

Application for a premises licence to be granted under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We Boxpark Trading Limited
(Insert name(s) of applicant)

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

Part 1 – Premises details

| | | | |
|--|--------|-----------------|----------|
| Postal address of premises or, if none, Ordnance Survey map reference or description Boxhall Metropolitan Arcade Metropolitan Arcade Liverpool Street | | | |
| Post town | London | Postcode | EC2M 7PD |

| | |
|---|---------------|
| Telephone number at premises (if any) | n/a |
| Non-domestic rateable value of premises | £ - Not Rated |

Part 2 - Applicant details

Please state whether you are applying for a premises licence as appropriate

Please tick as

- | | | |
|--|-------------------------------------|-----------------------------|
| a) an individual or individuals * | <input type="checkbox"/> | please complete section (A) |
| b) a person other than an individual * | | |
| i as a limited company/limited liability partnership | <input checked="" type="checkbox"/> | please complete section (B) |
| ii as a partnership (other than limited liability) | <input type="checkbox"/> | please complete section (B) |
| iii as an unincorporated association or | <input type="checkbox"/> | please complete section (B) |
| iv other (for example a statutory corporation) | <input type="checkbox"/> | please complete section (B) |
| c) a recognised club | <input type="checkbox"/> | please complete section (B) |

- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)
- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England please complete section (B)
- h) the chief officer of police of a police force in England and Wales please complete section (B)

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

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

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

| | | | | | |
|--|------------------------------|---|-----------------------------|--------------------------------|--|
| Mr <input type="checkbox"/> | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/> | Other Title (for example, Rev) | |
| Surname | | | First names | | |
| Date of birth | | I am 18 years old or over <input type="checkbox"/> | | Please tick yes | |
| Nationality | | | | | |
| Current residential address if different from premises address | | | | | |
| Post town | | | | Postcode | |
| Daytime contact telephone number | | | | | |
| E-mail address (optional) | | | | | |
| Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information) | | | | | |

SECOND INDIVIDUAL APPLICANT (if applicable)

| | | | | | |
|---|------------------------------|-------------------------------|-----------------------------|--------------------------------|-----------------|
| Mr <input type="checkbox"/> | Mrs <input type="checkbox"/> | Miss <input type="checkbox"/> | Ms <input type="checkbox"/> | Other Title (for example, Rev) | |
| Surname | | | First names | | |
| Date of birth over | | I am 18 years old or | | <input type="checkbox"/> | Please tick yes |
| Nationality | | | | | |
| Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service: (please see note 15 for information) | | | | | |
| Current residential address if different from premises address | | | | | |
| Post town | | | | Postcode | |
| Daytime contact telephone number | | | | | |
| E-mail address (optional) | | | | | |

(B) OTHER APPLICANTS

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

| |
|--|
| Name Boxpark Trading Limited |
| Address Diplocks Yard 73 North Street Brighton BN1 1YD |
| Registered number (where applicable) 10338083 |

| |
|--|
| Description of applicant (for example, partnership, company, unincorporated association etc.) Company |
| Telephone number (if any) c/o Ewen Macgregor at TLT Solicitors - [REDACTED] |
| E-mail address (optional) [REDACTED] |

Part 3 Operating Schedule

When do you want the premises licence to start?

| | | |
|----|----|------|
| DD | MM | YYYY |
| A | S | A P |

If you wish the licence to be valid only for a limited period, when do you want it to end?

| | | |
|----|----|------|
| DD | MM | YYYY |
| | | |

| |
|--|
| Please give a general description of the premises (please read guidance note 1) Bar, food and social hub. |
|--|

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

| |
|-----|
| n/a |
|-----|

What licensable activities do you intend to carry on from the premises?

(please see sections 1 and 14 and Schedules 1 and 2 to the Licensing Act 2003)

- | | |
|--|-------------------------------------|
| Provision of regulated entertainment (please read guidance note 2) | Please tick all that apply |
| a) plays (if ticking yes, fill in box A) | <input type="checkbox"/> |
| b) films (if ticking yes, fill in box B) | <input checked="" type="checkbox"/> |
| c) indoor sporting events (if ticking yes, fill in box C) | <input type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input type="checkbox"/> |
| e) live music (if ticking yes, fill in box E) | <input checked="" type="checkbox"/> |
| f) recorded music (if ticking yes, fill in box F) | <input checked="" type="checkbox"/> |

- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

Provision of late night refreshment (if ticking yes, fill in box I)

Supply of alcohol (if ticking yes, fill in box J)

In all cases complete boxes K, L and M

A

| Plays Standard days and timings (please read guidance note 7) | | | <u>Will the performance of a play take place indoors or outdoors or both – please tick</u> (please read guidance note 3) | Indoors | <input type="checkbox"/> |
|---|-------|--------|---|--|--------------------------|
| Day | Start | Finish | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Mon | | | | <u>Please give further details here</u> (please read guidance note 4) | |
| | | | | | |
| Tue | | | <u>State any seasonal variations for performing plays</u> (please read guidance note 5) | | |
| | | | | | |
| Wed | | | <u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u> (please read guidance note 6) | | |
| | | | | | |
| Thur | | | | | |
| | | | | | |
| Fri | | | | | |
| | | | | | |
| Sat | | | | | |
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| Sun | | | | | |
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B

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|---|-------|--------|---|--|----------|-------------------------------------|
| Films Standard days and timings (please read guidance note 7) | | | Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3) | | Indoors | <input checked="" type="checkbox"/> |
| | | | | | Outdoors | <input type="checkbox"/> |
| | | | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | Please give further details here (please read guidance note 4) Performance of film on screens. | | | |
| Mon | 08:00 | 00:00 | | | | |
| | | | State any seasonal variations for the exhibition of films (please read guidance note 5) | | | |
| Tue | 08:00 | 00:00 | | | | |
| | | | Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 6) Sunday prior to a Bank Holiday Monday and New Year's Eve going into New Year's Day 0800 to 0230 the morning following. | | | |
| Wed | 08:00 | 00:00 | | | | |
| | | | | | | |
| Thur | 08:00 | 00:00 | | | | |
| | | | | | | |
| Fri | 08:00 | 00:00 | | | | |
| | | | | | | |
| Sat | 08:00 | 00:00 | | | | |
| | | | | | | |
| Sun | 08:00 | 00:00 | | | | |
| | | | | | | |

C

| Indoor sporting events Standard days and timings (please read guidance note 7) | | | Please give further details (please read guidance note 4) |
|--|-------|--------|--|
| Day | Start | Finish | |
| Mon | | | State any seasonal variations for indoor sporting events (please read guidance note 5) |
| | | | |
| Tue | | | |
| | | | |
| Wed | | | |
| | | | |
| Thur | | | |
| | | | |
| Fri | | | |
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| Sat | | | |
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| Sun | | | |
| | | | |

D

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|--|-------|--------|--|----------|--------------------------|---|--|--|
| Boxing or wrestling entertainments Standard days and timings (please read guidance note 7) | | | Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3) | Indoors | <input type="checkbox"/> | | | |
| | | | | Outdoors | <input type="checkbox"/> | | | |
| | | | | Both | <input type="checkbox"/> | | | |
| Day | Start | Finish | Please give further details here (please read guidance note 4) | | | | | |
| Mon | | | | | | | | |
| | | | | | | | | |
| Tue | | | | | | | | |
| | | | | | | | | |
| Wed | | | | | | State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5) | | |
| | | | | | | | | |
| Thur | | | | | | | | |
| | | | | | | | | |
| Fri | | | | | | Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 6) | | |
| Sat | | | | | | | | |
| Sun | | | | | | | | |

E

| | | | | | |
|--|-------|--------|---|----------|-------------------------------------|
| Live music Standard days and timings (please read guidance note 7) | | | Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3) | Indoors | <input checked="" type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | | | |
| Mon | 08:00 | 00:00 | Please give further details here (please read guidance note 4) Amplified live music. | | |
| | | | | | |
| Tue | 08:00 | 00:00 | | | |
| | | | | | |
| Wed | 08:00 | 00:00 | State any seasonal variations for the performance of live music (please read guidance note 5) | | |
| | | | | | |
| Thur | 08:00 | 00:00 | | | |
| | | | | | |
| Fri | 08:00 | 00:00 | Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6) | | |
| | | | | | |
| Sat | 08:00 | 00:00 | Sunday prior to a Bank Holiday Monday and New Year's Eve going into New Year's Day 0800 to 0230 the morning following. | | |
| | | | | | |
| Sun | 08:00 | 00:00 | | | |
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F

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|--|--------------|---------------|---|--|----------|-------------------------------------|
| Recorded music Standard days and timings (please read guidance note 7) | | | Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3) | | Indoors | <input checked="" type="checkbox"/> |
| | | | | | Outdoors | <input type="checkbox"/> |
| | | | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | Please give further details here (please read guidance note 4) Amplified recorded music. | | | |
| Mon | 08:00 | 00:00 | | | | |
| | | | | | | |
| Tue | 08:00 | 00:00 | | | | |
| | | | State any seasonal variations for the playing of recorded music (please read guidance note 5) | | | |
| Wed | 08:00 | 00:00 | | | | |
| | | | | | | |
| Thur | 08:00 | 00:00 | | | | |
| | | | Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 6) | | | |
| Fri | 08:00 | 00:00 | | | | |
| | | | Sunday prior to a Bank Holiday Monday and New Year's Eve going into New Year's Day 0800 to 0230 the morning following. | | | |
| Sat | 08:00 | 00:00 | | | | |
| | | | | | | |
| Sun | 08:00 | 00:00 | | | | |
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G

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|---|-------|--------|--|----------|-------------------------------------|
| Performances of dance Standard days and timings (please read guidance note 7) | | | Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3) | Indoors | <input checked="" type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | Please give further details here (please read guidance note 4) Performance of dance for the benefit of an audience. | | |
| Mon | 08:00 | 00:00 | | | |
| | | | State any seasonal variations for the performance of dance (please read guidance note 5) | | |
| Tue | 08:00 | 00:00 | | | |
| | | | Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 6) Sunday prior to a Bank Holiday Monday and New Year's Eve going into New Year's Day 0800 to 0230 the morning following. | | |
| Wed | 08:00 | 00:00 | | | |
| | | | | | |
| Thur | 08:00 | 00:00 | | | |
| | | | | | |
| Fri | 08:00 | 00:00 | | | |
| | | | | | |
| Sat | 08:00 | 00:00 | | | |
| | | | | | |
| Sun | 08:00 | 00:00 | | | |
| | | | | | |

H

| | | | | | |
|--|-------|--------|---|----------|-------------------------------------|
| <p>Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)</p> | | | <p>Please give a description of the type of entertainment you will be providing Entertainment similar to live/recorded music and performance of dance.</p> | | |
| Day | Start | Finish | <p><u>Will this entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)</p> | Indoors | <input checked="" type="checkbox"/> |
| Mon | 08:00 | 00:00 | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Tue | 08:00 | 00:00 | <p><u>Please give further details here</u> (please read guidance note 4) Entertainment similar to live/recorded music and performance of dance.</p> | | |
| Wed | 08:00 | 00:00 | | | |
| Thur | 08:00 | 00:00 | <p><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u> (please read guidance note 5)</p> | | |
| Fri | 08:00 | 00:00 | | | |
| Sat | 08:00 | 00:00 | <p><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u> (please read guidance note 6)</p> | | |
| Sun | 08:00 | 00:00 | <p>Sunday prior to a Bank Holiday Monday and New Year's Eve going into New Year's Day 0800 to 0230 the morning following</p> | | |

I

| | | | | | |
|--|-------|--------|--|----------|-------------------------------------|
| Late night refreshment Standard days and timings (please read guidance note 7) | | | Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3) | Indoors | <input checked="" type="checkbox"/> |
| | | | | Outdoors | <input type="checkbox"/> |
| | | | | Both | <input type="checkbox"/> |
| Day | Start | Finish | <u>Please give further details here</u> (please read guidance note 4) Hot food/drink served after 11pm. | | |
| Mon | 23:00 | 00:00 | | | |
| | | | <u>State any seasonal variations for the provision of late night refreshment</u> (please read guidance note 5) | | |
| Tue | 23:00 | 00:00 | | | |
| | | | <u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u> (please read guidance note 6) Sunday prior to a Bank Holiday Monday and New Year's Eve going into New Year's Day 2300 to 0230 the morning following | | |
| Wed | 23:00 | 00:00 | | | |
| | | | | | |
| Thur | 23:00 | 00:00 | | | |
| | | | | | |
| Fri | 23:00 | 00:00 | | | |
| | | | | | |
| Sat | 23:00 | 00:00 | | | |
| | | | | | |
| Sun | 23:00 | 00:00 | | | |
| | | | | | |

J

| | | | | | | | | |
|---|-------|--------|--|------------------|-------------------------------------|--|--|--|
| Supply of alcohol Standard days and timings (please read guidance note 7) | | | Will the supply of alcohol be for consumption – please tick (please read guidance note 8) | On the premises | <input type="checkbox"/> | | | |
| | | | | Off the premises | <input type="checkbox"/> | | | |
| | | | | Both | <input checked="" type="checkbox"/> | | | |
| Day | Start | Finish | State any seasonal variations for the supply of alcohol (please read guidance note 5) | | | | | |
| Mon | 08:00 | 00:00 | | | | | | |
| | | | | | | | | |
| Tue | 08:00 | 00:00 | | | | | | |
| | | | | | | | | |
| Wed | 08:00 | 00:00 | | | | | | |
| | | | | | | | | |
| Thur | 08:00 | 00:00 | | | | Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6) Sunday prior to a Bank Holiday Monday and New Year's Eve going into New Year's Day 0800 to 0200 the morning following | | |
| | | | | | | | | |
| Fri | 08:00 | 00:00 | | | | | | |
| | | | | | | | | |
| Sat | 08:00 | 00:00 | | | | | | |
| | | | | | | | | |
| Sun | 08:00 | 00:00 | | | | | | |
| | | | | | | | | |

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

| | |
|--|--|
| Name - DPS Not Yet Appointed. | |
| Date of birth | |
| Address | |
| | |
| Postcode | |
| Personal licence number (if known) | |
| Issuing licensing authority (if known) | |

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

L

| Hours premises are open to the public Standard days and timings (please read guidance note 7) | | | State any seasonal variations (please read guidance note 5) |
|---|-------|--------|--|
| Day | Start | Finish | |
| Mon | 07:00 | 00:00 | <p><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u> (please read guidance note 6)</p> <p>Sunday prior to a Bank Holiday Monday and New Year's Eve going into New Year's Day 0700 to 0230 the morning following</p> |
| | | | |
| Tue | 07:00 | 00:00 | |
| | | | |
| Wed | 07:00 | 00:00 | |
| | | | |
| Thur | 07:00 | 00:00 | |
| | | | |
| Fri | 07:00 | 00:00 | |
| | | | |
| Sat | 07:00 | 00:00 | |
| | | | |
| Sun | 07:00 | 00:00 | |
| | | | |

M

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

Please see attached.

b) The prevention of crime and disorder

Please see attached.

c) Public safety

Please see attached.

d) The prevention of public nuisance

Please see attached.

e) The protection of children from harm

Please see attached.

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. – **TO FOLLOW**
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.
- [~~Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships~~] I have included documents demonstrating my entitlement to work in the United Kingdom or my share code issued by the Home Office online right to work checking service (please read note 15).


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.

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

Part 4 – Signatures (please read guidance note 11)



Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

| | |
|--------------------|--|
| Declaration | <ul style="list-style-type: none">• [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15).• The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, or have conducted an online right to work check using the Home Office online right to work checking service which confirmed their right to work (please see note 15) |
|--------------------|--|

| | |
|-----------|---|
| Signature |  Ewen Macgregor for TLT Solicitors |
| Date | 16 th December 2022 |
| Capacity | Solicitor to Applicant |

For joint applications, signature of 2nd applicant or 2nd applicant's solicitor or other authorised agent (please read guidance note 13). If signing on behalf of the applicant, please state in what capacity.

| | |
|-----------|--|
| Signature | |
| Date | |
| Capacity | |

| | | | |
|--|---|----------|---------|
| Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14) Ewen Macgregor TLT Solicitors One Redcliff Street | | | |
| Post town | Bristol | Postcode | BS1 6TP |
| Telephone number (if any) |  | | |
| If you would prefer us to correspond with you by e-mail, your e-mail address (optional)  | | | |

Boxhall Metropolitan Arcade
Metropolitan Arcade,
Liverpool Street,
London,
EC2M 7PD

Proposed Hours of Operation and Draft Operating Schedule

Hours of operation

- On each day of the week 07:00 to 00:00

- Sunday prior to a Bank Holiday Monday and New Year's Eve going into New Year's Day) 0700 to 0230

Hours for the provision of licensable activities

- Sale of Alcohol (on and off sales)
 - On each day of the week 08:00 to 23:30
 - Sunday prior to a Bank Holiday Monday and New Year's Eve going into New Year's Day) 0800 to 0200 the morning following

- Regulated entertainment

To include films, live music, recorded music, performances of dance and anything of a similar description

- On each day of the week 08:00 to 00:00
 - Sunday prior to a Bank Holiday Monday and New Year's Eve going into New Year's Day) 0800 to 0230 the morning following
-
- Late Night refreshment
 - On each day of the week 23:00 to 00:00
 - Sunday prior to a Bank Holiday Monday and New Year's Eve going into New Year's Day) 23:00 to 02:30 the morning following

OPERATING SCHEDULE

Conditions

General

1. Locations of fire safety and other safety equipment subject to change in accordance with the requirements of the responsible authorities or following a risk assessment.
2. Any detail shown on the plan that is not required by the licensing plans regulations is Indicative only and subject to change at any time.

CCTV

3. CCTV shall be in use at the premises.
4. The premises shall install and maintain a comprehensive digital colour CCTV system. All public areas of the licensed premises, including all public entry and exit points 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.
5. If the CCTV equipment (Including any mobile units in use at the premises) breaks down the Premises Licence Holder shall ensure the designated premises supervisor, or in his/her absence other responsible person, verbally informs the Licensing Authority and the Police as soon as is reasonably practicable.

Door security and security arrangements

6. The provision of door security will be risk assessed. A copy of the risk assessment will be retained on the premises and made available to the police and responsible authorities.
7. Where door supervisors are employed, the following conditions will apply:

(a) Door supervisors who have been approved by the Security Industry Authority or any accreditation scheme recognised by the Licensing Authority, shall be used to vet customers and maintain public order. The vetting process must include implementation of the premises' proof of age policy.

(b) The premises licence holder shall ensure that the following details for each door supervisor, are contemporaneously entered into a bound register kept for that purpose:

(i) Full name,

(ii) SIA Certificate number and or badge number, or registration number of any accreditation scheme recognised by the Licensing Authority (including expiry date of that registration or accreditation),

(iii) The time they began their duty

(iv) The time they completed their duty.

(v) This register is to be kept at the premises at all times and shall be so maintained as to enable an authorised officer of the Licensing Authority or a constable to establish the particulars of all door stewards engaged at the premises during the period of not less than 31 days prior to the request and shall be open to inspection by authorised officers of the Licensing Authority or a constable upon request.

8. The premises licence holder shall ensure that documented security arrangements are implemented at the premises to discourage the sale and consumption of controlled substances.
9. There must be at the premises a lockable 'Drugs Box' to which no member of staff, save the DPS shall have access. All controlled drugs (or items suspected to be or to contain controlled drugs) found at the premises must be placed in this box as soon as practicable. Whenever this box is emptied, all of its contents must be given to the City of London Police for appropriate disposal.
10. Security arrangements shall include having a member of staff regularly check toilet areas, the date and times of all checks to be recorded in a bound book kept for that purpose and to be produced upon request to an authorised officer of the Licensing Authority or a constable. Signage shall also be placed in the toilet areas advising patrons that checks are conducted regularly.

Incident Book

11. An "Incident/ accident report register" shall be maintained in a bound book or digital log, in which full details of all incidents and/ or accidents are recorded and subsequent remedial works, medical calls, security issues etc. for the duration of the licence.

Vulnerable persons

12. The premises licence holder shall ensure that suitable policies are implemented to ensure the safety of vulnerable persons, such as disabled persons, on the premises whilst the licensable activity is taking place.

Outside areas and noise

13. Clear notices displayed at all points where customers leave the building must instruct them to respect the needs of local residents and leave the premises and the area quietly.
14. Adequate first aid facilities shall be provided within the premises
15. A written dispersal policy agreed by City Of London Police Licensing shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in an orderly fashion.
16. Amplified music shall not be played at a level that will cause unreasonable disturbance to the occupants of any properties in the vicinity.
17. A Noise Management Plan shall identify how noise arising from all sources of noise including plant, pa systems etc. shall be effectively controlled so as to minimise the risk of public nuisance and how any complaints of noise will be dealt with.
18. The manager, licence holder or other competent person shall carry out observations in the vicinity of the property, on at least hourly intervals between 9pm and close of business where entertainment is being provided in order to establish whether there is a noise breakout from the premises.
19. If the observation reveals noise breakout at a level likely to cause disturbance to the occupants of properties in the vicinity then the volume of music shall be reduced to a level that does not cause disturbance.

20. A record of such observations shall be kept in a book for that purpose, such a book shall be completed immediately after the observation detailing the time, location and duration of the observation, the level of noise breakout and any action taken to reduce noise breakout. Such book to be made available at all times upon request to an authorised officer of the Licensing Authority or a constable.
21. The Licence holder shall make available a contact telephone number to nearby residents and the City of London Licensing Team to be used in the event of complaints arising.

Training

22. All staff to be trained in the prevention of underage sales to a level commensurate with their duties.
23. All such training to be updated as necessary, for instance when legislation changes, and should include training on how to deal with difficult customers.

Proof of age

24. An approved proof of age scheme shall be adopted, implemented and advertised within the premise such as "Challenge 25" whereby an accepted form of photographic identification shall be requested before any alcohol is sold to any person who appears to be under 25 years of age.

General

25. Substantial food will be available at all times that alcohol is being sold on the premises up to 30 minutes before the end of permitted hours, or the close of the premises if earlier
26. A personal licence holder or a nominated deputy shall be available at the premises at all times during the hours when the premises are open to the public.
27. 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.

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