> No		Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

### Applicant Details

* First name	EADN	
* Family name	LIMITED	
* E-mail	applications@completelicensing.uk	
Main telephone number	[REDACTED]	Include country code.
Other telephone number		
<input type="checkbox"/> Indicate here if the applicant would prefer not to be contacted by telephone		

Is the applicant:

- ☒ Applying as a business or organisation, including as a sole trader  
☐ Applying as an individual

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

### Applicant Business

Is the applicant's business registered in the UK with Companies House?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Note: completing the Applicant Business section is optional in this form.
Registration number	13779265	
Business name	Eadn Limited	If the applicant's business is registered, use its registered name.
VAT number	-      [REDACTED]	Put "none" if the applicant is not registered for VAT.
Legal status	Private Limited Company	

**Continued from previous page...**

Applicant's position in the business

Licence Holder

Home country

United Kingdom

The country where the applicant's headquarters are.

**Registered Address**

Address registered with Companies House.

Building number or name

10

Street

Village Way

District

City or town

Pinner

County or administrative area

Postcode

HA5 5AF

Country

United Kingdom

**Agent Details**

\* First name

James

\* Family name

Hoffelner

\* E-mail

applications@completelicensing.uk

Main telephone number

[REDACTED]

Include country code.

Other telephone number

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

Are you:

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

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

**Agent Business**

Is your business registered in the UK with Companies House?

☒ Yes ☐ No

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

Registration number

12611128

Business name

Complete Licensing Ltd

If your business is registered, use its registered name.

VAT number

-

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

Legal status

Private Limited Company

**Continued from previous page...**

Your position in the business

Home country

The country where the headquarters of your business is located.

**Agent Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 18**

**APPLICATION DETAILS**

**This application cannot be used to vary the licence so as to extend the period for which the licence has effect or to vary substantially the premises to which it relates. If you wish to make that type of change to the premises licence, you should make a new premises licence application under section 17 of the Licensing Act 2003.**

I/we, as named in section 1, being the premises licence holder, apply to vary a premises licence under section 34 of the Licensing Act 2003 for the premises described in section 2 below.

\* Premises Licence Number

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

☒ Address ☐ OS map reference ☐ Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Premises Contact Details**

Telephone number

*Continued from previous page...*

Non-domestic rateable  
value of premises (£)

146,000

### Section 3 of 18

#### VARIATION

Do you want the proposed  
variation to have effect as  
soon as possible?

☒

Yes

☐

No

Do you want the proposed variation to have effect in relation to the  
introduction of the late night levy?

☐

Yes

☒

No

You do not have to pay a fee if the only  
purpose of the variation for which you are  
applying is to avoid becoming liable to the  
late night levy.

If your proposed variation  
would mean that 5,000 or  
more people are expected to  
attend the premises at any  
one time, state the number  
expected to attend

#### Describe Briefly The Nature Of The Proposed Variation

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

To amend Annex 2, Condition 2 to read: Promoted events shall be notified to the Police at least 14 days in advance of the event by way of a documented risk assessment form, provided by the City of London Police and completed by the License Holder. A promoted event is an event where the musical entertainment is provided by persons other than the license holder or an employee of the license holder, and the event is promoted to the general public independent of the licensee.

### Section 4 of 18

#### PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will the schedule to provide plays be subject to change if this application to  
vary is successful?

☐

Yes

☒

No

### Section 5 of 18

#### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will the schedule to provide films be subject to change if this application to  
vary is successful?

☐

Yes

☒

No

### Section 6 of 18

#### PROVISION OF INDOOR SPORTING EVENTS



*Continued from previous page...*

[See guidance on regulated entertainment](#)

Will the schedule to provide indoor sporting events be subject to change if this application to vary is successful?

☐ Yes ☒ No

## Section 7 of 18

### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will the schedule to provide boxing or wrestling entertainments be subject to change if this application to vary is successful?

☐ Yes ☒ No

## Section 8 of 18

### PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will the schedule to provide live music be subject to change if this application to vary is successful?

☐ Yes ☒ No

## Section 9 of 18

### PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will the schedule to provide recorded music be subject to change if this application to vary is successful?

☐ Yes ☒ No

## Section 10 of 18

### PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will the schedule to provide performances of dance be subject to change if this application to vary is successful?

☐ Yes ☒ No

## Section 11 of 18

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

[See guidance on regulated entertainment](#)

Will the schedule to provide anything similar to live music, recorded music or performances of dance be subject to change if this application to vary is successful?

☐ Yes ☒ No

## Section 12 of 18

### PROVISION OF LATE NIGHT REFRESHMENT

*Continued from previous page...*

Will the schedule to provide late night refreshment be subject to change if this application to vary is successful?

☐ Yes ☒ No

### Section 13 of 18

#### SUPPLY OF ALCOHOL

Will the schedule to supply alcohol be subject to change if this application to vary is successful?

☐ Yes ☒ No

### Section 14 of 18

#### ADULT ENTERTAINMENT

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

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

None

### Section 15 of 18

#### HOURS PREMISES ARE OPEN TO THE PUBLIC

##### Standard Days And Timings

##### MONDAY

Start

End

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

Start

End

##### TUESDAY

Start

End

Start

End

##### WEDNESDAY

Start

End

Start

End

##### THURSDAY

Start

End

Start

End

##### FRIDAY

Start

End

Start

End

*Continued from previous page...*

**SATURDAY**

Start

End

Start

End

**SUNDAY**

Start

End

Start

End

State any seasonal variations.

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

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

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

Identify those conditions currently imposed on the licence which you believe could be removed as a consequence of the proposed variation you are seeking.

Modification of condition 2 at annex 2.

- ☐ I have enclosed the premises licence
- ☐ I have enclosed the relevant part of the premises licence

Reasons why I have failed to enclose the premises licence or relevant part of premises licence.

We are not in possession of a hard copy licence.

**Section 16 of 18**

**LICENSING OBJECTIVES**

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

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

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

*Continued from previous page...*

All other conditions remain unchanged

b) The prevention of crime and disorder

All other conditions remain unchanged

c) Public safety

All other conditions remain unchanged

d) The prevention of public nuisance

All other conditions remain unchanged

e) The protection of children from harm

All other conditions remain unchanged

**Section 17 of 18**

**NOTES ON REGULATED ENTERTAINMENT**

*Continued from previous page...*

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

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

**Continued from previous page...**

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

**Section 18 of 18**

**PAYMENT DETAILS**

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

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

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

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

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

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

If you own a large premise you are subject to additional fees based upon the number in attendance at any one time

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

\* Fee amount (£)

**DECLARATION**

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

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

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

Continued from previous page...

\* Full name

James Hoffelner

\* Capacity

Authorised Agent for the applicant

\* Date

15

/

12

/

2025

ddmmyyyy

Add another signatory

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

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/city-of-london/change-1> to upload this file and continue with your application.

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

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

OFFICE USE ONLY

Applicant reference number

Fee paid

Payment provider reference

ELMS Payment Reference

Payment status

Payment authorisation code

Payment authorisation date

Date and time submitted

Approval deadline

Error message

Is Digitally signed

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**Licensing Act 2003  
Section 24  
Premises licence**

Licensing, City of London  
PO Box 270 Guildhall, London EC2P 2EJ

**Premises licence number: LN/200500375**

**Part 1 - Premises details**

Postal address of premises, or if none, ordnance survey map reference or description

Eadn, 2 Old Change Court, London, EC4M 8EN

Telephone Number:

Where the licence is limited the dates

Licensable activities authorised by the licence

**Sale of Alcohol, Late Night Refreshment, Recorded Music, Live Music,  
Exhibition of Film, Perform Dance, Indoor Sports**

**Licensable Activities - Alcohol Sales**

Activity	Days of Week	Open	Close
Sale of Alcohol Alcohol is supplied for consumption both on and off the Premises	Everyday	10:00	03:00

**Non Standard Times**

N/A

**Location**

Basement, Lower & Upper Ground Floor

**Seasonal Variations**

N/A

**Licensable Activities - Other**

Activity	Days of Week	Open	Close
Late Night Refreshment	Everyday	23:00	03:00
Recorded Music (f)	Everyday	10:00	03:00
Exhibition of Film	Everyday	10:00	03:00
Live Music (e)	Everyday	10:00	03:00
Perform Dance (g)	Everyday	10:00	03:00
Indoor Sports Event	Everyday	10:00	03:00

**Non Standard Times**

N/A

**Location**

Basement, Lower &amp; Upper Ground Floor

**Seasonal Variations**

N/A

**Opening Hours**

Days of Week	Open	Close
Everyday	10:00	03:30

**Part 2****Name, (registered) address, telephone number and email (where relevant) of holder of premises licence**

Eadn Limited, 10 Village Way, Pinner, London HA5 5AF

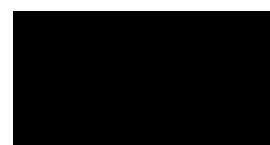
**Registered number of holder, for example company number, charity number (where applicable)**

13779265

**Name, address and telephone number of designated premises supervisor where the premises licence authorises for the supply of alcohol**Cavell Nuamah, **Personal licence number and issuing authority of personal licence held by designated premises supervisor – where the premises licence authorises for the supply of alcohol**

Licence Number: HARLOW/PERS/1245

Licensing Authority: Harlow District Council

Date granted: 16<sup>th</sup> September 2005Latest amendment: 4<sup>th</sup> November 2025

Gavin Stedman

Port Health &amp; Public Protection Director

## **Mandatory Conditions**

### **1 Alcohol**

1. No supply of alcohol may be made under the Premises Licence
  - a) At a time when there is no Designated Premises Supervisor in respect of the Premises Licence; or
  - b) At a time when the Designated Premises Supervisor does not hold a Personal Licence or his Personal Licence is suspended.
2. Every supply of alcohol under the Premises Licence must be made, or authorised by a person who holds a Personal Licence.
3. (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.  
(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises.
  - a) games or other activities which require or encourage, or are designed to require or encourage, individuals to
    - i. drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
    - ii. drink as much alcohol as possible (whether within a time limit or otherwise);
  - b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
  - c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
  - d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
  - e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
5.
  - (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
  - (2) The designated premises supervisor in relation to the premises licences must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
  - (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either:-
    - a) a holographic mark or
    - b) an ultraviolet feature.
6. The responsible person shall ensure that -
  - a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for

sale or supply in a securely closed container) it is available to customers in the following measures

-

- (i) beer or cider: ½ pint;
- (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
- (iii) still wine in a glass: 125 ml; and

b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

## 2 Minimum Drinks Pricing

1. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

2. For the purposes of the condition set out in paragraph 1 -

(a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979

(b) "permitted price" is the price found by applying the formula -

$$P = D + (D \times V)$$

Where -

i. P is the permitted price

ii. D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

iii. V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence -

i. The holder of the premises licence

ii. The designated premises supervisor (if any) in respect of such a licence, or

iii. The personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.

3. Where the permitted price given by Paragraph b) of paragraph 2 would (apart from the paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

4. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

3 If the Premises Licence has conditions in respect of Door Supervision except theatres, cinemas, bingo halls and casinos

1. Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, each such individual must:

(a) be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or

(b) be entitled to carry out that activity by virtue of section 4 of the Act.

2. But nothing in subsection (1) requires such a condition to be imposed:

(a) in respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c12) (premises with premises licences authorising plays or films); or

(b) in respect of premises in relation to:

(i) any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or

(ii) any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act.

3. For the purposes of this section:

(a) "security activity" means an activity to which paragraph 2(1)(a) of that Schedule applies, and, which is licensable conduct for the purposes of that Act, (see Section 3(2) of that Act) and

(b) paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

4 If the Premises Licence allows Exhibition of Films

1. Where a premises licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section.

2. Where the film classification body is specified in the licence, unless subsection (3)(b) applies, admission of children must be restricted in accordance with any recommendation by that body.

3. Where

a. The film classification body is not specified in the licence, or

4. The relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question,

a. admission of children must be restricted in accordance with any recommendation made by that licensing authority.

5. In this section "children" means any person aged under 18; and

6. "film classification body" means the person or persons designated as the authority under Section 4 of the Video Recordings Act 1984(c39) (authority to determine suitability of video works for classification).

## **Annex 2 - Conditions consistent with the Operating Schedule**

1. Where door supervisors are employed at the premises a register shall be maintained in which the name SIA 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 officer.
2. Promoted events will not be held at the premises. A promoted event is an event involving music and/or 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/or the event is (independent of the licensee) promoted to the general public.
3. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points 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.
4. An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the City of London Corporation. The log will record the following:
  - (a) all crimes reported to the venue
  - (b) all ejections of customers
  - (c) any incidents of disorder (disturbance caused either by one person or a group of people)
  - (d) seizures of drugs or offensive weapons
  - (e) any faults in the CCTV system or searching equipment or scanning equipment
  - (f) any refusal of the sale of alcohol during the hours the premises is licensed to sell it
  - (g) any complaints received
  - (h) any visit by a relevant authority or emergency service.

Details of the above shall be recorded as soon as reasonably practical in the incident book and the entry countersigned by the Designated Premises Supervisor (DPS) or in their absence by such other person authorised by the DPS to do so.

5. There shall be no self service of spirits on the premises.

**Annex 3 - Conditions attached after a hearing by the licensing authority**

#### **Annex 4 – Plans**

GROUND FLOOR PLAN, FIRST FLOOR PLAN

Date: October 2025





**Licensing Act 2003  
Section 24  
Premises Licence Summary**

Licensing, City of London  
PO Box 270 Guildhall, London EC2P 2EJ

**Premises licence number**

LN/200500375

**Premises details**

**Postal address of premises, or if none, ordnance survey map reference or description**

Eadn, 2 Old Change Court, London, EC4M 8EN

**Telephone Number:**

**Licensable activities authorised by the licence**

Sale of Alcohol, Late Night Refreshment, Recorded Music, Live Music,  
Exhibition of Film, Perform Dance, Indoor Sports

**Licensable Activities - Alcohol Sales**

Activity	Days of Week	Open	Close
Sale of Alcohol Alcohol is supplied for consumption both on and off the Premises	Everyday	10:00	03:00

**Non Standard Times**

N/A

**Location**

Basement, Lower & Upper Ground Floor

**Seasonal Variations**

N/A

**Licensable Activities - Other**

Activity	Days of Week	Open	Close
Late Night Refreshment	Everyday	23:00	03:00
Recorded Music (f)	Everyday	10:00	03:00
Exhibition of Film	Everyday	10:00	03:00
Live Music (e)	Everyday	10:00	03:00
Perform Dance (g)	Everyday	10:00	03:00
Indoor Sports Event	Everyday	10:00	03:00

**Opening Hours**

Days of Week	Open	Close
Everyday	10:00	03:30

**Part 2**

**Name, (registered) address, telephone number and email (where relevant) of holder of premises licence**

Eadn Limited, 10 Village Way, Pinner, London HA5 5AF

**Registered number of holder, for example company number, charity number (where applicable)**

13779265

**Name of designated premises supervisor where the premises licence authorises for the supply of alcohol**

Cavell Nuamah

**State whether access to the premises by children is restricted or prohibited**

Date granted: 16<sup>th</sup> September 2005

Latest amendment: 4<sup>th</sup> November 2025

Gavin Stedman

Port Health & Public Protection Director

**From:** [Breese, Robert](#)  
**To:** [Applications](#)  
**Cc:** [M&CP - Licensing](#)  
**Subject:** Refusal of Minor Variation - Eadn St Pauls, 2-3 Old Change Court, City of London, EC4M 8EN  
**Date:** 11 December 2025 11:07:40  
**Attachments:** [city-of-london-1706955-Eadn St Pauls MV to conditions APP final 24NOV25.pdf](#)

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Dear Sir/Madam,

In respect of the attached minor variation application for the above named premises, received by the City of London on Monday 24<sup>th</sup> November 2025, I regret to inform you that this application has been refused.

3 representations were received, 1 from City of London Police, and 2 from local businesses, all with concerns that granting this application could potentially give rise to increased crime and disorder and public nuisance.

I understand meetings have been ongoing between yourselves and responsible authorities in respect of this application, and that the City of London Police may be willing for you to submit temporary event notices over the coming weeks and months so that they can then assess management of events in relation to the proposed change. If well managed the Police would then be in a better position to favourably facilitate/support an application to vary.

You can of course also submit the application to change this condition as a full variation now. In that scenario, assuming we would receive similar representations given the identical nature of the application, the application would then proceed to be determined at a public hearing where you could put forward your case as to why you think granting the application wouldn't adversely impact upon any of the licensing objectives.

Please get in touch with me by email or by phone on 020 7332 3344 if you have any immediate queries as to any of the above.

Regards, Robert

Robert Breese, Licensing Officer, Port Health & Public Protection, 020 7332 3344,  
[Robert.breese@cityoflondon.gov.uk](mailto:Robert.breese@cityoflondon.gov.uk)

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**From:** Daniel White  
**Sent:** Mon, 15 Dec 2025 12:53:43 +0000  
**To:** M&CP - Licensing  
**Cc:** Hewitt, Andre; Breese, Robert; Peterson, Julia  
**Subject:** RE: Full Variation of Premises Licence Application - Eadn, 2 Old Change Court, London, EC4M 8EN

Dear Colleagues,

On behalf of the City of London Police, **I object to this application** on the basis that we believe that it will undermine the licensing objectives specifically crime and disorder and public nuisance.

They have already been issues of both crime and disorder and public nuisance at the venue under the current operator. Allowing the venue to hold promoted events will increase the risk of both crime and public nuisance due to the operator ceding control to a third party. The venue management are already struggling to operate the venue on the current licence and have failed to demonstrate that they will be able to run promoted events safely and without further undermining the licensing objectives.

Kind Regards


Daniel



**PC Daniel White**  
**Licensing Officer**

Partnership & Prevention – Licensing

 **Email:** [daniel.white@cityoflondon.police.uk](mailto:daniel.white@cityoflondon.police.uk)

 **Web:** [www.cityoflondon.police.uk](http://www.cityoflondon.police.uk) **twitter:** [www.twitter.com/citypolice](https://www.twitter.com/citypolice)

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**From:** M&CP - Licensing <licensing@cityoflondon.gov.uk>  
**Sent:** 15 December 2025 10:34  
**To:** M&CP - Licensing <licensing@cityoflondon.gov.uk>  
**Cc:** Hewitt, Andre <Andre.Hewitt@cityoflondon.gov.uk>; Breese, Robert <Robert.Breese@cityoflondon.gov.uk>; Peterson, Julia <Julia.Peterson@cityoflondon.gov.uk>  
**Subject:** Full Variation of Premises Licence Application - Eadn, 2 Old Change Court, London, EC4M 8EN

Dear All,

Please find attached a full variation of premises licence application for the above premises (to vary a promoted events condition).

Please note the last date for representations is 12 January 2026.

The ward is: Bread Street.

Kind regards,  
Mark

*Licensing Team*

Mark McDermott | Asst Licensing Officer  
Environmental Services  
City of London | Guildhall | London EC2V 7HH  
Telephone: 020 7332 3406 | [www.cityoflondon.gov.uk](http://www.cityoflondon.gov.uk)

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**From:** Clark, Edward  
**Sent:** Mon, 5 Jan 2026 11:22:40 +0000  
**To:** M&CP - Licensing  
**Cc:** Tokins, Peter; Breese, Robert  
**Subject:** Objection to Eadn's Full Variation Application

Some people who received this message don't often get email from [REDACTED]. [Learn why this is important](#)

THIS IS AN EXTERNAL EMAIL

City of London Licensing Team

I'm writing in regard to the **Full Variation** application made by Eadn, 2-3 OLD CHANGE COURT, LONDON EC4M 8EN. We understand that Eadn wishes to amend its licence in such a way that would allow it to host promoted events, despite the council's rejection of their initial application. **We wish to put on record that we object to this application.** The current operation of the venue has already caused significant issues since Eadn opened in August 2025. These issues include public urination and vomiting against our building (requiring cleaning), illegal parking blocking access to and from our building, the open use of drugs around the perimeter of our building and the litter from that drug use and fighting and disorder in the street directly outside of our building. The list is a brief snapshot of some of our concerns, and we have been documenting issues as and when they occur which now exceed 80 incidents.

The issues outlined above are already impacting the security and operational use FIL makes of the 4 Cannon Street building. We believe that if this application is granted it will further undermine our operational use of the building and the licensing objectives, leading to increasing levels of crime, disorder/ASB and instances of public nuisance.

Kind Regards

Ed Clark

Director Global Security Services Fidelity International

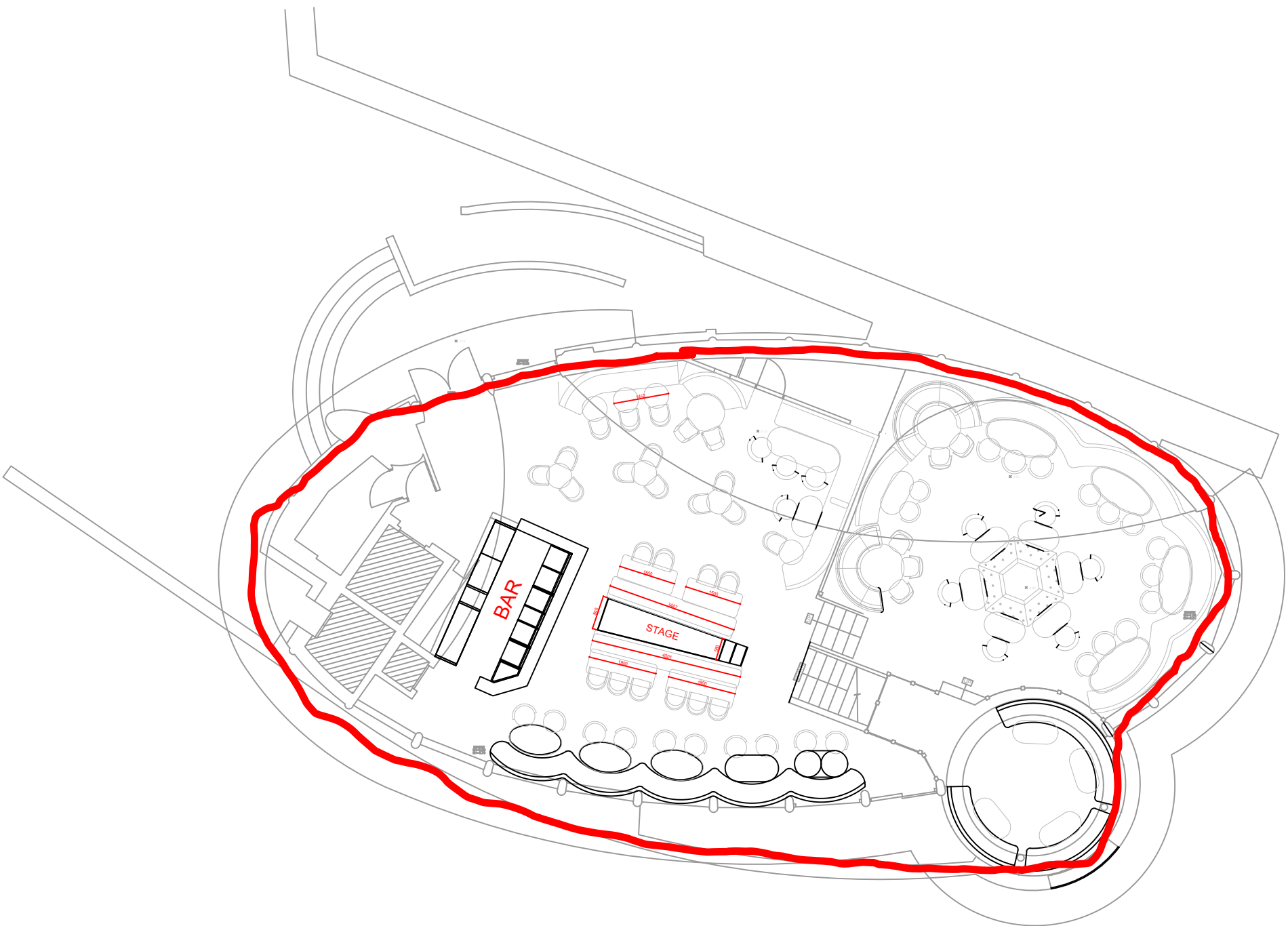
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Limited (Company No. 3406905) is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. All these companies are registered in England and Wales with their registered office being Beech Gate, Millfield Lane, Lower Kingswood, Tadworth, Surrey KT20 6RP.

1. Where door supervisors are employed at the premises a register shall be maintained in which the name SIA 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 officer.
2. Promoted events will not be held at the premises. A promoted event is an event involving music and/or 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/or the event is (independent of the licensee) promoted to the general public.
3. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points 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.
4. An incident log shall be kept at the premises and made available on request to the Police or an authorised officer of the City of London Corporation. The log will record the following:
  - (a) all crimes reported to the venue
  - (b) all ejections of customers
  - (c) any incidents of disorder (disturbance caused either by one person or a group of people)
  - (d) seizures of drugs or offensive weapons
  - (e) any faults in the CCTV system or searching equipment or scanning equipment
  - (f) any refusal of the sale of alcohol during the hours the premises is licensed to sell it
  - (g) any complaints received
  - (h) any visit by a relevant authority or emergency service.Details of the above shall be recorded as soon as reasonably practical in the incident book and the entry countersigned by the Designated Premises Supervisor (DPS) or in their absence by such other person authorised by the DPS to do so.
5. There shall be no self-service of spirits on the premises.

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FIRST  
FLOOR PLAN



# GROUND FLOOR PLAN

