

## **Licensing Sub Committee**

## **Agenda**

Tuesday, 23 April 2024 at 6.30 p.m. Council Chamber - Town Hall, Whitechapel

#### **Contact for further enquiries:**

Simmi Yesmin, Democratic Services Officer, simmi.yesmin@towerhamlets.gov.uk 020 7364 4120 Town Hall, 160 Whitechapel Road, London, E1 1BJ

http://www.towerhamlets.gov.uk/committee





#### **Public Information**

#### **Viewing or Participating in Committee Meetings**

The meeting will be broadcast live on the Council's website. A link to the website is detailed below. The press and public are encouraged to watch this meeting on line.

**Please note:** Whilst the meeting is open to the public, the public seating in the meeting room for observers may be limited due to health and safety measures. You are advised to contact the Democratic Services Officer to reserve a place.

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Tower Hamlets Council
Tower Hamlets Town Hall
160 Whitechapel Road
London E1 1BJ

#### A Guide to Licensing Sub Committee

The Licensing Sub Committee is made up of 3 Members of the Licensing Committee. In summary, the Sub Committee will determine applications to grant, vary or review a license submitted under the Licensing Act 2003 where representations have been made.

#### **Public Engagement**

Meetings of the committee are open to the public to attend, and a timetable for meeting dates and deadlines can be found on the council's website.



# London Borough of Tower Hamlets Licensing Sub Committee

Tuesday, 23 April 2024

6.30 p.m.

#### APOLOGIES FOR ABSENCE

To receive any apologies for absence.

#### 1. DECLARATIONS OF INTEREST (PAGES 7 - 8)

Members are reminded to consider the categories of interest, identified in the Code of Conduct for Members to determine: whether they have an interest in any agenda item and any action they should take. For further details, see the attached note from the Monitoring Officer.

Members are also reminded to declare the nature of the interest at the earliest opportunity and the agenda item it relates to. Please note that ultimately it is the Members' responsibility to identify any interests and also update their register of interest form as required by the Code.

If in doubt as to the nature of an interest, you are advised to seek advice prior the meeting by contacting the Monitoring Officer or Democratic Services.

#### 2. RULES OF PROCEDURE (PAGES 9 - 18)

To note the rules of procedure which are attached for information.

#### 3. ITEMS FOR CONSIDERATION

## 3 .1 Application for a New Premise Licence for Code Floors 3-4, 34 Westferry Circus London E14 8RR (Pages 19 - 170)

Licensing Objectives:

- The prevention of public nuisance
- The prevention of crime and disorder

#### Representations:

- Metropolitan Police
- Licensing Authority



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- Environmental Health
- Residents

## 3.2 Application for a New Premise Licence for Little LND, Studio 2, Unit3a, 39 Autumn Street, London, E3 2TT (Pages 171 - 434)

#### Licensing Objectives:

- The prevention of public nuisance

#### Representations:

- Metropolitan Police
- Licensing Authority
- Environmental Health
- Residents

#### 4. EXTENSION OF DECISION DEADLINE: LICENSING ACT 2003

The Sub Committee may be requested to extend the decision deadline for applications to be considered at forthcoming meetings due to the volume of applications requiring a hearing. Where necessary, details will be provided at the meeting.

#### **Next Meeting of the Licensing Sub Committee**

Thursday, 23 May 2024 at 6.30 p.m. to be held in Council Chamber - Town Hall, Whitechapel





### Agenda Item 1

## <u>DECLARATIONS OF INTERESTS AT MEETINGS- NOTE FROM THE MONITORING OFFICER</u>

This note is for guidance only. For further details please consult the Code of Conduct for Members at Part C. Section 31 of the Council's Constitution

#### (i) Disclosable Pecuniary Interests (DPI)

You have a DPI in any item of business on the agenda where it relates to the categories listed in **Appendix A** to this guidance. Please note that a DPI includes: (i) Your own relevant interests; (ii)Those of your spouse or civil partner; (iii) A person with whom the Member is living as husband/wife/civil partners. Other individuals, e.g. Children, siblings and flatmates do not need to be considered. Failure to disclose or register a DPI (within 28 days) is a criminal offence.

Members with a DPI, (unless granted a dispensation) must not seek to improperly influence the decision, must declare the nature of the interest and leave the meeting room (including the public gallery) during the consideration and decision on the item – unless exercising their right to address the Committee.

**DPI Dispensations and Sensitive Interests.** In certain circumstances, Members may make a request to the Monitoring Officer for a dispensation or for an interest to be treated as sensitive.

## (ii) Non - DPI Interests that the Council has decided should be registered – (Non - DPIs)

You will have 'Non DPI Interest' in any item on the agenda, where it relates to (i) the offer of gifts or hospitality, (with an estimated value of at least £25) (ii) Council Appointments or nominations to bodies (iii) Membership of any body exercising a function of a public nature, a charitable purpose or aimed at influencing public opinion.

Members must declare the nature of the interest, but may stay in the meeting room and participate in the consideration of the matter and vote on it **unless**:

 A reasonable person would think that your interest is so significant that it would be likely to impair your judgement of the public interest. If so, you must withdraw and take no part in the consideration or discussion of the matter.

#### (iii) Declarations of Interests not included in the Register of Members' Interest.

Occasions may arise where a matter under consideration would, or would be likely to, affect the wellbeing of you, your family, or close associate(s) more than it would anyone else living in the local area but which is not required to be included in the Register of Members' Interests. In such matters, Members must consider the information set out in paragraph (ii) above regarding Non DPI - interests and apply the test, set out in this paragraph.

#### **Guidance on Predetermination and Bias**

Member's attention is drawn to the guidance on predetermination and bias, particularly the need to consider the merits of the case with an open mind, as set out in the Planning and Licensing Codes of Conduct, (Part C, Section 34 and 35 of the Constitution). For further advice on the possibility of bias or predetermination, you are advised to seek advice prior to the meeting.

Section 106 of the Local Government Finance Act, 1992 - Declarations which restrict Members in Council Tax arrears, for at least a two months from voting

In such circumstances the member may not vote on any reports and motions with respect to the matter.

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<u>Further Advice</u> contact: Linda Walker, Interim Director of Legal and Monitoring Officer, Tel: 0207 364 4348

#### **APPENDIX A: Definition of a Disclosable Pecuniary Interest**

(Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, Reg 2 and Schedule)

Subject	Prescribed description	
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain.	
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by the Member in carrying out duties as a member, or towards the election expenses of the Member. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.	
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority—  (a) under which goods or services are to be provided or works are to be executed; and  (b) which has not been fully discharged.	
Land	Any beneficial interest in land which is within the area of the relevant authority.	
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.	
Corporate tenancies	Any tenancy where (to the Member's knowledge)— (a) the landlord is the relevant authority; and (b) the tenant is a body in which the relevant person has a beneficial interest.	
Securities	Any beneficial interest in securities of a body where— (a) that body (to the Member's knowledge) has a place of business or land in the area of the relevant authority; and (b) either—	
	(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or	
	(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.	

#### **TOWER HAMLETS**



#### LICENSING COMMITTEE

RULES OF PROCEDURE
GOVERNING APPLICATIONS FOR
PREMISES LICENCES
AND OTHER PERMISSIONS
UNDER THE LICENSING ACT 2003

Date Last Reviewed:	14 <sup>th</sup> June 2016
Reviewed By:	Senior Corporate and Governance Legal Officer
Approved By:	Licensing Committee
Date Approved:	14 <sup>th</sup> June 2016
Version No.	1
Document Owner:	Paul Greeno
Post Holder:	Senior Corporate and Governance Legal Officer
Date of Next Scheduled Review:	31st March 2018

#### 1. Interpretation

- 1.1 These Procedures describe the way in which hearings will be conducted under the Licensing Act 2003, as set out in the Licensing Act 2003 (Hearings) Regulations 2005 (as amended) ('the Hearings Regulations'). The Procedures take into account the Licensing Act (Premises Licences and Club Premises Certificates) Regulations 2005.
- 1.2 Except where otherwise stated, references in this Code are to the Licensing Committee and its Sub-committees and the expression 'Licensing Committee' should be interpreted accordingly.
- 1.3 The Hearings Regulations provide (Regulation 21) that a Licensing Authority shall, subject to the provisions of those Regulations, determine for itself the procedure to be followed at a hearing.
- 1.4 These Procedures, therefore, set out the way in which Licensing Committee Meetings will be conducted under the Licensing Act 2003, following the requirements of the Hearings Regulations.
- 1.5 Proceedings will not be rendered void only as the result of failure to comply with any provision of the Hearings Regulations (Regulation 31) save that in any case of such an irregularity, the Licensing Committee shall, if it considers that any person may have been prejudiced as a result of the irregularity, take such steps as it thinks fit to cure the irregularity before reaching its determination (Regulation 32).

#### 2. Composition of Sub-Committee

2.1 The Sub-Committee will consist of three (3) members and no business shall be transacted unless three (3) members of the Licensing Committee are present and able to form a properly constituted Licensing Sub-Committee. In such cases the Chair shall have a second or casting vote.

#### 3. Procedure

3.1 The hearing shall take place in public save that the Licensing Committee may exclude the public from all or part of a hearing where it considers that, on balance, it is in the public interest to do so. The parties and any person representing them may be excluded in the same way as another member of the public. Any person so excluded may, before the end of the hearing, submit to the Licensing Committee in writing, any information which, they would have been entitled to give orally had they not been required to leave. Where there are a number of items on the agenda, the adjournment of that item for a short period, whilst another item is heard, may allow this process to be carried out effectively.

- 3.2 The Chair will begin by asking the parties to identify themselves and confirm whether or not they are represented.
- 3.3 The Licensing Committee should always satisfy itself that sufficient notice of the hearing has been given to all parties and if not satisfied, then the Licensing Committee should take such steps as it thinks fit to deal with that issue before reaching its determination and this could include adjourning that application to a later date.
- 3.4 The Licensing Committee will then consider any requests by a party for any other person to be heard at the hearing in accordance with the Regulations. Permission will not be unreasonably withheld provided proper notice has been given.
- 3.5 The Chair will then explain how the proceedings will be conducted, and indicate any time limits that may apply to the parties to the application. In setting time limits, the Licensing Committee will take into account the importance of ensuring that all parties receive a fair hearing, and the importance of ensuring that all applications are determined expeditiously and without undue delay. Further the Licensing Committee must have regard to the requirement to allow each party an equal amount of time.
- 3.6 If a party considers that any time limit is not sufficient then they should address the Licensing Committee and which will determine accordingly.
- 3.7 If any party has informed the Authority that they will not be attending or be represented at the hearing or any party does not give notice that they will not be attending but fails to attend and is not represented, the Licensing Committee may proceed in their absence or adjourn the hearing if it considers it to be necessary in the public interest. An adjournment will not be considered where due to the operation of the Hearing Regulations it would not be possible to adjourn.
- 3.8 If the Licensing Committee adjourns the hearing to a specified date it must specify the date, time and place to which the hearing has been adjourned and why it is considered necessary in the public interest.
- 3.9 If the Licensing Committee holds the hearing in the absence of a party, it will consider at the hearing the application, representation or notice given by that party.
- 3.10 The Chair will invite an Officer of the Licensing Section to present the report by briefly summarising the application and the number and type of the representations as set out in the papers circulated. The Officer will also advise of any discussions held with the parties; any amendments made to the application; any representations withdrawn; and any agreed conditions that the Licensing Committee is being asked to consider. The Officer shall not give

- any opinion on the application or ask the Committee to make an inference based on such an opinion.
- 3.11 Members of the Licensing Committee can then ask questions of clarification of the Licensing Officer or seek legal advice from the Legal Adviser to the Licensing Committee if they require in respect of matters raised during the presentation by the Licensing Officer.
- 3.12 The Legal Adviser to the Licensing Committee will then give any relevant legal advice that the Licensing Committee need to take into consideration.
- 3.13 The Chair will then ask the applicant or their representative, if present, to present a summary of the nature and extent of the application. This should be brief, avoid repetition of material already available to the Licensing Committee in the Officer's report or otherwise, and include any reasons why an exception should be made to the Council's Licensing Policy, where appropriate, and respond to the written representations received. The submission may be followed by the evidence of any person who has been given permission by the Committee to give supporting evidence on behalf of the applicant or who has made a representation in favour of the application.
- 3.14 The application is to be presented within the time limit that has been set.
- 3.15 Where an applicant is unrepresented and having difficulty in presenting their application then the Legal Adviser to the Licensing Committee may ask questions of the applicant so that the relevant points are addressed and clarified for the Licensing Committee.
- 3.16 Members of the Licensing Committee may ask questions of the person presenting the case after their address as well as any other person who has spoken in support of the application. Members can also ask questions of the applicant as well as any other person present for the applicant who they consider can assist.
- 3.17 The Legal Adviser to the Licensing Committee may ask questions for the purpose of clarifying points for the Licensing Committee.
- 3.18 The Chair will then ask the persons who have made representations against the application to address the Licensing Committee within the time limit that has been set. They should not repeat what is already set out in their representations or notice or raise new matters. In their address they should provide clarification on any points previously requested by the Council. The submission may be followed by the evidence of any person who has been given permission by the Committee to give supporting evidence.
- 3.19 Members of the Licensing Committee may then ask questions of the persons making representations against the application and any other person who has

- spoken in support of such representation. Members can also ask questions of any other person present who they consider can assist.
- 3.20 The Legal Adviser to the Licensing Committee may ask questions for the purpose of clarifying points for the Licensing Committee.
- 3.21 Petitions will be treated as representations provided they meet the requirements for relevant representations set out in the Licensing Act 2003. Members should proceed with caution when relying upon petitions used as evidence due to the structure and wording used.
- 3.22 The Licensing Committee will disregard any information given by a party, or any other person appearing at the hearing, which is not relevant to:
  - a) their application, representation or notice; and
  - b) the promotion of the licensing objectives or the crime prevention objective where notice has been given by the police.
- 3.23 The Chair will intervene at any stage of the hearing to prevent repetitious or irrelevant points being raised.
- 3.24 Cross examination of any party or any other person allowed to appear will not be allowed unless specifically permitted by the Chair.
- 3.25 There is no right for any party to sum up but they may be permitted to do at the discretion of the Chair and within time limits prescribed by the Chair.
- 3.26 The Licensing Committee will consider its decision in private save that the Legal Adviser and Democratic Services Officer will remain with them.
- 3.27 The Licensing Committee will normally return to open session to announce its decision but in cases where the prescribed time limit allows for a later determination and it is appropriate to determine the matter within that time then the Chair will advise the parties present that the decision will not be announced then but that the determination will take place within the prescribed time limit and that written notification will be dispatched to all parties advising then of the determination.

#### 4. Exclusions

4.1 In addition to any exclusion under paragraph 3.1 above, The Licensing Committee may require any person attending the hearing who in their opinion is behaving in a disruptive manner to leave the hearing and may refuse to permit the person to return; or allow them to return only on such conditions as Licensing Committee may specify.

4.2	Any person so excluded may, before the end of the hearing, submit to the Authority in writing, any information which, they would have been entitled to give orally had they not been required to leave.		



#### **Guidance for Licensing Sub-Committee Meetings.**

#### (1) Attendance at Meetings.

All meetings of the Sub-Committee are open to the public and press to attend. On rare occasions, the Sub-Committee may retire to consider private business that will be clearly marked on the agenda as such. The press and public will be excluded for those confidential items only. We try to keep confidential reports to an absolute minimum. We request that you show courtesy to all present and please keep mobile phones on silent. Meetings can reach full capacity and seats are allocated on a first come first come served basis.

#### (2) Licensing Sub-Committee Role and Membership.

In summary, the Sub - Committee will consider and determine applications to grant, vary or review a license submitted under the Licensing Act 2003 where representations have been made. The full terms of reference can be found on the Committee webpages (see below). The Licensing Sub - Committee will consist of 3 Members of the main Licensing Committee. Meetings are normally held in the Town Hall Council Chamber.

#### **Licensing Sub- Committee Webpages**

To view go to the Committee and Member Services web page: <a href="www.towerhamlets.gov.uk/committee">www.towerhamlets.gov.uk/committee</a> - 'agenda, reports, decisions and minutes', then click on 'Licensing Sub- Committee'.

#### The pages include:

- Terms of Reference for the Licensing Sub -Committee.
- Meeting dates, agendas and minutes.
- Agenda timetable including agenda publication dates. (To view click 'browse meetings and agendas for this committee', then 'show agenda management timetable').

#### (3) Access to Committee Papers.

The agenda for Sub - Committee meetings is published five clear (working) days before the Sub - Committee meeting on the Committee webpages (except for certain types of applications where special rules apply). All Committee papers (i.e. agendas, reports, minutes and decisions) are published on the website and also available on iPad and Android tablet apps downloadable for free from their respective app stores.

#### (4) Who can speak at Licensing Sub- Committee meetings?

Only interested parties may address the Sub-Committee (those who have made a valid representation) and the applicant and their representatives. Although the Sub-Committee may allow other persons to present the interested parties evidence or to give supporting evidence. If you are planning to attend the hearing to address the committee, you are advised to contact the Committee officer - see the Committee

pages and agenda front page for contact details. Speakers are advised to arrive at the start of the meeting in case the order of business is changed. Speakers will be called to speak by the Chair at the appropriate time. If speakers are not present by the time their application is heard, the Committee may consider the item in their absence.

#### (5) What can be circulated?

Should you wish to submit any material, please contact the Committee/Licensing Officer as soon as possible. The Sub-Committee may accept information at the hearing, however this is only with the agreement of all parties present.

#### (6) How will the applications be considered?

The Sub-Committee will normally consider the items in agenda order subject to the Chair's discretion. The hearing procedure is detailed at the end of this guidance.

#### (7) How can I find out about a decision?

You can contact Democratic Services the day after the meeting to find out the decisions.

#### (8) Queries on reports.

For any questions, please contact the Officer named on the front of the report.

## <u>Typical Seating Plan for Licensing Sub - Committee Meetings in the Town Hall Council Chamber.</u>

Public Seating	Objectors Benches	Sub-Committee
Public Seating		Members
Public Seating		Chair
		Legal Officer
Public Seating	Applicants	Committee Officer
	Applicants Benches	
Public Seating	Deficites	Licensing Officer

#### LICENSING SUB COMMITTEE HEARING PROCEDURE

All interested parties to the hearing must notify Democratic Services within prescribed timescales that they intend to attend and/or be represented at the hearing and whether any witnesses will be attending on their behalf. The meeting will be in the form of a discussion led by the Sub Committee, cross examination of either party will not be permitted.

The Chair will allocate an equal amount of speaking time to each party. Where there is more than one representation raising the same or similar grounds, those parties should consider nominating a single representative to address the Sub-Committee on their behalf at the hearing.

The hearing will proceed as follows (subject to the discretion of the Chair).

- 1. Chair will introduce him/herself and ask Members, officers, and all interested parties present at the meeting to introduce themselves.
- 2. Licensing Officer to present the report.
- 3. Committee Members to ask questions of officer (if any).
- 4. The Applicant to present their case in support of their application (including any witnesses they may have).
- 5. Committee Members to ask questions of applicants and their witnesses or ask for points of clarification.
- 6. The relevant Responsible Authorities in attendance will present their case and their reasons for representation (including any witnesses they may have).
- 7. The Objectors/Interested Parties in attendance will present their case and their reasons for objecting (including any witnesses they may have).
- 8. Committee Members to ask questions of Responsible Authorities, objectors and their witnesses or ask for points of clarification.
- 9. Applicant (with exception and with permission of the Chair) can ask questions of the other parties to the hearing and their witnesses.
- 10. Interested Parties to the hearing (with exception and with the permission of the Chair) can ask questions of the applicant/other parties to the hearing and their witnesses.
- 11. Chair's closing remarks
- 12. Sub-Committee retire from the meeting with the Committee Officer and Legal Officer and consider their decision.
- 13. The Sub-Committee will return to the meeting and Chair announces the decision together with the reasons for the decision and any right to appeal.
- 14. A Decision letter will be sent to all interested parties confirming the decision made.



## Agenda Item 3.1

Committee:	Date	Classification	Report No.	Agenda Item No.
Licensing Sub Committee	23 April 2024	Unrestricted		

Report of:

**David Tolley** 

**Head of Environmental Health & Trading** 

**Standards** 

Originating Officer: Lavine Miller-Johnson Licensing Officer Title:

Licensing Act 2003 Application for a new Premise Licence for Code Floors 3-4, 34 Westferry Circus

London E14 8RR

Ward affected: Canary Wharf

#### 1.0 **Summary**

Applicant: E14 Lounge Ltd

Name and CODE

Address of Premises: Floor 3-4, 34 Westferry Circus

**Canary Wharf, London** 

**E14 8RR** 

Licence sought: Licensing Act 2003

Sales of Alcohol

Regulated Entertainment Late Night Refreshment

Objectors: Environmental Protection, Licensing, Police &

Residents

#### 2.0 Recommendations

2.1 That the Licensing Committee considers the application and objections then adjudicate accordingly.

### LOCAL GOVERNMENT 2000 (Section 97) LIST OF "BACKGROUND PAPERS" USED IN THE DRAFTING OF THIS REPORT

Brief description of "background paper"

Tick if copy supplied for register

If not supplied, name and telephone number of holder

File Section 182 Guidance Lavine Miller-Johnson 020 7364 2665

LBTH Licensing Policy

#### 3.0 Background

- 3.1 This is an application for a new Premise Licence for, Floor 3-4, 34 Westferry Circus Canary Wharf, London E14 8RR.
- 3.2 The applicant has described the premises as restaurant on the 4<sup>th</sup> floor and a lounge bar and restaurant on the 3<sup>rd</sup> floor.
- 3.3 A copy of the application is shown in **Appendix 1**.
- 3.4 The hours applied for are as follows:

## Regulated Entertainment, plays, films, live music, recorded music and performance of dance. (indoors)

Monday- Sunday from 12:00 hours to 02:00 hours

(Occasional dance shows which will take place on the 3<sup>rd</sup> floor of the premises only)

#### **Late Night Refreshments**

Monday to Sunday from 23:00 hours to 02:00 hours

#### Sales of Alcohol (on sales only)

Monday to Sunday from 12:00 hours to 02:00 hours

#### **Opening times**

Monday to Sunday from 12:00 hours to 02:00 hours

- 4.0 Location and Nature of the premises
- 4.1 A copy of the site plan is included as **Appendix 2**.
- 4.2 Maps showing the vicinity are included as **Appendix 3.**
- 4.3 Photographs of the premises are included in **Appendix 4**.
- 4.4 Details of other licensed venues in the immediate vicinity are included as **Appendix 5.**
- 5.0 Licensing Policy and Government Advice
- 5.1 The Council has adopted a licensing policy and this is available from the Licensing Section, and at the hearing. The revised policy came into effect on 1<sup>st</sup> November 2023.
- 5.2 Relevant Sections of the policy are brought to the attention of Members within the Licensing Officers report.

- 5.3 The Home Secretary has issued Guidance under Section 182 of the Licensing Act 2003. This is available on the Government's website, www.homeoffice.gov.uk. It was last revised in April 2018.
- 5.4 Relevant Sections of this advice are brought to Members attention within the Licensing Officers report. Members should note however, than in some areas Tower Hamlets, after a proper consideration of local circumstances, has not followed the Government's advice, or has developed it further.

#### 6.0 Representations

- 6.1 All representations have to meet basic legal and administrative requirements. If they fail to do so they cannot be accepted. When rejected the person sending in the representation must be written to, and an explanation for rejection given in writing.
- 6.2 A responsible authority or other person can make a representation. There are two tests for other persons and only one for a responsible authority. The two tests are contained in Section 18 of the Act.
- 6.3 All representations must be "about the likely effect of the grant of the premises licence on the promotion of the licensing objectives." Likely means something that will probably happen, i.e. on balance more likely than not.
- 6.4 Representations by responsible authorities do not have to meet the second test of not being vexatious and frivolous. Other persons have to meet this test.
- 6.5 The Home Office recommends that in borderline cases, the benefit of the doubt should be given to the interested party making the representation.
- 6.6 Section 182 Advice by the Home Office concerning relevant, vexatious and frivolous representations is attached as **Appendix 12.**
- 6.7 All the representations in this report have been considered by the relevant officer (Team Leader Licensing & Safety) and determined to have met the requirements of the Licensing Act 2003.
- 6.8 This hearing is required by the Licensing Act 2003, because relevant representations have been made by the following.
  - Nicola Cadzow (Environmental Protection) Appendix 7
  - Corinne Holland (Licensing) Appendix 8
  - Residents (petition) Appendix 9
  - Alastair Newton (Resident) Appendix 10
  - PC Mark Perry (Licensing Police) Appendix 11

## (Although conditions have been agreed, policies are still to be agreed)

- 6.9 All of the responsible authorities have been consulted about this application. They are as follows:
  - The Licensing Authority
  - The Metropolitan Police
  - The LFEPA (the London Fire and Emergency Planning Authority).
  - Planning
  - Health and Safety
  - Noise (Environmental Health)
  - Trading Standards
  - Child Protection
  - Public Heath
  - Home office (Immigration Enforcement)
- 6.10 In addition the application was required to be advertised in a local newspaper and by a blue poster. Only objections that relate to the following licensing objectives are relevant:
  - the prevention of crime and disorder
  - public safety
  - the prevention of public nuisance
  - the protection of children from harm
- 6.11 The objections relate to:
  - Public nuisance
  - ASB
  - Crime and disorder
- 6.12 Essentially, the relevant parties oppose the application because the applicant has not explained how within the context of the application they will meet licensing objective of the prevention of public nuisance and the prevention of crime and disorder.
- 6.13 There are strict time limits to any representations. The time limits are contained in The Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005.
- 6.14 The applicant has offered measures in the operating schedule of the application that address the promotion of the Licensing Objectives. If there were no representations, the Licensing Authority would grant the licence, with conditions consistent with the operating schedule, which are relevant, proportionate and enforceable. Members are asked to consider the schedule and incorporate any conditions as necessary to address the licensing objectives.

#### 7.0 Conditions consistent with Operating Schedule

- 1. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Tower Hamlets Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31-day period.
- 2. The CCTV system serving the premises shall:
  - a) be maintained fully operational and in good working order at all times:
  - b) make and retain clear images that include the points of sale of alcohol and facial images of the purchasers of the alcohol; and
  - c) show an accurate date and time that the images were made.
- 3. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.
- 4. No alcohol shall be sold if the CCTV equipment is inoperative for any reason.
- 5. An incident log shall be kept at the premises and be available on request to the Police or an authorised officer. It must be completed within 24 hours of any incident and will record the following:
  - a) all crimes reported to the venue;
  - b) all ejections of patrons;
  - c) any complaints received concerning crime and disorder
  - d) any incidents of disorder;
  - e) all seizures of drugs or offensive weapons;
  - f) any faults in the CCTV system, searching equipment or scanning equipment;
  - g) any refusal of the sale of alcohol;
  - h) any visit by a relevant authority or emergency service.
- 6. In the event that a serious assault is committed on the premises (or appears to have been committed) the management will immediately ensure that:

- a) the police (and, where appropriate, the London Ambulance Service) are called without delay;
- b) all measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police;
- c) the crime scene is preserved so as to enable a full forensic investigation to be carried out by the police; and
- d) such other measures are taken (as appropriate) to fully protect the safety of all persons present on the premises.
- 7. When the designated premise supervisor is not on the premises any or all persons authorised to sell alcohol will be authorised by the designated premises supervisor in writing. This shall be available on request by the Police or any authorised officer.
- 8. On any occasion that regulated entertainment is provided, not less than 2 SIA registered door supervisors will be engaged to control entry to the premises and additional SIA registered door supervisors will be engaged inside the premises to monitor and supervise customers.
- 9. Where SIA registered door supervisors are used at the premises, a record must be kept of their SIA registration number and the dates and times they are on duty.
- 10. A written search policy that aims to prevent customers or staff bringing illegal drugs, weapon or other illegal items onto the premises at any time shall be in place and operate at the premises.
- 11. The sale of alcohol to customers on the 4th floor of the premises shall be to persons who are seated at the premises, i.e. table service only.
- 12. Staff will be trained in respect of the Fire Risk Assessment, Health and Safety Risk Assessment and other policies and procedures in respect of the emergency evacuation of the premises.
- 13. First Aid facilities shall be provided at the premises.
- 14. Patrons permitted to temporarily leave and then re-enter the premises, e.g., to smoke, shall not be permitted to take drinks or glass containers with them.
- **15.** Loudspeakers shall not be located in the entrance lobby or outside the premises building.
- 16. All windows and external doors shall be kept closed at any time when regulated entertainment takes place, except for the immediate access and egress of persons.

- 17. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
- 18. A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents and businesses in the vicinity.
- 19. A written dispersal policy shall be in place and implemented at the premises to move customers from the premises and the immediate vicinity in such a way as to cause minimum disturbance or nuisance to neighbours.
- 20. After 22.30hrs, access to the premises shall be by way of the entrance in the underground car park at the premises the doors at the top of the stairway along the Canary Wharf Promenade shall not be used after this time.
- 21. No waste or recyclable materials, including bottles, shall be moved, removed from or placed in outside areas between 20.00hrs and 09.00hs on the following day.
- 22. No advertisements of any kind (including placard, poster, sticker, flyer, picture, letter, sign or other mark) that advertises or promotes the establishment, its premises, or any of its events, facilities, goods or services shall be inscribed or affixed upon the surface of the highway, or upon any building, structure, works, street furniture, tree, or any other property, or be distributed to the public.
- 23. A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.
- 24. All staff whose duties include the serving of alcohol must be trained in the requirements of this scheme including the importance of recording any refusals.
- 25. Entry by children under the age of 18 to the premises is prohibited unless accompanied by an adult (a person who is over the age of 18)

## 8.0 Conditions Agreed/Requested by Responsible Authority (Police) – See Appendix 11

- 1. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Tower Hamlets Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31-day period.
- 2. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.
- 3. An incident log shall be kept at the premises, and be available on request to the Police or authorised council officers. It must be completed within 24 hours of any incident and will record the following:
  - a) All crimes reported to the venue;
  - b) All ejections of patrons;
  - c) Any complaints received concerning crime and disorder
  - d) Any incidents of disorder;
  - e) All seizures of drugs or offensive weapons;
  - f) Any faults in the CCTV system, searching equipment or scanning equipment;
  - g) Any visit by a relevant authority or emergency service.

- 4. In the event that a serious assault (for example, one which will require the attendance of London Ambulance Services) is committed on the premises (or appears to have been committed) the management will immediately ensure that:
  - a) The police (and, where appropriate, the London Ambulance Service) are called without delay;
  - b) All measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police;
  - c) Where reasonably practicable, the crime scene is preserved so as to enable a full forensic investigation to be carried out by the police; and
  - d) such other measures are taken (as appropriate) to fully protect the safety of all persons present on the premises.
- 5. A Challenge 25 proof of age scheme shall be operated at the premises. The only acceptable forms of identification are nationally recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.
- 6. No open containers of alcohol to be taken outside the premises.
- 7. A record shall be kept detailing all refused sales of alcohol. The record must include the date and time of the refused sale, the name of the member of staff who refused the sale, and the reason for the refusal, and how the refusal was resolved. The record shall be available for inspection at the premises by police or authorised council officers all times during hours of licensable activities.
- 8. The premises shall risk assess all events taking place at the venue. The purpose of this is to identify risks associated with the event and the measures that can be put in place to mitigate against them. Risks could include but not limited to intoxicated customers, violence, drug use, and underage customers. Mitigating

measures will include but is not limited to SIA numbers, male and female SIA ratio, SIA placement, searching and ID checks. Where indicated by the event risk assessment, searches of all persons entering or re-entering the venue will be undertaken by SIA licensed staff while monitored by the premises CCTV system. The event risk assessment will determine the level of searches to be undertaken; according to the venue search policy. The risk assessment is to be recorded and made available to Police or relevant authority upon request.

- 9. We believe the innate risk of running a late night venue as requested by the applicant, requires the premises to have a minimum of 4 SIA security staff on duty on Thursday, Friday, and Saturday from 20:00 until after the last customers have left the area. When hosting promoted music events finishing past 00:00 the venue will instigate a search policy of all people entering the venue and the use of an ID scanner. searches of all persons entering or re-entering the venue will be undertaken by SIA licensed staff while monitored by the premises CCTV system.
- 10. Where indicated by the event risk assessment, searches of all persons entering or re-entering the venue will be undertaken by SIA licensed staff while monitored by the premises CCTV system. The event risk assessment will determine the level of searches to be undertaken; according to the venue search policy.
- 11. The premises must have a detailed documented security plan, that must include an ejections policy, search policy, anti-theft policy, and SIA numbers, The security plan will be made available to police upon request.
- 12. A written entry policy shall be in place and implemented at the premises to move customers into the premises in such a way as to cause minimum disturbance or nuisance to neighbours. The licence holder shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by door staff so as to ensure that there is no public nuisance or obstruction.
- 13. The premises shall have a written egress policy that shows how the venues customers will leave the venue without causing noise nuisance to local residents, and shall enable customers to leave the area safely. This policy will show taxi pick

- up points, customer waiting areas and marshalling / security plans to protect customers as they leave.
- 14. The premises' security, egress, dispersal plans and searching policy as well as searching effectiveness shall be reviewed yearly and the results made available to the MPS Central East Police Licensing Office upon request.
- 15. The premises shall have a written welfare policy (reviewable annually) that will show how venue staff will manage customers who become vulnerable through intoxication or drugs, this policy will include the use of Welfare Officers at peak times. Dedicated, clearly identifiable welfare officers will in place during peak times and when required by the event risk assessment. The policy will be made available to Police upon request.
- 16. The premises shall agree to the Central East Police Licensing Drugs Policy (Attached)

#### 1. Licensing Officer Comments

- (a) The following is intended to advise Members of the relevant aspects of the Boroughs Licensing Policy, guidance from the Secretary of State, legislation and good practice. Members may depart from the Council's Licensing Policy and/or Government advice, provide they consider it appropriate to do so, and have clear reasons for their decision.
- (b) Guidance issued under section 182 of the Licensing Act 2003
- As stated in the guidance it is "provided to licensing authorities in relation to the carrying out of their functions under the 2003 Act." It is a key medium for promoting best practice, ensuring consistent application and promoting fairness equal treatment and proportionality (1.7).
- Also "as long as licensing authorities have properly understood this Guidance, they may depart from it if they have good reason to do so and can provide full reasons. Departure from this Guidance could give rise to an appeal or judicial review, and the reasons given will then be a key consideration for the courts when considering the lawfulness and merits of any decision taken." Therefore licensing authorities will need to give full reasons for their actions (1.9).

- Also Members should note "A Licensing Authority may depart from its own policy if the individual circumstances of any case merit such a decision in the interests of the promotion of the licensing objectives." (1.12)
- Also, "The licensing authority may not impose any conditions unless its discretion has been exercised following receipt of relevant representations and it is satisfied as a result of a hearing (unless all parties agree a hearing is not necessary) that it is appropriate to impose conditions to promote one or more of the four licensing objectives." Therefore, conditions may not be imposed for the purpose other than promoting the licensing objectives and in some cases no additional conditions will be appropriate. (10.8)
- Necessary conditions should emerge from a risk assessment by the applicant, which should then be reflected in the operating schedule (10.4).
- The Guidance states: "Where there are objections to an application to extend the hours during which licensable activities are to be carried on and the licensing authority determines that this would undermine the licensing objectives, it may reject the application or grant it with appropriate conditions and/or different hours from those requested." (10.14)
- ❖ Mandatory conditions must be imposed (10.25) and censorship avoided (10.17).
- The Guidance states: "It is still permitted to sell alcohol using promotions (as long as they are compatible with any other licensing condition that may be in force), and the relevant person should ensure that the price of the alcohol is not less than the permitted price. Detailed guidance on the use of promotions is given in the guidance document available on the Gov.uk website." (10.58)
- Also, "Licensing authorities should not attach standardised blanket conditions promoting fixed prices for alcoholic drinks to premises licences or club licences or club premises certificates in an area." (10.21)
  - (c) The Licensing Act 2003 permits children of any age to be on the premises which primarily sell alcohol providing they are accompanied by an adult. It is not necessary to make this a condition.
  - (d) In all cases the Members should make their decision on the civil burden of proof, that is "the balance of probability."

- (e) In all cases Members should consider whether or not primary legislation is the appropriate method of regulation and should only consider licence conditions when the circumstances in their view are not already adequately covered elsewhere.
- (f) The Government has advised that conditions must be tailored to the individual type, location and characteristics of the premises and events concerned. Conditions cannot seek to manage the behaviour of customers once they are beyond the direct management of the licence holder and their staff and standardised conditions should be avoided where they cannot be shown to be appropriate. (1.16/1.17)
- (g) The Council's Licensing Policy generally expects applicants to address the licensing objectives and discuss how to do this with the relevant responsible authorities.
- (h) In Appendices 12 17 Members are given general advice, and also have explanations of the Council's Licensing Policy, Government advice and other legislation relating to the matters previously identified.

#### 2. Legal Comments

(a) The Council's legal officer will give advice at the hearing.

#### 3. Finance Comments

(a) There are no financial implications in this report.

#### 4. Appendices

Appendix 1 A copy of the application Appendix 2 Copy of site plan Appendix 3 Maps of the vicinity Appendix 4 Photographs of the premises Appendix 5 Other licensed premises in the area Appendix 6 Noise management plan Appendix 7 Representation from Environmental Protection Representation from Licensing Officer Appendix 8 Appendix 9 Representation from residents (petition) Appendix 10 Representation from resident Appendix 11 Representation from Police with agreed conditions and drugs policy Appendix 12 Section 182 Advice by the DCMS- Relevant, vexatious and frivolous representations Appendix 13 Licensing Officer comments on public nuisance Appendix 14 S182 advice on public nuisance Appendix 15 ASB leaving the premises Licensing Policy relating to hours of trading Appendix 16 Appendix 17 Planning

## **Appendix 1**



# Tower Hamlets Application for a premises licence Licensing Act 2003

For help contact

licensing@towerhamlets.gov.uk

Telephone: 020 7364 5008

\* required information

Section 1 of 21			
You can save the form at any	y time and resume it later. You do not need to l	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	FF/CODE	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 b	pehalf of the applicant?	Put "no" if you are applying on your own	
• Yes	No	behalf or on behalf of a business you own or work for.	
Applicant Details			
* First name	E14 Lounge Ltd		
* Family name	E14 Lounge Ltd		
* E-mail			
Main telephone number		Include country code.	
Other telephone number			
	plicant would prefer not to be contacted by te	lephone	
Is the applicant:			
<ul><li>Applying as a business</li></ul>	s or organisation, including as a sole trader	A sole trader is a business owned by one	
<ul> <li>Applying as an individ</li> </ul>	lual	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?	<ul><li>Yes</li><li>No</li></ul>	Note: completing the Applicant Business section is optional in this form.	
Registration number	14033460		
Business name	E14 Lounge Ltd	If the applicant's business is registered, use its registered name.	
VAT number -		Put "none" if the applicant is not registered for VAT.	
Legal status Private Limited Company			
	Page 34		

Continued from previous page		
Applicant's position in the		
business		
Home country	United Kingdom	The country where the applicant's headquarters are.
Registered Address		Address registered with Companies House.
Building number or name	Suite G041 Quality Court	
Street	Chancery Lane	
District		
City or town	London	
County or administrative area		
Postcode	WC2A 1HR	
Country	United Kingdom	
Agent Details		
* First name	Frank	
* Family name	Fender	
* E-mail		
Main telephone number		Include country code.
Other telephone number		
☐ Indicate here if you wou	ld prefer not to be contacted by telephone	
Are you:		
<ul><li>An agent that is a busine</li></ul>	ess or organisation, including a sole trader	A sole trader is a business owned by one person without any special legal structure.
<ul> <li>A private individual actir</li> </ul>	ng as an agent	person without any special regardination.
Agent Business		
Is your business registered in the UK with Companies House?	○ Yes	Note: completing the Applicant Business section is optional in this form.
Is your business registered outside the UK?		
Business name	FJF Licensing Solutions	If your business is registered, use its registered name.
VAT number -		Put "none" if you are not registered for VAT.
Legal status	Sole Trader	

Continued from previous page		
Your position in the business	Owner	
Home country	United Kingdom	The country where the headquarters of your business is located.
Agent Business Address		If you have one, this should be your official
Building number or name	11	address - that is an address required of you by law for receiving communications.
Street	Whitton Way	
District		
City or town	Newport Pagnell	
County or administrative area		
Postcode	MK16 OPR	
Country	United Kingdom	
Section 2 of 21		
PREMISES DETAILS		
	ply for a premises licence under section 17 of the premises) and I/we are making this application the Licensing Act 2003.	
Premises Address	J	
Are you able to provide a posta	al address, OS map reference or description of t	he premises?
<ul><li>Address</li><li>OS map</li></ul>	p reference O Description	
Postal Address Of Premises		
Building number or name	CODE	
Street	Floor 3/4, 34 Westferry Circus	
District	Canary Wharf	
City or town	London	
County or administrative area		
Postcode	E14 8RR	
Country	United Kingdom	
Further Details		
Telephone number		
Non-domestic rateable value of premises (£)	107,000	
	Page 36	

Section 3 of 21						
APPL	ICATION DETAILS					
In wh	at capacity are you apply	ing for the premises licence?				
	An individual or individu	als				
$\boxtimes$	A limited company / limi	ted liability partnership				
	A partnership (other than	n limited liability)				
	An unincorporated association					
	Other (for example a sta	tutory corporation)				
	A recognised club					
	A charity					
	The proprietor of an edu	cational establishment				
	A health service body					
		ed under part 2 of the Care Standards Act an independent hospital in Wales				
	A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England					
	The chief officer of police	e of a police force in England and Wales				
Conf	irm The Following					
$\boxtimes$	I am carrying on or properthe use of the premises f	osing to carry on a business which involves for licensable activities				
	I am making the applicat	tion pursuant to a statutory function				
	I am making the applicat virtue of His Majesty's pr	tion pursuant to a function discharged by erogative				
Secti	on 4 of 21					
NON INDIVIDUAL APPLICANTS						
Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.						
Non Individual Applicant's Name						
Nam	e	E14 Lounge Ltd				
Deta	ils					
_	stered number (where cable)	14033460				
Description of applicant (for example partnership, company, unincorporated association etc)						

Continued from previous page		
Private Limited Company		
Address		
Building number or name	Suite G041, Floors 3/4	
Street	34 Westferry Circus	
District		
City or town	London	
County or administrative area		
Postcode	E14 8RR	
Country	United Kingdom	
Contact Details		
Telephone number		
Other telephone number		
* Date of birth		
	dd mm yyyy	Documents that demonstrate entitlement to
* Nationality		work in the UK
	Add another applicant	
Section 5 of 21		
OPERATING SCHEDULE		
When do you want the premises licence to start?	dd mm yyyy	
If you wish the licence to be valid only for a limited period, when do you want it to end	dd mm yyyy	
Provide a general description of	of the premises	
licensing objectives. Where yo	ses, its general situation and layout and any other ur application includes off-supplies of alcohol ar plies you must include a description of where the	nd you intend to provide a place for
	and 4 of 34 Westferry Circus, London E14 8RR. Ad f Promenade. Access will also be available from	
The 4th floor of the premises w	/ill operate primarily as a resignifiand the 3rd	floor will operate primarily as a lounge bar

Continued from previous	nago			
and restaurant.	paye			
				stration purposes only. They are not fixed ms are to be used on any particular day.
A fire risk assessment is	submitted to the counc	cil for distribution to	o the respons	sible authorities.
If 5,000 or more people expected to attend the premises at any one tin state the number expedattend	ne,			
Section 6 of 21				
PROVISION OF PLAYS				
See guidance on regula				
Will you be providing p	olays?			
Yes	○ No			
Standard Days And Ti	mings			
MONDAY				Give timings in 24 hour clock.
	Start 12:00	End	02:00	(e.g., 16:00) and only give details for the days
	Start	End		of the week when you intend the premises to be used for the activity.
TUESDAY				Š
	Start 12:00	End	02:00	
	Start	End		
WEDNIEGDAY	otal t	LIIG		
WEDNESDAY	0 10.00			
	Start 12:00	End	02:00	
	Start	End		
THURSDAY				
	Start 12:00	End	02:00	
	Start	End		
FRIDAY				
	Start 12:00	End	02:00	
	Start	End		
CATLIDDAY		2710		
SATURDAY	CL - 1 10 00	<b>-</b> .	00.00	
	Start 12:00	End	02:00	
	Start	End		

Continued from previous page						
SUNDAY						
Start End Mara taking place in a building prather						
Will the performance of a play take place indoors or outdoors or both? Where taking place in a building or other structure tick as appropriate. Indoors may						
<ul><li>Indoors</li><li>Outdoors</li><li>Both</li><li>include a tent.</li></ul>						
State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.						
Occasional plays or similar performances which will take place on the 3rd floor of the premises only.						
State any seasonal variations for performing plays						
For example (but not exclusively) where the activity will occur on additional days during the summer months.						
Non standard timings. Where the premises will be used for the performance of a play at different times from those listed in the column on the left, list below	1					
For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.						
To oxample (but not exclusively), where you wish the detivity to go on longer on a particular day e.g. offistillas eve.						
Section 7 of 21						
PROVISION OF FILMS						
See guidance on regulated entertainment						
Will you be providing films?						
<ul><li>Yes</li><li>No</li></ul>						
Standard Days And Timings						
MONDAY Give timings in 24 hour clock.						
Start 12:00 End 02:00 (e.g., 16:00) and only give details for the d						
Start End of the week when you intend the premise to be used for the activity.	3					
TUESDAY						
Start 12:00 End 02:00						
Start End						
Page 40						

Continued from previous pa	а <b>g</b> е						
WEDNESDAY							
S	Start	12:00		End	02:00		
S	Start			End			
THURSDAY							
S	Start	12:00		End	02:00		
S	Start			End			
FRIDAY							
	Start	12:00		End	02:00		
		12.00			02.00	 	
	Start			End			
SATURDAY							
Ç	Start	12:00		End	02:00		
S	Start			End			
SUNDAY							
Ş	Start	12:00		End	02:00		
S	Start			End			
Will the exhibition of films	s take	place indoc	ors or outdoors or	both	?	Where taking place in a building or other	
<ul><li>Indoors</li></ul>		Outdoo	ors O	Both		structure tick as appropriate. Indoors may include a tent.	
State type of activity to be exclusively) whether or no			•	_		urther details, for example (but not	
Occasional film shows wh	ich w	rill take place	on the 3rd floor	of the	premises on	ıly.	
State any seasonal variation	ons fo	or the exhibit	tion of film				
3				ur on :	additional da	avs during the summer months	
For example (but not exclusively) where the activity will occur on additional days during the summer months.							
Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below							
For example (but not excl	For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.						
			Pa	age	41		

Continued from previous	page			
Section 8 of 21				
PROVISION OF INDOO				
See guidance on regula	ated entertainment			
Will you be providing in	ndoor sporting events?			
○ Yes	<ul><li>No</li></ul>			
Section 9 of 21				
PROVISION OF BOXING	G OR WRESTLING ENT	ERTAINMENTS		
See guidance on regula	ated entertainment			
Will you be providing b	oxing or wrestling ente	ertainments?		
○ Yes	<ul><li>No</li></ul>			
Section 10 of 21				
PROVISION OF LIVE M	USIC			
See guidance on regula	ated entertainment			
Will you be providing li	ve music?			
<ul><li>Yes</li></ul>	○ No			
Standard Days And Ti	mings			
MONDAY				Oh a Aliasia as is OA beautists at
	Start 12:00	End	02:00	Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days
	Start	End		of the week when you intend the premises
	Start	Liid		to be used for the activity.
TUESDAY				
	Start 12:00	End	02:00	
	Start	End		
WEDNESDAY				
	Start 12:00	End	02:00	
	Start	End		
THIRDODAY	otal t	Elia		
THURSDAY				
	Start 12:00	End	02:00	
	Start	End		
FRIDAY				
	Start 12:00	End	02:00	
	Start	End		
CATLIDDAY		24		
SATURDAY	0			
	Start 12:00	End	02:00	
	Start	Pageng4	2	

Continued from previous page					
SUNDAY					
Start 12:00 End 02:00					
Start End End					
Will the performance of live music take place indoors or outdoors or both? Where taking place in a building or other structure tick as appropriate. Indoors may					
<ul> <li>Indoors</li> <li>Outdoors</li> <li>Both include a tent.</li> </ul>					
State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.					
Live music entertainment which will take place on the 3rd floor of the premises only.					
State any seasonal variations for the performance of live music					
For example (but not exclusively) where the activity will occur on additional days during the summer months.					
Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below					
For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.					
For example (but not exclusively), where you wish the activity to go of honger on a particular day e.g. chiristinas eve.					
Section 11 of 21					
PROVISION OF RECORDED MUSIC					
See guidance on regulated entertainment					
Will you be providing recorded music?					
<ul><li>Yes</li><li>No</li></ul>					
Standard Days And Timings					
MONDAY Cive the in the 24 hours alook					
Give timings in 24 hour clock.  Start 12:00 End 02:00 (e.g., 16:00) and only give details for the days					
Start End of the week when you intend the premises to be used for the activity.					
TUESDAY					
Start Page 43					

Continued from previous page						
WEDNESDAY			_			
Star	t 12:00	End 02:00				
Star	t	End				
THURSDAY						
Star	t 12:00	End 02:00				
Star	t	End				
FRIDAY						
Star	t 12:00	End 02:00				
Star	t	End				
SATURDAY			•			
Star	t 12:00	End 02:00				
Star	t	End				
SUNDAY			1			
Star	t 12:00	End 02:00				
Star		End				
	nusic take place indoors or out		Where taking place in a building or other			
<ul><li>Indoors</li></ul>	<ul><li>Outdoors</li></ul>	Both	structure tick as appropriate. Indoors may include a tent.			
State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not						
3.	nusic will be amplified or unamp	•	dither details, for example (but not			
Recorded music entertainme	nt which will take place on the 3	3rd floor of the pre	emises only.			
State any seasonal variations	for playing recorded music					
For example (but not exclusive	vely) where the activity will occu	ur on additional da	ays during the summer months.			
Non-standard timings. Where the premises will be used for the playing of recorded music at different times from those listed in the column on the left, list below						
For example (but not exclusive	vely), where you wish the activit	ty to go on longer	on a particular day e.g. Christmas Eve.			
	Pac	10.44				
	rag	je 44				

Continued from previous	 page				
Section 12 of 21	, ,				
PROVISION OF PERFO	RMANCES OF DANCE				
See guidance on regula	ated entertainment				
Will you be providing p	performances of dance?				
<ul><li>Yes</li></ul>	○ No				
Standard Days And Ti	mings				
MONDAY				Give timings in 24 hour clock.	
	Start 12:00	End	02:00	(e.g., 16:00) and only give details for the days	
	Start	End		of the week when you intend the premises to be used for the activity.	
TUESDAY	<del></del>				
	Start 12:00	End	02:00		
	Start	End			
WEDNESDAY					
WEDINESDI	Start 12:00	End	02:00		
	Start Start	End	02.00		
THIRDOMY	Start	LIIG			
THURSDAY	01 10.00	Fnd	22.20		
	Start 12:00	End	02:00		
	Start	End			
FRIDAY					
	Start 12:00	End	02:00		
	Start	End			
SATURDAY					
	Start 12:00	End	02:00		
	Start	End			
SUNDAY					
	Start 12:00	End	02:00		
	Start	End			
Will the performance of	f dance take place indoors	or outdoors or b	oth?	Where taking place in a building or other	
<ul><li>Indoors</li></ul>	<ul><li>Outdoors</li></ul>	Both		structure tick as appropriate. Indoors may include a tent.	
State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.					
Occasional dance shows which will take place on the 3rd floor of the premises only.					
Page 45					

Continued from previous	page					
State any seasonal variations for the performance of dance						
For example (but not exclusively) where the activity will occur on additional days during the summer months.						
Non-standard timings. The column on the left,	•	the performance of dance at different times from those listed in				
For example (but not ex	xclusively), where you wish the activ	vity to go on longer on a particular day e.g. Christmas Eve.				
Section 13 of 21						
PROVISION OF ANYTH DANCE	ING OF A SIMILAR DESCRIPTION	TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF				
See guidance on regula						
Will you be providing a performances of dance	nything similar to live music, record ?	ed music or				
○ Yes	<ul><li>No</li></ul>					
Section 14 of 21						
LATE NIGHT REFRESHM	MENT					
Will you be providing la	ate night refreshment?					
Yes	○ No					
Standard Days And Ti	mings					
MONDAY		Give timings in 24 hour clock.				
	Start 23:00	End 02:00 (e.g., 16:00) and only give details for the days of the week when you intend the premises				
	Start	End to be used for the activity.				
TUESDAY						
	Start 23:00	End 02:00				
	Start	End				
WEDNESDAY						
	Start 23:00	End 02:00				
	Start	End				

Continued from previous pag	ge				
THURSDAY					
St	art 23:00	End 02:00			
St	art	End			
FRIDAY					
St	art 23:00	End 02:00			
St	art	End	1		
SATURDAY			_		
St	art 23:00	End 02:00	7		
St	art	End			
SUNDAY			_		
St	art 23:00	End 02:00	7		
St	art	End	_ ]		
Will the provision of late ni both?	ght refreshment take pla	ace indoors or outdoors or	_		
<ul><li>Indoors</li></ul>	<ul><li>Outdoors</li></ul>	○ Both	Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.		
State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.					
State any seasonal variatio	ns				
For example (but not exclu	sively) where the activit	y will occur on additional c	lays during the summer months.		
Non-standard timings. Where the premises will be used for the supply of late night refreshments at different times from those listed in the column on the left, list below					
For example (but not exclu	sively), where you wish	the activity to go on longe	r on a particular day e.g. Christmas Eve.		
Section 15 of 21		Page 47			

Continued from previous p	nage				
SUPPLY OF ALCOHOL					
Will you be selling or su	upplying alcohol?				
<ul><li>Yes</li></ul>	○ No				
Standard Days And Tir	mings				
MONDAY					Give timings in 24 hour clock.
	Start 12:00	F	End	02:00	(e.g., 16:00) and only give details for the days
	Start	E	End		of the week when you intend the premises to be used for the activity.
TUESDAY					
	Start 12:00	į.	End	02:00	
	Start	ſ	End		
WEDNESDAY					
	Start 12:00	ſ	End	02:00	
	Start	ſ	End		
THURSDAY					
-	Start 12:00	ſ	End	02:00	
	Start		End		
FRIDAY					
THE T	Start 12:00	ſ	End	02:00	
	Start		End		
SATURDAY	otart	<del>-</del>	L116.		
3/11 OILD/11	Start 12:00	ſ	End	02:00	
	Start		End	02.00	
SUNDAY	Start		LIIG		
SUNDAT	Start 12:00	ſ	End	02:00	
	Start Start		End	02.00	
Will the sale of alcohol b		L	EHU		If the sale of alcohol is for consumption on
<ul><li>On the premises</li></ul>	Off the premis	ses 🔘 E	Both		the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.
State any seasonal varia	ations				
For example (but not ex	clusively) where the activit	y will occur	r on a	additional da	ys during the summer months.
Page 48					

Continued from previous page			
Non-standard timings. Where to column on the left, list below	the premises will be used for the supply of alcohol at different times from those listed in the		
For example (but not exclusive	ely), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.		
State the name and details of t licence as premises supervisor	he individual whom you wish to specify on the		
Name			
First name	Davia		
Family name	Williams		
Date of birth	dd mm yyyy		
Enter the contact's address			
Building number or name			
City or town			
County or administrative area			
Country	United Kingdom		
Personal Licence number (if known)			
Issuing licensing authority (if known)			
PROPOSED DESIGNATED PRE	MISES SUPERVISOR CONSENT		
How will the consent form of t be supplied to the authority?	he proposed designated premises supervisor		
<ul> <li>Electronically, by the proposed designated premises supervisor</li> </ul>			
• As an attachment to this	application		
Reference number for consent form (if known)	Page 49		
	i ayo to		

Continued from previous	page				
If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.					
Section 16 of 21					
ADULT ENTERTAINMEI		<del></del>			
premises that may give				entertainmer	nt or matters ancillary to the use of the
Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.					
None					
Section 17 of 21					
HOURS PREMISES ARE	OPEN	TO THE PUB	LIC		
Standard Days And Tir	mings				
MONDAY					
	Start	12:00	Enc	02:30	Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days
		12.00			of the week when you intend the premises
	Start		Enc		to be used for the activity.
TUESDAY					
	Start	12:00	Enc	02:30	
	Start		Enc	1	
WEDNESDAY					•
WEBINEODIKI	Start	12:00	Enc	02:30	
		12.00			]
	Start		Enc	1	
THURSDAY					
	Start	12:00	Enc	02:30	
	Start		Enc	I	
FRIDAY					
	Start	12:00	Enc	02:30	
	Start		Enc	1	
CATLIDDAY	otart				
SATURDAY	C+- '	12.00	F	1 02 22	
	Start	12:00	Enc		]
	Start		End	i	

Continued from previous page			
SUNDAY			
Start 12:00 End 02:30			
Start End			
State any seasonal variations			
For example (but not exclusively) where the activity will occur on additional days during the summer months.			
Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below			
For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.			
Section 18 of 21			
LICENSING OBJECTIVES			
LICENSING OBJECTIVES  Describe the steps you intend to take to promote the four licensing objectives:			
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)			
LICENSING OBJECTIVES  Describe the steps you intend to take to promote the four licensing objectives:			
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)			
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.  Staff working at the premises who are involved in the sale of alcohol shall be trained in respect of their legal and social			
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.  Staff working at the premises who are involved in the sale of alcohol shall be trained in respect of their legal and social responsibilities. They will also be trained in respect of the contents of the premises licence.  A record of such training shall be maintained by the premises licence holder, and this record shall be made available for			
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.  Staff working at the premises who are involved in the sale of alcohol shall be trained in respect of their legal and social responsibilities. They will also be trained in respect of the contents of the premises licence.  A record of such training shall be maintained by the premises licence holder, and this record shall be made available for inspection by Police and Authorised Officers of the Licensing Authority upon request.			

The CCTV system serving the premises shall:

- a) be maintained fully operational and in good working order at all times;
- b) make and retain clear images that include the points of sale of alcohol and facial images of the purchasers of the alcohol;
- c) show an accurate date and time that the images were made. Page 51

- 3. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.
- 4. No alcohol shall be sold if the CCTV equipment is inoperative for any reason.
- 5. An incident log shall be kept at the premises and be available on request to the Police or an authorised officer. It must be completed within 24 hours of any incident and will record the following:
- a) all crimes reported to the venue;
- b) all ejections of patrons;
- c) any complaints received concerning crime and disorder
- d) any incidents of disorder;
- e) all seizures of drugs or offensive weapons;
- f) any faults in the CCTV system, searching equipment or scanning equipment;
- g) any refusal of the sale of alcohol;
- h) any visit by a relevant authority or emergency service.

In the event that a serious assault is committed on the premises (or appears to have been committed) the management will immediately ensure that:

- a) the police (and, where appropriate, the London Ambulance Service) are called without delay;
- b) all measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police;
- c) the crime scene is preserved so as to enable a full forensic investigation to be carried out by the police; and
- d) such other measures are taken (as appropriate) to fully protect the safety of all persons present on the premises.

When the designated premise supervisor is not on the premises any or all persons authorised to sell alcohol will be authorised by the designated premises supervisor in writing. This shall be available on request by the Police or any authorised officer.

On any occasion that regulated entertainment is provided, not less than 2 SIA registered door supervisors will be engaged to control entry to the premises and additional SIA registered door supervisors will be engaged inside the premises to monitor and supervise customers.

Where SIA registered door supervisors are used at the premises, a record must be kept of their SIA registration number and the dates and times they are on duty.

A written search policy that aims to prevent customers or staff bringing illegal drugs, weapon or other illegal items onto the premises at any time shall be in place and operate at the premises.

The sale of alcohol to customers on the 4th floor of the premises shall be to persons who are seated at the premises, i.e. table service only.

#### c) Public safety

Staff will be trained in respect of the Fire Risk Assessment, Health and Safety Risk Assessment and other policies and procedures in respect of the emergency evacuation of the premises.

First Aid facilities shall be provided at the premises.

Patrons permitted to temporarily leave and then re-enter the premises, e.g., to smoke, shall not be permitted to take drinks or glass containers with them.

d) The prevention of public nuisance

Loudspeakers shall not be located in the entrance lobby or outside the premises building.

All windows and external doors shall be kept closed at any time when regulated entertainment takes place, except for the immediate access and egress of persons.

Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.

A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents and businesses in the vicinity.

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

After 22.30hrs, access to the premises shall be by way of the entrance in the underground car park at the premises - the doors at the top of the stairway along the Canary Wharf Promenade shall not be used after this time.

No waste or recyclable materials, including bottles, shall be moved, removed from or placed in outside areas between 20.00hrs and 09.00hs on the following day.

No advertisements of any kind (including placard, poster, sticker, flyer, picture, letter, sign or other mark) that advertises or promotes the establishment, its premises, or any of its events, facilities, goods or services shall be inscribed or affixed upon the surface of the highway, or upon any building, structure, works, street furniture, tree, or any other property, or be distributed to the public.

#### e) The protection of children from harm

A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.

All staff whose duties include the serving of alcohol must be trained in the requirements of this scheme including the importance of recording any refusals.

Entry by children under the age of 18 to the premises is prohibited unless accompanied by an adult (a person who is over the age of 18)

#### Section 19 of 21

#### NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

### Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

#### Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is A British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay
  indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, when produced in combination with an
  official document giving the person's permanent National Insurance number and their name issued by a
  Government agency or a previous employer.

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder
  with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not
  subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity
  when produced in combination with an official document giving the person's permanent National Insurance
  number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK
  with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or
  reasonable evidence that the person has an appeal or administrative review pending on an immigration
  decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but
  who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in
  the UK including:-
  - evidence of the applicant's own identity such as a passport,
  - evidence of their relationship with the European Economic Area family member e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

#### Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <a href="https://www.gov.uk/prove-right-to-work">https://www.gov.uk/prove-right-to-work</a>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

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NOTES ON REGULATED ENTERTAINMENT

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.

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

#### Section 21 of 21

#### **PAYMENT DETAILS**

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

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

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

Band A - No RV to £4,300 = £100.00

Band B - £4,301 to £33,000 = £190.00

Band C - £33.001 to £8700 = 315.00

Band D - £87001 to £12500 = £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 your are required to pay a higher fee

Band D - £7001 to £12500 = £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment only where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 = £1,000.00

Capacity 10000 - 14999 = £2,000.00

Capacity 15000-19999 = £4,000.00

Capacity 20000-29999 = £8,000.00

Capacity 30000-39000 = £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

NOTE: From 1st January 2018 Licences if you are granted a Licence to permit the sale/supply of alcohol between midnight and 6am (00:00 and 06:00 hours) on any day you will be liable to pay the Late Night Levy charge. The charge must be paid 14 days after the grant of your Licence, unless you fall within one of the exemption categories. Non-payment of the levy can result in suspension of your licence, as per sections 55A and 92A of the Licensing Act 2003, as amended and section 229(6) of the Police and Social Responsibility Act 2011. For many payments of the Licensing Act 2003, as amended and section 229(6) at latenightlevy

Continued from previous page			
* Fee amount (£)	450.00		
DECLARATION			
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This section should be completed behalf of the applicant?"	ed by the applica	ant, unless you answered "Yes'	" to the question "Are you an agent acting on
* Full name	Frank Fender		
* Capacity	Authorised Licer	nsing Consultant	
* Date	28 / 11 / dd mm	ууууу	
	Add	l another signatory	

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

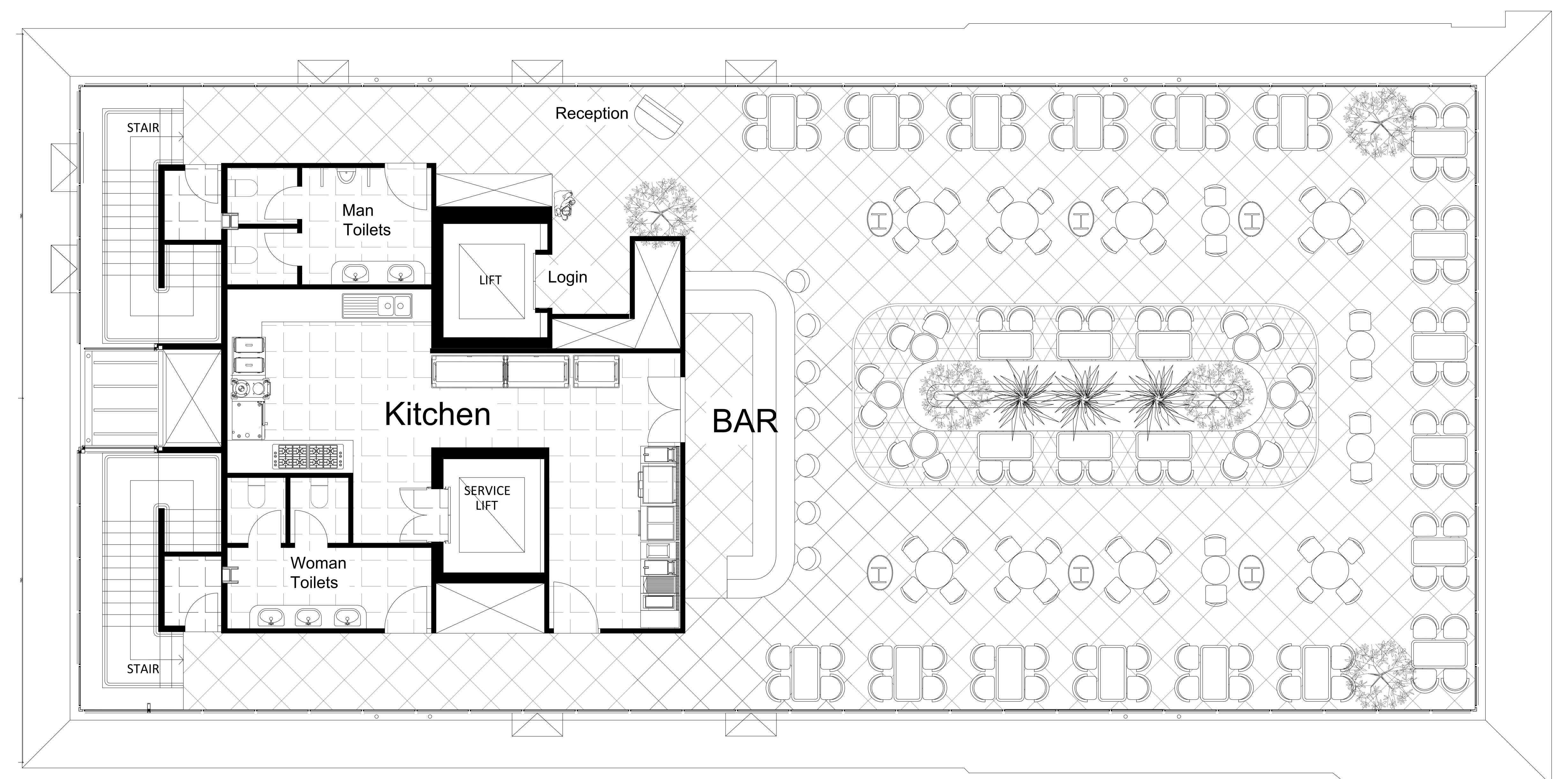
- 1. Save this form to your computer by clicking file/save as...
- 2. Go back to <a href="https://www.gov.uk/apply-for-a-licence/premises-licence/tower-hamlets/apply-1">https://www.gov.uk/apply-for-a-licence/premises-licence/tower-hamlets/apply-1</a> to upload this file and continue with your application.

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

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

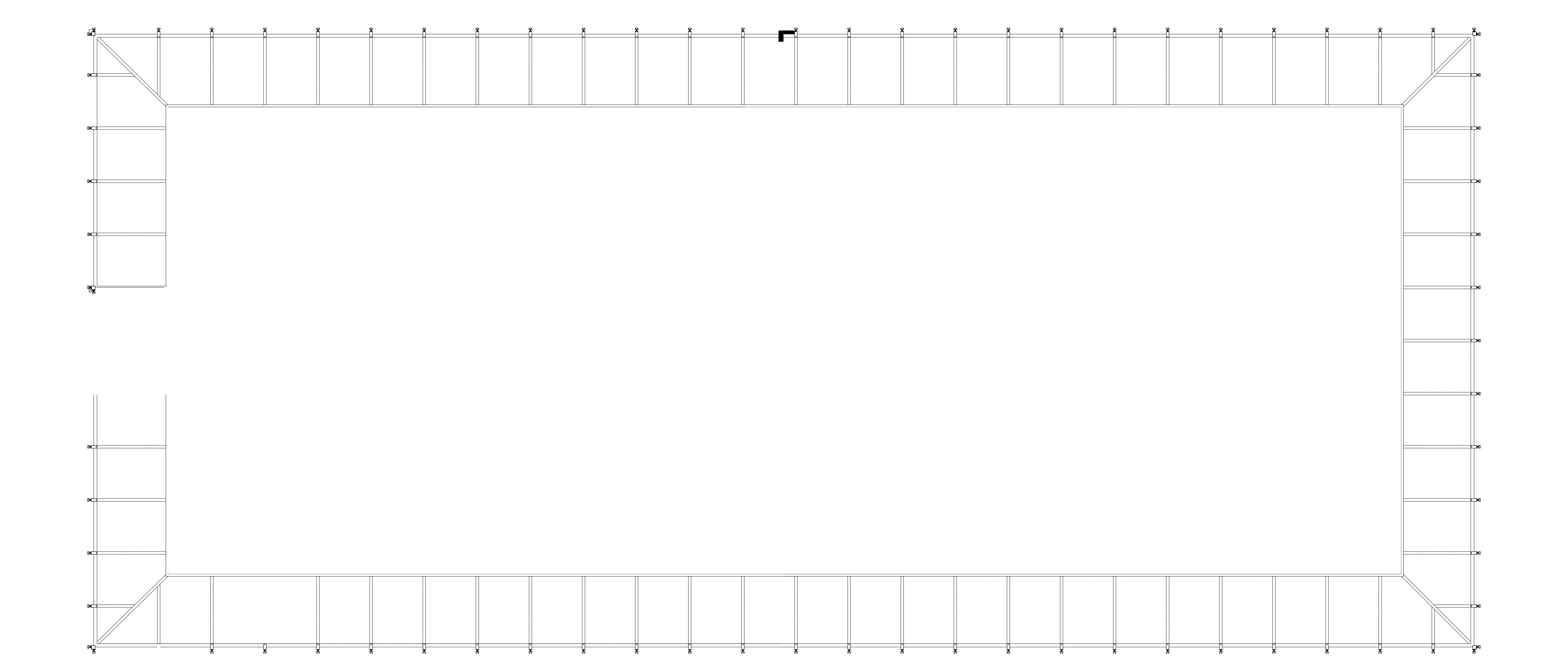
IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT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

OFFICE USE ONLY	
Applicant reference number	FF/CODE
Fee paid	
Payment provider reference	
ELMS Payment Reference	
Payment status	
Payment authorisation code	
Payment authorisation date	
Date and time submitted	
Approval deadline	
Error message	
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1 2 3 4	5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 Next >



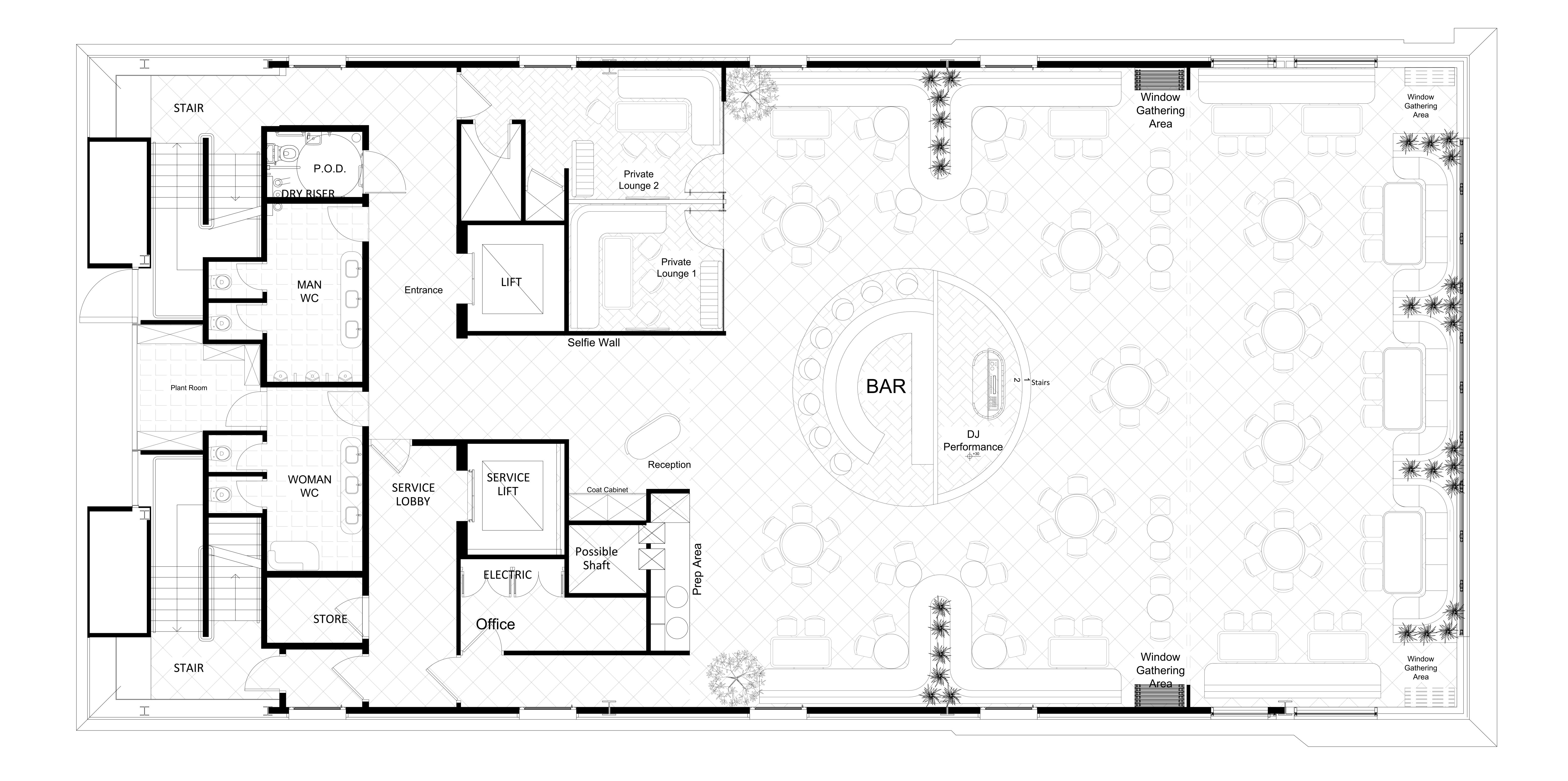
Layout Plans

Total Seating: 145



Roof Windov

# 3rd floor plan



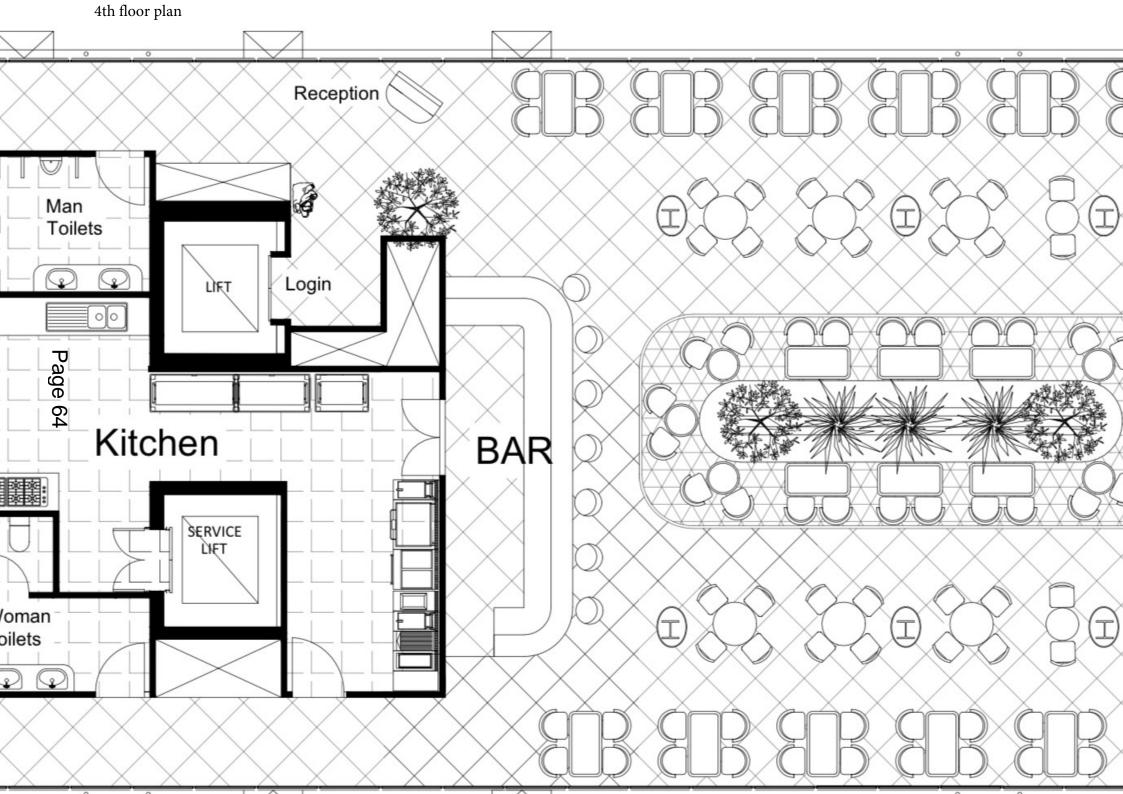
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PROJECT NAME: CODE

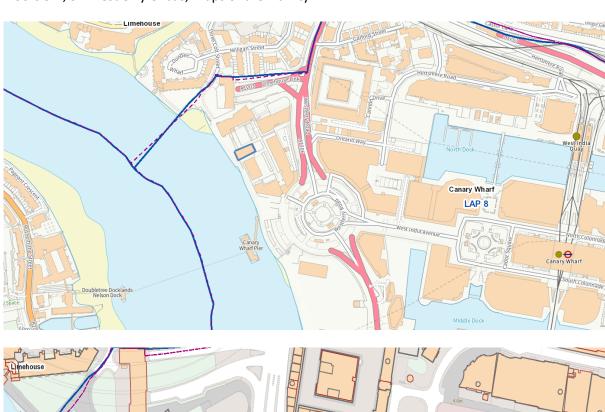
NAME OF THE SHEET: 3rd BAR & Lounge Layout Plan

SHEET NO: 1

SCALE: 1/1

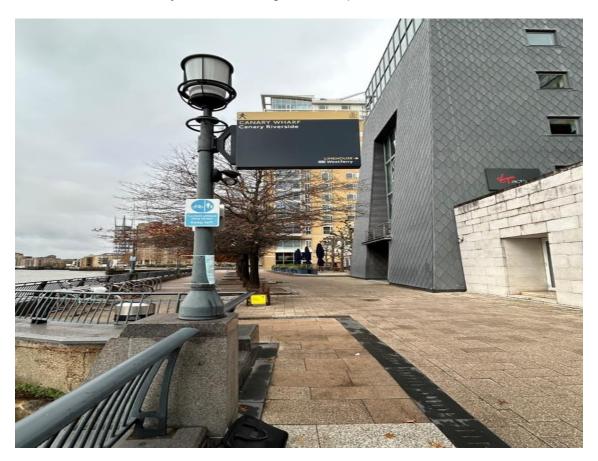


Floors 3-4, 34 Westferry Circus, Maps of the vicinity





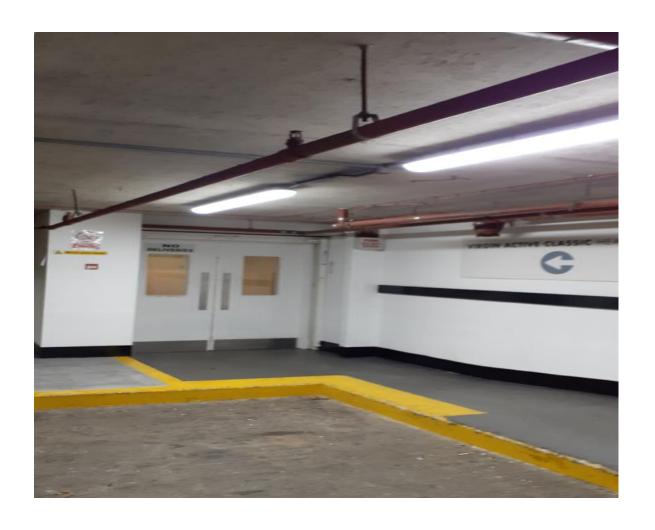
Floor 3-4, 34 Westferry Circus – images of the premises











Premises	Licensable Activities	Opening Hours
Cafe Brera 31 Westferry Circus London E14 8RR	Sale by retail of alcohol (on & off sales)  Monday to Sunday 11:00 hours to 22:00 hours	Monday to Sunday 07:00 hours to 22:00 hours
(Zizzi Restaurant) 33 Westferry Circus	Sale of alcohol (on & off sales) a. On weekdays, other than Christmas Day, Good Friday or New Year's Eve, 10 a.m. to 11 p.m. b. On Sundays, other than Christmas Day or New Year's Eve, 12 noon to 10.30 p.m. c. On Good Friday, 12 noon to 10.30 p.m. d. On Christmas Day, 12 noon to 3 p.m. and 7 p.m. to 10.30 p.m. e. On New Year's Eve, except on a Sunday, 11 a.m. to 11 p.m. f. On New Year's Eve on a Sunday, 12 noon to 10.30 p.m. g. On New Year's Eve from the end of permitted hours to the start of permitted hours on the following day (or, if there are no permitted hours on the following day, midnight on 31st December)	There are no restrictions on the hours during which this premises is open to the public
Mala Indian Kitchen & Bar 37 Westferry Circus	The sale by retail of alcohol (on and off sales)  Monday to Sunday from 12:00 hours (noon) to 23:00 hours  The provision of regulated entertainment consisting of Live and Recorded Music and performance of dance (indoors)  Live Music – Monday to Sunday from 12:00 hours to 22:30 hours Recorded Music - Monday to Sunday from 12:00 hours to 23:00 hours  Performance of Dance - Monday to Sunday from 12:00 hours (noon) to 22:00 hours	Monday to Sunday from 12:00 hours to 23:00 hours

# (Royal China Restaurant) 30 Westferry Circus

#### Supply of Alcohol/Late Night Refreshments / Regulated entertainment

Alcohol shall not be sold or supplied except during permitted hours.

In this condition, permitted hours means:

Monday - Sunday10.00 until 01.00 hours the following day 31st December 10.00 to 01.00 hours on January 2nd

There are no restrictions on the hours during which this premises is open to the public

#### The sale by retail of alcohol (on sales)

On weekdays, other than Christmas Day, Good Friday or New Year's Eve, 11 a.m. to 11 p.m.

b. On Sundays, other thanChristmas Day or New Year'sEve, 12 noon to 10.30 p.m.c. On Good Friday, 12 noon to

- c. On Good Friday, 12 noon to 10.30 p.m. d. On Christmas Day, 12 noon to
- 3 p.m. and 7 p.m. to 10.30 p.m. e. On New Year's Eve, except on a Sunday, 11 a.m. to 11 p.m.
- f. On New Year's Eve on a Sunday, 12 noon to 10.30 p.m.
- g. On New Year's Eve from the end of permitted hours to the start of permitted hours on the following day (or, if there are no permitted hours on the following day, midnight on 31st December).

There are no restrictions on the hours during which this premises is open to the public

#### Assenheims UK Ltd Unit B2.S.10 7 Westferry Circus

#### Regulated Entertainment Recorded music (Indoors)

Sunday to Thursday from 23:00 hours to 23:30 hours
Friday to Saturday from 23:00 hours to 01:00 hours

#### **Nonstandard timings**

Sundays prior to bank holidays 23:00 hours -01:00 hours

#### <u>Late Night Refreshment</u> (Indoors)

Sunday to Thursday from 07:00 hours to 00:00 hours Friday to Saturday from 07:00 hours to 01:30 hours

#### Nonstandard timings

Sundays prior to bank holidays 23:00 hours -01:00 hours

From the end of standard hours until 05:00 for the delivery of hot food and

Sunday to Thursday from 23:00 hours to 23:30 hours Friday to Saturday from 23:00 hours to 01:00 hours

non-alcoholic beverages within the estate (delivery only - no public access to the premises during that time)

#### **Nonstandard timings**

Sundays prior to bank holidays 23:00 hours -01:00 hours

From the end of standard hours until 05:00 for the delivery of hot food and non-alcoholic beverages within the estate (delivery only - no public access to the premises during that time)

#### Supply of Alcohol (on and off sales)

Sunday to Thursday from 07:30 hours to 23:30 hours Friday to Saturday from 07:30 hours to 01:00 hours

#### **Nonstandard timings**

Sundays prior to bank holidays 23:00 hours -01:00 hours

# Canary Riverside Plaza Hotel) 46 Westferry Regulated Entertainment On Sundays, Mondays, Tuesdays, Wednesdays, Thursdays, Fridays and

Circus

Saturdays, 10a.m. to 3.00 a.m. the following morning.

#### The Retail Sale of Alcohol (on sales)

On Sundays, Mondays, Tuesdays, Wednesdays, Thursdays, Fridays and Saturdays, 11a.m. to 3.00 a.m. the following morning.

Note: However, New Years Eve is subject to the Regulatory Reform (Special Occasion Licensing) Order 2002. Which means that while that order is in

There are no restrictions on the hours during which this premises is open to the public

### means that while that order is in

#### Page 74

effect the premises may remain open for the twelve hours between 11pm on New Years Eve and 11am on New Years Day.	
The Provision of Late Night Refreshment On Sundays, Mondays, Tuesdays, Wednesdays, Thursdays, Fridays and Saturdays, until 3.00 a.m. the following morning.	

## **Appendix 6**



# VENT

#### Report VA5082.240115.NMP1.1

Code, 3<sup>rd</sup>/4<sup>th</sup> Floor, 34 Westferry Circus

Noise Management Plan

17 January 2024

Fan Rescue Ltd Unit 129 Ability House 121 Brooker Road Waltham Abbey





#### **Contents**

1.	Introduction	1
2.	Premises Description	1
3.	London Borough of Tower Hamlets Requirements	1
4.	Proposals	2
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	Noise Management Plan	
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(	6.2 Management Controls	3
	6.2.1 External Noise Management – Smoking Area	4
	6.2.2 Noise Limiter	4
(	6.3 Neighbour Relations	4
	6.3.1 Complaints Procedure	4

#### **Attachments**

VA5082/SP1 Indicative Site Plan

Appendix A Acoustic Terminology

Appendix B Noise Calcs

Appendix C Sample Complaint Form

Report Version	Author	Approved	Changes	Date
NMP	Jamie Duncan	Steven Liddell	-	15/1/24
NMP1.1	Jamie Duncan	Steven Liddell	Updated operational hours	17/1/24

The interpretations and conclusions summarised in this report represent Venta Acoustics' best technical interpretation of the data available to us at the time of assessment. Any information provided by third parties and referred to in this report has not been checked or verified by Venta Acoustics, unless otherwise expressly stated in the document. Venta Acoustics cannot accept any liability for the correctness or validity of the information provided. Due to a degree of uncertainty inherent in the prediction of all parameters, we cannot, and do not guarantee the accuracy or correctness of any interpretation and we shall not, except in the case of gross or wilful negligence on our part, be liable for any loss, cost, damages or expenses incurred or sustained by anyone resulting from any interpretations, predictions of conclusions made by the company or employees. The findings and conclusions are relevant to the period of the site survey works, and should not be relied upon to represent site conditions at later dates. Where additional information becomes available which may affect the findings of our assessment, the author reserves the right to review the information, reassess the findings and modify the conclusions accordingly.

#### 1. Introduction

A new premises licence application is being made by Code, 3<sup>rd</sup>/4<sup>th</sup> Floor, 34 Westferry Circus.

As part of the application, Tower Hamlets Environmental Protection has requested a noise management plan be submitted to support the application.

#### 2. Premises Description

As illustrated on attached site plan VA5082/SP1, the premises is located on the east bank of the Thames, to the north of the Canary Wharf river ferry terminal. Adjacent to the building to the south is a Virgin Active gym. To the east is the Canary Riverside Plaza hotel, as well as apartments to the north (40m away) and north east (30m away).

The fourth floor of the building has a solid roof, and is a double height space, with glazing on all sides. At third floor level, the façade is clad, with smaller windows located on the north and south façades.

There are no external terraces or similar at third or fourth floor level.

In the surrounding area, there are various nearby restaurants and bars.

#### 3. London Borough of Tower Hamlets Requirements

Nicola Cadzow, Environmental Protection Officer at the London Borough of Tower Hamlets has provided the following comment on the application.

Please take this as my holding representation to the new premises licence application for Code 3/4<sup>th</sup> Floor 34 Westferry Circus E14 8RR until I have received and reviewed the applicant's Noise management plan, and am satisfied of the promotion of the licensing objective for the prevention of public nuisance.

In an email to the operator, further advice was provided, as below.

From noise team perspective, I would like to see a noise management plan to include

- 1. How you are going to mitigate music noise levels, people noise including access and egress from you venue so as not to cause a noise nuisance to neighbour residential premises.
- 2. Music noise levels
- 3. Limit on numbers of patrons outside to smoke, etc, and how you will ensure they will not be causing disturbance to residents, particularly at the late hours of operation. Particularly after 22:30 hours.
- 4. Sound insulation of the property.

#### 4. Proposals

It is understood that the operator intends to use the space for dining and the serving of alcohol. The fourth floor is to be used for dining only, and will have background ambient music in the space. Third floor level is to be used as a bar space, again with background music and hosting occasional live creative contemporary performances.

The venue is to be open between 12:00 and 02:30 Monday to Sunday.

As there are no external areas available at the upper floor, smokers would have to go to ground floor level and smoke by the entrance to the building, which is located to the south of the building. Access to the premises is via lift from the ground floor main entrance and private lift to the basement carpark.

#### 5. Noise Impact Assessment

An assessment of predicted noise levels to the nearby receivers has been undertaken for each of the two floors based upon the proposed 'ambient' music to be played in the space. The glazing on the floors is understood to be part of a curtain walling system, and does not have openable windows.

An evaluation of likely noise levels from the top floor has been undertaken for two scenarios;

- Lively dining space with ambient music at 4<sup>th</sup> floor level
- Live jazz in busy bar at 4<sup>th</sup> floor level

As previously highlighted, the 4<sup>th</sup> floor is to be used for dining, so the second scenario is included only to evaluate a worst case scenario, as well as allow for future flexibility, should the operator wish to change the configuration of the space.

Calculations of the noise emissions from the space have been undertaken for the lively dining space ( $L_{Aeq}$  76dB) and live jazz in bar ( $L_{Aeq}$  86dB) to the nearest receiver, the hotel, 30m away. The summarised calculations are shown in Appendix B.

The predictions show that at the hotel 30m away, noise in the rooms with partially open windows are predicted to be 0dB (calculated to be -5dB) from the lively dining room, and 5dB from the bar with live jazz. These noise levels are very low and would be expected to be inaudible in the hotel.

Noise levels at the apartments, 40m away would be expected to be a further 2dB quieter.

Due to the  $3^{rd}$  floor being predominantly clad, rather than glazed, noise breakout would be expected to be approximately 10-15dB quieter than from the  $4^{th}$  floor.

It should be noted that, although there is not understood to be an intent to increase noise levels in the bar significantly, these could be increased by at least 10dB from the modelled noise levels and would still not be expected to impact on nearby residents.

Noise from people smoking externally cannot be controlled through the use of physical mitigation measures, and hence management of smokers will need to be carefully considered, and is discussed further in section 6.

#### 6. Noise Management Plan

The following noise management plan includes many measures that would be recommended for adoption by management of the premises. This plan address both music noise and noise from customers. These measures are intended to minimise the noise impact on the neighbours.

#### **6.1** Potential Noise Sources

The management understand that the identification and recognition of potential causes of disturbance assists greatly in planning to avoid disturbances to the surroundings.

The following noise sources have been identified in relation to the proposed operation of the premises:

- Noise from customers smoking outside the building (shouting, laughing, etc.);
- Customers leaving throughout and at the end of the night

#### **6.2** Management Controls

The responsibility for the management controls will be assumed by the manager. Other members of staff may assume the role in the future following suitable training. Where the venue is hired out, this responsibility will be shared with the event organisers as will be included in the contract for the hire of the venue.

A culture of neighbourly consideration will be encouraged amongst patrons through the use of signs and polite reminders from staff.

Patrons are expected to access and leave the premises on foot or by car, leaving from the basement carpark. Signs will be installed reminding patrons and smokers of the amenity of neighbours.

The main entrance to the premises will be closed at 22:30 so no new customers can enter after this time. From 22:30 onwards until closing, customers will leave the premises via the private lift to the basement carpark, which will reduce the potential for disturbance to the neighbours, as is enclosed and well screened from the nearby residnces.

At the end of the night, where possible, groups will be staggered when leaving to reduce the likelihood of loud numbers of people grouping together.

#### 6.2.1 External Noise Management – Smoking Area

A culture of neighbourly consideration will be encouraged amongst guests through the use of signs prominently displayed by the door and polite reminders from staff.

Signs should be in place reminding guests of the proximity of neighbours and encouraging them to keep their voices down.

During the day, it is not expected that noise from people going outside to smoke would cause a significant level of noise to the apartments, on the opposite side of the building. However, as the premises gets busier during the evening, the potential for disturbance would increase.

From 22:30 onwards, as highlighted above, the premises will close off the main entrance to the restaurant, with the exit being via the basement car park. This space will be a no-smoking area, and hence from 22:30 the premises will not be able to accommodate smokers.

#### 6.2.2 Noise Limiter

Due to the activities being mostly at ambient levels, with occasional live events, it is considered unlikely that a noise limiter would be required in this situation. However, should the operator wish to implement a control on this element, a sound limiter system could be installed to control the upper limits for noise emissions from site. Any music played in the venue would have to be through this system.

It is recommended that, although a guide figure has been identified, specific limits may want to be set where music in the premises is adjusted until an agreeable level is achieved at, or preferably in, the neighbouring dwellings. The limiter would then be set with this level as the maximum permitted level.

#### 6.3 Neighbour Relations

The management will endeavour to maintain a friendly, open and informative relationship with the nearby residents to allow concerns to be raised and addressed without hostility. Residents will be made aware of planned events with a reasonable notice period and concerns regarding these will be noted and acted upon.

#### **6.3.1** Complaints Procedure

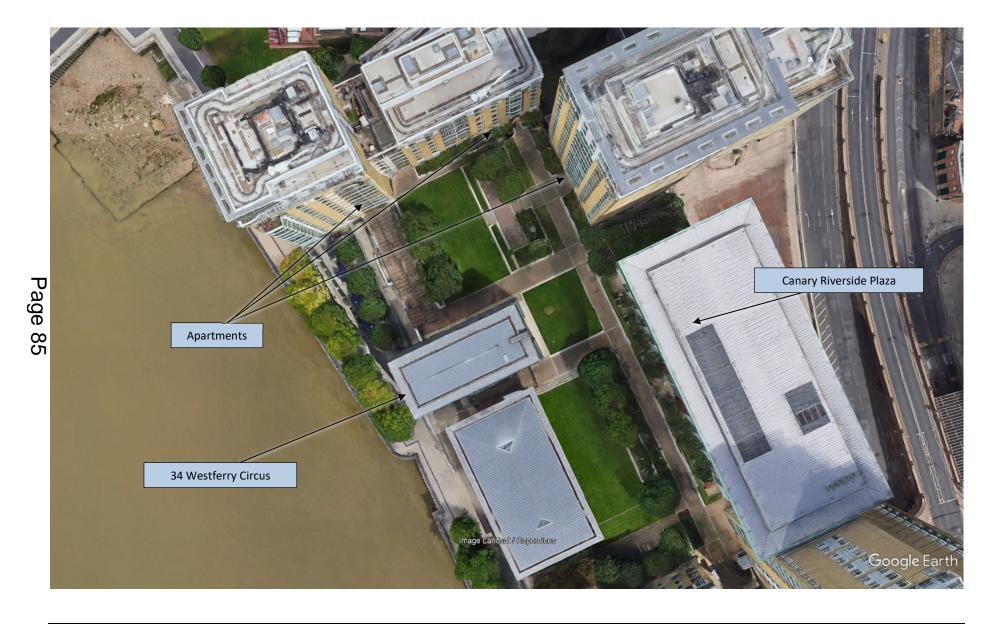
A phone number and email address will be provided to nearby residents to allow efficient notification of the premises if noise levels are causing a disturbance. Clear instructions would be given to those likely to answer on these procedures for handling complaints.

A complaint action procedure will be produced and made available to staff who will be instructed to follow it on receiving a complaint. This procedure would include checking on and supervising customers outside the premises.

A timed and dated log will be kept in the office of all complaints, including actions taken and responses given. Other information recorded in the complaints log will include the approximate number of guests and staff present at the time of the complaint, and any specific activities or conditions which were noteworthy at the time. A sample complaint log sheet is attached at Appendix B. Any other notes or email communications should be copied and a record kept in the complaint log folder.

All complaints will be addressed promptly, with a response/explanation as well as any future actions or improvements that can be implemented.

16 January 2024



#### **APPENDIX A**



Acoustic Terminology & Human Response to Broadband Sound

#### 1.1 Acoustic Terminology

The human impact of sounds is dependent upon many complex interrelated factors such as 'loudness', its frequency (or pitch) and variation in level. In order to have some objective measure of the annoyance, scales have been derived to allow for these subjective factors.

Sound	Vibrations propagating through a medium (air, water, etc.) that are detectable by the auditory system.
Noise	Sound that is unwanted by or disturbing to the perceiver.
Frequency	The rate per second of vibration constituting a wave, measured in Hertz (Hz), where 1Hz = 1 vibration cycle per second. The human hearing can generally detect sound having frequencies in the range 20Hz to 20kHz. Frequency corresponds to the perception of 'pitch', with low frequencies producing low 'notes' and higher frequencies producing high 'notes'.
dB(A):	Human hearing is more susceptible to mid-frequency sounds than those at high and low frequencies. To take account of this in measurements and predictions, the 'A' weighting scale is used so that the level of sound corresponds roughly to the level as it is typically discerned by humans. The measured or calculated 'A' weighted sound level is designated as dB(A) or L <sub>A</sub> . A notional steady sound level which, over a stated period of time, would contain the same
L <sub>eq</sub> :	amount of acoustical energy as the actual, fluctuating sound measured over that period (e.g. 8 hour, 1 hour, etc).  The concept of Leq (equivalent continuous sound level) has primarily been used in assessing noise from industry, although its use is becoming more widespread in defining many other types of sounds, such as from amplified music and environmental sources such as aircraft and construction.  Because Leq is effectively a summation of a number of events, it does not in itself limit the magnitude of any individual event, and this is frequently used in conjunction with an absolute
L <sub>10</sub> & L <sub>90</sub> :	sound limit.  Statistical L <sub>n</sub> indices are used to describe the level and the degree of fluctuation of non-steady sound. The term refers to the level exceeded for n% of the time. Hence, L <sub>10</sub> is the level exceeded for 10% of the time and as such can be regarded as a typical maximum level. Similarly, L <sub>90</sub> is the typical minimum level and is often used to describe background noise.  It is common practice to use the L <sub>10</sub> index to describe noise from traffic as, being a high average, it takes into account the increased annoyance that results from the non-steady nature of traffic flow.
L <sub>max</sub> :	The maximum sound pressure level recorded over a given period. $L_{\text{max}}$ is sometimes used in assessing environmental noise, where occasional loud events occur which might not be adequately represented by a time-averaged $L_{\text{eq}}$ value.

#### 1.2 Octave Band Frequencies

In order to determine the way in which the energy of sound is distributed across the frequency range, the International Standards Organisation has agreed on "preferred" bands of frequency for sound measurement and analysis. The widest and most commonly used band for frequency measurement and analysis is the Octave Band. In these bands, the upper frequency limit is twice the lower frequency limit, with the band being described by its "centre frequency" which is the average (geometric mean) of the upper and lower limits, e.g. 250 Hz octave band extends from 176 Hz to 353 Hz. The most commonly used octave bands are:

Octave Band Centre Frequency Hz 63 125 250 500 1000 2000 4000 8000

#### **APPENDIX A**



Acoustic Terminology & Human Response to Broadband Sound

#### 1.3 Human Perception of Broadband Noise

Because of the logarithmic nature of the decibel scale, it should be borne in mind that sound levels in dB(A) do not have a simple linear relationship. For example, 100dB(A) sound level is not twice as loud as 50dB(A). It has been found experimentally that changes in the average level of fluctuating sound, such as from traffic, need to be of the order of 3dB before becoming definitely perceptible to the human ear. Data from other experiments have indicated that a change in sound level of 10dB is perceived by the average listener as a doubling or halving of loudness. Using this information, a guide to the subjective interpretation of changes in environmental sound level can be given.

Change in Sound Level dB	Subjective Impression	Human Response
0 to 2	Imperceptible change in loudness	Marginal
3 to 5	Perceptible change in loudness	Noticeable
6 to 10	Up to a doubling or halving of loudness	Significant
11 to 15	More than a doubling or halving of loudness	Substantial
16 to 20	Up to a quadrupling or quartering of loudness	Substantial
21 or more	More than a quadrupling or quartering of loudness	Very Substantial

#### **APPENDIX B**

#### VA5082 - Code 3, 4th Floor, 34 Westferry Circus

#### **Noise Impact Assessment**

		63 Hz	125 Hz	250 Hz	500 Hz	1 kHz	2 kHz	4 kHz	8 kHz	dB(A)
Lively restaurant/bar with ambient music	L <sub>p(rev)</sub>	64	66	71	74	73	68	61	50	76
Loss for glazing (6-12-6)	R	-21	-27	-25	-31	-34	-27	-36	-38	
Loss of rev. component	-6	-6	-6	-6	-6	-6	-6	-6	-6	
Distance loss	To 30m	-30	-30	-30	-30	-30	-30	-30	-30	
Level at receiver (outside)		7	3	10	7	4	5	-11	-23	10
Loss for partially open window (BS8233)			-15	-15	-15	-15	-15	-15	-15	
Level inside receiver			-12	-5	-8	-11	-10	-26	-38	-5

		63 Hz	125 Hz	250 Hz	500 Hz	1 kHz	2 kHz	4 kHz	8 kHz	dB(A)
Bar with live jazz	L <sub>p(rev)</sub>	80	80	81	84	83	76	69	62	86
Loss for glazing (6-12-6)	R	-21	-27	-25	-31	-34	-27	-36	-38	
Loss of rev. component	-6	-6	-6	-6	-6	-6	-6	-6	-6	
Distance loss	To 30m	-30	-30	-30	-30	-30	-30	-30	-30	
Level at receiver (outside)		23	18	21	17	13	14	-3	-12	20
Loss for partially open window (BS8233)			-15	-15	-15	-15	-15	-15	-15	
Level inside receiver		8	3	6	2	-2	-1	-18	-27	5

#### **Appendix C**

#### **Sample Noise Complaint Log Sheet**

Data	Time	<b>T</b> :	Time	Staff	No. of Staff &		Complainant		Details		Daniera Datailaí
Date	Time	Name	Customers	Name	Address	Phone/email	Description <sup>1</sup>	Duration	Solution?	Response Details <sup>1</sup>	

<sup>&</sup>lt;sup>1</sup> Attach noted and email correspondence as appropriate

# **Appendix 7**

#### **Lavine Miller-Johnson**

From: Nicola Cadzow

**Sent:** 08 Januar 2024 10:59

To: Cc:

**Subject:** 165179 Objection Code Floor 3/4, 34 Westferry Circus

#### Good morning All,

Following on from Mark's email, I am waiting a detailed copy of your noise management plan (NMP), to show how the venue is going to mitigate noise nuisance, and hence promote the licensing objective for the prevention of public nuisance.

Along with the NMP, please see list of noise conditions that I wish to be considered for the licence application for Code 3/4/34 Westferry Circus as follows:

- 1. No Music or Amplified Sound shall be generated on the premises to give rise to a public nuisance to neighbouring residents
- 2. Loudspeakers shall not be located in the entrance lobby, or outside the premise building nor on ceilings. And anti-vibration mounts used is speakers attached to the walls
- 3. All windows and external doors shall be kept closed when regulated entertainment takes place, except for the immediate access & egress of persons.
- 4. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
- 5. Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall be limited to 15 persons at any one time.
- 6. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises, which gives rise to a public nuisance.
- 7. Noise Limiter must be fitted to the musical amplification system set at a level determined by and to the satisfaction of an acoustic consultant who is a member of the Institute of Acoustics so as to ensure that no noise nuisance is caused to local resident
  - or businesses. The operation panel of the noise limiter shall then be secured by a key or password to the satisfaction of the acoustic consultant and access shall only be by persons authorised by the Premises Licence Holder. No alteration or modification to
  - any existing sound system(s) should be affected without prior agreement with an acoustic consultant. No additional sound generating equipment shall be used on the premise without being routed through the sound limiter device."

Look forward to receipt of Noise management plan, and response to noise conditions 1-7, as above.

Kind regards

Nicola Cadzow
Environmental Protection Officer
Communities Directorate

From:

**Sent:** Monday, January 8, 2024 10:26 AM

To:

Cc:

Subject: RE: Objection Code Floor 3/4, 34 Westferry Circus

Hi,

Please have a look at the below conditions and feel free to contact me, to discuss or ask any questions. With regards to the policies I am happy to look / discuss them prior to the hearing, as I am sure the Council are.

- 1. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Tower Hamlets Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31 day period.
- 2. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.
- 3. An incident log shall be kept at the premises, and be available on request to the Police or authorised council officers. It must be completed within 24 hours of any incident and will record the following:
  - a) All crimes reported to the venue;
  - b) All ejections of patrons;
  - c) Any complaints received concerning crime and disorder
  - d) Any incidents of disorder;
  - e) All seizures of drugs or offensive weapons;
  - f) Any faults in the CCTV system, searching equipment or scanning equipment;
  - g) Any visit by a relevant authority or emergency service.

- 2) In the event that a serious assault (for example, one which will require the attendance of London Ambulance Services) is committed on the premises (or appears to have been committed) the management will immediately ensure that:
  - a) The police (and, where appropriate, the London Ambulance Service) are called without delay;
  - b) All measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police;
  - c) Where reasonably practicable, the crime scene is preserved so as to enable a full forensic investigation to be carried out by the police; and
- 4. A Challenge 25 proof of age scheme shall be operated at the premises. The only acceptable forms of identification are nationally recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.
- 5. No open containers of alcohol to be taken outside the premises.
- 6. A record shall be kept detailing all refused sales of alcohol. The record must include the date and time of the refused sale, the name of the member of staff who refused the sale, and the reason for the refusal, and how the refusal was resolved. The record shall be available for inspection at the premises by police or authorised council officers all times during hours of licensable activities.
- 7. The premises shall risk assess all events taking place at the venue. The purpose of this is to identify risks associated with the event and the measures that can be put in place to mitigate against them. Risks could include but not limited to intoxicated customers, violence, drug use, and underage customers. Mitigating measures will include but is not limited to SIA numbers, male and female SIA ratio, SIA placement, searching and ID checks. Where indicated by the event risk assessment, searches of all persons entering or re-entering the venue will be undertaken by SIA licensed staff while monitored by the premises CCTV system. The event risk assessment will determine the level of searches to be undertaken; according to the venue search policy. The risk assessment is to be recorded and made available to Police or relevant authority upon request.
- 8. We believe the innate risk of running a late night venue as requested by the applicant, requires the premises to have a minimum of 4 SIA security staff on duty on Thursday, Friday, and Saturday from 20:00 until after the last customers have left the area. When hosting promoted music events finishing past 00:00 the venue will instigate a search policy

of all people entering the venue and the use of an ID scanner. searches of all persons entering or re-entering the venue will be undertaken by SIA licensed staff while monitored by the premises CCTV system.

- 9. Where indicated by the event risk assessment, searches of all persons entering or reentering the venue will be undertaken by SIA licensed staff while monitored by the premises CCTV system. The event risk assessment will determine the level of searches to be undertaken; according to the venue search policy.
- 10. The premises must have a detailed documented security plan, that must include an ejections policy, search policy, anti-theft policy, and SIA numbers, The security plan will be made available to police upon request.
- 11. A written entry policy shall be in place and implemented at the premises to move customers into the premises in such a way as to cause minimum disturbance or nuisance to neighbours. The licence holder shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by door staff so as to ensure that there is no public nuisance or obstruction.
- 12. The premises shall have a written egress policy that shows how the venues customers will leave the venue without causing noise nuisance to local residents, and shall enable customers to leave the area safely. This policy will show taxi pick up points, customer waiting areas and marshalling / security plans to protect customers as they leave.
- 13. The premises' security, egress, dispersal plans and searching policy as well as searching effectiveness shall be reviewed yearly and the results made available to the MPS Central East Police Licensing Office upon request.
- 14. The premises shall have a written welfare policy (reviewable annually) that will show how venue staff will manage customers who become vulnerable through intoxication or drugs, this policy will include the use of Welfare Officers at peak times. Dedicated, clearly identifiable welfare officers will in place during peak times and when required by the event risk assessment. The policy will be made available to Police upon request.
- 15. The premises shall agree to the Central East Police Licensing Drugs Policy (Attached)



PC Mark Perry
Central East Licensing Unit
Metropolitan Police Service (MPS)

Email

A: Licensing Office, 1st Floor Stoke Newington Police Station





From: Perry Mark J - CE-CU Sent: 24 December 2023 19:47

To:

Subject: Objection Code Floor 3/4, 34 Westferry Circus

Dear all,

Central East Police Licensing formally objects to the application of a premises license for Code, floors 3 and 4 of Westferry Circus E14 8RR, on the grounds of preventing Crime, Public Safety and Disorder and Public Nuisance.

The applicant wishes to be able to sell alcohol and regulated entertainment, including recorded and live music until 2am every day in an area with hundreds of residential premises in close proximity and little in the way of background noise.

There is little in the way of public transport to get the people away from the premises at that time of the morning, and the applicant has not said how they will leave the premises without causing noise nuisance as the applicant has not submitted a dispersal plan. The applicant has not submitted a detailed entrance plan either so we do not know the those visiting the venue will safely enter the premises without causing noise nuisance to local residents.

With hours the applicant has requested with drinking and entertainment until 2am every night the venue could be used as a late night club, yet the applicant has failed to put in place any security plan, welfare plan, drugs policy or risk assessments, as requested by the councils own licensing Policy. Without these policies in place we do not know

how the venue will deal with any disorder at the venue, or protect those who become vulnerable through drink or drugs.

The risk of crime and disorder or vulnerability increases the later a venue is open and selling alcohol. Without these policies or plans it simply too big a risk to allow this venue to operate till such late hours, and we therefore ask that this application is rejected.

Should the applicant provide sufficiently detailed and acceptable policies plans and risk assessments then we will consider removing our objection. However at this time with no such plans we maintain our objection to this application and ask that it is rejected.

Kind Regards

Mark Perry



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#### **Lavine Miller-Johnson**

From:

14 Februar 2024 09:36

To:

Cc:

Subject:

RE: Objection Code Floor 3/4, 34 Westferry Circus

**Attachments:** DRUGS POLICY Final.doc

Thanks Frank,

I have read the policies and have made some comments below.

Firstly we would want our drugs Policy attached to be adopted by the premises – apologies if you have already said you would adopt this and I missed it.

Second when it comes to ejections, especially for people who are intoxicated or vulnerable through drink or drugs then the venue have a duty of care to them, given the unusual egress of the venue under a roundabout where there are obvious risks then staff have a dusty to help them leave the area safely. I would expect that people who are ejected who are vulnerable are given water, offered to have a taxi called for them, or have friends take them away. If the person(s) refuse this then that is their decision, but the venue must make a genuine attempt to help them, which must be recorded in all instances.

Third, all use of force or ejection or refusal of entry will be written in a security log, signed off by the manager and made available to relevant authorities upon request.

Fourth, given the nature of the venue there should be a plan as to show where customers being removed from the venue can wait if a taxi is picking them up.

I am still waiting for the other policies, Welfare, Entrance, Egress etc policies, when can I expect to see them?

**Kind Regards** 

Mark





From: Frank Fender <

**Sent:** 23 January 2024 09:40 **To:** Perry Mark J - CE-CU

Cc: Nicola Cadzow Lekan Moweta <

Subject: Re: Objection Code Floor 3/4, 34 Westferry Circus

Good morning Mark

Please find attached policies in respect of Code. I look forward to hearing from you.

Kind regards

Frank

---

Frank Fender
FJF Licensin Consultants

Please note that the

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FJF Licensing Consultants

On 2024-01-09 11:52,

Hi Frank,

Thanks for agreeing conditions, I look forward to receiving the policies. Once I have had a chance to study them I will be in contact.

Hopefully this can be resolved before the hearing.

Kind Regards
Mark
i
PC Mark Perry
Central East Licensing Unit  Metropolitan Police Service (MPS)
I wheth openitually is office service (ivil 5)
Email
From: Sent: 08 January 2024 17:23
To: Perry Mark  Cc: L  Iicensing@towerhamlets.gov.uk  Subject: Re: Objection Code Floor 3/4, 34 Westferry Circus

#### Good evening Mark

Thank you for your email and proposed conditions.

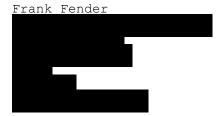
Having discussed the conditions with my client, I can tell you they can be agreed. Some form part of the application already, others are noted and agreed.

The policies you are requesting will be forwarded once I have received them.

Kind regards

Frank

---



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FJF Licensing Consultants

On 2024-01-08 10:25,

Hi,

Please have a look at the below conditions and feel free to contact me, to discuss or ask any questions. With regards to the policies I am happy to look / discuss them prior to the hearing, as I am sure the Council are.

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5. No open containers of alcohol to be taken outside the premises.

6. A record shall be kept detailing all refused sales of alcohol. The record must include the date and time of the refused sale, the name of the member of staff who refused the sale, and the reason for the refusal, and how the refusal was resolved. The record shall be available for inspection at the premises by police or authorised council officers all times during hours of licensable activities.

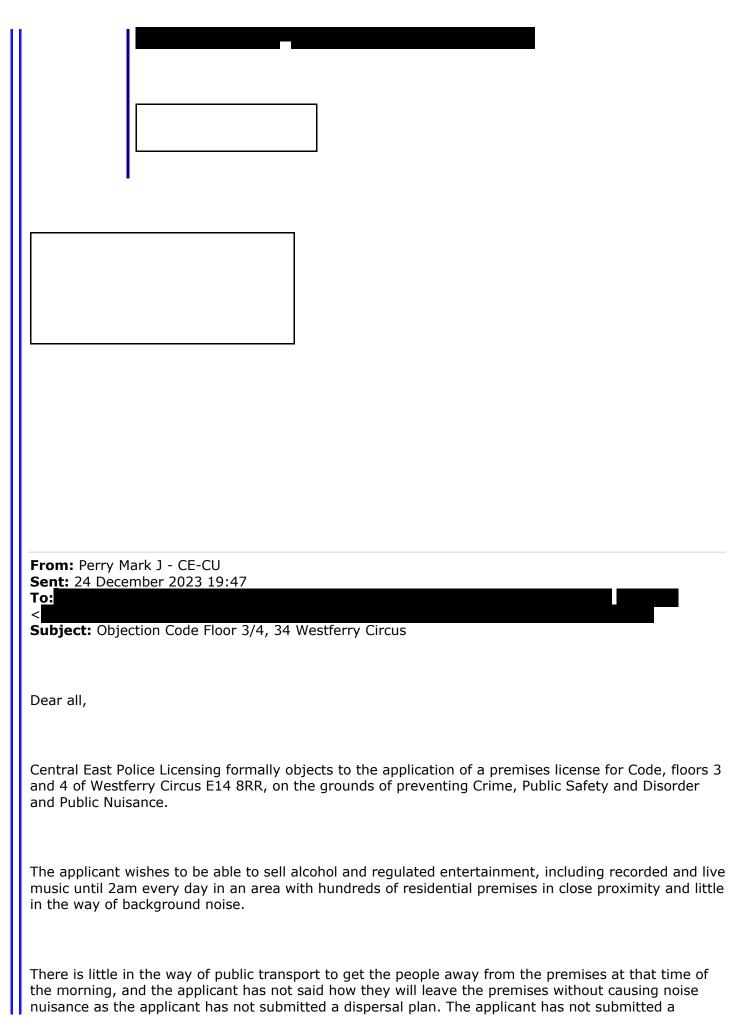
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We believe the innate risk of running a late night venue as requested by the applicant, requires the premises to have a minimum of 4 SIA security staff on duty on Thursday, Friday, and Saturday from 20:00 until after the last customers have left the area. When hosting promoted music events finishing past 00:00 the venue will instigate a search policy of all people entering the venue and the use of an ID scanner. searches of all persons entering or re-entering the venue will be undertaken by SIA licensed staff while monitored by the premises CCTV system.

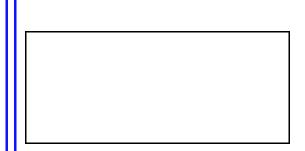
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Kind Regards	
Mark	
1	
	PC Mark Perry
	Central East Licensing Unit
	Metropolitan Police Service (MPS)
	Page 103



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Central East Licensing Unit  Metropolitan Police Service (MPS)  Email	Mark Perry	
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	Central East Licensing Unit  Metropolitan Police Service (MPS)  Email	



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#### **DRUGS POLICY**

The premises is to operate a zero tolerance policy towards drugs.

When the premises is running a promoted event where DJ's will be performing, customers as well as artists will be searched for illegal drugs.

This will be a thorough search of customers, including customers bags, jackets, pockets etc. Searching to be done in an area covered by CCTV.

If a guest is found in possession of Drugs/illicit substances and it is believed it is for personal use then the drugs must be seized, the duty manager informed and the drugs must go into a numbered sealable bag. Confiscated drugs must be placed in a safe as soon as practicable. The person is not to be allowed entry to the premises.

The drugs log must then be filled out with the name and SIA number of the person finding and seizing the drugs, date and time of seizure, location of drugs find, description of the drugs, number of drugs and date and time of drugs being locked in the safe.

If the person is suspected of supplying drugs, which Police say is anything over a combination of 4 wraps/pills then the following applies:

- The member of staff, door supervisor or security guard will immediately inform the DPS or other manager on duty.
- The DPS/manager and door supervisor/security guard will ask the individual to step into a quiet area (or if appropriate, a room) and ask the person to turn out their pockets and bags.
- If a personal/bodily search is unavoidable then the Police's assistance will be sought.
- Any drugs found will be confiscated and handed to the DPS or other manager to store and record in accordance with the procedures in this Policy.
- Security guards will (subject to the security guard firm's own policies, procedures, and health & safety requirement) seek to calmly detain suspected drug dealers in the Premises while the Police are contacted.
- However if there is difficulty in this respect with material resistance by the suspected drug dealer and/or if the Police are unable to attend the Premises without delay, to the

extent that the situation in seeking to detain the person becomes unmanageable, the security guards will not use powers of detainment under a citizens' arrest.

• In such cases where the detention of the suspected drug dealer becomes reasonably unmanageable, the premises cannot take responsibility for detaining a person suspected of supplying drugs if they want to leave and the Police have not yet attended the Premises. In such instances the person will be removed from the Premises and a full Incident Report of the incident shall be completed and added to the Premises' Incident Report File.

Drugs are to be sealed in Police bags that will be supplied to the venue.

At the beginning of every month the premises will contact Tower Hamlets Police Licensing and arrange to the licensing officers to come and collect the drugs. A receipt will be signed for at the premises to document that the drugs have been taken by Police.

#### **WEAPONS**

When a person is found in possession of a knife or other weapon then the Police are to be called immediately. If safe to do so, and in line with the security company's policies and procedures, the weapon is to be seized and the subject detained.

#### **SIGNAGE**

There will be signage in a visible location in the entrance to the premises confirming the following:

- 1) There is to be a zero tolerance to drug use or supply at the premises.
- 2) Drug use and the supply of drugs in the premises is not permitted.
- 3) An enforced search policy identify drugs on customers entering the Premises.
- 4) Persons suspected of being involved in the supply of drugs will be detained, the drugs seized and the Police called.
- 5) No person found with drugs will be allowed onto the premises.
- 6) Entry to the premises may be conditional on searching.
- 7) Any drugs found on customers will be confiscated and given to the Police.

- 8) Any customer refusing a search will be refused entry to the Premises.
- 9) Female customers will be searched by a female door supervisor only.

## **TOILETS**

Toilets are to be checked every 30 minutes during promoted event where DJ's will be performing.

The checks will be to see if there is any drug usage taking place, and will include cubicles and the communal areas.

Any customers acting suspiciously are to be taken to a private area and searched for drugs, if drugs are found then they are to be seized and the person ejected if the drugs are for personal use. If more drugs are found then would indicate personal use then the guidance for supplying drugs is to be followed.

In the toilets all flat surfaces are to be either removed or altered in such a way so as to make it difficult for drugs to be taken on them.

## **SIA PATROLS**

SIA security are required to carry out patrols inside the venue to check on the customers and look for signs of drug use or taking.

Any person found taking drugs are to be taken to a private area and searched for drugs. If drugs are found then they are to be seized and the person ejected if the drugs are for personal use. If more drugs are found then would indicate personal use then the guidance for supplying drugs is to be followed.

Any person who has taken drugs or who looks like they have taken drugs, is to be taken to a private area and searched for drugs with the usual conditions applying. Medical assistance is to be offered and the London Ambulance Service called.

# **Appendix 8**

#### **Corinne Holland**

From: Corinne Holland

**Sent:** 22 December 2023 18:47

**To:** Frank Fender

**Cc:** Lekan Moweta; Lavine Miller-Johnson; Licensing

**Subject:** Code - LA Representation - 3rd & 4th floor, 34 Westferry - M/165179

#### Dear Frank

Thank you for your response to my questions and the plan. I do not appear to have an email from Andy Dempster which you refer to.

I have the following representation to make.

Due to the location of the premises which is surrounded by residential flats and being waterside (which often enhances the noise to a further distance) due to the lateness of the licence application there is a high probability that customers are likely to cause a public nuisance as they leave at 2.30am.

It seems that the 4<sup>th</sup> floor will be a restaurant with seated customers only but the 3<sup>rd</sup> floor is open to much more with the application being for the provision of plays, films, live and recorded music, dance, late-night refreshments and the sale of alcohol until 2.00am. This lends itself to being a nightclub/bar style of operation.

I appreciate that you state it will be high-end but this does not distract from the fact that anyone who has consumed alcohol late into the night can be rowdy and noisy on leaving, not necessarily being disorderly but often shouting to their friends as they leave, hanging around for cabs to arrive. This would be as late as 2.30am -3.00am and being very close to a large group of resident flats.

The Licensing Authority opposes the late hours requested.

There is also the question of where smokers will go which has to be a consideration. My understanding is that the entrance/exit after 22:30 hours is via the underground car park which is also off of the underground roundabout of Westferry Circus. It has to be considered as to whether realistically patrons will walk the distance to smoke or stand in the car park and smoke. This is likely to be a safety risk as smoking is not allowed in the car park. I cannot see anything in the operating schedule which addresses where patrons will smoke or how they will get there.

I would like to see the dispersal policy to be able to address this further.

#### Kind regards

# Corinne Holland Licensin Officer

# **Appendix 9**

# Canary Riverside 32, 36, 38 and 48 Westferry Circus Canary Wharf

London

Hanover House E14 8RH
Belgrave Court E14 8RJ
Eaton House E14 8RN
Berkeley Tower E14 8RP

20 December 2023

The Licensing Section
Tower Hamlets Town Hall
4th Floor
160 Whitechapel Road
London E14 1BJ

Dear Sir/Madam

Re: Licencing Act 2003 – Application for a Premises Licence LIC/165179 – Code, Flr 3-4, 34 Westferry Circus, London E14 8RR

We the undersigned residents of Canary Riverside are writing to express **our strong objection** to the licence application for the above premises. **This is a totally misguided application, which would permit the operation of a noisy night-club until 2:30 a.m., seven nights a week in the middle of a residential development.** If it is granted, the licence application will cause **considerable** public nuisance, **significantly** increase the risk of crime and disorder and present a **serious** risk to public safety. Furthermore, the application is **materially non-compliant** with several Tower Hamlets policies and regulations (Appendix 1).

Below we provide a detailed list of objections. However, at the outset we highlight one of several critical objections that we believe are glaring flaws in the application. There is a single access point to the premises from the Thames Pathway. The application states that this access point will be used until 22:30, presumably to avoid gatherings and loitering outside the premises after that time. The only access/egress after 22:30 until closing time at 02:30 a.m. will be the underground car park where smoking is not permitted. There are several serious problems with this proposal, which we explain below.

Please note that access via the gardens of our estate is prohibited to anyone other than residents and hotel guests. The officers report to PA/22/00143/NC states '7.13 Concerns have also been expressed around security and public access to the site. The entrance to the site would be from the Thames Path. However, those residing in the hotel or residents of the surrounding blocks could enter through the private garden. Only those with access rights would be able to traverse the private garden and this would not change as a result of this proposal.'

We note that the agent who submitted this application, Mr. Frank Fender, is a sole trader based in Newport Pagnell, Bedfordshire. We doubt he has ever visited the site. The Licensing Committee should also note that E14 Lounge Limited, the proposed business operator, is a recently formed £100 company with no assets or trading history (Appendix 2). None of its Directors are associated with companies with trading histories or have ever even filed annual accounts.

#### A. Introduction – Background Considerations

#### 1. Location

The building that is 34 Westferry Circus ("the premises") stands entirely within the gardens of the Canary Riverside Estate ("the estate"). A total of 325 flats across four blocks plus the Canary Riverside Plaza Hotel surround the premises (Appendix 3). All four residential blocks have flats facing and overlooking the gardens and the premises. Their residents will be directly impacted by the noise, light, public nuisance, crime and disorder and safety risks inherent in this application.

#### 2. Existing planning consent

The premises currently have two planning consents. These are as follows:

#### i) PA/23/00513

Site: 5<sup>th</sup> floor, 34 Westferry Circus, London, E14 8RR Canary Wharf

'Permitting alterations to the façade to include the addition of new bi-folding glass doors to the 3<sup>rd</sup> floor to provide an internal terrace, minor alterations to the glass façade including the addition of bi-folding doors to the 4<sup>th</sup> floor and proposed roof extension with the creation of an external terrace space with outdoor seating to existing restaurant and new plant.'

#### ii) PA/22/00143/NC

Site: 4th & 5th Floor, 34 Westferry Circus, London, E14 8RR

'Proposed roof extension with the creation of an external terrace space with outdoor seating to existing restaurant and new plant. Alterations to the facade to include addition of new bi-folding glass doors to the 3<sup>rd</sup> floor in order to provide a terrace creating amenity space and minor alterations to the glass facade on the 4th floor in order to provide bi-folding doors.'

It is understood that neither of the above consents will be used for this licensing application. That is, there will be **NO addition of bi-folding doors** to glass doors to the 3<sup>rd</sup> floor to provide a terrace creating amenity space and **NO minor alterations** to the glass facade on the 4th floor to provide bi-folding doors. Tower Hamlets must confirm this with the Applicant.

It should also be noted that at the Development Committee meeting on the 30<sup>th</sup> November to decide PA/23/00513 the applicant (the Landlord of the property) stated that the proposed rooftop open-air restaurant was the only commercially feasible development for these premises. The applicant's representatives categorically stated that the commercial utilisation of the floors immediately below this on their own (i.e.

the floors to which this application relates) was not possible because the proposed operator needed outdoor space as well. We were therefore stunned to find out that this licensing application was made two days before the Development Committee meeting and was not disclosed to it. (Below you will see that the Development Committee imposed a closing time condition of 20:00 on the rooftop open-air restaurant).

#### 3. Consultation

This has been a **flawed consultation process** on the part of Tower Hamlets council. There has been a very limited circulation of the licensing application to residents of Canary Riverside, primarily to residents in Eaton House and Belgrave Court. While a "within 40 metres" test is applied to determine recipients of notifications, this is **unfair and unreasonable in the context of the Canary Riverside estate as this proposal affects it in its entirety**. The premises is fully located within the courtyard gardens of the estate which includes 325 flats and is in the **very centre of an amphitheatre into which it will project noise outwards and upwards**.

In addition, the proposed late night entrance/exit route to and from the premises passes directly through the private car parking areas of Canary Riverside residents from all buildings. Many of those residents have not been consulted.

The list of licensing applications is not available on the Tower Hamlets Council website. **Several residents have failed to find the application**. It required one of us to contact the licensing team who provided a link. No other documents such as a noise assessment survey have been filed.

We continue to request the Licensing Team to widen the consultation to include all residents of Canary Riverside and to extend the deadline for objections by at least two weeks.

#### 4. The Application

The Application is seeking inter alia:

- 1. Opening hours from 12:00 midday until 02:30 a.m. every day of the week, including Saturday and Sunday. Given the need for pre opening and post closing facility operations this effectively means 11:00 through to 03:00 a.m., 7 days per week.
- 2. A permit to put on a range of entertainment including plays, films, live music and dance events on the 3<sup>rd</sup> floor.
- 3. A restaurant permit.
- Regulated entertainment provides for a capacity of up to 500 people.
   Actual capacity is not included in the application.
- 5. A permit for recorded music to be played without any noise restriction.
- 6. A late night drinking licence from 22:30 until 02:00 a.m. with public to have exited the premises by 02:30 a.m.
- 7. It is said that the 4th floor of the premises will operate primarily as a restaurant and the 3rd floor will operate primarily as a lounge bar and restaurant.

The inclusion of such a variety of uses and entertainment makes it difficult to ascertain exactly the final use of these premises, except that it is clear that it will include the operation of a noisy nightclub in a totally inappropriate residential location until 2:30 a.m., 7 days a week.

# B. Objections to the Premises Licence Application LIC/165179 ("the application")

We object to the application on the grounds of the prevention of public nuisance, the prevention of crime and disorder and in the interests of ensuring public safety. Our homes are the 'nearest noise sensitive premises', with our bedrooms and living rooms located <u>directly opposite and surrounding the premises</u>. Belgrave Court and Eaton House are less than 30 metres and Hanover House and Berkeley Tower are 50 metres from the premises.

#### 1. Prevention of public nuisance – noise pollution

No acoustic survey report has been produced by the applicant, and no data is provided as to what the planned noise levels will be, nor the **measures proposed** in the application **to limit noise levels**. We believe the walls of the premises including the glass panels of the 4<sup>th</sup> floor **will not meet the acoustic standards** required to ensure that the proposed live and recorded music and other noise will **not be audible outside the premises**.

Policy D.ES9 and para 33.19 of Appendix 6 of the Tower Hamlets Local Plan (2020) require the submission of a noise report for potentially noise generating uses. The application includes live and recorded music, plays, dance shows, films and other noise generating activities as well as operating plant. The noise generated will be substantially greater than the existing nearby restaurants which are located two floors below the estate. Appendix 6, para 33.4 requires that existing ambient noise levels will not be worsened and sets out the measuring points in the tables included in para 33.14. The applicant must conduct an acoustic survey and show that the noise and any associated vibration from the entertainment activities, including live and recorded music, will not reach the inside of our flats.

Patron noise. Canary Riverside is a quiet residential neighbourhood, particularly at night. We already know that noise from the riverside and Thames Pathway wafts upwards as residents of Belgrave Court are occasionally disturbed by the loud voices of patrons leaving Mala, the nearest restaurant (37 Westferry Circus) and 2 levels below our estate. The construct and environment of the Canary Riverside estate, with all 4 tall residential blocks surrounding the gardens facing the river and with the premises at the centre, creates an ampitheatre which will amplify any noise emitted, projecting it outwards and upwards.

**Entry/exit routes.** The entry/exit from the premises is proposed to be via the riverside stairs to the Thames Pathway until 22:30, then through the underground car park until closing time. When exiting via the car park, patrons

must either return to the ground floor level of Westferry Circus or to the Thames Walkway to make their way home. Both routes go past Hanover House, Berkeley Tower and Belgrave Court. Noise from a large number of patrons who will have been enjoying several hours of drinking and entertainment will carry upwards and will be significant in the early hours of each morning, seven days per week.

**Other restaurants** – all the local restaurants have opening hours to 22:30 and all have either no music or background music only and any background music is restricted to indoors.

Planning application PA/23/00513/NC. This imposed additional conditions for the rooftop bar/restaurant at the premises of a closing time of 20:00 and a noise limiter to be installed to audio equipment to ensure that background music remains below the agreed noise limit. This planning application was for a restaurant capacity of 80 persons.

Café Brera (now known as Brera) This café is located on the ground floor of Hanover House. The Licensing Committee imposed a condition requiring any music played within Brera to not be audible outside, including when the entrance door and/or windows are open and to cease at 21:00. This application will have an even greater impact on residents of the estate as the result of the location of the premises at its centre.

#### 2. Prevention of public nuisance – transportation

There is **no public transport operating in the area past 12:00 midnight** with some of it ceasing to operate even earlier. The presumption that people will be travelling to/from the venue via motor vehicle does not comply with Policies S.TR1 and D.TR3 of the Tower Hamlets Local Plan (2020).

#### 3. Prevention of public nuisance – sale/supply of alcohol.

The proposed licensing hours and entertainment would make the premises a late-night drinking venue. Alcohol and people out to enjoy themselves at

night and in the early hours is a damaging anti-social mix for children, working adults and other residents who are trying to sleep. It only takes one loud conversation between a few people to cause a disturbance, and the application will open the potential for nightly disturbances, inevitably straying well beyond 02:00 a.m., seven days a week. The premises would be a magnet for people seeking a drink and a cigarette in this area.

In short, if this application is granted the mental health of a large number of people will be adversely affected.

#### 4. Prevention of public nuisance – light pollution.

The types of entertainment proposed will utilise a range of types of illumination including ambient, task and feature lighting. The application is silent on what mechanisms will be put in place to ensure that this lighting does not emit outside the premises and particularly the 4<sup>th</sup> floor which has floor to ceiling glass panels which are not opaque, nor do they have reflective film. Residents, particularly those facing the premises, will suffer light pollution until at least 02:00 a.m., including impacting their sleep.

#### 5. Prevention of public nuisance – loss of privacy

The fourth floor restaurant looks directly into many flats, including bedrooms, and the occupants will suffer a major and **unacceptable reduction in privacy**.

Access to the Canary Riverside estate from either Westferry Road or the Thames Pathway is via a security gate available only to residential leaseholders and hotel guests. The applicant and its patrons are not entitled to utilise the gate into and/or pathway across the private gardens of the estate.

#### 6. Prevention of public nuisance – waste management.

No waste management plan is provided or details of how the application complies with the Council's recycling policies. The premises will have a bar and restaurant and will share waste arrangements with the gym in a small cellar in the car park. The premises does not have its own dedicated cellar space. There is no chute from the premises to the cellar so that all waste will have to be carried down to it and across the car park.

The existing cellar space is small (Appendix 4), could become overused and it is not suitable for dealing with waste oil, fat and grease. There have already been issues with local restaurants disposing of such waste into drainage causing blockages and flooding.

There would be an **increase in littering in the neighbourhood**, particularly from smokers who will congregate at the ground floor entrance of the premises and potentially in the underground car park where smoking is already prohibited,

#### 7. Prevention of crime and disorder.

The premises would be the only local licensed venue offering alcohol after 22.30. There is no Public Spaces Protection Order in operation in this part of the riverfront – the Ropemakers PSPO ends just before reaching Canary Riverside. Such **late night drinking venues are associated with issues of disorder** that arise when individuals might be prevented from entering the premises or mingle after exiting the venue. The lack of public transport available in the area beyond midnight is likely to exacerbate this.

Having the car park as the entry/exit point after 22:30 will also **exacerbate the risk of crime and disorder in this vicinity, with a significant risk of damage to residents' vehicles** parked adjacent to the lift utilised for access to the premises. This proposed late night entry/exit route also poses a significant risk to public safety as outlined in paragraph 8 below.

The application does not have a **comprehensive security plan** as per the minimum requirements of the Tower Hamlets Police Licensing Team.

#### 8. Public Safety.

The proposed application carries **significant public safety risks**. The proposed closing time of 02:00 a.m., with members of the public to have exited by 02:30 a.m., will deliver large numbers of inebriated and noisy individuals out into a residential neighbourhood in which there is **no public transport operating** at that hour most days of the week.

There will be **no public conveniences open** in the area at that time.

The application indicates that patrons will only be able to use the outdoor stairs to/from the riverside to enter/exit until 22:30 (Appendix 5a) and subsequently will use the lifts from the underground car park. 70% of the car park spaces are utilised by the residential leaseholders. The lift proposed for the exit of patrons leaving after 22:30 is located in the back corner of the car park, adjacent to 2 private parking areas assigned to Canary Riverside residents from all residential buildings (Appendix 5b). There is no dedicated or clearly sign-posted entry/exit path to/from the lift and through the car park. The car park entrance is itself accessed via the underground level of the Westferry Circus roundabout, an area which is busy with motor vehicles, lacks any pedestrian crossings and where the route back to ground level is via a footpath cluttered by commercial waste bins (Appendix 5d) & e).

After 22.30 it is also intended that patrons wishing to smoke will have to go via the residential car park, presumably out to the underground roundabout and back up to the Thames Pathway. This is quite a distance from the premises and it seems unlikely that patrons will want to take this lengthy walk, particularly in winter months and the risk of breaches of public safety requirements is high. **Smoking is already prohibited in the car park for fire safety reasons** (Appendix 5c).

The emergency fire exit from the premises into the gardens of the Canary Riverside estate (Appendix 5f) is only to be utilised in those emergency circumstances. Access to the gardens of our estate is prohibited to anyone other than residents and hotel guests.

#### C. Conclusion

This is a spurious application. The applicant has simply ticked every box on the application form and asked for the longest possible opening hours for the highest number of entertainment activities - plays, dancing, films, live and recorded music – plus restaurants and late night drinking. It is impossible to determine the real purpose of the application. It is opportunistic, trying to find out which of the many diverse entertainment options on the application will be permitted. Our belief is that the real objective for the premises is the operation of a nightclub/bar/restaurant, open seven days a week up to 02.30 a.m. in an entirely inappropriate location.

Canary Riverside is a quiet residential development. The Estate is mixed use with a balance between the residential, hotel and existing commercial elements. This proposal would destroy that balance. The applicant is seeking to operate a live and recorded music venue with nightclub lighting in the courtyard of our development. Over 300 flats and the wellbeing of their residents will be severely impacted with the closest flats being just 30 metres from the premises.

The application is devoid of detail or substance. There is no noise assessment survey, no waste management strategy or proposals on lighting management. There is no transport strategy. Public transport ends at midnight, well before the nightclub closes.

The application will create **significant risks of public disorder**. The application does not include restrictions regarding the management of patrons entering/leaving the premises, safe transportation options for patrons exiting, processes for responding to noise complaints from residents, daily site cleaning up etc.

The only means of access to and exit from the premises after 22:30 is via the lower level of the underground car park. Use of the residential car park by smokers during

the late night opening times and as the sole entry/exit route after 22:30 is **impractical and unsafe.** 

The recent planning decision for these premises (i.e. 34 Westferry Circus) imposed a closing time of 20:00 for the proposed rooftop bar/restaurant. The licencing decision for Café Brera, which is also part of the Estate, imposed a closing time of 22:00. Both decisions imposed noise limits on recorded music as outlined in paragraph 1 of section B above.

This is a wholly inappropriate and opportunistic application, clearly made by an applicant and agent with no knowledge of the location, with no consideration for the residents and who have not carried out the detailed analysis required for a considered serious assessment to be made.

It fails the licensing criteria in every respect because it would cause serious public nuisance, a significant increase in crime and disorder and a serious risk to public safety.

### The Licensing Committee must reject it in its entirety.

Finally, please note that this letter of objection includes the following Appendices:

Appendix 1: Extract from Tower Hamlets policies.

Appendix 2: E14 Lounge Limited filing history.

Appendix 3: Layout of Canary Riverside Estate

Appendix 4: Waste management and cellar space.

Appendix 5: Entrances/Exits from the premises.

Yours sincerely,

- Alia Alkhudairi,
   Angela Jezard,
   Ann Davies,
   Argelia Wilkes,
   Arvind Vashisht,
   Bernard Altschuler,
  - Page 124

7. Carmen Montanel,	
8. Catherine Liddiard,	
9. Charlotte Denton,	
10. Cheng Sen Lim,	
11. Chongwei Wang,	
12. Choon Wah Lim,	
13. Chorong Yoo,	
14. Claudine Ahrens-Hillman,	
14. Gladdine Athens i minian,	
15. Clyde Hiscock,	
16. Colin Carscadden,	
10. Comi Carodaden,	<u></u>
17. Debra Wood,	
18. Dr Ashley Steel,	
19. Ebru Pancaroglu,	
20. Filip Remplakowski,	
21. Geoff Andrews,	
22. Hazel Watson,	
23. Hiren Sanghrajka,	
24. Jacqueline Abrahart,	
Jacqueline Tselentis,	
26. James Abrahart,	
27. James Bass,	
28. Javier Caldeiro,	
29. Jeffery Drew,	
30. Josephine (Jo ) Swaby,	
31. John Dillon,	Ī
32. John Dillon,	•
33. John Wilkes,	
34. Jonathan Alvin,	
35. Juan Miguel Corvo Lopez,	
36. Kamal Gardiner,	
37. Karen Moss,	
38. Katie Bass,	
39. Kevin Bell,	
40. Leo Schmid,	
41. Leonard Green,	
42. Luigina Dimitri,	
43. Mac Xuan Fung,	
44. Majella Murphy Altschuler,	
45. Martin Penson.	

46. Matthew Gocher, 47. May Steele, 48. Menir Ahmed, 49. Michael Tselentis, 50. Michelle Noble, 51. Miranda Hui, 52. Myrna Metheringham,
53. Naoko Herai,
54. Naomi Stone,
55. Naseer Al – Khudairi,
56. Dr Natasha Gardiner,
57. Nick Land,
58. Pardeip Sahota,
59. Paul Hillman
60. Paul Marsden,
61.Rafiq Gasanov,
62. Rafiq Gasanov,
63. Ralph Hebgen,
64. Richard Moss,
65. Richard Noble,
66. Rita Sanghrajka,
67. Roger Gardiner,
68. Rosemary Bischoff
69. Satvinder Sohanpal,
70. Satvinder Sohanpal,
71. Sonia Land,
72. Sue Robinson,
73. Susan Brooks,
74. Tania Ng,
75. Victor Stone,
76. Virginie Raux,
77. Wendy Carpenter,
78. Xavier Bastin,
79. Yiannis Iacovides,

#### **Appendix 1 - Tower Hamlets Policies**

Our objections consider and refer to:

1. The London Borough of Tower Hamlets Statement of Licensing Policy effective 1<sup>st</sup> November 2023 which sets out Council's four licensing objectives: -

#### 1.1. The prevention of crime and disorder

Consideration, among other things, a prescribed capacity; door supervisors; an appropriate ratio of tables and chairs to customers; and a requirement that security staff holding the appropriate SIA licence or exemption are present to control entry for the purpose of compliance with the capacity limit and to deny entry to individuals who appear drunk or disorderly or both.

#### 1.2. Public safety

Consideration of requiring specific types of training for a DPS or security staff, including awareness of first aid or initiatives to protect women and vulnerable customers; provision and storage of CCTV footage; and ensuring safe departure of those using the premises.

#### 1.3. The prevention of public nuisance

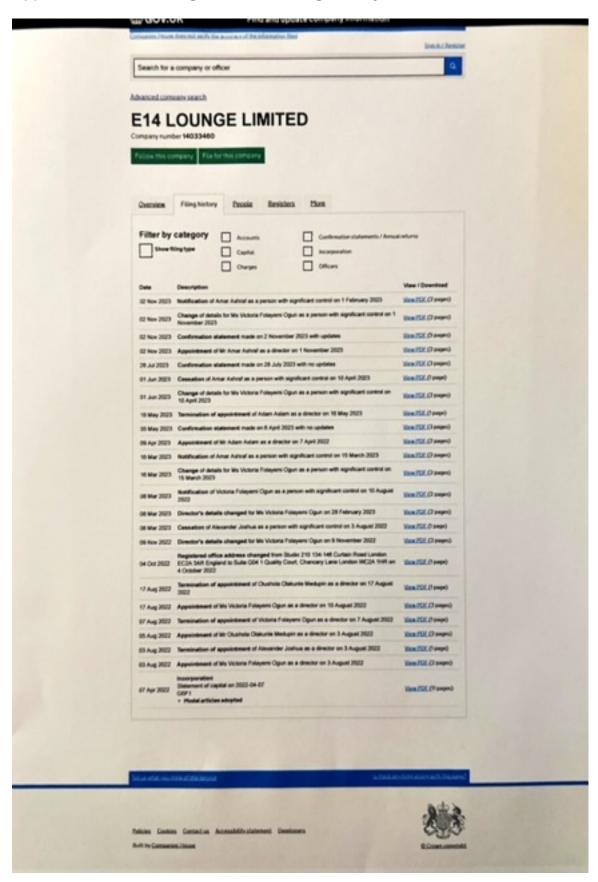
Consideration of the prevention of irresponsible promotions, methods of preventing and managing noise and light pollution, and ways of managing litter.

#### 1.4. The protection of children from harm

Consideration of age verification schemes, test purchasing policies, and restrictions on the hours when children may be present.

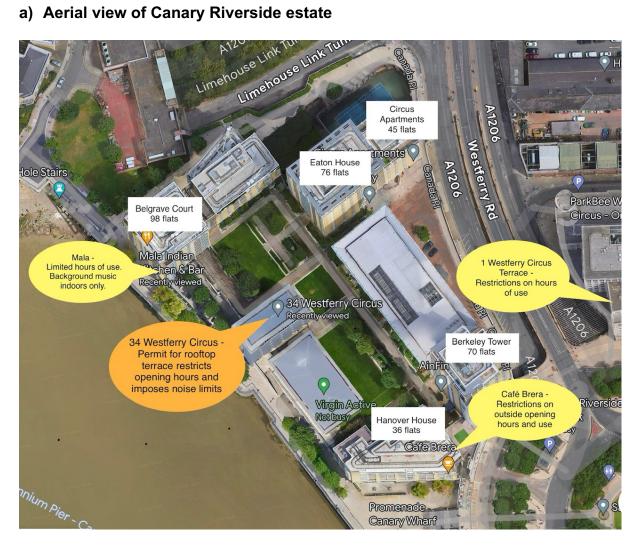
- Policy D.DH8 of the Tower Hamlets Local Plan (2020) requires development to protect and improve the residential amenity of existing and future residents by protecting against loss of privacy, overlooking, loss of outlook, daylight, sunlight, noise, etc..
- 3. Policies S.TR1 and D.TR3 of the Tower Hamlets Local Plan (2020), which seeks to promote the uptake of green and active travel within the borough and reduce reliance upon carbon reliant travel patterns.
- 4. Section 33, Appendix 6: Noise of the Tower Hamlets Local Plan (2020) outlines sensible provisions for the management of noise to protect quality of life enjoyed by individuals and communities and specifically residential and community amenity (para 33.1).

Appendix 2 – E14 Lounge Limited – filing history



## Appendix 3 - Canary Riverside estate

## a) Aerial view of Canary Riverside estate



b) 34 Westferry Circus and proximity to Belgrave Court (taken from garden door of Eaton House)



c) 34 Westferry Circus and proximity to Eaton House (taken from garden door of Eaton House)



d) 34 Westferry Circus and proximity to Berkeley Tower (taken from front of Berkeley Tower building) and with Belgrave Court in background

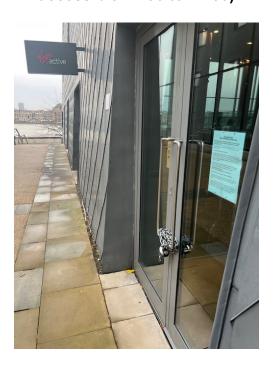


Appendix 4 – Waste management – existing cellar space is small, shared with the Virgin Active gym and there is no chute from the premises.

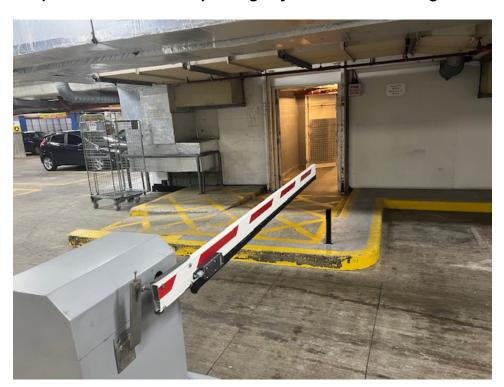


## **Appendix 5 – Entrances/exits from the premises**

a) Riverside entrance/exit directly to Thames Pathway (proposed only to be accessible 12:00 to 22:30)



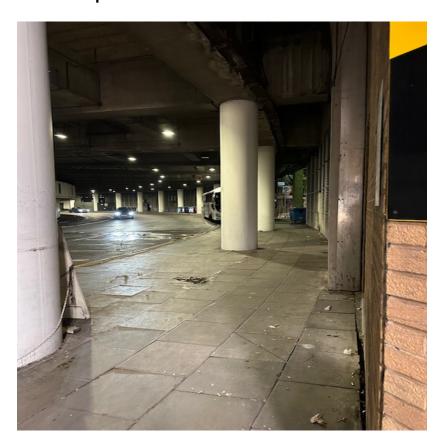
b) Proposed late night entrance/exit via lift into Canary Riverside underground car park with residential parking adjacent to the boom gate.



c) Smoking already prohibited in the car park as a fire safety precaution



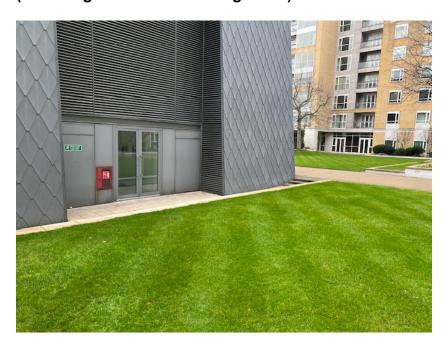
d) Canary Riverside underground car park - entrance from/exit into the underground roundabout of Westferry Circus, the proposed entry/exit route for the premises after 22:30.



e) Unsafe, cluttered route alongside the underground roundabout to/from the Thames Pathway/ground level



f) Emergency fire exit only, into private gardens of Canary Riverside estate – NOT AVAILABLE to patrons of the premises who do not have access rights (with Belgrave Court in background).



#### **Lavine Miller-Johnson**

From: Kevin BELL

**Sent:** 07 March 2024 08:53

**To:** Lavine Miller-Johnson; Corinne Holland

**Cc:** Jo Swaby

**Subject:** CODE 34 Westferry Circus

**Attachments:** lavine\_v2.docx

Dear Lavine and Corinne

Thank you for your constructive engagement with us on this matter.

I enclose a paper from jo and I with further comments from the Canary Riverside Estate petitioners on the CODE application. The postponement of the hearing has provided an opportunity to review the agenda papers in more detail. We particularly noted the Venta Noise Management Plan - para 6.2.1 - where the applicant agrees that no new customers can be admitted after 10.30 p.m. and customers who leave the premises after 10.30. p.m will not be readmitted. This does not seem to have been picked up by Ms Cadzow in the conditions.

Our principal concern remains the operating hours of the venue and the nuisance this will cause to the Estate. This includes light pollution which has not been addressed and the impracticality of using the residential car park as the access / egress point after 10.30. p.m. There is no safe dispersal route from the car park and we have communicated this to PC Perry who shares our concerns. There are also concerns over waste management which the application has yet to address. We also consider that the recent Planning consent for the premises did not cover these activities, even though it was dealt with at a Planning Committee meeting two days after the licensing application was made.

We would welcome an opportunity to discuss our objections with your team before the hearing. We are also attempting to contact the applicants.

Could you also let us know if you will be including this paper within the agenda papers for the licensing committee in April.

With thanks

Yours sincerely

Kevin Bell and Jo Swaby

#### Dear Lavine and Corrine

We are writing to you as representatives of the residents of the Canary Riverside Estate who have petitioned the Council to oppose the CODE licencing application. Thank you for engaging with us so constructively on this matter to date which is much appreciated. We understand that you are opposed to the Application.

The Licensing Committee decided to adjourn the agenda item on the CODE application. This was probably a good thing. We found it difficult to understand exactly what activities were being applied for, the conditions that had been proposed, which conditions the applicant had agreed to and how they were to be implemented. The extra time will be helpful to the process.

Mr Fender, on behalf of the applicant, has apparently 'agreed' to several conditions that yourselves and PC Perry have requested. However, he has not produced a document confirming acceptance and signed by the Directors of the applicant, E14 Limited, or a plan as to how the conditions will be implemented and enforced. Mr Fender's email acceptance is not sufficient as he is not the accountable person for the premises.

The venue is completely unsuitable for the proposed operating hours and activities. It is on the third and fourth floor of a building wholly within our residential estate. Our flats are 30 – 50 metres away. 325 flats and 1,000 residents will be impacted. This is not Cabot Square or Crossrail Place. Several restaurants operate successfully on the lower Thameside level of Canary Riverside, none play loud music, and all are closed by 11.00 p.m. The venue's operating hours should be restricted to 10.30 p.m., and we ask that you keep that in mind when considering the comments below where we are responding to the 'conditions' that have been proposed.

The Residents have the following issues that we consider have yet to be fully addressed.

#### 1. Planning Consents

The latest Planning Consent was agreed by the Council Planning Committee on the 30<sup>th</sup> of November, two days after this licensing application was made. This included a development to open the fourth floor so that a rooftop restaurant could be built. The Landlord said that this was the only feasible development for these premises and did not inform the Planning Committee of this premises licence application or include it in their Planning Application. The Planning Committee agreed that there would be considerable nuisance and imposed several restrictions, notably a closing time of 20.00 (8:00 PM)

The License for the Café Brera, which is on the ground floor of Hanover House, one of the four tower blocks of the Estate, restricts opening hours to 21.00 and music is not allowed to be audible outside the premises.

Licencing should determine whether the Planning Consent for these premises permits the proposed activities and operating hours.

#### 2. Noise Management Plan

Ms Cadzow of the Council requested a Noise Management Plan (email 08/01/2024). The Applicant commissioned Venta to produce a Noise Management Plan and it includes important information as to how the site will be operated that go beyond Ms Cadzow's initial comments. Appendix 6 states (Para 6.2.1) that:

The main entrance to the premises will be closed at 22:30 so no new customers can enter after this time. From 22:30 onwards until closing, customers will leave the premises via the private lift to the basement carpark, which will reduce the potential for disturbance to the neighbours, as is enclosed and well screened from the nearby residences.

From 22:30 onwards, as highlighted above, the premises will close off the main entrance to the restaurant, with the exit being via the basement car park. This space will be a nosmoking area, and hence from 22:30 the premises will not be able to accommodate smokers.

The Applicant is proposing that the venue will not be open for new customers from 22.30 and that any customers who leave the premises after that time will not be readmitted. The following condition should be added:

No new customers may enter the premises after 10.30 p.m. and that any patrons who leave the premises after that time will not be readmitted.

Ms Cadzow has requested certain conditions including a Noise Limiter is fitted to the musical amplification system. This does not go far enough. Just as with the Café Brera (above) music should not be audible outside the premises. The condition should state:

Music should not be audible outside the premises.

**3.** The use of the Car Park for access / exit and the safe dispersal of patrons from the venue The applicant intends to use the Estate public / residential car park for access/ egress after 10.30 p.m. and the safe dispersal of customers at 02.00 a.m. seven days a week (though note the Noise Management Plan states there will be no access after 10.30 p.m.).

The sole pedestrian exit route from the venue will be via the car park onto the busy, unlit, underground roundabout where parking is not permitted and there are no pedestrian crossings. Taxi pick-ups on the roundabout are not possible. A route from the car park back to the Thames Pathway is not a viable alternative given the nuisance this would cause to residents and there is no parking at either the hotel or in front of the Canary Riverside residential estate. The dispersal route could only be round the underground roundabout and then back to Cabot Square where the nearest taxi rank, at the North Colonnade, is located.

The dispersal policy should prohibit exit to the Thames Pathway and should mandate the exit routes from the premises to public transportation and the North Colonnade taxi ranks. It should also prohibit taxi pick up in the estate car park, the underground roundabout where parking is prohibited and outside the Canary Riverside Estate entrance.

#### 4. Smoking

There is no designated smoking area. Before 10.30 p.m. the venue may provide one outside its entrance but after that time there will be no such opportunity. For fire safety reasons, the car park is a no smoking area. This was recognised by the applicant in the Noise Assessment Survey (see above) where they agreed not to admit or readmit smokers after 10.30 p.m. We are consulting with a Fire Assessor to identify a 'safe' smoking area for both before and after 10.30 p.m. even though the latter should not be necessary given the Noise Management Plan.

Smoking can only be permitted in designated locations, to be determined by the Fire Assessor.

#### 5. Lighting

One of our main objections is light pollution should the venue remain open to 02.00 a.m. or later. To date this has not been addressed at all by the applicants or the Licensing team. The fourth floor has floor to ceiling glass panels which are not opaque whilst the third floor has numerous windows. The applicant has not proposed any measures to mitigate the light emissions from the premises. The light will have a significant impact on the more than 100 flats and 500 residents which face inwards to the gardens, some only 30 meters away. It is completely unacceptable. The solution cannot include actions by the residents such as drawing our curtains. The gym swimming pool lights are turned off by 10.00 p.m. The applicant can fit curtains or install reflective glass to mitigate light pollution.

There should be no light emissions after 10.30 p.m. The applicant should be required to produce a report stating how they will prevent light pollution. If not, then operating hours must be limited.

#### 6. Waste Management

The applicant has not provided a waste management plan or how compliance with the Council's recycling polices will be achieved. We have shown that the premises which includes a restaurant for 150 customers and a bar will share a small cellar with the Virgin Active gym in the car park. There is no chute from the third and fourth floors so all waste will have to be carried down to the car park. There is no plan for the disposal of waste oil, fat and grease. There is a risk that these will be discharged into drains causing blockages and flooding. The latter has already occurred in other premises.

The applicant must produce a waste management report stating how they will dispose of waste including the oil, fat and grease produced by the restaurant kitchens.

#### 7. Security and Privacy

Security in the Car Park is a concern. The Estate has its own security, which residents pay for, who oversee the car park. The venue will also have security at its entrance / exit in the car park from 10.30 p.m. This will be located at the entrance to the resident's car park – over 70% of the car park being devoted to our cars. There could be conflict between the two sets of security staff and the division of duties and responsibilities between them needs to be agreed. We understand that the views on the operating model of the Canary Riverside Estate Manager have not been sought. We also envisage that customers will attempt to access / exit from the venue via the gardens which could also cause further disturbances and problems. Mr Ronnie McCarthy is the site manager who can be contacted on this issue.

No patrons should attempt to enter the Canary Riverside Estate at any time unless they are a resident of the Estate or a hotel guest.

There should be an agreed operating protocol with the Estate Management for the Car Park.

All the above objections are due to the planned operating hours of the venue. These unreasonable hours are why the residents continue to object to the licensing application. It fails to meet the licensing objectives of the Council. The application will cause public nuisance, potentially cause crime and disorder and is unsafe.

Our petition represents the views of the 325 flats and 1,000 people on the estate. We pay nearly £1m in council tax. We would welcome an opportunity for consultation with the Licencing team which the timetable now permits.

Thanks once again and we look forward to continued engagement with you on this matter.

Yours sincerely

**Kevin Bell and Jo Swaby On behalf of the Canary Riverside Petitioners** 

# **Appendix 10**





2 January 2024

The Licensing Section
London Borough of Tower Hamlets
Mulberry Place (AH)
PO Box 55739
5 Clove Crescent
London E14 1BY

(by email only)

Dear Sir/Madam

#### Licensing Act 2003: Code, Flor 3-4 34 Westferry Circus E14 8RR

I am writing further to your letter of 28 November reference CLC/EHTS/LIC/165179 on behalf of the two co-owners of 33 Belgrave Court, ie Clare Sullivan and myself.

I wish to register our strong objections to the granting of a licence as is being sought for the above premises. Its granting would have a seriously detrimental impact on Canary Riverside and the lives of its residents as a whole. In particular we are firmly of the view that **the application should be rejected** on the following grounds:

- (a) Protection of children from harm, including sleep depravation through excessive noise;
- (b) Prevention of public nuisance, including within the gated grounds of Canary Riverside;
- (c) Prevention of crime and disorder; and,
- (d) The general safety of residents and their property.

You have asked us to explain explicitly how these grounds apply to us. We are not currently residing at our apartment but rent it out. Any and all of the risks inherent in the above would reduce the rental value of our property to our direct and immediate detriment as well as having a negative impact on the ultimate resale value.

Additionally, as responsible owners we believe it incumbent upon us to do whatever we can to protect our tenant(s) and their property from the sort of risks, including those listed above, which opening up the grounds in the manner proposed would involve. Indeed, I can safely say on behalf of our current tenant that she objects very strongly to any development which would — as would inevitably be the case - inappropriately and unnecessarily increase general noise in CR and put her at additional risk of harassment and crime inside the gated grounds which constitute part of her home territory.

Yours faithfully



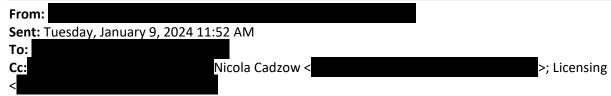
**Alastair Newton** 

# **Appendix 11**

#### **Lavine Miller-Johnson**

Subject:

FW: Objection Code Floor 3/4, 34 Westferry Circus



Subject: RE: Objection Code Floor 3/4, 34 Westferry Circus

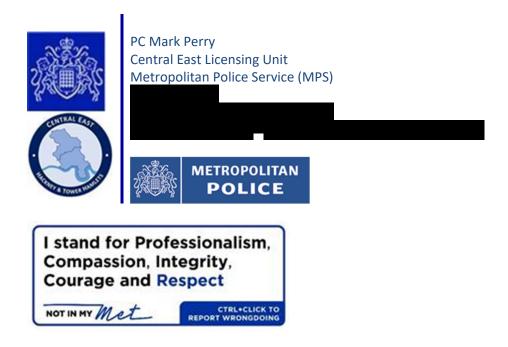
Hi Frank,

Thanks for agreeing conditions, I look forward to receiving the policies. Once I have had a chance to study them I will be in contact.

Hopefully this can be resolved before the hearing.

**Kind Regards** 

Mark



From: Frank Fender

**Sent:** 08 January 2024 17:23 **To:** Perry Mark J - CE-CU

Cc

Subject: Re: Objection Code Floor 3/4, 34 Westferry Circus

Good evening Mark

Thank you for your email and proposed conditions.

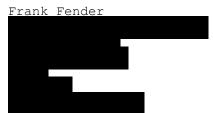
Having discussed the conditions with my client, I can tell you they can be agreed. Some form part of the application already, others are noted and agreed.

The policies you are requesting will be forwarded once I have received them.

Kind regards

Frank

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Please note that the contents of this e-mail, including any attachments thereto, may contain information which is confidential or privileged, and which is solely for the use of the recipient named above. If you are not the intended recipient, please be aware that any disclosure, copying, distribution or use of the contents of this e-mail is strictly prohibited. If you have received this message in error, please notify the sender immediately.

FJF Licensing Consultants

On 2024-01-08 10:25,

wrote:

Hi.

Please have a look at the below conditions and feel free to contact me, to discuss or ask any questions. With regards to the policies I am happy to look / discuss them prior to the hearing, as I am sure the Council are.

1. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Tower Hamlets Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum

period of 31 days with date and time stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31 day period.

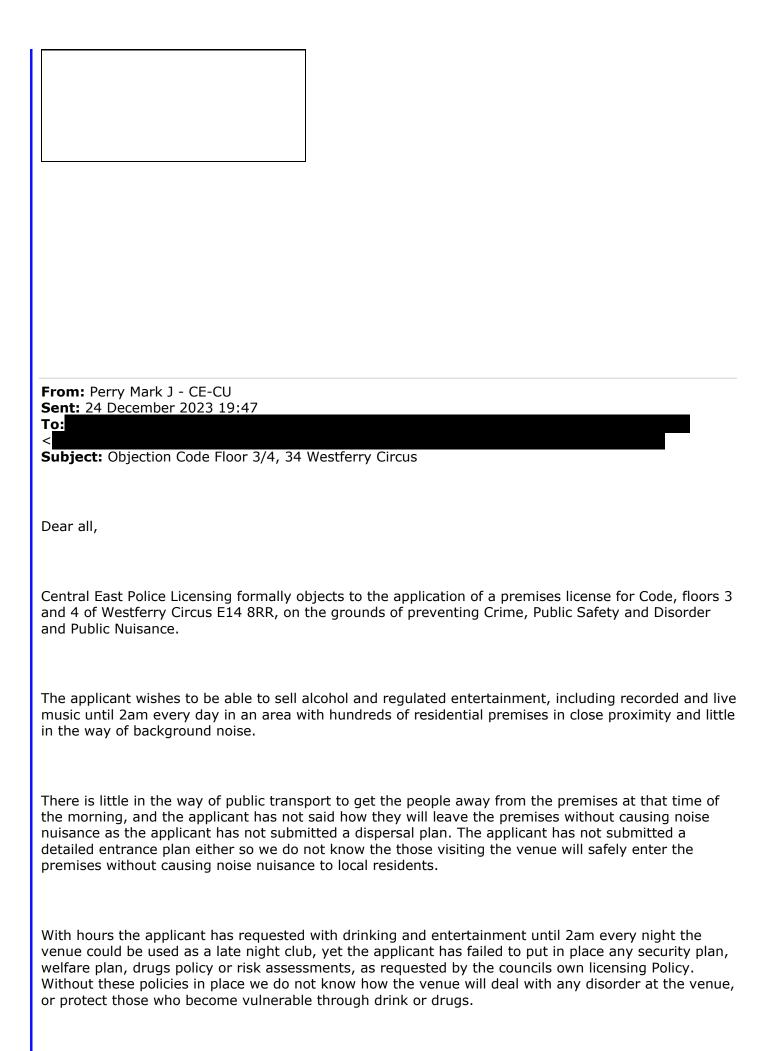
- 2. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.
- 3. An incident log shall be kept at the premises, and be available on request to the Police or authorised council officers. It must be completed within 24 hours of any incident and will record the following:
  - a) All crimes reported to the venue;
  - b) All ejections of patrons;
  - c) Any complaints received concerning crime and disorder
  - d) Any incidents of disorder;
  - e) All seizures of drugs or offensive weapons;
  - f) Any faults in the CCTV system, searching equipment or scanning equipment;
  - g) Any visit by a relevant authority or emergency service.
  - 2) In the event that a serious assault (for example, one which will require the attendance of London Ambulance Services) is committed on the premises (or appears to have been committed) the management will immediately ensure that:
    - a) The police (and, where appropriate, the London Ambulance Service) are called without delay;
    - b) All measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police;

- c) Where reasonably practicable, the crime scene is preserved so as to enable a full forensic investigation to be carried out by the police; and
- 4. A Challenge 25 proof of age scheme shall be operated at the premises. The only acceptable forms of identification are nationally recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.
  - 5. No open containers of alcohol to be taken outside the premises.
  - 6. A record shall be kept detailing all refused sales of alcohol. The record must include the date and time of the refused sale, the name of the member of staff who refused the sale, and the reason for the refusal, and how the refusal was resolved. The record shall be available for inspection at the premises by police or authorised council officers all times during hours of licensable activities.
- 7. The premises shall risk assess all events taking place at the venue. The purpose of this is to identify risks associated with the event and the measures that can be put in place to mitigate against them. Risks could include but not limited to intoxicated customers, violence, drug use, and underage customers. Mitigating measures will include but is not limited to SIA numbers, male and female SIA ratio, SIA placement, searching and ID checks. Where indicated by the event risk assessment, searches of all persons entering or re-entering the venue will be undertaken by SIA licensed staff while monitored by the premises CCTV system. The event risk assessment will determine the level of searches to be undertaken; according to the venue search policy. The risk assessment is to be recorded and made available to Police or relevant authority upon request.
- 8. We believe the innate risk of running a late night venue as requested by the applicant, requires the premises to have a minimum of 4 SIA security staff on duty on Thursday, Friday, and Saturday from 20:00 until after the last customers have left the area. When hosting promoted music events finishing past 00:00 the venue will instigate a search policy of all people entering the venue and

the use of an ID scanner. searches of all persons entering or re-entering the venue will be undertaken by SIA licensed staff while monitored by the premises CCTV system.

- 9. Where indicated by the event risk assessment, searches of all persons entering or re-entering the venue will be undertaken by SIA licensed staff while monitored by the premises CCTV system. The event risk assessment will determine the level of searches to be undertaken; according to the venue search policy.
  - 10. The premises must have a detailed documented security plan, that must include an ejections policy, search policy, anti-theft policy, and SIA numbers, The security plan will be made available to police upon request.
  - 11. A written entry policy shall be in place and implemented at the premises to move customers into the premises in such a way as to cause minimum disturbance or nuisance to neighbours. The licence holder shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by door staff so as to ensure that there is no public nuisance or obstruction.
  - 12. The premises shall have a written egress policy that shows how the venues customers will leave the venue without causing noise nuisance to local residents, and shall enable customers to leave the area safely. This policy will show taxi pick up points, customer waiting areas and marshalling / security plans to protect customers as they leave.
  - 13. The premises' security, egress, dispersal plans and searching policy as well as searching effectiveness shall be reviewed yearly and the results made available to the MPS Central East Police Licensing Office upon request.

14. The premises shall have a written welfare policy (reviewable annually) that will show how venue staff will manage customers who become vulnerable through intoxication or drugs, this policy will include the use of Welfare Officers at peak times. Dedicated, clearly identifiable welfare officers will in place during peak times and when required by the event risk assessment. The policy will be made available to Police upon request.
15. The premises shall agree to the Central East Police Licensing Drugs Policy (Attached)
Kind Regards
Mark
PC Mark Perry  Email



#### **DRUGS POLICY**

The premises is to operate a zero tolerance policy towards drugs.

When the premises is running a promoted event where DJ's will be performing, customers as well as artists will be searched for illegal drugs.

This will be a thorough search of customers, including customers bags, jackets, pockets etc. Searching to be done in an area covered by CCTV.

If a guest is found in possession of Drugs/illicit substances and it is believed it is for personal use then the drugs must be seized, the duty manager informed and the drugs must go into a numbered sealable bag. Confiscated drugs must be placed in a safe as soon as practicable. The person is not to be allowed entry to the premises.

The drugs log must then be filled out with the name and SIA number of the person finding and seizing the drugs, date and time of seizure, location of drugs find, description of the drugs, number of drugs and date and time of drugs being locked in the safe.

If the person is suspected of supplying drugs, which Police say is anything over a combination of 4 wraps/pills then the following applies:

- The member of staff, door supervisor or security guard will immediately inform the DPS or other manager on duty.
- The DPS/manager and door supervisor/security guard will ask the individual to step into a quiet area (or if appropriate, a room) and ask the person to turn out their pockets and bags.
- If a personal/bodily search is unavoidable then the Police's assistance will be sought.
- Any drugs found will be confiscated and handed to the DPS or other manager to store and record in accordance with the procedures in this Policy.
- Security guards will (subject to the security guard firm's own policies, procedures, and health & safety requirement) seek to calmly detain suspected drug dealers in the Premises while the Police are contacted.
- However if there is difficulty in this respect with material resistance by the suspected drug dealer and/or if the Police are unable to attend the Premises without delay, to the

extent that the situation in seeking to detain the person becomes unmanageable, the security guards will not use powers of detainment under a citizens' arrest.

• In such cases where the detention of the suspected drug dealer becomes reasonably unmanageable, the premises cannot take responsibility for detaining a person suspected of supplying drugs if they want to leave and the Police have not yet attended the Premises. In such instances the person will be removed from the Premises and a full Incident Report of the incident shall be completed and added to the Premises' Incident Report File.

Drugs are to be sealed in Police bags that will be supplied to the venue.

At the beginning of every month the premises will contact Tower Hamlets Police Licensing and arrange to the licensing officers to come and collect the drugs. A receipt will be signed for at the premises to document that the drugs have been taken by Police.

#### **WEAPONS**

When a person is found in possession of a knife or other weapon then the Police are to be called immediately. If safe to do so, and in line with the security company's policies and procedures, the weapon is to be seized and the subject detained.

#### **SIGNAGE**

There will be signage in a visible location in the entrance to the premises confirming the following:

- 1) There is to be a zero tolerance to drug use or supply at the premises.
- 2) Drug use and the supply of drugs in the premises is not permitted.
- 3) An enforced search policy identify drugs on customers entering the Premises.
- 4) Persons suspected of being involved in the supply of drugs will be detained, the drugs seized and the Police called.
- 5) No person found with drugs will be allowed onto the premises.
- 6) Entry to the premises may be conditional on searching.
- 7) Any drugs found on customers will be confiscated and given to the Police.

- 8) Any customer refusing a search will be refused entry to the Premises.
- 9) Female customers will be searched by a female door supervisor only.

#### **TOILETS**

Toilets are to be checked every 30 minutes during promoted event where DJ's will be performing.

The checks will be to see if there is any drug usage taking place, and will include cubicles and the communal areas.

Any customers acting suspiciously are to be taken to a private area and searched for drugs, if drugs are found then they are to be seized and the person ejected if the drugs are for personal use. If more drugs are found then would indicate personal use then the guidance for supplying drugs is to be followed.

In the toilets all flat surfaces are to be either removed or altered in such a way so as to make it difficult for drugs to be taken on them.

#### **SIA PATROLS**

SIA security are required to carry out patrols inside the venue to check on the customers and look for signs of drug use or taking.

Any person found taking drugs are to be taken to a private area and searched for drugs. If drugs are found then they are to be seized and the person ejected if the drugs are for personal use. If more drugs are found then would indicate personal use then the guidance for supplying drugs is to be followed.

Any person who has taken drugs or who looks like they have taken drugs, is to be taken to a private area and searched for drugs with the usual conditions applying. Medical assistance is to be offered and the London Ambulance Service called.

### Section 182 Advice by the Home Office Updated on August 2023

#### Relevant, vexatious and frivolous representations

- 9.4 A representation is "relevant" if it relates to the likely effect of the grant of the licence on the promotion of at least one of the licensing objectives. For example, a representation from a local businessperson about the commercial damage caused by competition from new licensed premises would not be relevant. On the other hand, a representation by a businessperson that nuisance caused by new premises would deter customers from entering the local area, and the steps proposed by the applicant to prevent that nuisance were inadequate, would be relevant. In other words, representations should relate to the impact of licensable activities carried on from premises on the objectives. For representations in relation to variations to be relevant, they should be confined to the subject matter of the variation. There is no requirement for a responsible authority or other person to produce a recorded history of problems at premises to support their representations, and in fact this would not be possible for new premises.
- 9.5 It is for the licensing authority to determine whether a representation (other than a representation from responsible authority) is frivolous or vexatious on the basis of what might ordinarily be considered to be vexatious or frivolous. A representation may be considered to be vexatious if it appears to be intended to cause aggravation or annoyance, whether to a competitor or other person, without reasonable cause or justification. Vexatious circumstances may arise because of disputes between rival businesses and local knowledge will therefore be invaluable in considering such matters. Licensing authorities can consider the main effect of the representation, and whether any inconvenience or expense caused by it could reasonably be considered to be proportionate.
- 9.6 Frivolous representations would be essentially categorised by a lack of seriousness. Frivolous representations would concern issues which, at most, are minor and in relation to which no remedial steps would be warranted or proportionate.
- 9.7 Any person who is aggrieved by a rejection of their representations on either of these grounds may lodge a complaint through the local authority's corporate complaints procedure. A person may also challenge the authority's decision by way of judicial review.
- 9.8 Licensing authorities should not take decisions about whether representations are frivolous, vexatious or relevant to the licensing objectives on the basis of any political judgement. This may be difficult for councillors who receive complaints from residents within their own wards.

If consideration is not to be delegated, contrary to the recommendation in this Guidance, an assessment should be prepared by officials for consideration by the sub- committee before any decision is taken that necessitates a hearing. Any councillor who considers that their own interests are such that they are unable to consider the matter independently should disqualify themselves.

- 9.9 It is recommended that, in borderline cases, the benefit of the doubt about any aspect of a representation should be given to the person making that representation. The subsequent hearing would then provide an opportunity for the person or body making the representation to amplify and clarify it.
- 9.10 Licensing authorities should consider providing advice on their websites about how any person can make representations to them.

#### **Licensing Policy Section 11**

#### **Prevention of Public Nuisance**

- 11.1 Licensed premises, especially those operating late at night and in the early hours of the morning, can cause a range of nuisances impacting on people living, working or sleeping in the vicinity of the premises.
- 11.2 Like many London boroughs, Tower Hamlets has may areas of the borough where businesses and residents are "cheek by jowl" with each other. Thus, the correct balance needs to be adopted ensuring residents are not unduly disturbed by licensed premises, whilst ensuring this does not stifle growth in the licence trade.
- 11.3 Though all licensed premises must promote the licensing objectives, and thus actively try to prevent public nuisance being caused by their licensable activities, there are some factors that this Licensing Authority would expect to applicants to consider and where appropriate address in their operating schedule. These are:
  - a) Music/performancesMeasures to reduce impact of noise on residents
  - b) Queue management
    - Measure to prevent obstruct access to properties, pavements. Measure to reduce the impact of people noise on residents
  - c) Ingress and Egress
    - Measure to prevent people noise during ingress and egress
  - d) Use of outside areas (see 11.7 below)
  - e) Deliveries, particularly pick-ups by vehicles

    Measures to prevent noise/fumes from engines, drivers (including smoking).
  - f) Bottle disposal
    - Done at reasonable time to prevent impact on residents e.g. between 8am and 8pm
  - g) Litter
    - Measures to prevent littering around the venue from patrons
- 11.4 The Licensing Authority appreciates that it would not be necessary or appropriate for all applications to have measures to prevent the above issues. Nevertheless, we will take a strong view on applications for licences that are in close proximity to residential premises, and whose indented use has a higher likelihood of causing public nuisance. This also includes those applications in areas covered by a Cumulative Impact Assessment (CIA). Especially where the applications falls outside the scope of any exceptions to such CIAs.
- 11.5 The Licensing Authority, where its discretion is engaged, will consider, where appropriate, attaching conditions to licences and permissions to prevent the

problems identified listed above, or any other conditions it considered appropriate and proportionate to promote the licensing condition of prevention of public nuisance.

- 11.6 **Street Furniture** placing of street furniture, which includes advertising boards, on the highway can cause a public nuisance by way of obstruction or encourage consumption of alcohol on an unlicensed area. The Licensing Authority expects applicants to have ensured that they fully comply with the Councils rules relating to authorisation of obstructions on the highway, and that the required authorisations are obtained prior to submitting a licence application. Where proportionate and appropriate, and its discretion is engaged, the Licensing Authority will impose conditions in relation to street furniture, including on private land.
- 11.7 **Fly Posting** The Council has experienced problems with "fly posting" in relation to venues that offer entertainment. Fly posting is the unauthorised posting of posters / advertisements etc. Where it considers it proportionate and appropriate, and its discretion is engaged, the Licensing Authority will attach conditions relating to the control of fly posting to ensure that venues clearly prohibit all fly posting in their contract terms with others and they effectively enforce this control.
- 11.8 **Beer Gardens and outside areas** since the ending of the restrictions imposed during the Coronavirus pandemic, we have seen an increase the use of outside areas. This has also been encouraged by Government under the Business and Planning Act 2020. We want to strike the right balance between allowing businesses to thrive whilst still protecting residents of the borough being unduly disturbed by the night time economy. Hence, we would encourage applicants address this concern in their operating schedule by detailing what mitigating measures they intend adopt to reduce any disturbance the use of the outside area is likely to have on neighbouring residents. Such measures could include:
  - limiting the amount of patrons permitted in the outside area, and/or,
  - restricting the use of areas after a certain time,
  - ceasing its use after a certain time.

Where disturbance of residents from outside areas is likely, and where its discretion is engaged, this Licensing Authority may add conditions limiting the numbers of person permitted to use any outside areas, and/or seek to cease the use of any outside areas after 21:00 hours.

11.9 Party Boats – An increasing number of complaints have been received in London Boroughs that boarder the River Thames in relation to "Party Boats", which use the River. In respect of this we would encourage applicants for Party Boats to consider adopting the "Boat" conditions, listed in our Model Conditions in Appendix 3, where appropriate to promote the Licensing Objective of Prevention of Public Nuisance. Furthermore, where disturbance of residence from these party boats is likely, and where its discretion is engaged, this Licensing Authority may add one or more of the boat conditions from our Model Conditions.

### Guidance Issued by the Home Office under Section 182 of the Licensing Act 2003

Updated December 2022

#### Public nuisance

- 2.15 The 2003 Act enables licensing authorities and responsible authorities, through representations, to consider what constitutes public nuisance and what is appropriate to prevent it in terms of conditions attached to specific premises licences and club premises certificates. It is therefore important that in considering the promotion of this licensing objective, licensing authorities and responsible 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. The issues will mainly concern noise nuisance, light pollution, noxious smells and litter.
- 2.16 Public nuisance is given a statutory meaning in many pieces of legislation. It is however not narrowly defined in the 2003 Act and retains its broad common law meaning. It may include in appropriate circumstances the reduction of the living and working amenity and environment of other persons living and working in the area of the licensed premises. Public nuisance may also arise as a result of the adverse effects of artificial light, dust, odour and insects or where its effect is prejudicial to health.
- 2.17 Conditions relating to noise nuisance will usually concern steps appropriate to control the levels of noise emanating from premises. This might be achieved by a simple measure such as ensuring that doors and windows are kept closed after a particular time, or persons are not permitted in garden areas of the premises after a certain time. More sophisticated measures like the installation of acoustic curtains or rubber speaker mounts to mitigate sound escape from the premises may be appropriate. However, conditions in relation to live or recorded music may not be enforceable in circumstances where the entertainment activity itself is not licensable (see chapter 16). Any conditions appropriate to promote the prevention of public nuisance should be tailored to the type, nature and characteristics of the specific premises and its licensable activities. Licensing authorities should avoid inappropriate or disproportionate measures that could deter events that are valuable to the community. such as live music. Noise limiters, for example, are expensive to purchase and install and are likely to be a considerable burden for smaller venues.
- 2.18 As with all conditions, those relating to noise nuisance may not be appropriate in certain circumstances where provisions in other legislation adequately protect those living in the area of the premises. But as stated earlier in this Guidance, the approach of licensing authorities and responsible authorities should be one of prevention and when their powers are engaged, licensing authorities should be aware of the fact that other legislation may not adequately cover concerns raised in relevant representations and additional conditions may be appropriate.

- 2.19 Where applications have given rise to representations, any appropriate conditions should normally focus on the most sensitive period for people being disturbed by unreasonably loud music is at night and into the early morning when residents in adjacent properties may be attempting to go to sleep or are sleeping. This is why there is still a need for a licence for performances of live music between 11 pm and 8 am. In certain circumstances, conditions relating to noise emanating from the premises may also be appropriate to address any disturbance anticipated as customers enter and leave.
- 2.20 Measures to control light pollution will also require careful thought. Bright lighting outside premises which is considered appropriate to prevent crime and disorder may itself give rise to light pollution for some neighbours. Applicants, licensing authorities and responsible authorities will need to balance these issues.
- 2.21 Beyond the immediate area surrounding the premises, these are matters for the personal responsibility of individuals under the law. An individual who engages in anti-social behaviour is accountable in their own right. However, it would be perfectly reasonable for a licensing authority to impose a condition, following relevant representations, that requires the licence holder or club to place signs at the exits from the building encouraging patrons to be quiet until they leave the area, or that, if they wish to smoke, to do so at designated places on the premises instead of outside, and to respect the rights of people living nearby to a peaceful night.

#### **Anti-Social Behaviour from Patrons Leaving the Premises**

#### General Advice

Members need to bear in mind that once patrons have left a premises they are no longer under direct control. Members will need to be satisfied that there is a link between the way the premises is operating and the behaviour that is complained of. An example of this would be that irresponsible drinking is being encouraged. Before deciding that any particular licensing conditions are proportionate, Members will also need to be satisfied that other legislation is not a more effective route. For example, if the problem is drinking in the street it may be that the Council should designate the area as a place where alcohol cannot be consumed in public.

Members may also wish to consider whether the hours of opening relate to any problems of anti-social behaviour.

If Members believe that there is a substantial problem of anti-social behaviour and it cannot be proportionately addressed by licensing conditions they should refuse the application.

#### Licensing Policy

The policy recognises that other legislation or measures may be more appropriate but also states that licensing laws are "a key aspect of such control and will always be part of an overall approach to the management of the evening and night time economy" (see Section 5.14 and 5.15 of the Licensing Policy).

The Licensing Authority expects the applicant to have addressed all crime and disorder issues relating to the premises in their operating schedule and to have sought appropriate advice. (See Sections 9.2 of the Licensing Policy)

The Licensing Authority will consider attaching conditions to deter crime and disorder and may be draw from the Model Conditions in **Appendix 3 of the Licensing Policy**. In particular Members may wish to consider (this list is not exhaustive):

- Bottle Bans
- Plastic containers
- CCTV (outside the premises)
- Restrictions on open containers for "off sales"
- Proof of Age scheme
- Crime prevention notices
- Drinks promotions-aimed at stopping irresponsible promotions
- Signage

#### Cumulative Impact

There is a process by which the Licensing Authority can determine that an area is saturated following representations. However, the process for this involves wide consultation and cannot come from representations about a particular application. (See Section 20 of the Licensing Policy).

#### **Police Powers**

The Licensing Act 2003, Part 8 gives a senior police officer the power to close a premises for up to 24 hours where the officer believes there is, or is likely to be disorder on or in the vicinity and closure is necessary in the interests of public.

#### Guidance Issued under Section 182 of the Licensing Act 2003

The key role of the Police is acknowledged (2.1).

Conditions attached to licences cannot seek to manage the behaviour of customers once they are beyond the direct management of the licence holder, but can relate to the immediate vicinity of the premises as they seek entry or leave (1.16).

Conditions are best targeted on deterrence and preventing crime and disorder (2.3) CCTV inside & out, communication, police liaison, no glasses are all relevant

There is also guidance issued around public nuisance (2.15 - 2.21).

Licence conditions should not duplicate other legislation (1.16).

Necessary and appropriate conditions should normally focus on the most sensitive periods and may address disturbance as customers enter or leave the premises but it is essential that conditions are focused on measures within the direct control of the licence holder (2.18/2.21).

Licensing law is not the primary mechanism for the general control of nuisance and anti-social behaviour by individuals once they are away from the licensed premises and, therefore, beyond the direct control of the individual, club or business holding the licence, certificate or authorisation concerned (14.13).

#### Other Legislation

#### Crime and Disorder Act 1998

The Council has a duty under Section 17 of the Crime and Disorder Act 1998 to do all it reasonably can to prevent crime and disorder.

The Act also introduced a wide range of measures designed to address anti-social behaviour committed by adults and young people. These include:

Anti-Social Behaviour Orders

- Child Curfew Schemes
- TruancyParenting Orders
- Reparation Orders
- Tackling Racism

#### **Licensing Policy Relating to Hours of Trading**

All applications have to be considered on their own merits.

The Council has however adopted a set of framework hours as follows:

- Monday to Thursday, from 06:00 hrs to 23:30 hrs
- Friday and Saturday, from 06:00 hrs to 00:00 hrs (midnight)
- Sunday, from 06:00 hrs to 22:30 hrs

#### (see 16.8 of the Licensing Policy)

In considering the applicability of frame work hours to any particular application regard should be had to the following

- Location
- Proposed hours of regulated activities, and the proposed hours the premises are open to the public
- The adequacy of the applicant's proposals to deal with issues of crime and disorder and public nuisance
- Previous history
- Access to public transport
- Proximity to other licensed premises, and their hours

#### (See 16.9 of the Licensing Policy)

Subject to any representations to the contrary in individual cases the following premises are not generally considered to contribute to late night anti-social behaviour and will therefore generally have greater freedom

- Theatres
- Cinemas
- Premises with club premises certificates

#### **Planning**

An application for a Premises Licence can be made in respect of a premises even where the premises does not have relevant Planning Permission. That application has to be considered and Members can only refuse the application where the application itself does not promote one of more of the Licensing Objectives. Members cannot refuse just because there is no planning permission. Where a Premises Licence is granted and which exceeds what is allowed by the Planning Permission and that Premises then operates in breach of planning then the operator would be liable to enforcement by Planning.

### Agenda Item 3.2

Committee:	Date	Classification	Report No.	Agenda Item No.
Licensing Sub Committee	23 April 2024	Unrestricted		

Report of:

Tom Lewis Service Manager

Regulatory Services (Commercial)

Originating Officer:

Corinne Holland
Licensing Officer

Title:

Licensing Act 2003 Application for a new Premise Licence for Little LND, Studio 2, Unit3a, 39 Autumn

Street, London, E3 2TT

Ward affected: **Bow East** 

#### 1.0 **Summary**

Applicant: Little LND Ltd (Matthew Blewitt)

Name and Little LND

Address of Premises: Studio 2, Unit 3a

39 Autumn Street

London E3 2TT

Licence sought: Licensing Act 2003

Sale by retail of Alcohol (on sales)

Regulated entertainment (films, live & recorded

music, dance)

Objectors: Licensing Authority

**Environmental Health** 

LLDC

Residents

#### 1.0 Recommendations

1.1 That the Licensing Committee considers the application and objections then adjudicate accordingly.

LOCAL GOVERNMENT 2000 (Section 97)
LIST OF "BACKGROUND PAPERS" USED IN THE DRAFTING OF THIS REPORT

Brief description of "background paper"

Tick if copy supplied for

If not supplied, name and telephone

number of holder

File Section 182 Guidance LBTH Licensing Policy Corinne Holland 020 7364 3986

#### 2.0 Background

- 2.1 This is an application for a new Premise Licence for Little LDN, Studio 2, Unit 3a, 39 Autumn Street, London, E3 2TT.
- 2.2 The applicant has described the premises as: A new cultural hub and entertainment venue. It will primarily be used for music events with the possibility of private hire for other activities such as fitness classes, private functions/activations and photo shoots. There are likely 1-2 'club night' music events per week.
- 2.3 A copy of the application is shown in **Appendix 1**
- 2.4 The hours applied for are as follows:

#### Sale of Alcohol (On sales only)

Monday – Sunday 09:00 – 03:00 hours the following day

#### **Regulated Entertainment**

#### Films, Recorded Music, Dance (indoors)

Monday – Sunday 06:00 – 03:00 hours the following day

#### **Live Music (indoors)**

Monday – Sunday 12:00 – 03:00 hours the following day

Non-Standard Hours for sale of alcohol, live & recorded music, and dance for Christmas Eve, Boxing Day, New Year's Eve, New Year's Day, and Bank Holiday weekends

Monday – Sunday 03:00 – 05:00 hours the following day

#### **Opening times**

Monday – Sunday 06:00 – 03:00 hours the following day

Non-standard hours for Christmas Eve, Boxing Day, New Year's Eve, New Year's Day, and Bank Holiday weekends

Monday – Sunday 03:00 – 05:00 hours the following day

- 3.0 Location and Nature of the premises
- 3.1 The site plan of the venue is included as **Appendix 2**.
- 3.2 Maps showing the vicinity are included as **Appendix 3.**
- 3.3 Photographs of the premises are included in **Appendix 4**.
- 3.4 Details of other licensed venues in the immediate vicinity are included as **Appendix 5.**

#### 4.0 Licensing Policy and Government Advice

- 4.1 The Council has adopted a licensing policy and this is available from the Licensing Section, and at the hearing. The revised policy came into effect on 1<sup>st</sup> November 2023.
- 4.2 Relevant Sections of the policy are brought to the attention of Members within the Licensing Officers report.
- 4.3 The Home Secretary has issued Guidance under Section 182 of the Licensing Act 2003. This is available on the Government's website, www.homeoffice.gov.uk. It was last revised in December 2023.
- 4.4 Relevant Sections of this advice are brought to Members attention within the Licensing Officers report. Members should note however, than in some areas Tower Hamlets, after a proper consideration of local circumstances, has not followed the Government's advice, or has developed it further.

#### 5.0 Representations

- 5.1 All representations have to meet basic legal and administrative requirements. If they fail to do so they cannot be accepted. When rejected the person sending in the representation must be written to, and an explanation for rejection given in writing.
- 5.2 A responsible authority or other person can make a representation. There are two tests for other persons and only one for a responsible authority. The two tests are contained in Section 18 of the Act.
- 5.3 All representations must be "about the likely effect of the grant of the premises licence on the promotion of the licensing objectives." Likely means something that will probably happen, i.e. on balance more likely than not.
- 5.4 Representations by responsible authorities do not have to meet the second test of not being vexatious and frivolous. Other persons have to meet this test.
- 5.5 The Home Office recommends that in borderline cases, the benefit of the doubt should be given to the interested party making the representation.
- 5.6 Section 182 Advice by the Home Office concerning relevant, vexatious and frivolous representations is attached as **Appendix 20**
- 5.7 All the representations in this report have been considered by the relevant officer (Team Leader Licensing & Safety) and determined to have met the requirements of the Licensing Act 2003.

5.8 This hearing is required by the Licensing Act 2003, because relevant representations have been made by the following.

Licensing Authority	Appendix 6
Environmental Health	Appendix 7
LLDC	Appendix 8
Gabi Crewe	Appendix 9
Jack Bielby/Gbolahan Olapade/	Appendix 10
Sam Hills	
Louise Cole	Appendix 11
Michael Dover / Stephen Brown	Appendix 12
Matt Stafford	Appendix 13
Perry Miller	Appendix 14
Nina Tolstrup / Samantha Clark	Appendix 15
Wayne Lloyd	Appendix 16

- 5.9 Applicants response to objectors **Appendix 17**
- 5.10 Applicants additional submissions of Management Plans Appendix 18
  - Event Management Plan
  - Noise Management Plan
  - Traffic & Transport Management Plan
  - Security Plan
- 5.11 All of the responsible authorities have been consulted about this application. They are as follows:
  - The Licensing Authority
  - The Metropolitan Police
  - The LFEPA (the London Fire and Emergency Planning Authority).
  - Planning
  - Health and Safety
  - Noise (Environmental Health)
  - Trading Standards
  - Child Protection
  - Public Heath
  - Home office (Immigration Enforcement)
- 5.12 In addition the application was required to be advertised in a local newspaper and by a blue poster. Only objections that relate to the following licensing objectives are relevant:
  - the prevention of crime and disorder
  - public safety
  - the prevention of public nuisance
  - the protection of children from harm

- 5.13 The objections relate to:
  - Public nuisance
  - ASB
  - Crime & Disorder
  - Public Safety
  - Access & Egress
- 5.14 Essentially, the relevant parties oppose the application because the applicant has not explained how within the context of the application they will meet licensing objective of the prevention of public nuisance and the prevention of crime and disorder.
- 5.15 There are strict time limits to any representations. The time limits are contained in The Licensing Act 2003 (Premises licences and club premises certificates) Regulations 2005.
- 5.16 The applicant has offered measures in the operating schedule of the application that address the promotion of the Licensing Objectives. If there were no representations, the Licensing Authority would grant the licence, with conditions consistent with the operating schedule, which are relevant, proportionate and enforceable. Members are asked to consider the schedule and incorporate any conditions as necessary to address the licensing objectives.

#### 6.0 Conditions consistent with Operating Schedule

- For each event taking place under this licence, a venue and event specific Event Safety Management Plan (ESMP) will be formulated by Little LND's in-house production teams and approved contractors.
- 2. Staff briefing, training, careful planning and constant review and updates of these plans and policies will be implemented by management.
- 3. Offence specific risk assessments into audience, artist, genre, location etc will take place to determine any specific risk pertaining to the attraction of crime to the event.
- 4. The venue will have a Health & Safety policy, Noise Management Plan, Waste Management Plan and Crowd dispersal Management Plan, Security Management Plans.
- 5. All music events shall be for over 18's only.
- 6. Where children are allowed on the premises, they must be accompanied by a responsible parent or legal guardian. Where children are permitted on the premises an addition will be made to

- the ESMP detailing procedure for lost children, safeguarding and any restricted/regulated content expected at the event.
- 7. A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.

#### 7.0 Conditions Agreed/Requested by Responsible Authority

Conditions agreed with the police - Appendix 19

- 1. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Tower Hamlets Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31 day period.
- 2. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.
- 3. There shall be a personal licence holder on duty on the premises from 19:00 on a Friday and Saturday night, and when there is a promoted music event, and when called for by the risk assessment.
- 4. An incident log shall be kept at the premises, and be available on request to the Police or an authorised officer. It must be completed within 24 hours of any incident and will record the following:
  - a) all crimes reported to the venue;
  - b) all ejections of patrons;
  - c) any complaints received concerning crime and disorder
  - d) any incidents of disorder;
  - e) all seizures of drugs or offensive weapons;
  - f) any faults in the CCTV system, searching equipment or scanning equipment;
  - g) any refusal of the sale of alcohol;
  - h) any visit by a relevant authority or emergency service.

- 5. In the event that a serious assault is committed on the premises (or appears to have been committed) the management will immediately ensure that:
  - a) the police (and, where appropriate, the London Ambulance Service) are called without delay;
  - b) all measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police;
  - c) the crime scene is preserved so as to enable a full forensic investigation to be carried out by the police; and
  - d) such other measures are taken (as appropriate) to fully protect the safety of all persons present on the premises.
- 6. A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.
- 7. A record shall be kept detailing all refused sales of alcohol. The record should include the date and time of the refused sale and the name of the member of staff who refused the sale. The record must show the outcome of the person who was intoxicated i.e. if left with friends, taxi called etc. The record shall be available for inspection at the premises by the police or an authorised officer at all times whilst the premises is open.
- 8. The premises must have a detailed documented security plan, that must include, but not limited to, an ejections policy, search policy, anti-theft policy, and SIA numbers. The security plan will be made available to police upon request.
- 9. The premises shall have a written welfare policy (reviewable annually) that will show how venue staff will manage customers who become vulnerable through intoxication or drugs. Dedicated, trained and clearly identifiable welfare officers will be on duty when promoted music events are taking place at the venue, or called for by the risk assessment. The policy will be made available to Police upon request.
- 10. Drinking water, will be made freely available at the venue.
- 11. All front of house staff shall complete welfare and vulnerability awareness training, such as "WAVE" as part of their induction process to work at the premises. This training shall be documented and repeated/refreshed at yearly intervals.
- 12. All external smoking areas will be segregated from other areas of the venue and will be managed by members of staff.
- 13. The premises shall use an ID scanner that uses photographic identification documents such as ID cards, passports etc, all customers entering the premises where regulated entertainment is

- provided, and or after 8pm shall have their ID scanned by this device. Weddings, film productions, photo shoots, product launches and corporate events shall be excluded from the requirements of this condition provided that the venue has a list of those attending the premises for such events.
- 14. When promoted regulated entertainment is taking place past 11pm, searching including bag searches and wanding all customers and artists take place.
- 15. The premises shall risk assess all events taking place at the venue. The purpose of this is to identify risks associated with the event and the measures that can be put in place to mitigate against them. Risks could include but not limited to intoxicated customers, violence, drug use, and underage customers. Mitigating measures will include but is not limited to SIA numbers, male and female SIA ratio, SIA placement, searching, ID checks and Welfare Officers. Such risk assessments will be signed off by the premises management and by the security company. The risk assessments will be the subject of an independent audit carried out at least once every six months. The risk assessment is to be recorded and made available to Police or relevant authority upon request.
- 16. A written entry policy shall be in place and implemented at the premises to move customers into the premises in such a way as to cause minimum disturbance or nuisance to neighbours. The policy shall include details on queue management to ensure any queue to enter the premises is managed effectively and supervised by door staff to ensure that there is no public nuisance or obstruction to the public highway.
- 17. When hosting events past midnight the venue shall have a "Wind Down Procedure". The procedure will include music levels being brought down to background levels 30 minutes before the venue closes. Light levels being brought up to normal levels 30 minutes before the venue closes. As well as any other procedures venue management deem necessary.
- 18. A written egress policy shall be in place and implemented at the premises to move customers away from the premises in such a way as to cause minimum disturbance or nuisance to neighbours. The policy shall include details on queue management to ensure any queue to enter the premises is managed effectively and supervised by door staff to ensure that there is no public nuisance or obstruction to the public highway.

#### The Egress Policy shall include:

- Details as to how customer / staff egress at the premises shall be managed to minimise causing nuisance.
- Details of the management of any 'winding down' period at the premises.
- Details of the use of security and stewarding in respect of managing customer dispersal from the premises.
- Details of any cloakroom facility at the premises and how it is managed.
- Detail of road safety in respect of customers leaving the premises.

- Details of the management of ejections from the premises.
- Details of how refuse / waste in the local vicinity arising through the operation of the premises will be cleared up.
- Traffic management plan to show how vehicles picking up customers will be managed to ensure traffic leading up to the venue does not block the road or cause noise nuisance, or impede dispersal.
- 19. Should Tower Hamlets Council and Central East Police deem that the transport plan is not working, then the concerns / failures will be presented to the venue in written form, and the venue given one month to rectify them. Should the failures / concerns not be addressed to the satisfaction of the Local Authority and Police then the license will be restricted to framework hours and a review of the premises license submitted by those authorities within 1 month of the venue being restricted to framework hours.
- 20. There shall be no entry to new customers after 1am.
- 21. The submitted Traffic Management Plan shall be strictly followed, and subject to annual review, or in the event of a significant incident. Any modifications to the plan must be approved by the Metropolitan Police Service prior to implementation.

#### 8.0 Licensing Officer Comments

- 8.1 The Live Music Act removed licensing requirements for the following:
  - amplified live music and recorded music between 8am and 11pm before audiences of no more than 500 people on premises authorised to sell alcohol for consumption on the premises;
  - unamplified live music between 8am and 11pm in all venues.
  - Further exemptions apply see Section 16.5-16.6 of Section 182
     Guidance.
- 8.2 The following is intended to advise Members of the relevant aspects of the Boroughs Licensing Policy, guidance from the Secretary of State, legislation and good practice. Members may depart from the Council's Licensing Policy and/or Government advice, provide they consider it appropriate to do so, and have clear reasons for their decision.
- 8.3 Guidance issued under section 182 of the Licensing Act 2003
  - As stated in the guidance it is "provided to licensing authorities in relation to the carrying out of their functions under the 2003 Act." It is a key medium for promoting best practice, ensuring consistent application and promoting fairness equal treatment and proportionality (1.7).

- Also "as long as licensing authorities have properly understood this Guidance, they may depart from it if they have good reason to do so and can provide full reasons. Departure from this Guidance could give rise to an appeal or judicial review, and the reasons given will then be a key consideration for the courts when considering the lawfulness and merits of any decision taken." Therefore licensing authorities will need to give full reasons for their actions (1.9).
- Also Members should note "A Licensing Authority may depart from its own policy if the individual circumstances of any case merit such a decision in the interests of the promotion of the licensing objectives." (1.12)
- ❖ Also, "The licensing authority may not impose any conditions unless its discretion has been exercised following receipt of relevant representations and it is satisfied as a result of a hearing (unless all parties agree a hearing is not necessary) that it is appropriate to impose conditions to promote one or more of the four licensing objectives." Therefore, conditions may not be imposed for the purpose other than promoting the licensing objectives and in some cases no additional conditions will be appropriate. (10.8)
- Necessary conditions should emerge from a risk assessment by the applicant, which should then be reflected in the operating schedule (10.4).
- ❖ The Guidance states: "Where there are objections to an application to extend the hours during which licensable activities are to be carried on and the licensing authority determines that this would undermine the licensing objectives, it may reject the application or grant it with appropriate conditions and/or different hours from those requested." (10.14)
- Mandatory conditions must be imposed (10.25) and censorship avoided (10.17).
- The Guidance states: "It is still permitted to sell alcohol using promotions (as long as they are compatible with any other licensing condition that may be in force), and the relevant person should ensure that the price of the alcohol is not less than the permitted price. Detailed guidance on the use of promotions is given in the guidance document available on the Gov.uk website." (10.58)
- Also, "Licensing authorities should not attach standardised blanket conditions promoting fixed prices for alcoholic drinks to premises licences or club licences or club premises certificates in an area." (10.21)

- 8.4 The Licensing Act 2003 permits children of any age to be on the premises which primarily sell alcohol providing they are accompanied by an adult. It is not necessary to make this a condition.
- 8.5 In all cases the Members should make their decision on the civil burden of proof, that is "the balance of probability."
- 8.6 In all cases Members should consider whether or not primary legislation is the appropriate method of regulation and should only consider licence conditions when the circumstances in their view are not already adequately covered elsewhere.
- 8.7 The Government has advised that conditions must be tailored to the individual type, location and characteristics of the premises and events concerned. Conditions cannot seek to manage the behaviour of customers once they are beyond the direct management of the licence holder and their staff and standardised conditions should be avoided where they cannot be shown to be appropriate. (1.16/1.17)
- 8.8 The Council's Licensing Policy generally expects applicants to address the licensing objectives and discuss how to do this with the relevant responsible authorities.
- 8.9 In **Appendices 20-27** Members are given general advice, and also have explanations of the Council's Licensing Policy, Government advice and other legislation relating to the matters previously identified.
- 9.0 **Legal Comments**
- 9.1 The Council's legal officer will give advice at the hearing.
- 10.0 Finance Comments
- 10.1 There are no financial implications in this report.

### 11.0 Appendices

Appendix 1 A copy of the application /Traffic Management Plan

Appendix 2 Site Plan

Appendix 3 Maps of the surrounding area

Appendix 4 Photographs of the premises

Appendix 5 Other licensed venues in the area

Appendix 6 Representations from LA

Appendix 7 Representation from EH Representations from LLDC

**Appendix 9-16** Resident/Business representations

**Appendix 17** Applicants' response to representations

**Appendix 18** Applicants' Management Plans

**Appendix 19** Police agreements/conditions

**Appendix 20** Section 182 Advice by the DCMS- Relevant, vexatious

and frivolous representations

**Appendix 21** Licensing Officer comments on public nuisance

**Appendix 22** S182 advice on public nuisance

Appendix 23 Noise whilst the premises is in use

Appendix 24 ASB on leaving the premises

Appendix 25 Access & Egress

**Appendix 26** Licensing Policy relating to hours of trading

Appendix 27 Planning



# Tower Hamlets Application for a premises licence Licensing Act 2003

For help contact

<u>licensing@towerhamlets.gov.uk</u> Telephone: 020 7364 5008

\* required information

Section 1 of 21		
You can save the form at	any time and resume it later. You do not need to	be logged in when you resume.
System reference	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference	LittleLDNv1	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 o	on behalf of the applicant?	Put "no" if you are applying on your own
• Yes	O No	behalf or on behalf of a business you own or work for.
Applicant Details		
* First name	Matthew	
* Family name	Blewitt	
* E-mail		
Main telephone number		Include country code.
Other telephone number		<del>_</del>
	applicant would prefer not to be contacted by te	lephone
Is the applicant:		
<ul><li>Applying as a busir</li></ul>	ness or organisation, including as a sole trader	A sole trader is a business owned by one
<ul> <li>Applying as an indi</li> </ul>	vidual	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?	S • Yes    No	Note: completing the Applicant Business section is optional in this form.
Registration number	15395556	
Business name	Little LDN Ltd	If the applicant's business is registered, use its registered name.
VAT number -	none	Put "none" if the applicant is not registered for VAT.
Legal status	Private Limited Company	
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Continued from manifestana		
Continued from previous page		
Applicant's position in the business	Company Director	
Home country	United Kingdom	The country where the applicant's headquarters are.
Registered Address		Address registered with Companies House.
Building number or name		
City or town		
County or administrative area		
Country	United Kingdom	
Agent Details		
* First name	Aengus	
* Family name	Drennan	
* E-mail		
Main telephone number		Include country code.
Other telephone number		
☐ Indicate here if you wou	ld prefer not to be contacted by telephone	
Are you:		
<ul><li>An agent that is a busine</li></ul>	ess or organisation, including a sole trader	A sole trader is a business owned by one person without any special legal structure.
<ul> <li>A private individual action</li> </ul>	ng as an agent	percent minious any openiar regards actually
Agent Business		
Is your business registered in the UK with Companies House?		Note: completing the Applicant Business section is optional in this form.
Is your business registered outside the UK?		
Business name		If your business is registered, use its registered name.
VAT number -		Put "none" if you are not registered for VAT.
Legal status	Please select	

Continued from previous page		
Your position in the business		
Home country	United Kingdom	The country where the headquarters of your business is located.
Agent Business Address		If you have one, this should be your official
Building number or name		address - that is an address required of you by law for receiving communications.
Street		
District		
City or town		
County or administrative area		
Postcode		
Country	United Kingdom	
Section 2 of 21		
PREMISES DETAILS		
	ply for a premises licence under section 17 of the premises) and I/we are making this applicat of the Licensing Act 2003.	
Premises Address	٠	
Are you able to provide a posta	al address, OS map reference or description of t	the premises?
<ul><li>Address</li><li>OS ma</li></ul>	p reference O Description	
Postal Address Of Premises		
Building number or name	Studio 2, Unit 3a, 39	
Street	Autumn Street	
District	Hackney Wick	
City or town	London	
County or administrative area	London	
Postcode	E3 2TT	
Country	United Kingdom	
<b>Further Details</b>		
Telephone number		
Non-domestic rateable value of premises (£)	14,000	
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Section 3 of 21	
APPLICATION DETAILS	
In what capacity are you applying for the premises licence?	
☐ An individual or individuals	
☐ A partnership (other than limited liability)	
☐ An unincorporated association	
☐ Other (for example a statutory corporation)	
☐ A recognised club	
☐ A charity	
☐ The proprietor of an educational establishment	
☐ A health service body	
A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales	
A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England	
☐ The chief officer of police of a police force in England and Wales	
Confirm The Following	
I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities	
☐ I am making the application pursuant to a statutory function	
I am making the application pursuant to a function discharged by virtue of His Majesty's prerogative	
Section 4 of 21	
NON INDIVIDUAL APPLICANTS	
Provide name and registered address of applicant in full. Where appropriate give any regis partnership or other joint venture (other than a body corporate), give the name and address of applicant in full.	
Non Individual Applicant's Name	
Name Little LDN Ltd	
Details	
Registered number (where applicable) 15395556	
Description of applicant (for example partnership, company, unincorporated association e	tc)

Continued from previous page		
Company limited by shares		
Address		
Building number or name		
City or town		
County or administrative area		
Country	United Kingdom	
Contact Details		
E-mail	littleldnltd@gmail.com	
Telephone number		
Other telephone number		
* Date of birth	dd mm yyyy	
* Nationality	British	Documents that demonstrate entitlement to work in the UK
	Add another applicant	
Section 5 of 21		
OPERATING SCHEDULE		
When do you want the premises licence to start?	01 / 03 / 2024 dd mm yyyy	
If you wish the licence to be valid only for a limited period, when do you want it to end	dd mm yyyy	
Provide a general description of	of the premises	
licensing objectives. Where you	ses, its general situation and layout and any oth ur application includes off-supplies of alcohol a olies you must include a description of where th	nd you intend to provide a place for
	o and entertainment venue in the heart of East L comprising a main event room, bar area, office,	
It will be used primarily for mus	sic events (taking place in the male event area)	with the possibility of private hire for other

Continued from previous pactivities such as fitness of	-	ctions/activations, and	photo shoots	5.
The premises expects 1-2 staff).	events per week,	spanning 7pm to 3am,	for a capacity	of no greater than 320 persons (including
If 5,000 or more people a expected to attend the premises at any one time state the number expected attend	2			
Section 6 of 21				
PROVISION OF PLAYS				
See guidance on regulate	ed entertainment			
Will you be providing pla	ıys?			
○ Yes	<ul><li>No</li></ul>			
Section 7 of 21				
PROVISION OF FILMS				
See guidance on regulate	ed entertainment			
Will you be providing film	ns?			
<ul><li>Yes</li></ul>	○ No			
Standard Days And Tim	nings			
MONDAY				Charakteria ve to 24 h a verale alla
	Start 06:00	End	03:00	Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days
	Start	End		of the week when you intend the premises to be used for the activity.
		2.10		to be used for the activity.
TUESDAY	s lo	F 1	00.00	
	Start 06:00	End	03:00	
	Start	End		
WEDNESDAY				
	Start 06:00	End	03:00	
	Start	End		
THURSDAY	•			
	Start 06:00	End	03:00	
			03.00	
	Start	End		
FRIDAY				
	Start 06:00	End	03:00	
	Start	End		

Combinated from manyious name					
Continued from previous page					
SATURDAY					
Start 06:00 End	d 03:00				
Start End	d b				
SUNDAY					
Start 06:00 End	d 03:00				
Start End					
Will the exhibition of films take place indoors or outdoors or bot					
<ul><li>Indoors</li><li>Outdoors</li><li>Bot</li></ul>	structure tick as appropriate. Indoors may				
State type of activity to be authorised, if not already stated, and					
exclusively) whether or not music will be amplified or unamplifie	• • • • • • • • • • • • • • • • • • • •				
Whilst not the primary intended purpose of the venue, Little LDI form of entertainment, or complementary to other entertainment 0800-2300.	•				
State any seasonal variations for the exhibition of film					
For example (but not exclusively) where the activity will occur or	n additional days during the summer months.				
Non standard timings. Where the premises will be used for the ecolumn on the left, list below	exhibition of film at different times from those listed in the				
For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.					
Section 8 of 21					
PROVISION OF INDOOR SPORTING EVENTS					
See guidance on regulated entertainment					
Will you be providing indoor sporting events?					
○ Yes					
Section 9 of 21					
PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS					
See guidance on regulated entertainment					
Will you be providing boxing or wrestling entertainments?					
○ Yes	90				

Continued from previous	nage				
Section 10 of 21	page				
PROVISION OF LIVE M	USIC				
See guidance on regula	ated entertainment				
Will you be providing li	ve music?				
<ul><li>Yes</li></ul>	○ No				
Standard Days And Ti	mings				
MONDAY				Give timings in 24 hour clock.	
	Start 12:00	End	03:00	(e.g., 16:00) and only give details for the days	
	Start	End		of the week when you intend the premises to be used for the activity.	
TUESDAY					
	Start 12:00	End	03:00		
	Start	End			
WEDNESDAY				1	
	Start 12:00	End	03:00		
	Start	End			
THURSDAY					
	Start 12:00	End	03:00		
	Start	End			
FRIDAY					
,,	Start 12:00	End	03:00		
	Start	End			
SATURDAY					
o, ti ette i ti	Start 12:00	End	03:00		
	Start	End			
SUNDAY					
JONDAT	Start 12:00	End	03:00		
	Start	End			
Will the performance of	f live music take place ir		or both?	Where taking place in a building or other	
<ul><li>Indoors</li></ul>	<ul><li>Outdoors</li></ul>	○ Both	l	structure tick as appropriate. Indoors may include a tent.	
State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.					
Performance of live music (e.g. singing, acoustic/amplified instruments) as part of a program of entertainment. This may fall outside the 0800-2300 window					
		<u>Page</u>	<u> 191          </u>		

Continued from previous [There are likely 1-2 'clul	. •	ats nor wook taking nlag	e annrovima	stely 1900.0300
There are likely 1-2 clui		its per week, taking plac	е аррголіпа	nery 1700-0300
State any seasonal varia	ations for the perfo	rmance of live music		
For example (but not e.	xclusively) where th	ne activity will occur on	additional da	ays during the summer months.
Non-standard timings. in the column on the le		s will be used for the pe	erformance o	f live music at different times from those listed
For example (but not e	xclusively), where y	ou wish the activity to ξ	go on longer	on a particular day e.g. Christmas Eve.
Possibility for later 5am	finishes on Christm	nas Eve, Boxing Day, Ne	w Year's Eve,	New Year's Day and bank holiday weekends.
Section 11 of 21				
PROVISION OF RECOR	DED MUSIC			
See guidance on regula	ated entertainment			
Will you be providing re	ecorded music?			
<ul><li>Yes</li></ul>	○ No			
Standard Days And Ti	mings			
MONDAY				Give timings in 24 hour clock.
	Start 06:00	End	03:00	(e.g., 16:00) and only give details for the days
	Start	End		of the week when you intend the premises to be used for the activity.
TUESDAY		_		
	Start 06:00	End	03:00	
	Start	End	00.00	
	Start [	Lilu		
WEDNESDAY		7		
	Start 06:00	End	03:00	
	Start	End		
THURSDAY				
	Start 06:00	End	03:00	
	Start	End		
FRIDAY		_		
T KID/KI	Start 06:00	End	03:00	
	Start	」 Page ଘ®	4	

Continued from previous page			
SATURDAY			
Start	06:00	End 03:00	]
Start		End	
SUNDAY			
Start	06:00	End 03:00	]
Start		End	
Will the playing of recorded m		L	Where taking place in a building or other
<ul><li>Indoors</li></ul>	Outdoors O	Both	structure tick as appropriate. Indoors may include a tent.
State type of activity to be autexclusively) whether or not m			further details, for example (but not
music shall normally take the	form of a 'DJ act', however th h as private events or fitness	nere is the possibility classes, which may	policy, and monitored & logged. Recorded of the playing of incidental music in take place outside the hours of 0800-2300.
, ,	·	пп тте аррголітате	times 1700-0300.
State any seasonal variations			
For example (but not exclusiv	ely) where the activity will od ————————————————————————————————————	ccur on additional d	ays during the summer months.
Non-standard timings. Where in the column on the left, list I	•	or the playing of reco	orded music at different times from those listed
For example (but not exclusiv	ely), where you wish the acti	ivity to go on longer	on a particular day e.g. Christmas Eve.
Possibility for later 5am finishe	es on Christmas Eve, Boxing	Day, New Year's Eve	, New Year's Day and bank holiday weekends.
Section 12 of 21			
PROVISION OF PERFORMAN	CES OF DANCE		
See guidance on regulated er	ntertainment		
Will you be providing perform	nances of dance?		
<ul><li>Yes</li></ul>	○ No		
Standard Days And Timings	i		
MONDAY			Give timings in 24 hour clock.
Start	06:00	End 03:00	(e.g., 16:00) and only give details for the days
Start	F F	Patrie 193	of the week when you intend the premises to be used for the activity.

Continued from previous pa	1ge					
TUESDAY						
5	Start	06:00		End	03:00	
S	Start			End		
WEDNESDAY						
S	Start	06:00		End	03:00	
Ç	Start			End		
THURSDAY						
5	Start	06:00		End	03:00	
S	Start			End		
FRIDAY						
	Start	06:00		End	03:00	
		00.00			03.00	
	Start			End		
SATURDAY						
		06:00		End	03:00	
S	Start			End		
SUNDAY						
S	Start	06:00		End	03:00	
S	Start			End		
Will the performance of d	ance	take place inc	doors or outdoor	s or b	oth?	Where taking place in a building or other structure tick as appropriate. Indoors may
<ul><li>Indoors</li></ul>		Outdoor	rs O	Both		include a tent.
State type of activity to be exclusively) whether or no						urther details, for example (but not
Any dance performances 0800-2300.	will li	kely be secon	dary and suppor	ting t	o a musical a	ct. This may fall outside of the window of
There will likely be 1-2 eve	ents p	er week, fror	n the approxima	te tin	nes 1900-030	0.
State any seasonal variation	ons fo	or the perform	nance of dance			
For example (but not excl	usive	ly) where the	activity will occu	ır on a	additional da	ys during the summer months.
Non-standard timings. WI the column on the left, lis		•		ne pe		dance at different times from those listed in

Page 194

Continued from previous	page				
For example (but not ex	clusive	ly), where yo	ou wish the activity to g	o on longer	on a particular day e.g. Christmas Eve.
Possibility for later 5am	finishes	s on Christm	as Eve, Boxing Day, Nev	v Year's Eve,	New Year's Day and bank holiday weekends.
Section 13 of 21					
PROVISION OF ANYTH DANCE	ING OF	A SIMILAR	DESCRIPTION TO LIVE	MUSIC, REC	CORDED MUSIC OR PERFORMANCES OF
See guidance on regula	ted ent	ertainment			
Will you be providing an performances of dance?	, .	similar to liv	ve music, recorded mus	sic or	
○ Yes		<ul><li>No</li></ul>			
Section 14 of 21					
LATE NIGHT REFRESHI	/IENT				
Will you be providing la	ite nigh	t refreshmer	nt?		
○ Yes		<ul><li>No</li></ul>			
Section 15 of 21					
SUPPLY OF ALCOHOL					
Will you be selling or su	pplying	g alcohol?			
<ul><li>Yes</li></ul>		○ No			
Standard Days And Tir	mings				
MONDAY					Cive timings in 24 hour sleet
	Start	09:00	End	03:00	Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days
	Start		End		of the week when you intend the premises to be used for the activity.
	Start		LIIG		to be used for the activity.
TUESDAY					
	Start	09:00	End	03:00	
	Start		End		
WEDNESDAY					
	Start	09:00	End	03:00	
	Start		End		
TI II I DOD AV	otart		Liid		
THURSDAY					
	Start	09:00	End	03:00	
	Start		End		
FRIDAY					
	Start	09:00	End	03:00	
	Start		Pame	195	

Continued from previous page			
SATURDAY			
Start	09:00	End 03:00	
Start		End	
SUNDAY			
Start	09:00	End 03:00	
Start		End	
Will the sale of alcohol be for o	onsumption:		If the sale of alcohol is for consumption on
<ul><li>On the premises</li></ul>	Off the premises	Both	the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.
State any seasonal variations			
For example (but not exclusive	ely) where the activity will occu	ur on additional da	ys during the summer months.
Whilst the above timings suggest an early open, the early start would just be for private events looking to provide hospitality to guests.  For club nights (1-2 per week), timings would likely be 1900-0300.			
Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below  For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.			
Possibility for later 5am finishes on Christmas Eve, Boxing Day, New Year's Eve, New Year's Day and bank holiday weekends.			
State the name and details of the individual whom you wish to specify on the licence as premises supervisor			
Name			
First name	Michala		
Family name	Drake		
Date of birth	dd mm yyyy		

Continued from previous page		
Enter the contact's address		
Building number or name		
District		
City or town	n	
County or administrative area		
Country	United Kingdom	
Personal Licence number		
(if known)		
leavine a linear disease a subbanda.		
Issuing licensing authority (if known)		
PROPOSED DESIGNATED PRE	MISES SUPERVISOR CONSENT	
	he proposed designated premises supervisor	
be supplied to the authority?		
<ul> <li>Electronically, by the pro</li> </ul>	posed designated premises supervisor	
<ul> <li>As an attachment to this</li> </ul>	application	
Reference number for consent form (if known)		If the consent form is already submitted, ask the proposed designated premises
TOTTI (II KHOWII)		supervisor for its 'system reference' or 'your
Section 16 of 21		reference'.
ADULT ENTERTAINMENT		
	nent or services, activities, or other entertainme concern in respect of children	nt or matters ancillary to the use of the
Give information about anythi	ng intended to occur at the premises or ancillar	y to the use of the premises which may give
•	nildren, regardless of whether you intend childre semi-nudity, films for restricted age groups etc	·
N/A.		3
For club night events, entry wi attendees upon entry.	II be permitted to over-18s only, guided by the \	Venue's Challlenge 25 policy, identifying all
Section 17 of 21		
HOURS PREMISES ARE OPEN	TO THE PUBLIC	
Standard Days And Timings		
MONDAY		_ Give timings in 24 hour clock.
Start	_	(e.g., 16:00) and only give details for the days
Start	Page 197	of the week when you intend the premises to be used for the activity.

Continued from previous page			
TUESDAY			
Start	06:00	End	03:00
Start		End	
WEDNESDAY			
	06:00	End	03:00
Start		End	
		LIIG	
THURSDAY			
Start	06:00	End	03:00
Start		End	
FRIDAY			
Start	06:00	End	03:00
Start		End	
SATURDAY			
Start	06:00	End	03:00
Start		End	
SUNDAY		2.10	
	0,00	- 1	00.00
	06:00	End	03:00
Start		End	
State any seasonal variations			
For example (but not exclusive	ely) where the ac	ctivity will occur on	additional days during the summer months.
		nes for private hire o	only. Most music events (1-2 per week) are anticipated to
take place from approximately	<i>i</i> 1900-0300.		
Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below			
For example (but not exclusive	ely), where you v	wish the activity to g	go on longer on a particular day e.g. Christmas Eve.
Possibility for later 5am finishes on Christmas Eve, Boxing Day, New Year's Eve, New Year's Day and bank holiday weekends.			
Section 18 of 21			
LICENSING OBJECTIVES			
Describe the steps you intend to take to promote the four licensing objectives:  Page 198			
a) General – all four licensing objectives (b,c,d,e)			

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

The promotion of the 4 licensing objectives shall be central to all planning and delivery of events at Little LDN. For each event taking place under this licence, a venue and event specific Event Safety Management Plan (ESMP), alongside other specific management plans, will be formulated by Little LDN's in-house production teams and approved contractors, who shall remain consistent throughout the season, so as to be familiar with the venue and operations.

Staff briefing, training, careful planning and constant review & update of these plans and policies will be implemented by management, who will strive for the highest levels of safety and minimise as far as reasonably practicable public nuisance and crime/disorder, through continuous dialog and relations with stakeholders, responsible authorities and local residents and businesses.

All venue proposed venue policies, method statements and operating schedules/procedures have been detailed in the venue's pro-forma Event Management Plan, which has been submitted to the police licensing officer for Tower Hamlets, Mark Perry. This document will form the backbone of operations to promote the licensing objectives at Little LDN, and will be kept updated in accordance with new regulations and regular communication with stakeholders and local responsible authorities.

### b) The prevention of crime and disorder

The prevention of crime and disorder will be tackled by the following measurements:

- Standard venue policies season-wide detailed in each ESMP on:
- o Search and seizure
- o Ejection
- o Drugs (under advice from the Metropolitan Police)
- o Responsible Service of Alcohol
- Event and site-specific Security Management Plans from an SIA-accredited security contractor (likely Trojan security), including:
- o Proposed minimum ratios (informed by industry standards as detailed in the Purple Guide, as well as audience/artist demographic).
- o Stewarding deployment plan:
- Locations
- ☑ Roles
- Event-specific risk assessment into audience, artists, genre, location etc to determine any specific risks pertaining to the attraction of crime to the event.

### c) Public safety

- Venue-wide H&S policy for all staff and contractors to be briefed on and follow.
- Event-specific risk assessment for all onsite features (inc. fire).
- Review of all relevant insurance and safety documentation (eg RAMS, electrical/fire compliance) of any suppliers or contractors before they are permitted onsite.
- Adequate consumer lighting in all areas onsite
- Consideration in ESMP for:
- o Adverse weather
- o Major incidents & evacuation
- o Maximum capacity calculations (based on both plan area and evacuation)
- o Accessibility
- o Fire safety (including location and type of all FFE and signage)
- o Site egress and dispersal
- Separate management plans (produced by relevant approved contractors) for:
- o Security
- o Crowd
- o Medical
- o Traffic & transport

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- d) The prevention of public nuisance
- Noise management plan (produced by a suitably qualified Noise Control Consultant)
- Waste management plan
- Crowd Dispersal management plan (post-event)

### e) The protection of children from harm

All music events shall be over 18. A venue policy with robust age-verification measures prior to entry to each event will be detailed in the ESMP.

Where children are permitted onsite, (e.g. family days), an addition will be made to that ESMP detailing procedure for:

- Lost children
- Safeguarding
- Details of any restricted/regulated content expected at the event (likely not present).

Where children are permitted onsite, they must be accompanied by a responsible parent or legal guardian.

### Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

## Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

### Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is A British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland when produced in combination with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, when produced in combination with an
  official document giving the person's permanent National Insurance number and their name issued by a
  Government agency or a previous employer.

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A current Immigration Status Document containing a photograph issued by the Home Office to the holder
  with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not
  subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity
  when produced in combination with an official document giving the person's permanent National Insurance
  number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK
  with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or
  reasonable evidence that the person has an appeal or administrative review pending on an immigration
  decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but
  who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in
  the UK including:-
  - evidence of the applicant's own identity such as a passport,
  - evidence of their relationship with the European Economic Area family member e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

### Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <a href="https://www.gov.uk/prove-right-to-work">https://www.gov.uk/prove-right-to-work</a>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

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NOTES ON REGULATED ENTERTAINMENT

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.

- 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
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - any entertainment taking place on the premises of the local authority where the entertainment is provided 0 by or on behalf of the local authority;
  - any entertainment taking place on the hospital premises of the health care provider where the 0 entertainment is provided by or on behalf of the health care provider;
  - any entertainment taking place on the premises of the school where the entertainment is provided by or O on behalf of the school proprietor; and
  - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling 0 circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

### Section 21 of 21

### **PAYMENT DETAILS**

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

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

To find out a premises non domestic rateable value go to the Valuation Office Agency site at http://www.voa.gov.uk/ business rates/index.htm

Band A - No RV to £4,300 = £100.00

Band B - £4,301 to £33,000 = £190.00

Band C - £33.001 to £8700 = 315.00

Band D - £87001 to £12500 = £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 your are required to pay a higher fee

Band D - £7001 to £12500 = £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment only where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time Capacity 5000-9999 = £1,000.00

Capacity 10000 - 14999 = £2,000.00

Capacity 15000-19999 = £4,000.00

Capacity 20000-29999 = £8,000.00

Capacity 30000-39000 = £16,000.00Capacity 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

NOTE: From 1st January 2018 Licences if you are granted a Licence to permit the sale/supply of alcohol between midnight and 6am (00:00 and 06:00 hours) on any day you will be liable to pay the Late Night Levy charge. The charge must be paid 14 days after the grant of your Licence, unless you fall within one of the exemption categories. Non-payment of the levy can result in suspension of your licence, as per sections 55A and 92A of the Licensing Act 2003, as amended and section 229(6) of the Police and Social Responsibility Act 2011. For more page 120 5 elow visit https://www.towerhamlets.gov.uk/ latenightlevy

Continued from previous page			
* Fee amount (£)	190.00		
DECLARATION			
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This section should be complebehalf of the applicant?"	ted by the applica	nt, unless you answered "Yes'	s" to the question "Are you an agent acting on
* Full name	Aengus Drennan	ı	
* Capacity	Event Operations	s Consultant	
* Date	10 / 01 / dd mm	2023 уууу	
	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 <a href="https://www.gov.uk/apply-for-a-licence/premises-licence/tower-hamlets/apply-1">https://www.gov.uk/apply-for-a-licence/premises-licence/tower-hamlets/apply-1</a> to upload this file and continue with your application.

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

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

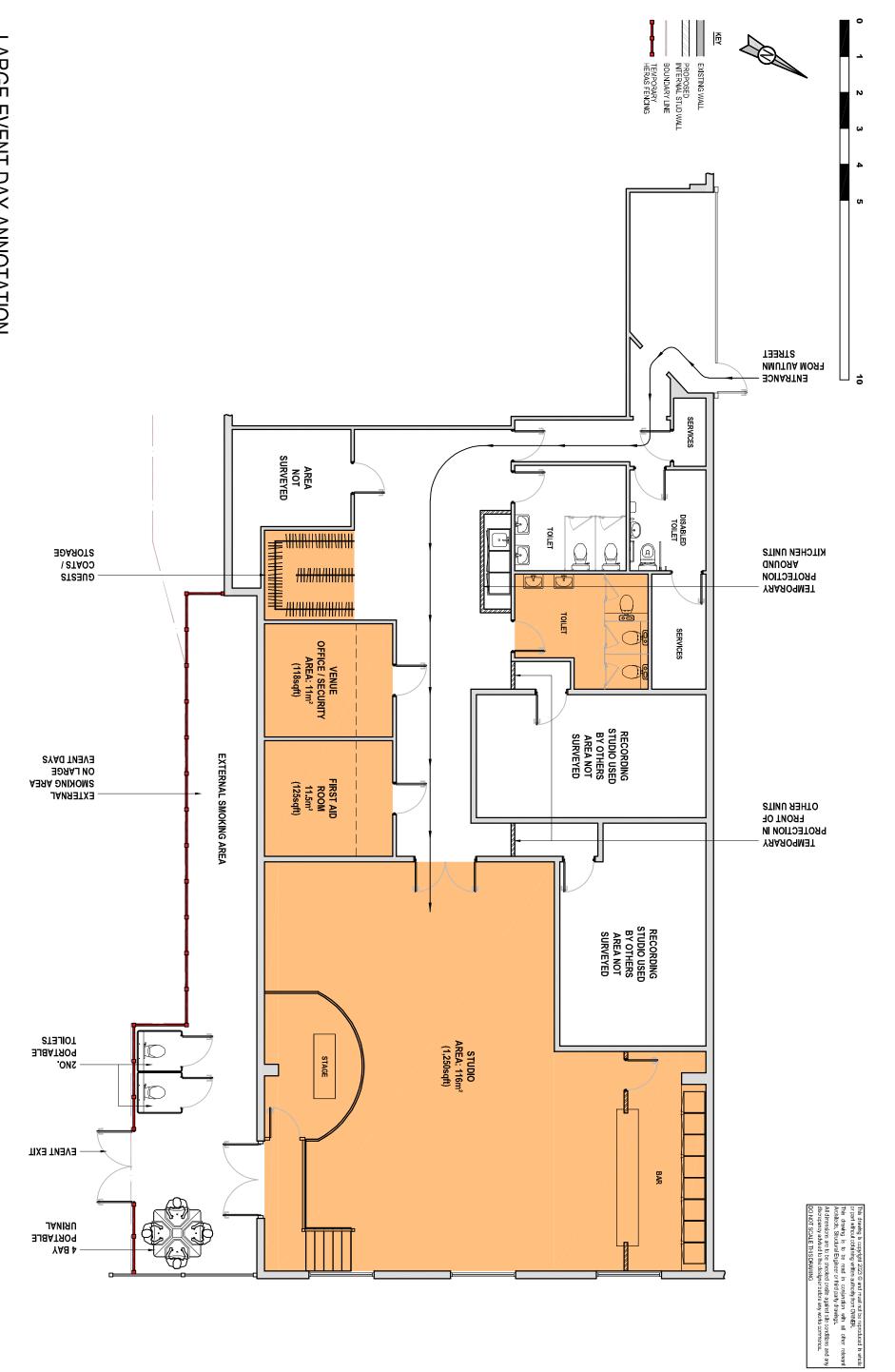
IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT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

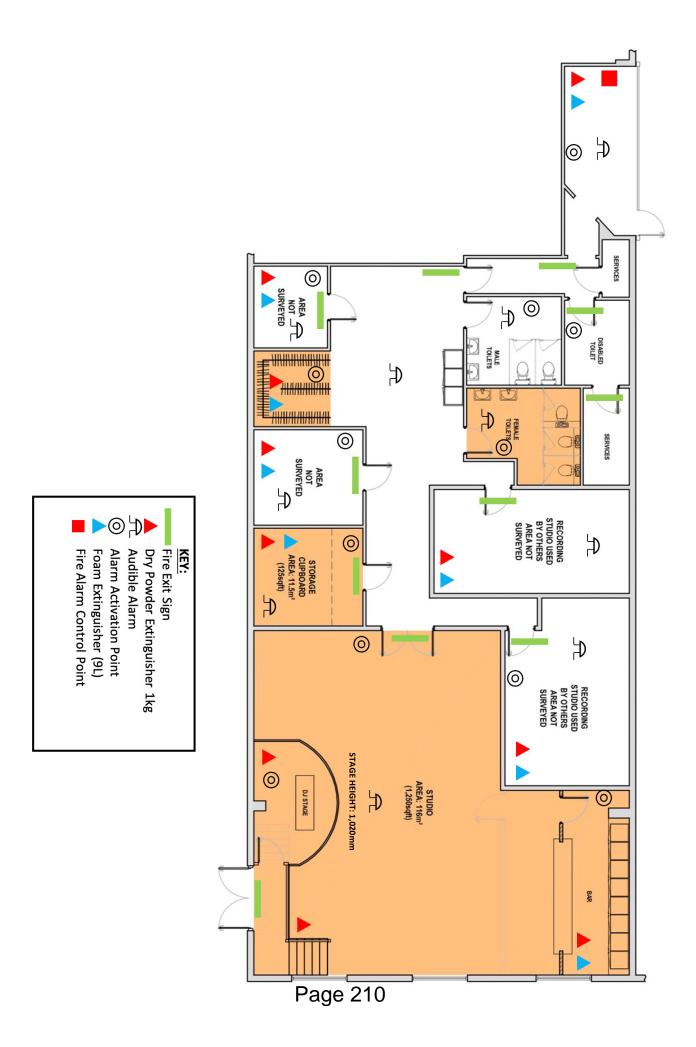
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Applicant reference number	LittleLDNv1
Fee paid	
Payment provider reference	
ELMS Payment Reference	
Payment status	
Payment authorisation code	
Payment authorisation date	
Date and time submitted	
Approval deadline	
Error message	
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1 <u>2</u> <u>3</u> <u>4</u>	5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 Next>

# LARGE EVENT DAY ANNOTATION

DWG NO: LS-6196\_06 - SCALE: 1/100  $_{\tiny \textcircled{@}}$  - DATE: OCT 2023





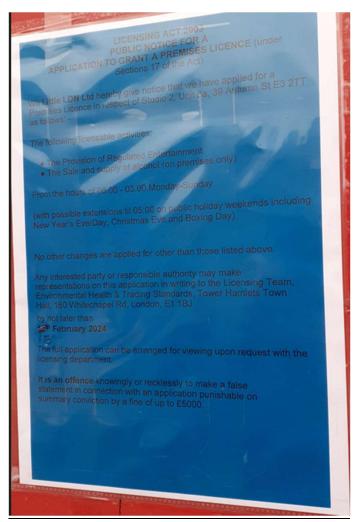


Maps – Unit 3, 39 Autumn Street





Photos – Unit 3, 39 Autumn Street













Name & Address	Licensable Activities/ Timings	Opening Hours
(Casa Moro) Unit 2a 39 Autumn Street	Sale of Alcohol (on & off sales) Monday – Saturday 08:00 hours – 23:00 hours Sunday 08:00 hours – 22:00 hours	Monday – Saturday 08:00 hours – 23:30 hours Sunday 08:00 hours – 22:30 hours
	Provision of Late Night Refreshments Monday – Saturday 23:00 hours – 23:30 hours	
	Non- Standard Hours (alcohol and LNR) Christmas Eve 08:00 hours – 00:00 hours (midnight) New Year's Eve – from terminal hours on NYE to 02:00 hours on New Year's Day	
(Shell Old Ford Shop) 445 Wick Lane	The sale by retail of alcohol (off sales) Monday to Thursday, from 06:00 hours to 23:30 hours Friday and Saturday, from 06:00 hours to 00:00 hours (midnight) Sunday, from 06:00 hours to 22:30 hours  The provision of late night refreshment Monday to Sunday from 23:00 hours to 05:00 hours	Monday to Sunday 24 hours a day
(The Breakhouse Café) Unit 17, Bloc Riverbank 455 Wick Lane	The sale by retail of alcohol (On sales) Monday to Sunday from 09:00 hours to 23:00 hours The sale by retail of alcohol (Off sales)	Monday to Sunday from 08:00 hours to 23:30 hours

Monday to Sunday from 12:00 hours to 23:00 hours The provision of films Monday to Sunday 12:00 to 23:00 hours (The Lighthouse) Sale by retail of alcohol The opening hours of 421 Wick Lane (on sales only) the premises Monday to Monday to Thursday from Thursday, from 10:00 hours to 10:00 hours to 23:30 hours 23:00 hours Friday & Saturday Friday and Saturday, from from 10:00 hours 10:00 hours to to 00:30 hours 00:00 hours (midnight) Sunday from 10:00 (midnight) hours to 23:00 Sunday, from 10:00 hours to hours 22:30 hours Non Standard Times The Provision of Christmas Eve, St Regulated Patricks Day, St **Entertainment - Indoors** George's Day, St (Films, Indoor Sporting Andrew's Day, St **Events and Recorded** David's Day, Diwali Music) Day from 10:00 Monday to hours to 02:00 Thursday from hours (the 10:00 hours to following day) 23:00 hours New Year's Eve is subject to the Regulatory Reform Friday & Saturday (Special Occasions from 10:00 hours Licensing) Order 2002. to 00:00 hours (midnight) Which means that while that order is in effect the Sunday from 10:00 hours to 22:30 premises may remain open for twelve hours hours between 11pm in New Year's Eve and 11am on (Live Music) New Year's Day Friday & Saturday from 18:00 hours to 00:00 hours (midnight) Sunday from 11:00 22:30 hours to hours

## The Provision for Late Night Refreshments

 Friday & Saturday from 23:00 hours to 00:00 hours (midnight)

#### Non Standard Times

 Christmas Eve, St Patricks Day, St George's Day, St Andrew's Day, St David's Day, Diwali Day from 10:00 hours to 02:00 hours (the following day)

New Year's Eve is subject to the Regulatory Reform (Special Occasions Licensing) Order 2002. Which means that while that order is in effect the premises may remain open for twelve hours between 11pm in New Year's Eve and 11am on New Year's Day



Communities Directorate
Public Realm
Environmental Health & Trading Standards

London Borough Tower Hamlets Licensing Authority Town Hall 160 Whitechapel Road London

13th February 2024

E1 1BJ

My reference: P/PR/EHTS/LIC/166168

Dear Sir/Madam,

Head Of Service David Tolley

Town Hall 160 Whitechapel Road London E1 1BJ

Tel
Enquiries to Kathy Driver
Email

www.towerhamlets.gov.uk

## Licensing Act 2003 Re: Unit 3a Autumn Street, London E3

I am writing in my capacity as Licensing Authority in relation to the premises licence application for the above address and wish to make representation on the grounds of prevention of public nuisance and crime and disorder.

The application seeks to have sale of alcohol from 9am to 3am Monday to Sunday with recorded music; performance of dance and provision of films from 6am to 3am and Live music from 12pm to 3am with the addition of non standard timing until 5am on Christmas Eve, New Years Eve and Bank Holiday weekends.

The Licensing Authority would like clarity on the non standard timings as it is unclear what days they would wish to operate on Bank Holiday weekends.

The Licensing Authority framework hours are: Monday to Thursday, from 06:00 hrs to 23:30 hrs Friday and Saturday, from 06:00 hrs to 00:00 hrs (midnight) Sunday, from 06:00 hrs to 22:30 hrs

The applications states the premises will operate primarily for music events with private hire available.

This Licensing Authority wishes to object to this application as we feel the premises is likely to cause anti social behaviour and crime and disorder for a premises operating as a club until 3am in the morning in an area which has residential



properties nearby and is likely to cause disturbance to those living in the vicinity of the premises.

The premises once was used as a nightclub between the periods of 2013 -2019 with the premises closing in December 2019. During this time complaints from residents were received, despite a good management company in place. The natural impact to the residents were customers leaving, shouting, wandering onto the streets in the early hours and urinating in surroundings streets, noise from taxis and people getting into them. With a lack of any transport links, taxis are inevitable and were congregating along Wick Lane.

There were some unlicensed events which took place within the venue after the licence was surrendered and these events prompted complaints from residents with the disturbance it caused.

As the area has become more residential over the last years there is a greater risk of impact on those residents which is likely to cause complaints of noise, urination and general anti social behaviour, especially with the hours operating Monday to Sunday 6am to 3am and occasionally until 5am.

The operating schedule does not show how the applicants will manage the premises and its impact and have had no sight of any polices or management plans to address the concerns. Thay have stated that the venue maybe hired out there is greater risk of promoters operating bringing large numbers into the area and the potential for disorder.

It does not address any management of ingress and egress from the site, the external areas and its use and has not proposed any conditions to alleviate the impact on the area including any noise escape.

I also note the hours applied in this application are in excess of the planning permission for this site as noted from the London Legacy Development Corporation. (9am to 11:30 pm)

In conclusion this Licensing Authority does not support this application for the activities and hours proposed and therefore at this time seeks refusal.

Yours sincerely,

Kathy Driver
Principal Licensing Officer

#### **Corinne Holland**

From: Nicola Cadzow

**Sent:** 12 February 2024 16:42

**To:** Licensing; Cor<u>inne Holland M</u>ohshin Ali

**Cc:** 'MARK.J.Perry '; matthewblewitt

**Subject:** 166168 New premises license application for Little LDN Studio 2 Unit 3a, 39 Autumn

Street, London E3 2TT

Attachments: Autumn Street - Traffic & Pedestrian Management Plan.pdf; 166168 - images

Autumn Street.pdf; Autumn Street Images - google map views.docx

#### Dear Licensing,

I have considered the premises license application for Little LDN Studio 2 Unit 3a, 39 Autumn Street, London and have also met with the applicant on site. However, I have to consider the impact of the licensing objectives, particularly for Environmental Protection the prevention of public nuisance and the prevention of noise generated from within the premises or outside to be causing disturbance to people in the vicinity and the fact that the applicant has applied for hours above and beyond the councils framework hours

#### It must be noted that the Council's framework hours (i.e. when premises are open) are:

- Monday to Thursday 0600 hours to 2330 hours; and
- Friday & Saturday 0600 hours to midnight
- Sunday 0600 hours to 2230 hours.

#### The applicant is proposing licensable activity:

Regulated Entertainment: Films, live music, recorded music, dance & Supply of alcohol as follows:

- Monday to Thursday until 03:00 hours (extension of three & a half hours on framework hours)
- Friday & Saturday until 03:00 hours (extension of three hours on framework hours)
- Sunday until 03:00 hours (extension of four and a half hours on framework hours).

The applicant has also applied for non-stand timings for Bank Holidays, Christmas Eve, Boxing Day, New Years Eve, New Years Day and Bank Holiday weekends until 05:00 hours.

In the operation schedule the applicant for the prevention of public nuisance has added to comply with a noise management plant but I have not seen a copy attached to this application.

Whilst the music/events within the venue may be controlled, there a potential of increase in public nuisance to residents from patrons in high spirits leaving the venue, walking along Autumn Street and onto Wick Lane and getting into their vehicles, Ubers etc. (see images 1-3 of Autumn Street).

Whilst the applicant has provided a Traffic and Management Plan (see attached) transport links from buses & the DLR are not operating at 03:00 hours in the morning when the venue would close, so therefore is the likelihood of a significant number of Ubers, taxis etc on Autumn Street and Wick Lane.

**Noise Sensitive premises:** residential premises in close proximity to 39 Autumn Street (see attached pdf of images of venue and residential in close proximity).

In my view the application, as it stands fails, to comply with the objective of the Licensing Act 2003 relating to "public nuisance" for the following reasons:-

- Noise breakout from the venue affecting neighbouring residents,
- Access & egress to and from the venue, of patrons, especially due to patrons likely to be in high spirits
- Hours of operation

#### **CONCLUSION**

Environmental Protection **does not** support the application for Little LDN Studio Unit 3a, 39 Autumn Street, London E3 2TT due the greater likelihood of public nuisance to residential premises at the noise sensitive hours sought.

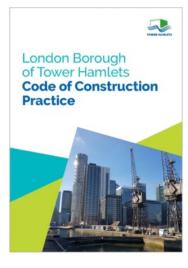
Kind regards

Nicola Cadzow
Environmental Protection Officer
Communities Directorate
Environmental Health and Trading Standards
4th Floor, Tower Hamlets Town Hall
160 Whitechapel Road
London, E1 1BJ

www.towerhamlets.gov.uk

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#### **Construction Code of Practice 2023**

 Development with Planning Permission granted and subject to Planning Conditions is adoption of the new Code will continue to operate under the conditions for working I of Construction Practice 2006.

Permitted to work Saturdays without s61 Agreement (8am to 1pm only)

- Development granted Planning Approval after the 26<sup>th</sup> April 2023 and subject to Plan required to adhere to working hours as set out above and in the Code of Construction
  - s61 Agreement required for works on Saturdays, Sundays, Bank Holidays, or Public Ho
- Developments seeking amendments to Planning Approvals issued prior to 26<sup>th</sup> April 2
   Working Hours imposed if relevant to the details being amended.
- For more information, please click on the cover page of the Code of Construction Practice of the Code of Code o

Please note: all s61 consents, dispensations and variations must be submitted online.







Page 227

AUTUMN STREET

## TRAFFIC & PEDESTRIAN MANAGEMENT PLAN

Version 1

November 2023

Page 228

### **DOCUMENT INFORMATION**

#### **VERSION CONTROL**

VERSION	DATE	COMMISSIONED BY	CHECKED BY	DETAILS
1	03/11/2023	Matt Blewitt	Lottie Metrebian	Initial draft

#### **OBJECTIVE**

This document provides details of the traffic and pedestrian management arrangements for the proposed venue at Unit 3, 39 Autumn Street. It is intended to be a working document that is continually updated as the operational plans for the venue are developed.

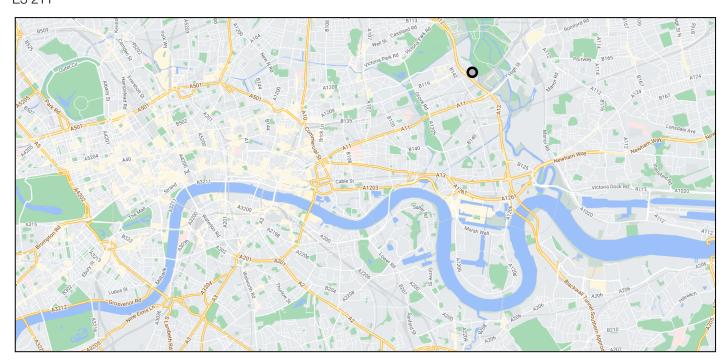
OVERVIEW	3
LOCATION	3
TRANSPORT LINKS	3
ACTIVITY	4
VEHICLE ACCESS	4
SECURITY	5
COMMUNITY IMPACT	5
INGRESS	6
VEHICLE & PEDESTRIAN ROUTES	6
EGRESS	7
VEHICLE & PEDESTRIAN ROUTES	7

### **OVERVIEW**

#### **LOCATION**

The venue is located at:

Unit 3 39 Autumn Street Hackney Wick London E3 2TT



Autumn Street is in a predominantly industrial area, currently undergoing regeneration into a new residential hub for east London. The dead-end street hosts a number of commercial and industrial tenants, with two residential properties at the junction with Wick Lane.

#### TRANSPORT LINKS

Local transport hubs (all approximately 0.8 miles away) include:

- Bow Road underground station
- Hackney Wick overground station
- Pudding Mill Lane DLR station

There are bus stops on both sides of the road immediately adjacent to the junction with Wick Lane, with <u>route 339</u> running from Wanstead (via Stratford) to Whitechapel from around 06:00 to 23:00.

The A12 (a three-lane dual carriageway) runs approximately 100m south of the venue.

#### **ACTIVITY**

The venue will host music events and club nights with a capacity of 300, running until 03:00 on selected Fridays, Saturdays & Sundays throughout the year.

#### **VEHICLE ACCESS**

Outside of event hours, vehicles for loading and unloading equipment will be able to access Autumn Street from Wick Lane, using the tennant car park at the end of the street which provides direct access to the main entrance of Unit 3.

During event hours traffic will be controlled from the entrance to Autumn Street, only allowing access to other tenants when safe to do so.



#### SECURITY

A competent security contractor with extensive experience at venues of a similar nature will be engaged to provide an effective and robust event security and crowd management solution. Their role in enabling the safe movement of pedestrians and vehicles will be especially important during the ingress and egress phases.

The core responsibilities of the appointed security contractor are as follows:

$\circ$	Maintain a safe and secure environment for all event staff, performers and attendees.
$\bigcirc$	Secure the venue perimeter to prevent unauthorised access.
$\bigcirc$	Implement access control systems at the entrance to the venue, and at the vehicle checkpoint at the junction between Autumn Street and Wick Lane.
$\bigcirc$	Undertake searching at the point of entry in order to uphold the conditions of entry; screening for prohibited items.
$\bigcirc$	Refuse entry to anyone who is in breach of the conditions of entry, or shows signs of threatening behaviour.
$\bigcirc$	Monitor crowd behaviour and advise Venue Management of any cause for concern.
$\bigcirc$	Respond to incidents reported via Venue Management.
$\bigcirc$	Eject (in compliance with event ejection policies) or warn attendees who breach venue rules.
$\bigcirc$	Implement contingency and emergency plans, when required.

#### **COMMUNITY IMPACT**

It is recognised that the ingress and egress of attendees to and from the venue is likely to have an impact on local residents and neighbouring businesses. The following plan has been developed to minimise this impact, whilst maintaining attendee and public safety.

In addition to the infrastructure and personnel set out in the following plans, dedicated signage will be deployed both inside and outside the venue to encourage attendees to be mindful of the neighbours, and keep noise levels to a minimum when leaving the premises.

They will also be advised to make use of the bins provided by the venue to dispose of any litter before leaving the premises. A final sweep and litter pick of the egress route will be undertaken by venue personnel as the barrier is collected from Autumn Street and Wick Lane.

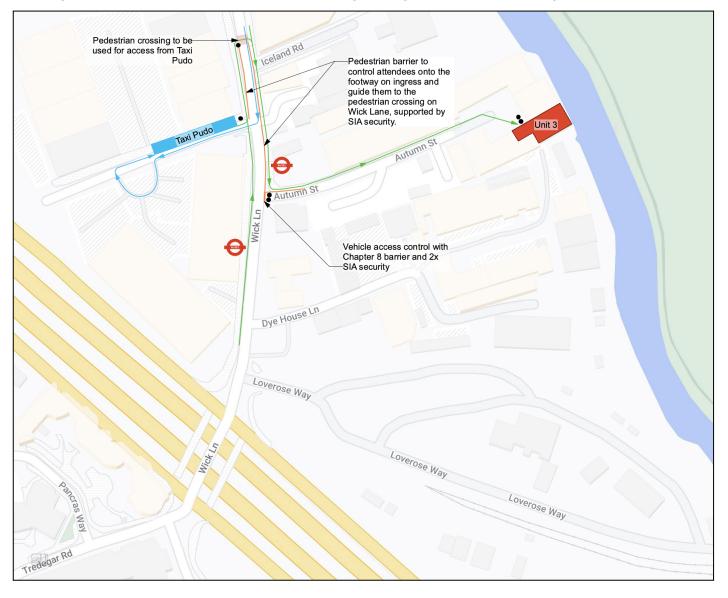
A community group will be established to keep other tenants of Autumn Street informed of the scheduled events and their operating hours, which will be programmed to minimise impact on their business activities.

### **INGRESS**

#### **VEHICLE & PEDESTRIAN ROUTES**

The below plan shows the Taxi route and Pudo location in BLUE, the anticipated pedestrian access routes in GREEN, the location of the two nearby bus stops in RED, and the proposed security deployment for ingress in BLACK.

Pedestrian barrier will be deployed to control attendees onto the footway, and route them to Autumn Street via the pedestrian crossing on Wick Lane. These barrier lines will be supported by SIA security and directional signage, also reminding attendees to be mindful of local residents and neighbouring businesses when walking to and from the venue.



### **EGRESS**

#### **VEHICLE & PEDESTRIAN ROUTES**

The below plan shows the Taxi route and Pudo location in BLUE, the pedestrian egress routes in GREEN, a contingency egress route in RED, and the proposed security deployment for egress in BLACK.

Pedestrian barrier will be used to channel attendees onto the northern footway when egressing down Autumn Street. This infrastructure will start half way down Autumn Street such that compliance can be enforced before pedestrians approach the junction with Wick Lane, and will continue up until the pedestrian crossing on Wick Lane, to ensure attendees cross the live highway in a controlled location. These barrier lines will be supported by SIA security and directional signage, also reminding attendees to be mindful of local residents and neighbouring businesses when walking to and from the venue.

Further pedestrian barrier will be used on the western footway of Wick Lane, just south of the junction with Autumn Street, preventing attendees from routing towards the A12 on egress, and directing them to the taxi Pudo, or north towards Hackney Wick for an overground train or a night bus.

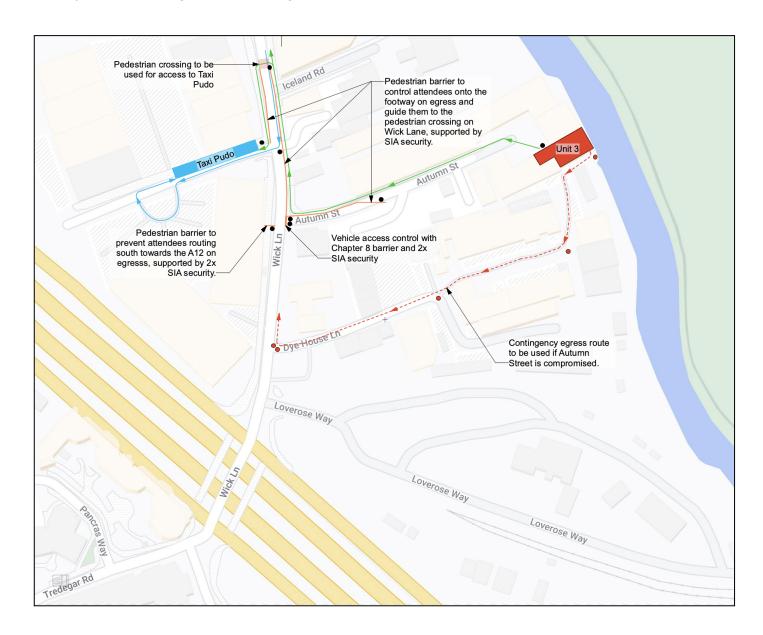




Image 1 - Corner of Wick Lane and Autumn Street close to residents



Image 2 – View of Autumn Street from the top of the road



Image 3 – View to the bottom of Autumn Street

#### **Corinne Holland**

From: Sabrina Mohammed <

Sent: 29 January 2024 12:02
To: Corinne Holland

Subject: RE: Premise Licence application - Studio 2 Unit 3a, 39 Autumn Street - M/166168

Hi Corrine,

Thanks for your email.

I can confirm my concern is raised for the prevention of public nuisance arising from potential noise levels at late hours.

The permitted operating hours as per the condition 3 attached to application 14/00123/COU are between the hours of 09:00 and 23:30.

Thanks,

Sabrina Mohammed
Planning Development Manager
Planning Policy and Decisions Team

#### **London Legacy Development Corporation**

Queen Elizabeth Olympic Park: a dynamic new metropolitan centre for London

www.QueenElizabethOlympicPark.co.uk



From: Corinne Holland <

Sent: Tuesday, January 23, 2024 2:49 PM

To: Sabrina Mohammed <

Subject: Premise Licence application - Studio 2 Unit 3a, 39 Autumn Street - M/166168

Importance: High

Dear Sabrina

Regarding your representation for the premise licence at the above address (email below)

Regarding your last sentence, as below, could you expand on it as to how the application will undermine at least one of the Licensing objectives.

- the prevention of crime and disorder
- the prevention of public nuisance
- public safety
- the protection of children from harm

"We therefore object to the proposed license application to protect the nearby residential amenity". Page 238

Could you also inform me what are their permitted hours?

#### Kind regards

#### **Corinne Holland**

Licensing Officer
Environmental Health and Trading Standards
Licensing & Safety Team
4th Floor Tower Hamlets Town Hall
160 Whitechapel Road
London
E1 1BJ

www.towerhamlets.gov.uk

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From: Sabrina Mohammed <

**Sent:** Tuesday, January 23, 2024 12:03 PM

To: Sonia Joseph < > Subject: FW: Online New Premises 166168. 24/00007/LIC

Importance: High

Hi Sonia,

Thank you for consulting us on the above license application.

The site relates to application ref 14/00123/COU which has a condition on the operating hours. The proposed event day hours would fall outside the hours permitted hours under condition 3 (Event day operating hours) of the associated planning permission 14/00123/COU. We therefore object to the proposed license application to protect the nearby residential amenity.

Kind regards,

Sabrina Mohammed
Planning Development Manager
Planning Policy and Decisions Team

**London Legacy Development Corporation** 

Queen Elizabeth Olympic Park: a dynamic new metropolitan centre for London

#### **Corinne Holland**

From: Gabi Erma <

**Sent:** 13 February 2024 14:17

To: Licensing

**Subject:** Studio 2 autum street

Gabi Crewe 13th February 2024

Application made by Little Ldn Limited for a late night premises licence at <u>Studio 2 Unit 3a 39 Autumn Street E3 2TT</u>

To Whom It Ma Concern:

I am a tenant in Autumn Yard E3 2TT. There are 14 creative studios in our building.

I would like to **strongly object** to this licence application for a latenight licence (6am-3am Monday-Sunday & a capacity of 300 people).

I am extremely concerned that this late licence will not be managed properly and will bring disruption to my business, not only from noise pollution (unit 3 is not sound proofed properly), but also public nuisance, aslittering, security, drugs, late night taxis etc are genuine concerns for us and our neighbours, many of whom are residents at the top of Autumn Street and the adjacent streets.

The courtyard of Autumn Yard (managed by Unit 3) already has problems with parking, security, drugs, overflowing rubbish, drains and vermin and this is *without* a premises with a late licence. Nor will shortening the hours or days on the licence will make any difference.

Yours sincerely

### **Corinne Holland**

From: Sent: To: Cc: Subject:	Jack Bielby 11 February 2024 12:22 Licensin olapade Sam Hills Objection to Unit 3 Autumn Yard	
Hi,		
	ojection to the premises license application for Unit 3 Autumn Yard. We live at a the corner of Autumn Street and very close to the proposed licensed venue.	
establishment has been night. We also feel if this	revious residents highlighting cases of noise and disturbances in the area whilst this n operation. This included loitering, desecration of the area and excessive noise late into the licensing is approved our safety will be in question. We've heard of previous fights occurring well as unfortunate cases of car accidents after club events have finished at the venue.	
	ad a bicycle stolen from our yard which backs onto Autumn Street. The wall is around 4, we would never have considered that our safety nor security of our property would be in	
	proved will negatively affect our living circumstances and the local community due to issues , loitering and vandalism.	
Kind regards,		
Jack Bielby, Gbolahan Olapade, Sam Hills		

I am contacting you with regard to an application for a premises licence for Unit 3a 39 Autumn Street London E3 2TT

I am the manager at Howdens which is located at number on the left hand side of Autumn Street.

I wish to register a strong objection to a licence being granted for the applicants premises because I believe that the likely effect would be that the grant of a licence would mean that it would fall foul of the licensing objectives for several different reasons.

My objection is related to what became an ongoing problem every time a late night event or an overnight event took place at "Bloc" which was the licensed event space which was previously based within the same unit,

Whenever we arrived at work in the morning following one of those events taking place we would always find numerous cans and bottles and sometimes nirous oxide cannisters either in our car parking area or on the footpath outside our premises, very often bottles would be smashed and this meant we would have to clear up broken glass to ensure that the car park area was safe for both our customers as well as our workforce to use, Bottles were also very often left balancing on our metal railings which would also need to be removed for health and safety reasons,

On the balance of probability I have no doubt whatsoever that were a licence to be granted and the music events were to resume taking place at this location then we would face the same repeated problems all over again,

During the years since "Bloc" event space closed we have

experienced none of the above mentioned anti social behaviour and public safety issues that we previously had to deal with and Autumn Street has definatly become to feel a much cleaner and less threatening area to work in,

I therefore urge you to refuse this licence application on the grounds that it fails with regard to the licencing objectives,

Louise Cole.

7/2/2024

### Dear Sir / Madam

### 8th February 2024

we are contacting you with regard to an application that has been made for a premises licence at

<u>Unit 3a 39 Autumn Street E3 2TT</u>

We wish to register a **strong objection** to a licence being granted for the applicant's premises because we believe that **on balance the most likely effect** of granting a licence would mean that it would fall foul of three out of the four licensing objectives.

Our property is located at number and we have been living in this same house for more than 24 years, Autumn Street is a short fairly narrow cul de sac which is located about four metres away from the front of our house where our front bedroom and lounge windows are located.

Our objection is related in the main to exactly what previously took place and became an ongoing problem every time a late night event or an overnight event took place at "Bloc" which was the licensed event space which was previously based within the same unit at Autumn Yard E3 2TT.

We believe very strongly that if this application is granted we would <u>on the balance of probability</u> most likely once again suffer a repeat of the same problems we previously suffered and that a great deal of public nusiance would be caused to both ourselves and our next door neighbours whose property is located right on the corner of Autumn Street.

The <u>sole access to Autumn Yard</u> and the applicant's premises is <u>via Autumn Street</u> which means that <u>everybody</u> for whatever reason who visits the location <u>will be passing within a few</u>

### metres from both ours and our neighbours bedroom windows.

When the (now surrendered) original licence for the event space called "Bloc" was granted it had numerous conditions in place in order to supposedly ensure that minimal nuisance was caused to local residents and businesses.

One of the conditions was that a system would be in place to allow cabs arriving with club patrons to drop people off within the confines of Autumn yard itself.

This system never worked and the majority of patrons either arrived by foot or alighted from their cabs in Wick Lane just outside our two residential properties, this would be followed by either two or three of the cab doors being slammed shut behind them, which when your speaking of probably in excess of 100 or so cabs arriving over the course of several hours it was a huge amount of noise disturbance for both ourselves and our neighbours to have to suffer.

Further **ongoing problems arose** due to the fact that "Bloc" did not allow patrons (quite rightly) to bring their own drink into the venue, This meant that a significant number of people arrived in Wick Lane at the junction with Autumn Street carrying alcohol in small plastic bags, this resulted in groups of people standing directly outside our front windows on Wick Lane gulping down cans of beer and also full bottles of wine before they made their way down Autumn Street to the event at Unit 3a.

Empty cans and bottles were then either just discarded onto the footway or sometimes just placed on the top of our ground floor window box display, (as can be seen on page 4 of my photo evidence) I would often find a half empty bottle of wine had been stuffed down behind our window box with I imagine the intention to collect it again when they were on their way home but this would never happen as the majority of people leaving the venue were too drunk to remember to retrive it.

The arrival times of people would often be spread over the space of a couple of hours and then we would possibly have a short quiet period (which never lasted long enough).

The real noisy time would be from about an hour or more before the event finished and would last anything up until an hour or more after the event had finished.

A further condition on the licence granted to "Bloc" was that a taxi company would be employed to whisk patrons away from the venue when the event had finished or at any other time they required one with a controller based within the yard area.

This practice was completely surplus to requirements once the Uber system of private hire was in full swing and people began to order an Uber cab on their own phones.

The problem was that everybody leaving the event would just wander down Autumn Street to the junction with Wick Lane and order their Uber cab to pick them up from directly outside of our property or our neighbours property (this situation is highlited in the **Police report** that I mention in the next paragraph).

A report that was compiled by the Police service in February 2016 with regards to Unit 3 Autumn Yard.

Restricted report dated 20th February 2016 with regard to Autumn Street Studios Unit 3 Autumn yard E3 2TT.

Audit (EVA) prepared by PC Karl Turton for Inspector Matthews with regard to Anti Social Behaviour and Noise MPS Crime Prevention & TP Capability Environmental Visual Outbreak.

It was noted that (and I quote)

"The main issues are Mini Cabs dropping off and picking up passengers at the junction with Wick Lane causing disturbance to Local Residents" and additionally "Uber drivers refusing to follow instructions from Stewards employed at the Venue".

A recomendation made by the Police within the same report was to put in place a barrier system that stretched from Autumn

Yard along the whole length of Autumn Street and finishing on the North east footway in Wick Lane near to Bus Stop OV to keep crowds away from Local Residential properties. **This recomendation was actually put in place** (as can be seen in the photo on page 4 of my photo evidence) but sadly proved completely ineffective as patrons leaving the event would just unlink the plastic barriers and walk on the other side of them.

Needless to say the majority of people waiting for Uber cabs whilst hanging around at the junction of Autumn Street and Wick lane would be talking very loudly and shouting at each other as though they were still within a venue with loud music blaring out, once their Uber cab arrived this would again be followed by either two or three of the cab doors being slammed shut behind them and when you again multiply this noise nusiance by anything up to 100 plus cabs over a period of a couple of hours it becomes an immense noise disturbance problem for residents.

The **noise nusiance** caused by people gathering directly outside our properties was so bad that a security man and a Quiet Marshall employed by "Bloc" would be deployed on Wick lane at the junction with Autumn Street in order to **try to deter people from gathering** in that area and to ask them to move away, often the request was met with the response "This is public footpath and you cant tell me to move" and others would just ignore any request to move and just remain there talking very loudly until their Uber cab arrived to take them home.

In addition, prior to an event taking place "No Parking" traffic cones would be placed along the stretch of roadway directly outside our two residential houses at Wick Lane in order to try to deter Uber cabs from dropping off or picking up passengers in that area, sadly this was also a waste of time as they were just ignored completly by everyone.

A further measure that was taken up following my repeated

complaints to "Bloc" management was that two interlocking bright orange plastic fencing panels would be placed across the area in front of our window box whenever an event was taking place in order to prevent damage to our plants and to deter people leaving litter on top of or within the plants, although this helped slightly to deter some people others would simply just dump their bottles and cans there anyway.

Our neighbours who had no window box would very often have people who were waiting for an Uber cab just sitting on their front ground floor window ledge without any condsideration for the residents living there, this obviously caused real problems for people trying to sleep in the ground floor bedroom, (this practice can be seen on page one of my photo evidence).

Also during the summer months when we needed to open the windows for ventilation it became an impossible thing for us to do as we would just be woken up over and over again by the shouting of the patrons leaving the "Bloc" premises who were congregating just below our bedroom windows or alternativly by numerous vehicle doors being slammed shut.

Every time there was an event taking place It was a nightmare for us and we soon realised that sleeping in the front bedroom of our house was not an option if we wanted to get some actual sleep.

It was really quite upsetting being forced to move from our main bedroom at the front of our house and into a bedroom to the rear of our property just to get an uninterrupted nights sleep.

Sadly this arangement was only possible when we did not have any guests and visitors staying with us.

Following several verbal confrontations with noisy people standing directly below our bedroom windows I began to feel vulnerable when an event was taking place so often we would just go away for the weekend because to stay at home was just unbearable and we would not be able to get a good nights sleep.

That option is no longer viable because as a pensioner on a limited income I am no longer in a financial situation which would enable us to do that and why should we have to?

Often during the summer months groups of people who had left the event at Autumn Yard would just hang around on Wick Lane directly opposite our houses drinking and inhaling nitrous oxide gas from balloons whilst smoking weed, (as can be seen in the photo on page 7 of my photo evidence) these groups sometimes hung around for a couple of hours and a guy would often arrive on a moped and be selling small silver Nitrous oxide cannisters and balloons to them from his backpack.

Without exception, every morning following an event it would be the same situation with litter and discarded cans and bottles all down the whole length of Autumn Street, often there was evidence of people having urinated up against our garage door and the side walls of our neighbours house, sometimes areas of vomit, it was nasty and quite upsetting to see how some people had no respect for the area or the people who were living here.

I would send numerous emails to the guys running the "Bloc" who were always very keen that they would sort out the problems and to give them the opportunity to rectify things before reporting it to the local Council. In retrospect I wish that I had complained directy to LBTH about the problems we were facing instead of just reporting it to "Bloc" management.

During the time since "Bloc" event space closed Autumn Street has become to feel a much cleaner and less threatening area for people to work in and to live near to, this has been helped a lot by the fact that as a member of the "Keep Britian Tidy" group I personally spend 30 or 40 minutes every few days carrying out regular litter picking on the complete length of Autumn Street and about 50 yards in each direction along Wick lane.

And finally on a recent visit to have a closer look at Autumn

Yard I have real concerns that in its current condition its actually unsafe for the people who currently work there let alone the possibility of an influx of people unfamiliar with the area, there are numerous quite large pot holes and trip hazards all across the yard and severe ponding already occurs due to several of the drains being blocked and it also appears to be very dimly lit in the hours of darkness so the potential risk of someone injuring themself by triping or falling is in my opinion really quite high.

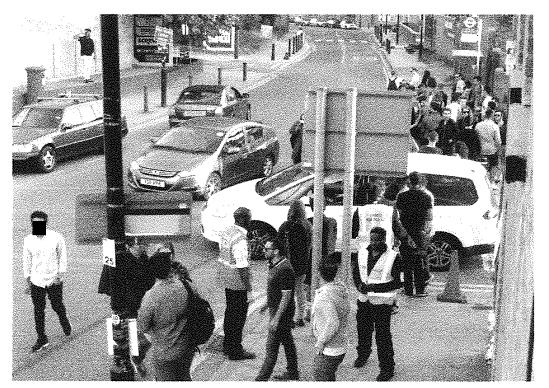
We truly believe that if this application is granted we would on the balance of probability most likely once again suffer a repeat of the same problems we previously suffered and a great deal of public nusiance and noise disturbance would be caused to both ourselves our neighbours and the businesses located near to Unit 3a 39 Autumn Street E3 2TT.

It is unacceptable that we face being subjected once again to all the noise and disturbance that we were forced to endure in the past plus the huge amount of litter that was left behind.

We therefore urge you to refuse this licence application on the grounds that it fails with regard to three of the licencing objectives.

Michael Dover
Stephen Brown

8th February 2024



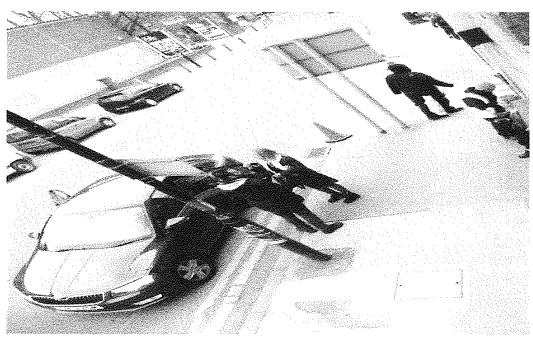
"Bloc"Post Event crowd waiting in Wick Lane for cabs



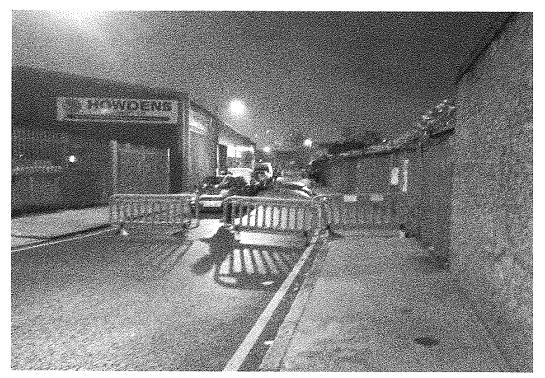
Sitting on window ledge at 439 Wick lane waiting for cabs



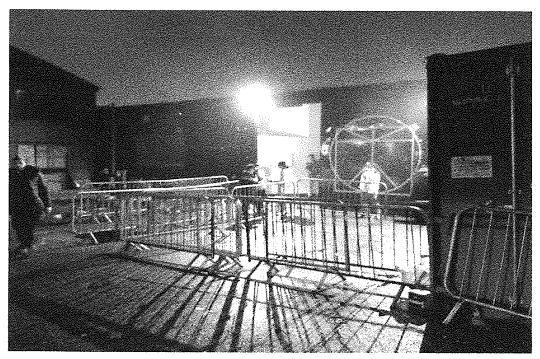
Empty can in window box and waiting for Uber cabs



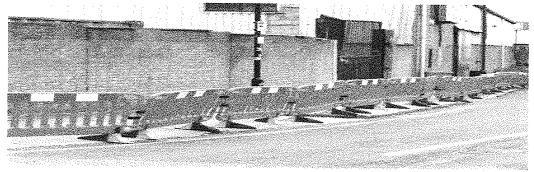
Last of the clubbers boarding an Uber and a Bloc security man using neighbours window ledge as a shelf



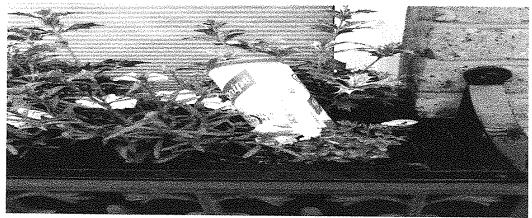
<u>Unauthorised road closure in Autumn Street for an unlicenced event at Unit 3 Autumn Yard premises</u>



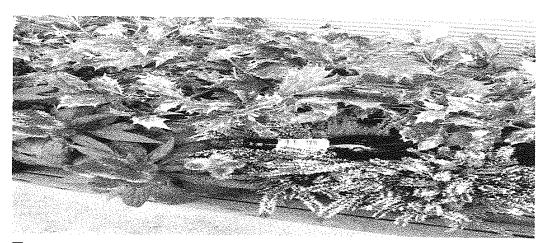
Unlicensed event at Unit 3a the former "Bloc" premises



Fencing in Autumn Street errected after noise complaints



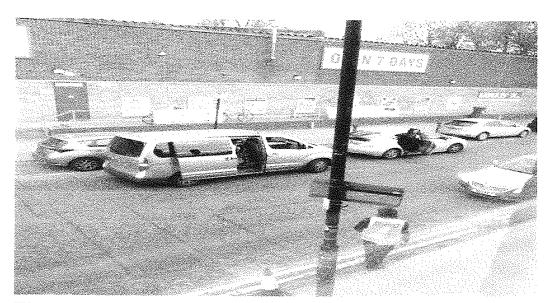
Empty beer can dumped in our window box



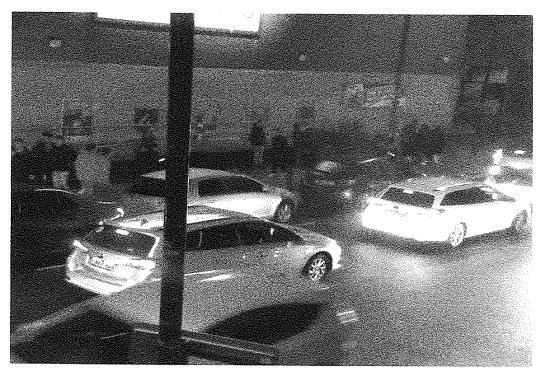
Empty wine bottle dumped within our flower display



Uber car picking up in the middle of Wick lane



Three Uber cabs picking up people at the same time outside our houses despite two huge signs requesting them not to



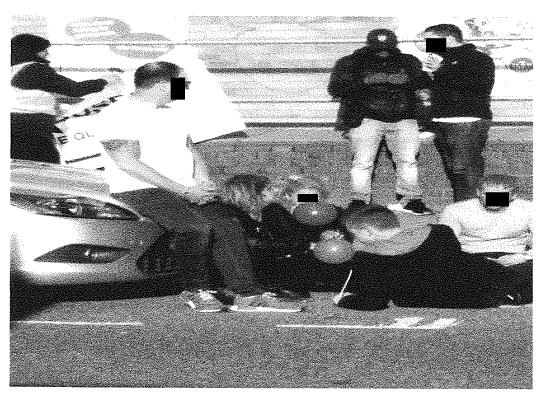
Large crowd waiting for Uber cabs in Wick lane



Noise disturbance on Wick Lane after an event at "Bloc"



People from an event at "Bloc" opposite our houses with loud music blaring from a car with its doors wide open



Following a "Bloc" event we see people laying around on the roadway in Wick lane inhaling Nitrous Oxide

# **Appendix 13**

### **Corinne Holland**

**Matt Stafford** 

From: Sent: To: Subject:	Matt Stafford > 13 February 2024 12:15 Licensing Representation and Objection to Licence Application for Little LDN, Studio 2, Unit 3a, 39 Autumn Street, London E3 2TT		
Follow Up Flag: Flag Status:			
Good morning,			
I write in relation to the application London E3 2TT. REF: CLC/EHTS/L	on for a premises license at Little LDN, Studio 2, Unit 3a, 39 Autumn Street, IC/166168		
I am a local resident and I object	to the granting of the license for the following reasons:		
development is being corform of a 'DJ Act' from 06 excessive and likely to carform of a row and likely to carform of licensing excessive and not in-keep 320 people (incl. staff) to	proximity to a number of residential properties - in fact a large residential instructed on the adjoining site. The provision of amplified recorded music in the $6:00-03:00$ (and to $05:00$ at Christmas and bank holidays) from Sun – Mon is use disturbance and nuisance to local residents.  alcohol from $09:00-03:00$ will likely contribute to public nuisance. Other local late licenses withdrawn as a result of public disturbance and nuisance. It is likely nave the same (if not greater) impacts.  alcohol from $09:00-03:00$ is excessive and not in keeping with other all area.  By hours during the Christmas period and bank holiday weekends (until 5am) is bring with a residential area. The proposed licensed hours would potentially permit attend a DJ event from $06:00-05:00$ on these days. This would leave just a single e-recorded music would not be playing.		
The application fails to comply wi following reasons:	th the objectives of the Licensing Act 2003 relating to public nuisance for the		
	venue affecting neighbouring residents; from the venue of patrons, especially due to patrons likely to be in high spirits; peration.		
There is a high likelihood of distur	rbance to residential premises at the noise sensitive hours sought.		
I strongly <u>object</u> to this application	on and hope that Tower Hamlets licensing department <u>refuse</u> the application.		
Yours sincerely,			

## **Appendix 14**

#### **Corinne Holland**

From: Perry Miller <

**Sent:** 26 January 2024 15:21

To: Licensing

**Subject:** Application for a premises licence: Little LDN - CLC/EHTS/LIC/166168

Hi,

I would like to object to the above application for a premises licence at Studio 2, Unit 3a, 39 Autumn Street, London E3 2TT.

I am concerned in respect of public nuisance, specifically noise. Until 2020, the nightclub Bloc operated out of Autumn Street and the noise from its operations was audible in my bedroom late at night. A number of my neighbours and I had discussions with Bloc in order to mitigate this nuisance and efforts were made to reduce the impact, although it was not successful. I am concerned that we run the risk of loss of enjoyment of our properties once again.

I would like to know more about the proposed noise management plan and what the owners intend to do, should they receive complaints from neighbouring residents. A process should be established and made known to local residents - we would need on the night contact details. Additionally, how does LB Tower Hamlets propose to monitor and control the noise, in the event that a premises licence is granted?

The building I live in is located less than 100 metres from the proposed venue and contains 100 homes. That is a lot of people potentially exposed to the noise nuisance.

Finally, please can a location plan be provided as it is not clear which of the many buildings in Autumn Street is the subject of this application.

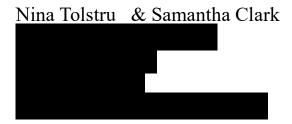
Kind regards,

Perry Miller



# **Appendix 15**

12<sup>th</sup> February 2024



RE: Application made by Little Ldn Limited for a late-night premises licence at **Studio 2 Unit 3a 39 Autumn Street E3 2TT** 

To Whom It May Concern:

For almost 10 ears we have been the freehold owners of 2 warehouses ( ) in Autumn Yard. There are 4 warehouses in total, so we own more of the property in the yard than others. Unit is rented out to 14 creative studios, unit is a small studio for private hire and unit a vintage furniture warehouse open to the public.

We are very concerned about and strongly object to this application for a late-night premises licence 6am-3am Monday-Sunday.

Our tenants need access 24/7 to their spaces as they work all hours, often with sound sensitive work and like us are extremely concerned that a late licence will only bring a huge amount of disruption to their businesses, not only with noise pollution with inadequate sound proofing, but also public nuisance as littering, security, drugs are all genuine worries for us and our neighbours, many of whom are residents at the top of Autumn Street and the adjacent streets and further away as sound travels.

The courtyard of Autumn Yard is owned and managed by Unit 3 and there are always ongoing issues with parking, security, drugs, rubbish, vermin and drains. Communication is poor and we rarely get replies to our emails. The courtyard itself is not maintained with deep potholes that turn into large puddles when it rains and large areas where the tarmac has crumbled away causing uneven surfaces and tripping hazards which is not safe for people with disabilities. The configuration of the parking in the yard is such that it would be

difficult for emergency services to enter the yard, let alone turn. Autumn Yard is a cul-de-sac and Autumn Street is narrow, so accessibility is poor anyway. And these are all current issues *without* a premises with a late licence.

When closed in 2019), they strictly followed the licence protocol (see attached management plan). Even with highly experienced & professional nightclub owners, we were aware of the disruption that large groups of people arriving and leaving in the early hours of the morning bring (noise, taxis, rubbish, drugs etc) and therefore are nervous this disruption will return. We are concerned the tenant does not have enough professional experience to run an all-night venue and that conditions imposed on the licence and licensing objectives may not be followed properly. Little London Limited was only incorporated on 08/01/2024 on Companies House.

The immediate surrounding area has also changed hugely since BLOC nightclub closed in 2019 as it has increasingly become more residential (Iceland Wharf in the parallel road to Autumn St is soon to be developed into 120 flats bringing huge amounts of residents to the area <a href="https://www.sanctuary-homes.co.uk/iceland-wharf-hackney-wick-london">https://www.sanctuary-homes.co.uk/iceland-wharf-hackney-wick-london</a>



The smaller red brick warehouse building on the left is **Unit 1 Autumn Yard**. Therefore, there are genuine concerns here of the proximity of a large late night venue (300 capacity??) next to 120 flats housing young families++.

Little Ldn Ltd have not been in contact with us or other freehold owners or tenants in Autumn Yard about this application nor how they intend to manage it? Is there a detailed management plan in place similar to the one attached?

To reiterate, we strongly object to this application as we do not have confidence the venue will be run properly causing massive disruption to working professionals and residents alike. Nor will shortening the hours or days on the licence will make any difference.

Yours sincerely Nina Tolstrup & Samantha Clark



# Autumn Yard Management plan







## Management plan contents

- 1. Type of Use
- 2. Event Management and Crowd Control
- 3. Refuse disposal and cleansing arrangements
- 4. Parking arrangements
- 5. Delivery and servicing arrangements
- Appendix 1: Noise Management on Autumn St
- Appendix 2: Quiet Marshal Job Description
- Appendix 3: LBTH Waste Guidelines
- Appendix 4: Event Signage
- Appendix 5: Yard diagram

This management plan governs the operation of the main studio at Autumn Street Studios and covers the period from 01 October 2015 to 30 September 2017.

For any queries, please contact : q

or







#### 1. Type of use

Events in the main studio typically occur between 19:00 and 23:00 except for extended event days when events are operated between the hours of 23:00 and 06:00.

These events will be held a maximum of twice per week, and only on a Friday or Saturday night.

The programme for this multi functional events space is music based, combined with art and film, DJs and live bands.

The main studio is licensed for attendance of up to 580 patrons.

#### 2. Event Management and Crowd Control

Ltd has been contracted to deliver Operations Management for any given event at the venue; providing the Designated Premises Supervisor (DPS) and Venue Management team including nominated Personal License Holders (PLH)

have designed and implemented tailored operating procedures that have enabled the professional and safe operation of the venue.

The Venue Management team work directly with the appointed Security contractor to follow the operational policies and procedures of the venue established by the DPS.

#### Management structure

OPERATIONS DIRECTOR / DPS				
EVENT OPERATIONS MANAGER	SECURITY CONTRACTOR			
BAR MANAGER / PLH	SECURITY MANAGER / SIA			
VENUE STAFF	SECURITY STAFF / SIA			







#### Methodology

All events at the venue follow the same methodology to ensure operational continuity and due diligence is followed throughout the process - highlighting any operational or safety risks and enabling the team to run an informed, safe and experienced operation.

#### Pre event

- Promoter requests event at Venue and conducts site visit with Booking team
- Venue Booking team assess Event and Promoter in keeping with the booking policy
- Promoter contracts event with Venue
- Event is risk assessed with LBTH Licensing through Form 696
- Event is promoted through internal and external channels within venue guidelines
- Event is advanced in detail from Venue Booking to Venue Management and Production
- Venue Management and Production assess event from operational perspective
- Venue Management book Security and Venue staff relative to internal assessment
- Venue Management brief Event Promoter on venue operational policies pre event
- Venue Management brief Security Manager and Venue Staff pre event

#### Event

- Ingress: Customers arrive at the event on foot, by vehicle and public transport
- Event: The event runs from its scheduled start to finish times to established operational procedures
- Egress: The crowd egresses from the venue and disperses on foot, by vehicle and public transport

#### Post Event

- Reporting: Venue and Security Management file detailed nightly reports with DPS
- Debrief: Venue and Security Management debrief post event with DPS and Booking Team







#### Operations

The venue's Operational Plan has been developed by I n-situ since launching in February 2013 and is constantly evolving with the venue to maintain and exceed operational expectations.
Director of has been operating venues for 15 years with an established professional reputation in the global entertainment and hospitality industry working with numerous high profile venues, events & restaurants.
The Venue and Security Managers hired and trained by have detailed and rigorous opening, operating and closing procedures to ensure the venue is always performing at optimum efficiency, safety and security. Copies of the current Venue Manager and Security Manager checklists are appended to this document.
Security
An external SIA registered security company, is contracted to deliver crowd safety and security for any given event at the venue, and will lead the crowd management and security of the overall event from start to finish.
This involves liaising and co-operating with venue management, the local community, responsible authorities and the emergency services.
The contracted security company will take on all the security roles as required under the Private Securi-

The contracted security company will take on all the security roles as required under the Private Security Industries Act 2001 (P.S.I.A 2001). All members of staff carrying out security duties will be trained to the relevant standards and be in possession of a valid SIA Door Supervisors License.

The Security Manager works directly with the Venue Management team to follow the operational policies and procedures of the venue established by the **Experimental** and the DPS.

Security staff are handpicked and subject to a strict selection criteria to define and develop the right team. Intelligent, personable and professional staff are at the core of the venue's operation with constant internal review of performance and training.

To effectively maintain the licensing objectives including the preservation of public safety, prevention of public nuisance, prevention of crime and disorder and the protection of children from harm, the Security team operate under the following policies;

- Only SIA registered staff are employed to act as security at the venue. All security staff work with their badge displayed at all times and sign in/out with the Security Manager.
- Security are present in all areas of the venue during operating hours.
- The Security detail is made up of static and roaming positions to physically cover all areas inc Front Door, Smoking Area, M&F Toilets, Bar, Dancefloor and Fire Exits







- Static security positions are covered by CCTV are are in view of at least one other Security guard patrolling at regular intervals
- A minimum of 6 SIA staff are required on duty to operate the venue to capacity. More or less may be required for specific events as specified by the DPS.
- A first aid qualified person with first aid kit will be on duty at all times during operation.
- At least one female security office will be on staff at all times.
- A Challenge 25 policy is operated on the entrance to the venue. All patrons are required to be aged 18 or over and must present valid ID as poor of age with no exceptions.
- A maximum of 580 persons inc staff will be admitted to the venue in accordance with the license. This is permanently monitored by static SIA staff using Clicker Counters.
- The agreed searching policy is a condition of entry for all persons entering the venue.
- The Security Manager will record all incidents and refusals at the venue and is responsible for the review, signing and filing of these reports with the Venue Manager at the end of every shift.
- The Security Manager is responsible for checking that the venue is fit to open prior to admitting the public. This includes, but is not limited to all fire exits and public areas.
- The Security Manager is the main POC for the Emergency Services during operation and has final call on Emergency Evacuation Procedures (EEP)

#### Entry / Rejection / Ejection policy

The venue operates a stringent entrance/rejection/ejection policy to further ensure the safety of the patrons and staff by exercising control over customers entrance to the venue and their behaviour once inside.

Security and Venue Management reserve the right to refuse admission to any customer if they are deemed unsuitable to attend the event. Customers may also be refused admission if they are in possession of restricted items or in breach of policy under the following guidelines:

- All customers must go through a 2 step security verification process consisting of an IDENTIFICATION (ID) check and SEARCH on entry.
- A Challenge 25 policy is operated on the entrance to the venue. All patron's are required to be aged 18 or over with no exceptions and must present valid ID as poor of age.
- No alcohol or other liquids will be permitted to be brought into the venue. Any alcohol or other liquids found on customers prior to entry will be disposed of or confiscated accordingly.
- Any person found in possession of a controlled substance or suspected controlled substance under the Misuse of Drugs Act will have items confiscated and may have admission refused.







- Any potential weapon will be confiscated on entry. The Security Manager will then decide what process is required to be carried out. This could be refused entry leading up to being detained until arrival of a police officer.
- Any person found to be overly intoxicated at point of entry or inside the venue will render themselves liable to refusal of service, rejection, ejection and subsequent exclusion from the premises.
- All cases of anti-social or unacceptable behaviour and non-compliance to requests from venue staff will lead to ejection, rejection and subsequent exclusion from the event.
- The Security and Venue Management reserve the right to refuse admission in all cases without reason and in cases of non-compliance of the Entry Policy.

#### Search policy

Searching on entry is carried out by SIA licensed Security staff that have been trained on site specifically in searching techniques for nightclub premises. A female officer is always present to carry out searches on female patrons for customer ease and safety. The searching officers operate under the following guidelines;

- 100% bag searching: Mandatory bag search for all patrons, performers and promoters.
- 100% person searching: Pat-down search for Weapons/Bottles & Prohibited substances
- 1 in 10 person secondary searching: Random selection is used to undertake more in depth Secondary Searches. Secondary Searches will also be undertaken on all persons who are identified as a potential risk by security or venue management.
- Refusal to be searched will result in refusal of admission in all cases.
- All illegal and prohibited items are recorded and deposited by the Security Manager in a lockable safe in the Management Office with keys held by the Security Manager and DPS. Restricted items found during a search may require Police assistance and will be handed over along with the offender to the attending officers.
- Security working in the search area are within CCTV coverage at all times and are in constant communication via Radio.

#### Drugs policy

The venue has a zero tolerance policy to drugs and is active in the prevention of drug use at the venue. We take every possible step to prevent drugs being brought into the venue, to minimise drug use at events held at the venue and safeguard customers that may be under the influence of drugs by carrying out the following procedures:

- Prevention: All patrons are processed through the search to prevent drugs entering the premises, and are subject to secondary searches inside the venue if displaying behaviour that could be related to the use of prohibited substances.







- Drug Dealing: Hi-visibility Security officers are stationed at fixed points across the venue with roaming patrols active at all times during the event. At risk individuals are prevented from entering the venue and are subject to secondary searches if identified inside. Anyone found to be dealing in drugs will be detained and handed over to the police.
- Drug use at the Event: It is agreed that constant enforcement of the venues policies will reduce the likelihood of drug use at the event.
- Safeguarding patrons who have taken drugs. The security company will have experienced first-aid and welfare trained staff deployed at all times during operation.
- Staff are kept up to date with developing trends and policies relating to the misuse of drugs by the Security Manager.

#### Alcohol policy

- Intoxicating alcohol will be for sale on the premises of this venue.
- An appointed Personal License Holder will be on site during operational hours.
- All bar staff will operate with written 'DPS Authorisation for the Sale of Alcohol' in place for each individual member of alcohol service staff.
- A Challenge 25 Policy will be enforced by security on entry to the venue.
- All Alcohol Sales Staff will be fully briefed on alcohol licensing laws and their rights for refusal of service to patrons who appear to be intoxicated.
- Bar staff are briefed on the course of action required if they exercise refusal of service. In these cases the following course of action will be implemented: Staff Member will alert Venue Manager or bar security. Security will be called to the location from the bar radio.
- Patrons refused service at the bar will be escorted off premise by security staff and the incident recorded by security staff in the nightly reports.
- Any person appearing intoxicated prior to entry will be refused admission to the event.
- All drinks served within the venue will be served in polycarbonate glassware and all glass bottles decanted into polycarbonate glassware at point of service.
- Free tap water is available at all times on the bar. Security have access to free bottled water if requested for any patron.
- Security enforce that no alcohol leaves the premises on exit







#### Crowd management - Ingress, supervision, egress, dispersal.

The venues crowd management procedures have been carefully crafted and updated both from extensive industry experience and experience of the in-situ operation. All security staff are trained and supervised by the Security Manager in the safe management of crowds through the venue.

Quiet Marshalls are positioned at the juncture of Autumn Street and Wick Lane to ensure the organised, safe and quiet ingress, egress and dispersal of customers and venue traffic to minimise impact on the local area.

SIA registered Security officers are deployed in static locations across the venue with regular roaming patrols during all hours of operation.

In the event of emergency evacuation all venue staff are trained in the EEP, FEEP and PEEP policies.

The Venue Management team hold St Johns Ambulance Fire Marshall certificates and form the FEEP supervisory team.

#### Ingress

Patrons of the venue arrive on foot, by vehicle or by Public Transport. The venue's Quiet Marshalls direct all arrivals safely to the venue from their position at the top of Autumn St.

The quiet Marshalls are in radio contact with the security team and maintain full visibility of Autumn Street at all times with the Security staff at the ID position.

Public ingress is via the main entrance on the north of the building as per Appendix Five.

A system of queuing lanes created using low crowd control barriers is installed to safely manage pedestrian ingress. Appropriate measures are taken to ensure that venue traffic and pedestrians do not come into conflict.

The public enter into the queuing lane and are processed through the ID and SEARCH points before being admitted to the venue via the Box Office.

Capacity is monitored at all times by a static security officer at the Front Door position using in/out clicker counters.

The Security Manager independently records the internal capacity every hour of operation. These reports are filed for historic reference with the Venue Manager.







#### Supervision

Once patrons are inside the venue, the security team maintain a constant supervision of the event from static staffing positions and roaming patrols.

Designated external security staff move to locations inside the venue post ingress to monitor the crowd in the bar and dancefloor areas.

All staff are trained in effective radio communications. The Security Manager carries out regular welfare checks on all staff throughout the event.

#### **Egress**

Normal egress from the site is via the main entrance. Once ingress is complete, the queuing lanes are stripped away in preparation for egress.

Prior to Event Close, the Security and Venue Manager assess the capacity and decide on the egress strategy regarding Event close and Staff positioning.

To close the event, the house lights are brought up and the music level is decreased. Security direct the crowd from the dance floor, via the cloakroom to the front door.

In the event of 200 or more patrons remaining inside the venue, the bars are closed, the audio volume is reduced and the lights are kept low to effect a 'soft close' - where patrons filter out of their own accord to minimize volume on egress.

#### Dispersal

On exit patrons disperse on foot, by vehicle and by public transport. The venue hosts a PCO licensed Taxi Rank from the main yard that is managed and supervised by security staff for customers wishing to take a taxi. Patrons seeking to use Uber services are also managed by supervisors at the venue marshaling them to the designated Uber drop off and pick up point in appendix 5.

Crowds travelling on foot are directed up Autumn street and away from residential properties in a quiet and responsible fashion by the venues Security and Quiet Marshall's. Signage is also employed to ensure an effective dispersal at egress, as per appendix 4.

#### Emergency evacuation

In the event of an emergency, it would become necessary to evacuate the venue as quickly and safely as possible.

Examples of a emergency incident include: fire, bomb threat, terror threat, widespread or severe public disorder, crushing/overcrowding.

All music and performance would be stopped immediately and the venue would be evacuated following the Emergency Evacuation Procedure (EEP):







#### EEP (contd).

- The emergency services and responsible authorities would be informed
- The house lights would be switched on and available fire exits opened and manned by security staff in hi-visibility clothing.
- A message to evacuate the site will be repeatedly relayed by security and venue staff and on the venues Public Address System until 100% evacuation is complete.
- The management of any major incident will be handed over to the relevant emergency service on arrival.
- The target evacuation time for the venue at full capacity is 5 minutes as per the following emergency exit calculations.

#### Evacuation flow rates

Based on a maximum capacity of 580 and medium to low risk factors the following applies:

Exit rate is 109 persons per metre of exit width per minute.

2 exits @ 2.5 metres = 272.5 persons per minute.

Assuming one exit is comprised - total evacuation time 2.12 minutes.

Target evacuation time no more than 5 minutes.

#### Fire safety

Venue and Security Management conduct and record pre and post opening safety checks incorporating Fire Exits, Emergency Lighting, Fire Extinguishers, Hazard Identification and general venue Risk Assessments.

The venue has appointed fire safety consultants to carry out annual tests and maintenance as required of the Fire Alarm System, Emergency Lighting System, Fire Fighting Equipment, Fire Safety Risk Assessment and Fire Safety logs, manuals and training.

The Venue Management Team has a minimum of one St Johns Ambulance accredited Fire Marshall on premise during operation.

Members of the security team and venue staff are also trained in the use of Fire Fighting Equipment, Fire Safety and the venues Fire Emergency Evacuation Procedures.







#### Fire risk assessment

#### Hazard identification

Source of Ignition: The ignition sources are mainly those commensurate with nightclub premises being the Public Address electrical equipment such as monitors, amps and lights.

There are fridges and tills in the bar area and the staff room and offices contain a kettle and oil filled standalone radiators.

Smoking is not allowed in the building and purpose made cigarette bins are provided in the designated 'Smoking Area' outside. There are no other significant ignition sources within the workplace.

Source of Fuel: The sources of fuel are those commensurate with nightclub premises being types of paper e.g. flyers, dropped rubbish, items of clothing and any accelerants on the participants such as lighters or matches.

Source of Oxygen: There are no additional sources of oxygen other than normal air.

Work Processes: The work processes are commensurate with normal nightclub premises.

There are no processes that pose a significant fire hazard. A competent electrician maintains all the portable electrical equipment by PAT testing and the installed electrical systems are inspected periodically in accordance with Institute of Electrical Engineers (IEE) recommendations. The company policy is to close down all unnecessary electrical equipment during the day and in office areas not active during an event.

Structural features that could promote spread of fire: There are no means of isolating a fire in the main room.

#### People at risk

Employees are distributed throughout the building. All staff are given an induction brief including all safety procedures on first being employed on the premises.

Cleaning staff who work after normal working hours may be isolated in the building. These persons are given a safety induction including all fire safety procedures on first being employed on the premises.

At the present time there are no employees with disabilities.

When the premise is open to the public, staff are trained to ensure that the evacuation of the public is part of their duties.

#### Means of escape

#### Horiztonal evacuation

All employees are trained in what actions to take on hearing the alarm or discovering a fire. There are no employees with disabilities that would prejudice their evacuation from the premises. These will allow all persons in the premises to evacuate safely in the event of fire. Emergency exits open outwards in escape direction. There are no 'deadend' conditions.







It is anticipated that a fire in the building would be a slow to medium growth fire involving paper, clothing and wood type materials. It is also anticipated that any fire would be noticed fairly soon after ignition by persons due to the working practices of the building. It is anticipated that all employees and persons resorting to the building would have evacuated the building in less than five minutes, before any escape route becomes untenable.

All door fastenings can be easily opened at all times without the use of any keys and all escape routes lead to a place of safety in the open air. All escape routes internal and external are covered by Emergency Lighting which operates automatically if the power to the lighting circuits fails.

#### Vertical evacuation

There are no vertical means of escape.

#### Fire safety signs and notices

There are adequate fire safety signs and notices in the premises. All emergency exit routes and doors are adequately signposted with green 'running-man'. Fire doors to cupboards/store display 'Fire Door – Keep Locked Shut' signs. Fire extinguisher positions are marked by appropriate signs showing the type. The venues fire routes are clearly marked on maps in prominent areas.

#### Fire warning system

A new fire detection and alarm system was installed on the 6th September 2013 by a NICEIC contracted installer and complies with BS 5839-1:2002 and Section 4 of BS 5839-4:2002. This system is checked annually by a Fire Safety Consultant and a certificate is produced for the fire safety file.

An alarm test will be carried out monthly and recorded in the Fire Log book.

#### Firefighting equipment

There are a sufficient number of fire extinguishers correctly mounted on wall brackets and located throughout the premises in accordance with the Guide. They are adequate for the risks within the premises and have been serviced within the last twelve months.

All comply with BS EN 3 1996.

An extinguisher schedule is kept with the fire logbook to assist in location and condition checks.

#### Method for calling the fire service

The DPS, PLH, Security Manager or Event Manager will call the fire service on 999.







#### Pre-opening fire safety checks

- The following fire safety checks are included in the venues pre opening checks:
- All combustible material to be stored away and isolated from ignition sources
- Full check of all fire doors and exits ensure they are clear, and in good working order.
- Check all fire extinguishers are in place and in date
- Check all emergency lights are powered
- All rubbish to be cleared from premises and suitably disposed of before the event
- No more than 580 members of public to be allowed access to the building
- All radios to be fully charged and in good working order.

#### Risk assessment summary

The general overview of the risk assessment is that the likelihood of a risk occurring that could threaten the event is low. However, if the risk did occur the severity of that risk is high. This is due to the potential impact any risk could have on a gathering of people in a non-open area. The assessment has been carried out in accordance with The Health and Safety at Work Act 1974.

The Venue Management team are responsible for monitoring the effectiveness of the fire risk assessment process and its implementation. Fire Drills will be carried out every six-months. All fire training, routine checks and engineers tests of fire safety equipment are recorded in the Fire Log Book and kept in the Fire Safety File. Fire exit doors are all manually activated, Emergency lighting systems are connected to show power system and main system.

#### General health and safety statement

Ltd is committed to ensuring the health, safety and welfare of its employees, so far as is reasonably practicable. The Company fully accepts its responsibility for other persons who may be affected by its activities. The Company will take steps to ensure that its statutory duties are met at all times.

Each employee and sub-contracted employee will be given such information, instruction and training as is necessary to enable the safe performance of work activities. It is the duty of the Company to ensure that all processes and systems for work are designed to take account of health and safety and are properly supervised at all times.

Adequate facilities and arrangements will be maintained to enable employees, contractors and their representatives to raise issues of health and safety. Employees and Contractors must co-operate with the Company to enable all statutory duties are complied with. The successful implementation of this policy requires total commitment from employees and contractors at all levels of the organisation.

Each individual has a legal obligation to take reasonable care for his or her acts or omissions. Full details of the organisation and arrangements for health and safety will be set out in separate documents. The Company is committed to seeking ways in which standards of Health and Safety can be continually improved. This policy will be regularly monitored to ensure that the objectives are achieved. It will be reviewed and, if necessary, revised in the light of legislative or organisational changes.

It is the policy of LTD to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health, which might arise from work activities.







#### Ingress Procedure

For staff facing document explaining to staff their detailed role in Ingress / Egress procedure please see Appendix Three. For signage guide please refer to Appendix Four. For site plan please refer to Appendix Five.

NB. SIA = SIA registered security guard

#### Staff positions

SIA-1: AUTUMN STREET	(static)	339/441 Wick Lane/Autumn Street
SIA-2: ID / HOST	(response)	at entrance to customer ingress route
SIA-3: SEARCH1 / BAR	(response)	Search area > Bar post ingress
SIA-4: SEARCH2 / ROAM 2	(response)	Search area > Roam post ingress
SIA-5: FRONT DOOR	(static)	Crowdflow; Search / Box Office / Smoking / Egress
SIA-6: FIRE EXIT	(static)	Back fire exit
SIA-7: SUPERVISOR/ROAM1	(first response)	
STEWARD	(static)	positioned in yard

#### Setup

Security staff on site minimum of 30 mins prior to doors.

Setup PED and HERAS fencing in yard to create customer INGRESS ROUTE.

Setup Autumn St with TRAFFIC CONES, TAXI TOUT sign & QUIET signs. SIA-1 in position 15 minutes before doors.

2300:0200 (approx) - Customers arriving and admitted to venue.

On foot: Directed by SIA-1 to venue, Received by SIA-2 and moved through SEARCH.

By Taxi, including Uber: Taxis are directed by SIA-1 down Autumn street to drop off. Venue address / postcode and designated Uber dropoff point is at bottom of Autumn St, in Autumn Yard. SIA are briefed to communicate this to all Uber and taxi drivers. SIA and stewards ensure designated Uber dropoff point is used by all Uber and taxi drivers and do not allow dropoff at the intersection of Wick Lane and Autumn St.

By Car: Any guests arriving by car (negligible) are directed to park in open spaces on Autumn st.

All guests are received by SIA2 and processed through search area SIA-3/4. SIA-5 records all guests in and out of venue on click counters.

0200 - 0330: All customers inside except minimal ad hoc late arrivals.

0200: SIA-3 transfers from SEARCH to BAR position.

0330: SIA-2 sets PED & HERAS fence to create TAXI RANK. SIA-2 transfers to junction of EGRESS ROUTE and TAXI RANK.







#### Egress Procedure

For staff facing document explaining to staff their detailed role in Ingress / Egress procedure please see Appendix Three. For signage guide please refer to Appendix Four. For site plan please refer to Appendix Five.

#### Staff positions:

SIA-1: AUTUMN STREET	(static)	339/441 Wick Lane/Autumn Street
SIA-2: EGRESS/TAXI	(response)	at junction of EGRESS & TAXI RANK
SIA-3: BAR/CLOAKROOM EGRESS	(response)	Bar & Cloakroom crowdflow
SIA-4: ROAM2/AUTUMN STREET	(response)	Venue roam/Top of Autumn St
SIA-5: FRONT DOOR	(static)	Crowdflow; Venue Egress/Smoking Egress
SIA-6: FIRE EXIT	(static)	Back fire exit
SIA-7: SUPERVISOR/ROAM1	(1st response)	Venue egress FIRE EXIT>FRONT DOOR

0330 - 0600: Customers leaving venue

Guests exiting the venue before 6am are verbally directed by SIA-5 & SIA-2 through EGRESS on foot or TAXI RANK.

0430: SIA-3 sets up Cloakroom line, assesses egress numbers.

0530: SIA-4 transfers from ROAM2 to AUTUMN STREET dependent on necessity.

0600: VENUE CLOSE - ALL CUSTOMERS LEAVING VENUE

SIA-7: Verbally directs customers in DANCEFLOOR to exit the venue

SIA-3: Verbally directs customers in BAR/LOBBY to CLOAKROOM gueue or to EXIT

SIA-5: Verbally directs customers to EGRESS & TAXI RANK AND UBER PICKUP POINT

SIA-2: Verbally directs customers to EGRESS or TAXI RANK AND UBER PICKUP POINT

SIA-4: Verbally applies quiet rules to customers up and down AUTUMN

Street: SIA-1: Quietly disperses customers exiting on foot along Wick Lane.

Taxi Rank and Uber Pickup point signs are clearly displayed at Cloakroom and Box Office. All guests egress past SIA-5 & SIA-2, who both verbally announce the Taxi Rank / Uber pickup point.

SIA-2 directs customers in need of a taxi into Taxi Rank / Uber pickup point.







#### Public transport summary

#### Ingress

There is a bus stop very close to the venue at the top of Autumn Street, where the 339 connects to Mile End, a major transport hub. From April 5th 2014, the 339 route is being significantly enhanced to operate a circular route through QE2 Park to Stratford.

The 339 is not a night bus, and does not operate a service between midnight and 6AM.

The closest train stations to the main studio are:

Hackney Wick: (Overground, 10 minutes walk away) opens at approximately 6AM on Saturday and 7AM on Sunday.

Bow Church (Underground and DLR, 15 minutes walk away) opens at approximately 6AM on Saturday and 7AM on Sunday.

The events at Autumn Street Studios will begin at approximately 2200, and it is anticipated that much of the audience will arrive between then and 2300.

At this time the public transport routes above can be considered viable routes to the venue.

As attendees arrive, they are advised by the SIA at the top of Autumn Street to walk down the street and enter the queuing system described in Appendix Five. The distance from the closest noise sensitive properties on Wick Lane suggests that this will not create a nuisance.







#### Public transport summary

#### Egress

The 339 does not run 24 hours, so cannot be considered a viable egress route during these hours. The closest train stations cannot be considered a viable egress route during these hours for the same reason.

In the absence of 24 hour public transport, the most effective way of getting everyone home from the venue safely without them causing a disturbance is to implement the detailed strategy laid out in "Egress Procedure" above, and utilize the Uber Pickup point and Taxi Rank system. The position of this area is laid out in Appendix Five.

Were the venue to open until later in the morning than 6AM, public transport would become a viable option for egress again.

The closest residential properties are on Wick Lane. They are 130m from the proposed Uber Pickup Point / Taxi Rank.







#### Operations Manager's Opening Checklist

#### Two hours pre-doors;

Open main yard gate with small silver padlock key (next to brass key on keyring) - Lock padlock to eyelet on gate-post - prop main gate open with breeze blocks.

On main door open external padlock small with brass padlock key (next to main gate key) - Lock padlock to eyelet on door

On main door open internal padlock under protective box with silver key (Sterling logo, next to brass key on keyring) - Lock padlock to eyelet on inside edge of door. Slide doors open to the left. (very heavy).

Switch on yard, box office and entrance lights (3 switches in box office)

Switch on lobby, liquor room and cloakroom lights (3 switches in liquor room)

Switch on upper hallway, green room and bathroom lights. (in obv places)

Go to office and collect clipboards with day sheet/mgmt open checklist, security open checklist and bar setup checklist/waste sheet.

Check day sheet for notes on event, settlement, floor/door setup, staff etc.

Deliver clipboards and relevant keys to head of security and bar supervisor (keys are located in bottom drawer of filing cabinet - Security on Jaegermeister Lanyard, Bar on black lanyard with white plastic key)

At this point head of security should begin open checklist and bar supervisor should start setting up the bar.

Walk through the whole venue from yard to fire exit, note in day sheet any issues, snags, thoughts etc. (lightbulbs out, clean green room, sort bins etc.)

Check that there are 2 empty blue bins for the event and the dark blue bin for Unit 2 (Steve) is moved to the far side of the red van and out of use.

The remaining bins should be placed on the other side of the shipping container or on the opposite side of the yard outside shutters for Unit 1.

Liaise with promoter, (name on day sheet) introduce yourself as the venue manager and run through the following;

How many tickets have been presold? (note on day sheet)

How many names on the guestlist? (note on day sheet)

How many people are they expecting? (note on day sheet)







Explain that we have drink tokens for promoters & artist riders, @ £1.20 each exchangeable at the bar for a single mixed drink, beer, cider, wine or soft drink and are paid for at settlement. A case of beer can be provided for the green room or on stage for £25. Water is free.

How many drink tokens? (note on day sheet)

How much are tickets selling for on the door? (note on day sheet)

Do they need a door float? (note on day sheet)

Do they have their own hand stamp? - if not provide a house stamp.

Get an image of the stamp to show security.

Explain that we have a green room that is accessed by wristband only. It has a limit of 10 ppl. There is absolutely no smoking up there and security are zero tolerance on this matter.

Give promoter drink tickets, wristbands and hand stamp. Give door float at doors if required.

Brief head of security on event numbers etc and introduce to the promoter.

Assess with Head of Security/Promoter how many tickets are available to sell on the door. (Max sellable capacity is 550)

Head of security will explain door operation with promoter/box office staff.

#### One hour pre-doors

Check on setup progress

Ask bar supervisor how many bags of ice on hand - Order if necessary

Check 2nd bartender has arrived and is working on setup.

Check Cloakroom staff are in and setting up cloakroom. (give them key)

Remind staff of how much time left to doors, check bar setup sheet and ensure work is on schedule to open at advertised time.

Check with Head of Security that all staff are on site, yard is set up and ready to open at advertised time.

Ask Head of Security what time the staff briefing is and arrange a time to meet (15 mins to doors)

Prepare tills







Prepare house guestlist

Check emails and texts for house guestlist additions from Tristan, Dash, Alex, George or Joe - add names to house list spreadsheet - alphabetise and print just before doors. Any names added after door, hand write on guestlist.

#### 20 minutes pre-doors;

Distribute tills, lists etc to bar, cloakroom and box office;

BAR: 3 x tills, 3 x PDQ machines + spare rolls, 1 x blank comp sheet (on setup clipboard), 1 x radio.

CLOAKROOM: 1 x till, 1 x cloakroom key, 1 x radio.

BOX OFFICE:  $1 \times till$ ,  $1 \times till$ ,  $1 \times till$ , and ink pad,  $1 \times till$ , and  $1 \times t$ 

#### Final checks

Collect bar setup sheet & check bar team are ready to open.

Check with FOH technician to see if they are ready to open.

Check notes on day sheet ensure everything is complete.

Check promoter is happy and ready to open on time.

The club must ALWAYS be ready before the promoter.

#### 15 minutes pre-doors

Assist Security pre-service

Liaise with Head of Security for staff brief. Once finished, all staff on position. Complete venue walkthrough with head of security and call doors when ready. Go through and check off items below.

\*\* = Head of Security

#### Pre-doors

Unlock ped barrier padlock - lock padlock to chain \*\*

Open front double doors - lock padlocks indoor\*\*

Turn on outside floodlights - switch in box office







Unlock ped barrier padlock - lock padlock to chain \*\*

Open front double doors - lock padlocks indoor \*\*

Turn on outside floodlights - switch in box office

Unlock Back Fire Exit Padlock, put shutter up, lock chain to bannister \*\* · Check Outside Fire Exit is clear, check security lights operational\*\*

Check furniture is in place in booths and lobby

Barlights and fridge lights on

Booth lights on

Lobby / stairwell lights on

Check toilets - paper, handwash, urinal blocks, disinfectant

Venue is clear of all production - (check with FOH)

Cloakroom PED barrier set\*\*

Heras Fence Out for smoking area \*\*

Ingress/Egress/Search area set out with PED\*\*

Full venue health and safety check (trip hazards etc, check SESRA)\*\*

Check all fire escapes are clear

Check emergency lighting power lights\*\*

Check fire extinguisher tags and positions \*\*

Check rubbish bins are bagged and in position

Check FOH, bar and cloakroom are ready to open

Lock cleaning cupboard and stockrooms

Check cloakroom is open, lit and ready

Turn off lobby security light-switch in cloakroom (right switch in bank of three)

Double check Autumn st position and stewards are ready and informed







Complete venue walk through with head of security

Call doors to head of security when ready to open.

#### During event, float front to back

Monitor front door and cloakroom ingress, check in on door click every hour

Monitor booths & toilets for congestion, alert security for crowd control

Monitor bar operations - check change, wait time for drinks, general bar ops

Monitor main room - smoke level, temp level, security on point etc

If bottlenecking develops, radio security to area & apply crowd control.

Keep all areas clean & free from debris (bar staff/bussers/mgmt)

Check and empty internal rubbish bins when necessary

Check FOH for drinks/debris/customers - remove

Check toilets are clean & free from debris, female staff to check female toilets.

Check fire escapes are clean & free from debris

Ensure outside areas are kept clean & free of debris (bar/security)

Monitor main dancefloor regularly for drug use, over intoxication, customer interactions etc.

Check in with Fire Exit security for updates. Any situations notify Fire Exit security 1st, if escalated, call security over radio.

Monitor bar, toilets and booth seating area regularly for over intoxication, customer interactions etc. Check in with Bar security for updates. Any situations notify Bar security 1st, if escalated, call security over radio.

Check in with head of security regularly and update with any floor info.

Keep an eye on smoke levels in main room (not too much, not too little)

Keep back fire exit doors closed at all times (noise issues if open) and pay attention to the sound levels, lighting, atmosphere & aesthetics outside

Supervise quiet marshalling of customers at Autumn St and prevent congregation outside Wick Lane Houses

Check in with Head of Security re Autumn st position regularly







Ensure no congregation outside Wick Lane Houses

Check in with Head of Security re Autumn st position regularly

Monitor security detail, guards on position, atmosphere, search times etc.

#### 0330

Assess 'Money In vs Money Out' & determine if possible to cut staff. - Check with bartenders first, then cloakroom & cut @ 4am if effective. - If cutting cloakroom, move a bartender into cloakroom for close.

If cloakroom is full, keep staff & add bartender for egress @ 5.30am -

Complete Cashout sheet in google drive

Complete CC Report'

Do final close walkthrough with HOS

Do final check of yard. Ensure Unit 2 is free of any club debris.

If cleaners are not on site, padlock doors and exit yard.







#### 3. Refuse disposal and cleansing arrangements

#### Waste Management Policy

Autumn Yard has a contract with 1 - 2 = 1000 for  $6 \times 1100$  litre capacity wheelie bins. These are comprised of  $3 \times 1100$  litre capacity wheelie bins. These are comprised of  $3 \times 1100$  litre capacity wheelie bins. These are comprised of  $3 \times 1100$  litre capacity wheelie bins. These are comprised of  $3 \times 1100$  litre capacity wheelie bins. These are comprised of  $3 \times 1100$  litre capacity wheelie bins. These are comprised of  $3 \times 1100$  litre capacity wheelie bins. These are comprised of  $3 \times 1100$  litre capacity wheelie bins. These are comprised of  $3 \times 1100$  litre capacity wheelie bins. These are comprised of  $3 \times 1100$  litre capacity wheelie bins. These are comprised of  $3 \times 1100$  litre capacity wheelie bins. These are comprised of  $3 \times 1100$  litre capacity wheelie bins. These are comprised of  $3 \times 1100$  litre capacity wheelie bins. These are comprised of  $3 \times 1100$  litre capacity wheelie bins. These are comprised of  $3 \times 1100$  litre capacity wheelie bins. These are comprised of  $3 \times 1100$  litre capacity wheelie bins. These are comprised of  $3 \times 1100$  litre capacity wheelie bins. These are comprised of  $3 \times 1100$  litre capacity wheelie bins. These are comprised of  $3 \times 1100$  litre capacity wheelie bins. These are comprised of  $3 \times 1100$  litre capacity wheelie bins. These are comprised of  $3 \times 1100$  litre capacity wheelie bins. These are comprised of  $3 \times 1100$  litre capacity wheelie bins. These are comprised of  $3 \times 1100$  litre capacity wheelie bins. These are comprised of  $3 \times 1100$  litre capacity wheelie bins. The bins are for the use of Autumn Street Studies are capacity wheelie bins.

are contracted to collect this waste every Monday morning at 09:00.

London Borough of Tower Hamlets are the local authority and their guidelines (see Appendix 4) offers the following guidance for office uses:

2.6 cubic metres (m3) (1 m3 = 1,000 litres) waste storage for every 1,000 m2 gross floor space. Note: one third of this capacity must be retained for the storage of separated waste for recycling. The Council expects every office in the borough to have a private refuse and recycling collection contract in place with a licensed waste collector who can provide a Waste Transfer Note for the material carried.

The private studios at Autumn Street which are in office use total approximately 650 square metres (m2) so according to this advice, the complex should have a total capacity of 1.69 m3 comprised of 0.56 m3 of recycling capacity.

As such, the waste removal provision for the studios represents an over provision, however this additional capacity is used by the operation of the main studio during photographic and film shoots as well as event days and extended event days.

LBTH do not offer guidance on capacity requirements for film and photographic studios or live music events and in any case the capacity requirement varies significantly according to numbers of photographic/film shoots and events during a week, the size and character of photographic/film shoots and attendance at events.

Therefore in order to ensure adequate waste capacity for events, during midweek preparation of the venue management assess bin capacity and order an extra collection for Friday if it is deemed necessary in order that a minimum of 1 x 1100 mixed recycling (1.1 m3) and 1 x 1100 (1.1 m3) mixed municipal is available for each event.

Event Waste is sorted into recycling and mixed municipal by Templeton's cleaning services. The wheelie bins are also pressure washed on a regular basis by staff.

On a week when the main studio space will be hosting a late night event, during midweek preparation of the venue, management assess bin capacity and order an extra collection for Friday if it is deemed necessary in order that a minimum of  $1 \times 1100$  mixed recycling and  $1 \times 1100$  mixed municipal is available for each event.

The bins are filled with waste from the events space by Templetons Cleaning Services [please see below] and Autumn Street Studios staff.





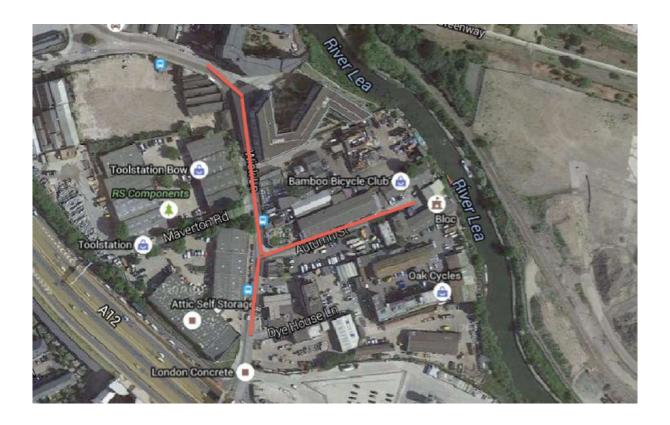


#### Cleansing Policy

The venue has a contact with Templetons Cleaning Services to clean the events space after a late night event. They are contracted to arrive at 07:00 following a 06:00 egress.

Templetons are tasked with street cleansing Autumn Yard, Autumn Street, the junction of Autumn Street and Wick Lane, and all the way along Wick Lane up to the apartment blocks at 419 Wick Lane, known as 'Wick Lane Wharf'. The image below details this remit.

Having completed the outdoor street cleansing, they clean the venue and fill the bins ready for the Monday collection.









#### 4. Parking arrangements

As a part of the planning application, **leaves** were engaged to conduct a Transport assessment and produce a Travel Plan for the main studio, extracts of which are included in this summary of parking arrangements.

Unit 3 is accessed via the yard located at the end of Autumn Street. This courtyard offers approximately 20 parking spaces.

These off-street parking spaces are used by the Autumn Yard community for daytime activities and cleared in the evening to leave room for an organised taxi rank during event nights. A line of pedestrian barrier allows parking for up to 6 cars in addition to the taxi rank.

A site travel survey from an event night shows that car trips (drivers and passengers) account for 3.2% of journeys while the remaining trips are made by sustainable or shared modes. As such, parking is made available for 10 vehicles in the yard itself.

Furthermore, the survey indicated there is a vast amount of legal parking opportunities available outside regulated hours (Monday to Saturday, 8:30am to 5:30pm) which does not seem to be affected by evening events taking place in the main studio.

Even with large scale events, there is no evidence to suggest that the availability of local parking opportunities is, or would be, compromised.

#### 5. Delivery and servicing arrangements

The main studio is serviced by The procedures for cleansing and waste removal are outlined in section 3.

During weeks prior to public events in the main studio, deliveries take place on Thursdays. Good delivered are cleaning products from Nisbetts, beverages from Amathus and Hamptons of London.

Deliveries are met and signed in by the duty manager or their assistant.

Autumn Yard has been used for deliveries from Heavy Goods Vehicles for industrial goods and processes for many years prior to the development of the studio complex. Furthermore, the yard is situated on private land off the public highway.

As such, deliveries and servicing to the main studio venue are practical and convenient and do not impact on the amenity of local residents or access for local businesses.







#### Appendix One: Noise Management on Autumn Street

The following plan has been implemented and is communicated to our staff to ensure the management of noise from patrons during egress does not impact on our neighbours.

Patrons who have been for an enjoyable evening out can be exuberant and their conversation is a possible trigger for noise nuisance.

To combat this, our staff are stationed along Autumn St delivering and reinforcing the message that we politely request they be considerate of our neighbours.

Our staff raise awareness of the sleeping residents at the top of street and our signage reinforces this message.

#### Noise Management Plan Points of Action

Before the Venue is open appropriate signage relating to the neighbours houses and noise levels is to be in place to be seen during ingress as well as Egress.

Details of this signage;

1 x 'Please leave quietly' sign to remain within full view of patrons using the smoking the smoking area as well as coming to or leaving the Venue, as below [Fig.1];





1 x 'Please leave quietly" sign to be placed in direct view of patrons walking to the top of Autumn Street by the side of the residential properties, as above [Fig 2].

1 x 'No congregating here' sign to be placed on the raised platform outside screwfix.







#### Autumn Yard - Management Plan

Any Patron leaving the Venue throughout the duration of an event is reminded that there are families asleep at the top of Autumn Street and asked to leave quietly without disturbing our neighbours.

Once egress has begun and a large volume of Patrons are preparing to leave the following procedure has been developed, tested and proven to be effective in managing noise levels:

SIA 1 to be posted (Static) by the cloakroom asking every patron to Please leave quietly and bear in mind there are Families asleep at the top of the road".

SIA 2 to be posted at the Search position repeating this request. "Please leave quietly, there are families sleeping at the top of the road". At this point patrons are sorted by the SIA into those leaving by foot and those who wish to use the taxi services. They all must walk past the sign in Fig. 1.

Taxi using patrons are then fed into the Uber Pickup Point and Taxi Rank – please see Appendix Five. This is marked clearly by signage. Please see signage plan, Appendix Four. Taxi Stewards remind patrons that all taxi loading – whether Uber or otherwise – takes place in Autumn Yard at the designated point. Taxi and Uber loading is not permitted elsewhere.

SIA 3 to be posted halfway up Autumn Street to catch remaining patrons and reinforce the "Please leave quietly" message. At this point the sign in Fig. 2 will be clearly visible.

Patrons will continue to egress out the top of Autumn Street where all remaining SIA and the appointed Quiet Marshals will be on point ready to guide them away from the residential premises and onward. They will be able to clearly view the 'No congregating' sign outside Wick Lane.

Remaining SIA make it policy to walk over and stand in the middle of any crowds that do appear. This non-confrontational measure makes it boring for patrons to congregate and we have observed that it is very effective in moving patrons on into the night.

As the venue empties any SIA that where in the club will join the Autumn Street and Wick Lane staff in ensuring a peaceful and controlled egress is completed, eliminating or keeping to an absolute minimum any impact the egress may have on our neighbours.

This noise sensitive egress plan has been refined over time and proven to be highly effective.







#### Appendix Two: Quiet Marshal Job Description

The sole purpose of having QM's on point at the top of Autumn street is to protect the two residential properties from any form of disturbance throughout the entire duration of any club night held at Autumn St Studios. This includes the moment the first patrons turn up until the moment everyone attending the Venue has left, not only the venue itself and yard, but left the area completely. This means no groups or individuals lingering at the top of Autumn St or on Wick lane in front of, or adjacent to, the two houses.

It is important to note that our neighbours have been aware of patrons egressing our venue in the past.

The two QM's are employed as a license condition and to prevent impact from the venue disturbing our neighbours.

Setting the top of the road up involves taking the traffic cones up from the club as well as a Taxi touting sign and any additional signage, these will need to be taken down and back down to the club once the area is clear and 'everybody' has gone home.

During ingress and the majority of the evening two Quiet Marshals will be required at the top of Autumn St at the T junction with Wick lane.

1 x QM must be on point standing on the corner of the two roads nearest the houses at all times. Please see illustration. (Blue crosses).

The advantage of having a QM posted more or less permanently on the corner is that he/she can keep an eye on both Autumn St and Wick lane in front of the houses from one position.

Please note that one of the positions during egress (Green cross) is marked further down Autumn Street towards the club. This is so that he/she can keep an eye out for people or groups coming up the road who are making a lot of noise, to intercept them on Autumn street and notify/remind them that there are residents and to keep quiet. This means by the time they reach the front of the houses they are forewarned.

The traffic cones are to be placed in front of the two houses to deter Taxis from attempting to pick up clients there.

Patrons going to and coming from the Club are not allowed to sit on the houses or windowsills or congregate in front of the houses at any time, especially at 0600.

Communicating the need to move on and be quiet is essential, to approach a person or group and simply tell them to move/move-on is not appropriate.

This can lead to prolonged arguments or conversations in order to justify the reason.

Being able to communicate effectively and quickly is very important. For example you could say: (in a whispered tone) "Please be quite and move past the houses as there are children sleeping".

Whispering automatically makes the majority respond in the same manner, so you are setting the tone of any communication, and talking of sleeping children appeals to almost everyone to be quiet and move along. A lot of the time "Please be quiet and move past the houses, people are sleeping" will suffice.







A manner of assertiveness without being aggressive is essential.

If approaching a large group you can still whisper (though slightly louder) and get their attention by assertively saying;

"Guys guys guys....." and then one of the above mentioned sentences.

On many occasions once you have asked people to move on they will answer with a question, side tracking you from your duties. It will more than often be asking for advice about transport or routes home, do not engage unless you move them round the corner to discuss offering them advice out of earshot of the houses. It's very easy to become embroiled in a conversation in front of the houses creating noise you are there to prevent.

Sometimes you will get a person or people replying, "This is a public street, you can't tell me what to do"

In almost every case people appreciate being respected and levelled with.

These suggestions are more of a guideline than a script, but friendly, simple, clear and polite sentences command respect any patron.

During egress it is best to move everyone on, even people on their own who aren't making a noise.

Another role of the QM is to ensure no cans or bottles are left on the windowsills or in front of the houses; the area looking like a festival site in the morning is equally distressing to the residents.

Any litter should be removed from the area especially Autumn Street, and at least once an hour throughout the evening a QM is required to patrol the entire length of Autumn street checking for litter and especially any glass bottles and placing them in a bin.

There are noise-monitoring duties to be carried out, in a noise log that will require taking noise monitor readings and logging them 3 times during each club night. Please see Bloc management about this. You will also be required to radio down to the club if you can hear the sound from the venue at the top of the road.

As a QM your job is finished once there are no patrons left in sight at the top of the road. Leaving whilst there are still people from the club around could mean they cause a disturbance once you have gone. Patrons gathered at one of the bus stops are not necessarily waiting for a bus.

Once everyone has left the area, call in to the head of security to check its ok to "break-down" and on confirmation of this take the signage and cones back down to the club and sign out.

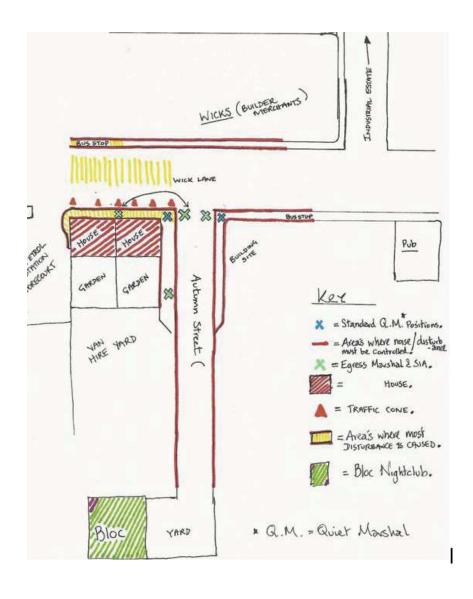






## Appendix Two fig. 1: Quiet Marshal hand-drawn guide to the top of Autumn St

This document is circulated to all QM's.



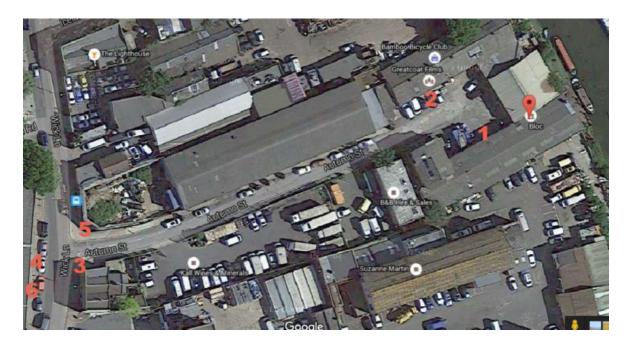






### Appendix Four: Event Signage

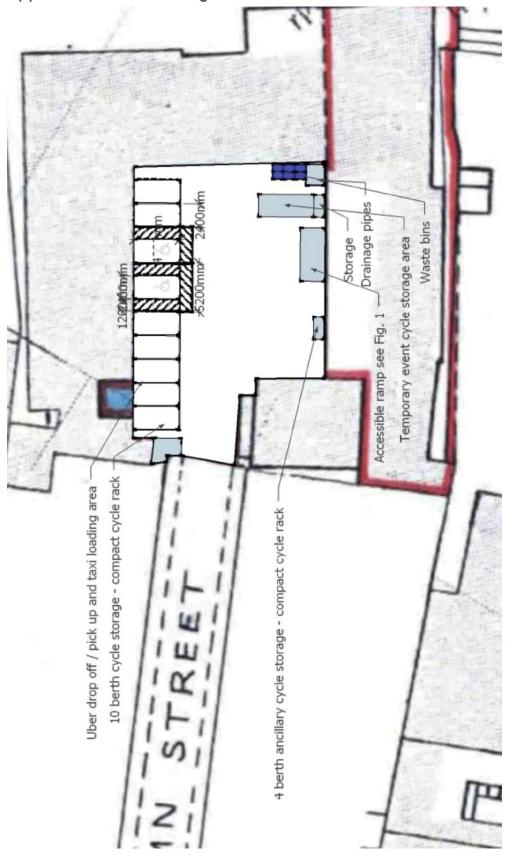
- 1. 'Please leave quietly / families asleep'
- 2. 'Uber Pickup/Drop-off Point'
- 3. 'Please leave quietly / families asleep'
- 4. 'Buses / Trains ---> Please Leave Quietly'
- 5. 'Taxi/uber dropoff & pickup this way only ---> / Taxi touts number plates will be reported / CCTV in operation'
- 6. 'No taxi/uber dropoff & pickup / No congregating / Families asleep here. Please leave quietly / families asleep'

















# **Appendix 16**

#### **Corinne Holland**

From: Wayne Lloyd <

**Sent:** 29 January 2024 01:24

To: Licensing

**Subject:** CLC/EHTS/LIC/166168

To whom it may concern,

I am writing to make the strongest possible objection to the application for a license to operate 7 days a week until 3am.

The name/address of the premises is Little LDN, Studio 2, Unit 3a, 39 Autumn Street, London, E3 2TT. This is the venue of the old BLOC site, which you will remember has blighted this area for residents over several years.

The reason for my objection is because the venue is not suitable as a late night venue. It was never designed to be a nightclub / music venue and as such the noise from the site consistently escapes and causes much disturbance to local residents. In terms of the venue itself, there have been no material changes to the venue and as such, residents should not be put through the ordeal of that place opening up once again when the area is becoming increasingly residential. It is no longer a disused warehouse in an industrial area - the venue has negative effects on the area.

You might be aware, or if not you should be aware, that there are new residential buildings being put up next door to that site. They will, quite literally, be overlooking the venue. As a venue that emits noise nuisance to residents much further away than these new apartments being built, it is also going to be a nightmare for residents moving into those new properties and the council has a duty to make sure they protect residents. It is no longer an acceptable venue as a nightclub and for the applicants to think they can do this 7 nights a week until 3am is ludicrous and it is excessive.

I also want to remind you of the dangers this area poses to people. Despite much protestation from residents, Wick Lane is still a death trap, particularly for people leaving that venue whilst under the influence. You might recall we had to witness clubbers from that venue suffer life changing injuries due to a car crashing into their taxi at high speed and we have also had to witness revellers going to and from that venue urinating on the buildings in this area given they're under the influence. As this is now an increasingly residential area, we do not want this here any more. We're sick of it and we're fed up of these applications being made. No matter how much the applicants might suggest they'll do everything under the sun to control things - they won't. They can't.

Please decline this application and respect the residents in this area. They've suffered enough.

Kind regards, Wayne

# **Appendix 17**

#### **Corinne Holland**

From: Lottie Metrebian <

**Sent:** 12 March 2024 16:42

То:

**Subject:** 39 Autumn street

Attachments: Little Ldn with photo.pdf

Dear all,

Please find attached below an outline of what we are wanting to create within our space at 39 Autumn street.

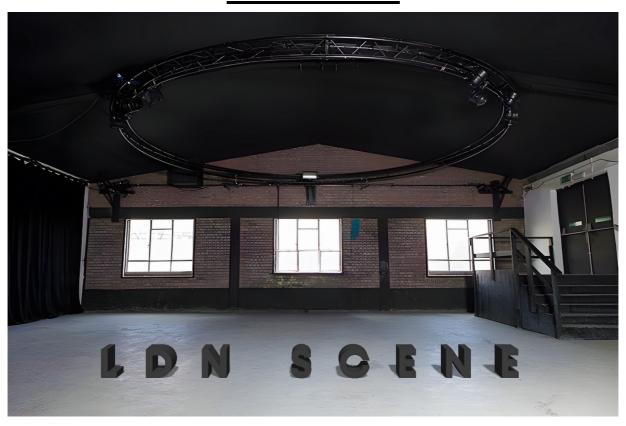
Please email me with any questions or queries about our proposition for the space.

Thank you for taking the time to read our proposal.

Kind regards,

Lottie Metrebian

## **Little LDN**



### Venue space announcement: hub for work, food and socialising.

We are excited to announce the transformation of our venue space at 39 Autumn Street into a dynamic hub where people can work, enjoy delicious food, socialise, and participate in community events. This initiative aims to create a vibrant atmosphere that fosters productivity, connectivity, and community engagement.

Below is a representation of how we will utilise our space at Autumn Street.





#### \*\*Work Environment:\*\*

Our venue space will provide a conducive environment for individuals to work remotely, collaborate on projects, or conduct meetings. With ample seating, reliable Wi-Fi, and comfortable workstations, it will serve as an ideal workspace for freelancers, remote workers, entrepreneurs, and small teams.

#### \*\*Food Services:\*\*

To cater to the needs of our patrons, we will offer a variety of food options ranging from healthy snacks to hearty meals. Our menu will feature fresh, locally sourced ingredients and diverse culinary offerings to suit different preferences and dietary requirements.

#### \*\*Social Space:\*\*

In addition to being a place of work, our venue will also serve as a social hub where people can unwind, relax, and connect with others. Whether grabbing a coffee with a colleague, enjoying a meal with friends, or networking with like-minded individuals, our space will provide a welcoming atmosphere for socializing.

#### \*\*Alcohol Service:\*\*

For those who wish to indulge, we will offer a selection of alcoholic beverages, including beer, wine, and cocktails. Our licensed bar will complement the social experience, allowing guests to enjoy a drink responsibly while mingling and socializing.

#### \*\*Local Employment Opportunities:\*\*

To support the community, we will prioritize hiring local residents for various roles within the venue. By providing employment opportunities to individuals in the area, we aim to contribute to economic growth and job creation, thereby strengthening the local workforce.

#### \*\*Events and Activities:\*\*

To enrich the experience of our patrons, we will host a range of events and activities throughout the month. From live music performances and art exhibitions to workshops and networking events, there will always be something exciting happening at our venue.

#### \*\*Conclusion:\*\*

We are committed to creating a dynamic and inclusive space that serves as more than just a traditional venue. By combining elements of work, food, socializing, and community engagement, we aspire to foster a sense of belonging and connection among our patrons. We look forward to welcoming you to our venue and experiencing the vibrant atmosphere.

AUTUMN STREET E3

The man behind Little LDN

Matthew Blewitt is a reputable venue owner known for his 3,000 capacity festival site in Chelmsford, which boasts a spotless record with no incidents and enjoys positive relations with local residents. In addition to his festival site, he oversees bars and restaurants across Essex, such as Linguine and the New Boar. Matthew successfully operates a club space in Canning Town, LDN East, with a 1,000 capacity under

Newham Council. The venue has hosted events for the past two years with no reported issues or complaints. Matthew maintains a commendable standing with local authorities, including the police and council, and manages a team of over 40 staff members, priding himself on running a tight ship across all his ventures.

His commitment to managing his venues with precision and care has been recognised by the local council, as evidenced by the recent increase in festival capacity at Wheelers Farm. This approval from the council serves as a testament to Matthew's exemplary management practices and his ability to operate venues responsibly and efficiently. It underscores his reputation as a trusted and respected figure in the industry, further solidifying his standing within the community and among his peers.

# **Appendix 18**

## Venue Event/Safety Management Plan

34 Autumn Street
Hackney Wick
Bow
E3 2TT

Version 2.0

15/12/2023

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#### Section 1

#### 1.1 Venue Information

Name: The Venue

Venue Type: Nightclub (primarily)

Location: Unit 3; 34 Autumn St; Hackney Wick; London E3 2TT

#### 1.2 Venue Overview

34 Autumn Street (Venue name TBC) is a proposed new music and entertainment venue situated in the Bow area of the London Borough of Tower Hamlets, intending to provide a cultural and entertainment hub for the area's young-professional demographic, complementing the exciting renovations and additions to the area in recent years.

Attendees can expect to enjoy a diverse range of music performances, and the space shall also function as a studio location between performance schedules, available for hire by photography/media productions, and corporate/individual clients for private events.

The venue shall be sister-venue to the widely successful leisure venue *LDN East*, situated in Canning Town, which, since opening its doors two years ago, has moved from strength to strength attracting crowds and promoters from London and the home-counties through its doors to experience immersive music events, interactive World Cup fan-zones, and the local businesses within, including record shops and local food outlets.

The proposed maximum capacity of the venue is 300 and there will be approximately 20 staff on site for peak attendance. Live attendee numbers will be monitored both electronically (through ticket scanning software) and physically, through use of a 'clicker' at the door.

A bar, serving a range of drinks, will be available on site, for the purposes of on-site consumption only (i.e. no drinks shall be permitted to be taken off-premises).

The proposed opening hours of the venue would be:

- Sunday to Thursday: 06:00 hours to 00:00 hours
- Friday & Saturday: 06:00 hours to 03:00 hours (the following day)

Access to the site will be predominantly by pedestrian access, attributed to the venue's strong transportation links to Overground, Underground, DLR, and bus routes. Attendee parking shall not be available at the venue.

The proposed licence would cover provision of:

- The sale or supply of alcohol (on sales exclusively)
- The provision of regulated entertainment (plays, films, live/recorded music, performance/facilitation of dance/music/entertainment, or activities of a similar description)
- The provision of late night refreshment

from 08:00 hours to 00:00 hours (Sunday to Thursday) and 08:00 hours to 03:00 hours (Friday & Saturday).

#### 1.3 Contact Details

Herein, venue ownership and management shall be referred to as 'The Venue'.

Name	Role	Telephone	Email
Matthew Blewitt	Operations Director		
Michala Drake	Designated Premises Supervisor (DPS)		
TBC	Venue Manager		

#### **Section 2**

#### 2.0 Legislation

#### 2.1 H&S Method Statement

Adhering to its objectives, and in accordance with the requirements of the Health and Safety at Work Act 1974 and the Management of Health and Safety at Work Regulations 1999, The Venue will take all steps reasonably practicable to ensure the health and safety of its employees and sub-contractors.

The involvement and co-operation of all employees and sub-contractors both individually and collectively are vital to the achievement of these aims. In all its activities The Venue acknowledges its responsibilities for health and safety of those who are not its employees, and the environment it operates in.

This document is provided as a supplement to the requirements placed on individuals and organisations by current health and safety legislations and contractual agreements.

Compliance should not therefore be regarded as adhering to all relevant obligations pertaining to the particular individual or organisation: this remains their own responsibility.

The Health and Safety at Work Act 1974

"It shall be the duty of every employer to ensure, as far as is reasonably practicable the health, safety and welfare of all his employees"

"It shall be the duty of every employer to conduct his undertaking in such a way as to ensure, as far as is reasonably practicable, that persons not in his employment who may be affected thereby and are not exposed to risks to their health and safety"

The Management of Health and Safety at Work Regulations 1999

Regulation 3 "Every employer (and self-employed) shall make a suitable and sufficient assessment of:

- a) The risks to the health and safety of his employees to which they are exposed whilst they are at work, and
- b) The risks to the health and safety of persons not in his employment arising out of or in connection with the conduct of him or his undertaking, for the purpose of identifying the measures he needs to take to comply with the requirements and prohibitions imposed on him by or under the relevant statutory provisions"

The Venue will seek to achieve its aims by:

- a. Identifying any risks associated with activities of the venue, with aim to eliminate or control them as far as reasonably practicable.
- b. Meeting all responsibilities to employees, other persons and the environment, whilst acknowledging that legal requirements are a minimum standard.
- c. Creating a positive health and safety culture by securing the commitment and participation of all employees and sub-contractors.
- d. Adopting a planned and systematic approach to the implementation of the Company's H&S policy, to ensure:
  - i. provision and maintenance of tools, plant and systems of work that are, as far as reasonably practicable, safe and in good working order.
  - ii. arrangements to ensure, as far as reasonably practicable, safety and the absence of risks to health pertaining to the use, handling, storage and transport of items.
  - iii. provision of all necessary training, information, and supervision to ensure, as far as reasonably practical, the health and safety at work of its employees.

- iv. provision and maintenance of a safe, healthy working environment for employees, as far as is reasonably practical.
- e. Allocating resources to meet all these requirements.

#### 2.2 Health and Safety Goals

The Venue will manage health and safety on site. They have set the following H&S goals:

- Any accidents or near misses shall be reported, logged through the venue's control office, and thoroughly investigated by the General Manager, with corrective actions taken as required. Where relevant, all work will stop until the investigation is complete and the remedial action is implemented to prevent further occurrence.
- For any accident involving fatalities or life threatening injuries, the local authorities will be informed of in order for appropriate investigation to occur.
- The project will aim for a zero-accident rate, and all contractors shall be encouraged to aim for this as well.
- This ESMP will be updated as necessary to account for the findings of any accident or near miss investigations.

#### 2.3 Roles and Responsibilities

#### 2.3.1 Duties of The Venue Senior Management and Directors

The Venue Senior Management and Directors are responsible, as far as reasonably practical, for ensuring the health, safety and welfare at work of all The Venue employees, by:

- Determining the organisation through which the policy will be implemented and delegating responsibility for implementation within the Company.
- Ensuring that adequate resources are made available to enable the Company policy to be implemented.
- Ensuring that health and safety considerations are an integral part of the overall management culture and developing a positive attitude to health and safety among employees by demonstrating their own commitment to achieving a high standard of health and safety performance.
- Ensuring the establishment and maintenance of effective health and safety management systems within departments.
- Ensuring the appointment of a competent person to assist the Company to apply the provisions of health and safety policy.

#### 2.3.2 Duties of the General Manager

The General Manager has the responsibility on-site for the implementation of the Company's Health and Safety policy day to day. All on-site staff are responsible for matters pertaining to health and safety within their areas of accountability. Responsibilities include:

- Ensuring H&S and venue rules and regulations are a major consideration for any persons onsite.
- Production and circulation of venue maps, safety documentation and plans.
- Co-ordinating and managing all The Venue contractors throughout preparation, live and de-rig of all
  events onsite.
- Liaison with, and supervision of, all staff during event times.
- Ensuring staff under their control, including freelance workers, artists and contractors, are competent and fully aware of any potential hazards.

- Making sure all sub-contractors have received all venue-specific information, regulations and rules.
- Ensuring all aspects of build are safely installed and are placed in accordance with pre-approved site
  plans.
- Daily briefings to heads of all departments onsite.
- Reporting and logging of any incidents/accidents onsite.
- Ensuring adequate medical provisions are in place and that all workers are aware of these provisions.
- Ensuring PPE required is suitable and worn by all employees / volunteers etc.; and by all persons deemed to be at risk, and that it is in good working order.
- Monitoring all plant and work equipment to ensure it is operated in a safe manner and any fitted safety devices are used in the correct way.

#### 2.3.3 Duties of Contractors

Contractors have the following responsibilities and duties:

All work activities must be undertaken as per the contractor's submitted & pre-approved risk assessment, and carried out as per method statements. Any work carried out that is deemed to be unsafe or unsatisfactory by the General Manager will be terminated immediately (see Management of Health and Safety at Work Regulations 1999, regulation 3).

- The provision of a safe working environment without risks to health and with adequate facilities and arrangements for welfare at work.
- The provision and maintenance of safe plant.
- The provision of safe work systems.
- The safe use, handling and storage of hazardous materials / equipment.
- The provision of information, instruction, training and supervision.
- The maintenance of the workplace in a safe condition and the provision of safe entrances and exits.
- The preparation of a written statement of policy on health and safety.
- The provision of information to any person supplied by or too contractors by an employment agency, before that person starts work, as to any occupational qualifications or skills that person must have in order to work safely.
- This information must also be given to any agency who must pass this information to its employees who will work for The Venue or employer.
- To ensure they make reference to and apply any relevant information given to them by the General Manager concerning any hazards associated with the work and premises.
- To ensure they comply with any instructions given by the General Manager on health and safety matters.

#### 2.3.4 Duties of the Medical Manager – M&B Security Ltd

- Responsible for planning the necessary medical provision for each event (to include staffing numbers and positioning, medical infrastructure/procedures, supplies and medical transportation where applicable).
- Consulting and advising The Venue on all matters of participant and attendee safety and liaising with the General Manager to ensure this is all in place.
- Liaising with the The Venue's Senior Management Team on all medical accidents and incidents, ensuring detailed logging.
- Pre-event briefings for all medical staff.
- Liaison with all relevant members of the The Venue Management Team.
- To make sure the onsite medical supplies are fully stocked and up to date throughout the venue's operation.
- Liaison with local hospitals and medical providers before any expected busy periods.

- Validation and sign-off of the medical access routes on course and the site emergency access routes.
- Managing the resources of local medical services (eg London Ambulance Service and nearby hospitals) to minimise, to the greatest extent practicable, any excess strain on this service.
- Attending scheduled safety and de-brief meetings.
- Assisting with incident investigations, reports as the medical subject matter expert onsite.
- Ensure that all patient contacts and hospital transports are tracked and logged.

#### 2.3.5 Duties of the Security Manager – Centra Security

- Ensuring the Security staff, Door Supervisors and Stewards operate in accordance with the venue-specific Security-Dot and Crowd Management Plans prepared by the Security contractor.
- Ensuring a comprehensive list of all security personnel onsite, including checks and records of relevant SIA accreditations.
- Assisting the The Venue's Management Team to ensure that all licensable activities take place within the times and conditions stipulated in the premises licence.
- To promote public safety.
- To provide information to the general public where necessary.
- To act as a readily identifiable point of central/local contact for the attendees.
- To provide intelligence and feedback to the The Venue Management Team relating to activities on-site.
- To assist in carrying out agreed emergency procedures.
- To assist in the reporting of incidents and the taking of witness statements, securing of incident sites.
- To assist the Metropolitan Police or other statutory body in the carrying out of their duties.
- To control crowd management, as per the Crowd Management Plan (to follow in appendix at a later date, produced by Trojan Security).
- Assist with Traffic Management of vehicles within the site including Emergency Vehicles.

#### 2.3.6 Duties of the Traffic Management Contractor

Where dedicated traffic management is deemed necessary onsite, their roles and responsibilities shall include:

- Creation of an event-specific Traffic Management Plan (TMP) to include analysis of traffic ingress, segregation, zones, directions, flows, speed limits and egress during all live times.
- Responsible for planning and arranging any necessary road closures, traffic calming measures, roadside messaging, advanced warnings/notices or other such measures
- Planning and documenting any parking plans to include ingress routes, parking capacities, pedestrian flow & segregation from vehicles, internal flows, taxi Pick-up/drop-off ('PUDO') points, mobility impaired parking and staff parking.
- Identification of the emergency access route and communication of that to the General Manager.
- To liaise with the The Venue's Management Team on all traffic related concerns and to liaise with local agencies to ensure TMP is achievable and effective
- Attending daily safety and de-brief meetings
- To liaise with the The Venue Event Management Team on all traffic and parking related accidents and incidents

#### 2.3.7 Service & Cleaning Staff

All staff members are trained to a high standard and have considerable experience as a result of working at event sites. A professional, yet courteous and efficient manner is required at all times and all staff members are expected to maintain a clean and fresh appearance whilst on duty and they will be supplied with either The Venue or the Companies own branded uniforms and suitable PPE.

In all, team members will be conversant with the required health, safety and environmental legislation, in addition to being made fully aware of the rules governing the sale and supply of alcohol within the confines of the event.

Venue service staff will act as a secondary pair of eyes to liaise with security and management on any potential issues before they arise, and will understand that maintaining a hygienic venue clear from excess debris and hazards is vital to upholding public safety.

Any housekeeping staff involved in cleaning the toilets shall be conversant and familiar with the signs of suspected drug use and dealing, and should report any such suspicion to the Security team immediately via radio link.

#### Section 3

#### 3.0 Live Event Arrangements

#### 3.1 Fencing

Where necessary, pedestrian flow and queuing systems shall be formed through use of pedestrian fencing (namely 'met' and 'ped' fencing).

#### 3.2 Venue Vehicle Access

Owing to the limited space for vehicular operations onsite, as well as the venue's interests in promoting sustainable and environmentally-conscious events, attendees shall be encouraged to reach the venue via public transport and on-foot. It is anticipated that due to the venue's strong public transport links, this will be the most common method of reaching the venue.

For attendees choosing to leave the venue via taxi/private hire vehicles, a separate pick-up/drop-off point will be in operation on Maverton Road, to prevent congestion on Autumn Street, and ensure pedestrian/vehicle segregation. This satellite PUDO point also mitigates against any potential noise pollution and public nuisance that could take place at the residences of 441 Wick Lane. For further details on onsite traffic arrangements, see the appendicised Traffic Management Plan.

#### 3.3 Parking on site

No customer parking will be available onsite, and this will be advertised to customers via social media and pre-event circulars. There will be a limited amount of parking for staff only.

#### 3.4 Bars & Responsible Service of Alcohol (RSA) Policy

Bars shall be run in-house by the venue and bar management team, overseen by the bar manager.

The bar will provide and have available for inspection at all times:

- Manager's full name and contact details;
- Printed Copy of short-form licence, and long form licence available upon request;
- Posters in view of the public detailing a Challenge 25 policy and
- Specific Risk Assessment / Methods Statement for all activities;
- Copies of hygiene documentation where applicable;
- Posters for 'Ask Angela' to promote an open dialog of safety and wellbeing for all those at the venue:
- Copies of up-to-date, valid and relevant Public Liability Insurance documentation.

The venue will implement a RSA Policy to ensure that responsible consumption of alcohol is observed and encouraged, guided by the below criteria:

- Free potable water shall be available and provided on request to customers at all times where reasonably available
- Alcohol may only be supplied where there is a designated premises supervisor (DPS) holding a valid personal licence
- A Challenge 25 Policy will be implemented both upon venue entry and sale/supply of alcohol (and training given to all relevant staff), whereby any customer looking under the age of 25 will be asked to provide a means of age identification, and any customers unable to provide this to

the satisfaction of management will be refused service. Only the following forms of identification are acceptable:

- Passport
- O Driving Licence (card with photo and hologram/UV marking)
- Identity card bearing the PASS holographic mark
- Where an individual appears to be under the influence of alcohol or other substances, service will be refused.
- Any refusals of service will be reported to the bar manager, logged and retained for a minimum period of 31 days.
- Where the below drinks are sold/supplied for consumption on premises (excluding drinks sold in pre-packaged, sealed containers), it shall be made available in the following measures, which shall be displayed on menus/price lists, and communicated to customers when a quantity of alcohol is not specified:
  - Cider or beer in half pints
  - o Gin, rum, whisk(e)y or vodka in 25ml
  - Still wine in 125ml
- No alcohol shall be made available for retail purchase at less than the minimum permitted unit price
- Drinks shall be served in plastic/polycarbonate vessels only. Where pre-packages in cans, the
  can shall be opened prior to serving to prevent use as a missile.
- The venue and its staff will not operate any irresponsible promotions in association with the sale or supply of alcohol, including but not limited to:
  - o games or other activities which require or encourage, or are designed to require or encourage, individuals to
    - 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
    - drink as much alcohol as possible (whether within a time limit or otherwise);
  - o 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
  - o 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;
  - 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;
  - o 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)

## 3.5 Toilets

Adequate numbers of toilets, shall be provided, in the form of both plumbed toilets and temporary 'tardises' and urinals. These facilities shall be maintained to ensure that they are kept in a hygenic condition throughout the event. Current legislation stipulates that minimum toilet provisions for licensed UK nightclubs are as follows:

Appliance	Male	Female
WC cubicle	2 for up to 150 males, plus 1 for each additional 200 males or part thereof	•
Urinal	1 per 50 males up to 200, and 1 per 70 after this	N/A
Washbasin	1 per WC, plus 1 per 5 urinals or part thereof	1, plus 1 per 2 WCs or part thereof

A separate disabled loo will also be provided. The proposed locations of toilet facilities is detailed on the site layout plan attached in appendix.

## 3.6 Stages

The venue shall have performance area, used primarily for DJ acts, located in the main area (as shown on the appendicised floorplan).

## 3.7 PA Systems and Site Lighting

The event area shall have a suitable PA system utilised through the stages' PA speakers. These would be operated from the sound desks and shall be utilised to announce any important safety announcements and in any serious incident or evacuation circumstances. Any attendee-wide information broadcasts will also be replicated in communication through email, website and social media channels.

The venue management team acknowledges that the delivery of a safe events relies on the all areas being well-lit at all times, both for safety, efficient operation and security. The venue shall be lit throughout. Floodlights shall illuminate the outside areas of the venue.

## **Emergency Exit Lighting**

These will be mounted periodically throughout the venue to show directions to the nearest exits, and above all fire exits and key areas such as the medical room. They have a built in battery so if an emergency requires power to be shut off they will stay illuminated and help people find an appropriate emergency exit. They will illuminate green emergency exit signs and shall be positioned well above head height to ensure visibility throughout the venue.

## 3.8 Artists & Demographic

The Venue shall carry out a risk assessment for all artists and promoters appearing at the Venue. This should include:

- Contacting recent Venue's hosting these artists/promoters
- Online/social media research

The Venue will then mitigate against these risks by implementing measures such as:

- Security deployment/quantity/gender adjustment
- Adjustments to Crowd management/resource plans or event timings

## 3.9 Welfare Policy

The Venue recognises its duty to protect and safeguard all attendees and staff at its events. The following policy details the plans put in place and actions taken to ensure The Venue remains a safe space for all, and risk associated intoxication are minimised.

## **Training**

As part of The Venue's ongoing commitment to the highest levels of welfare at the premises, regular staff training and updates will be carried out for all onsite staff, such as *Ask for Angela* and *Wellness and Vulnerability Engagement ('WAVE')*.

The Venue will also be in close and regular contact with responsible authorities and similar venues to pool information pertaining to nightlife welfare, such as recent incidents (spiking, assault etc), or trends in search seizures or harmful substances in recent circulation.

#### Intoxication

During events, there is a chance that attendees may become intoxicated by alcohol or other recreational drugs, which can result in poor judgment/communication and vulnerability.

All venue staff will be conversant in the tell-tale signs of intoxication, including slurred speech, atypical behaviour and impaired mobility. This includes bar service staff and cleaning staff (who should also be conversant with the tell-tale signs of drug use and dealing in toilet areas, e.g. the sharing of cubicles). Should such a patron be identified, this will be communicated to a member of venue management, who will make the decision as to the best course of action.

The Venue will also work closely with clubgoers to maintain an open dialogue, ensuring that they remain approachable and easily identifiable (from their uniform). There will, at all times, be members of the security/medical/management team monitoring all areas of the venue.

Remedial actions to those deemed vulnerable through intoxication shall include, but are not limited to:

- The provision of free drinking water
- The 'cutting off' of the individual from the service of alcohol.
- The recommendation of a respite period in the medical welfare room or outside space.
- Medical attention or referral if medical triage deems it necessary.
- Should it be necessary to eject an intoxicated person from the club, The Venue will ensure that the individual has a safe means of getting home. This can include:
  - o Finding their friends and ensuring they leave as a group;
  - Contacting responsible contacts (e.g. from a phone's Medical ID) to arrange safe passage, or assess medical actions to be taken;
  - o Calling a licensed taxi or arranging a designated driver.

# **Spiking**

Reports of drink spiking in recent years has been on the increase, and all venue staff will be trained to report suspected spiking incidents or suspicious activity.

Signs will be in place venue-wide detailing the zero-tolerance policy towards spiking, and raise awareness of the issue, symptoms, and how to prevent it (e.g. never leaving drinks unattended or uncovered).

A high security presence, as well as comprehensive CCTV coverage shall be in place to discourage any such incidents. Part of The Venue's zero-tolerance approach towards spiking includes any perpetrators being blacklisted, detained and handed over to the Police.

#### **Sexual Harassment**

The Venue will operate a Zero Tolerance commitment to any form of sexual harassment experienced by either staff or customers. This will be communicated to all attendees through signage at the venue and information on the Venue's/promoters' websites and social media channels.

It is essential that all staff remain approachable and accessible at all times throughout the venue to ensure that it is easy for attendees to report any incidents of unsolicited attention/approach.

A positive response can be characterised by:

- Believing the complainant
- Taking the incident seriously
- Remaining empathetic and reassuring to the victim
- Escalating the report to a manager/supervisor
- Acting quickly, discretely and professionally in any remedial action.

Remedial actions upon complaint may include:

- Discrete separation of the victim from the alleged while the situation is assessed. The welfare room or other back-of-house area is suggested.
- Perpetrators will then also be removed from the main space for discussion.
- The saving of any evidence including written logs/accounts and CCTV.
- The ejection or blacklisting of the perpetrator
- Disciplinary action taken should the perpetrator be a staff member
- Referral to the Metropolitan Police as necessary

## Reporting and Logging

All incidents involving intoxication, harassment, refusal, crime or ejection shall be logged, including:

- a time,
- date,
- description/details of those involved
- Summary of the incident,
- Actions taken by staff

A record of all log entries will be retained by venue management and made available upon request to responsible authorities. Frequent review of these logs will be made to assess whether any follow-up action, additional training, policy update or disciplinary measures should be taken.

# 4.0 Protection of Young Persons From Harm

The Venue shall be an 18+ venue for all performance and nightlife entertainment events. This will be advertised publicly on the venue's website and social media channels, as well as on tickets and terms of entry.

The Challenge 25 age-verification process will be in operation upon entry and at the bar, and notification of this policy will be clearly signposted throughout the venue. Any customer looking under the age of 25 will be asked to provide a means of age identification of the following forms only:

- Passport
- Driving Licence
- Identity card bearing the PASS holographic mark

Any attendee failing to provide the above to the satisfaction of management will be refused entry and service.

#### Section 5

# 5.0 Electrical Safety

All electrical installations and equipment used will comply with the general requirements of the Electricity at Work Regulations 1989, i.e. installed, tested and maintained in accordance with the latest edition of the Institution of Electrical Engineers BS 7671 "Regulation for Electrical Installations" and other relevant guidance. Regard will be paid to BS 7909 "Code of practice for temporary electrical systems for entertainment and related purposes", and all relevant equipment will be fitted with appropriate RCD protection and earthed. The electrical install contractor (likely part of the AV contractor's team) will test and sign off all installations before they can be used. A full risk assessment and method statement completed by the electrical contractor will be held in the site office.

All work shall be carried out under the control of a competent electrician who shall remain on site whilst the attendees are present. This person shall provide electrical certificates in a form prescribed in the IEE Regulations before attendees are given access to any front of house areas.

Copies of these certificates shall be obtained by the The Venue's appointed Manager, and retained and made available to the local authority on request. The Manager will also ensure that relevant firefighting equipment can be accessed at all key points onsite, and that the firefighting equipment is suitable to expected types of fire.

Suspended lighting/sound/AV apparatus will be fitted with suitably rated safety chains by qualified riggers from the appointed contractor.

# 6.0 Crowd Management

The Event Safety Guide suggests a minimum security to attendee ratio of 1:175. Due to the nature of the event, layout of the venue, and its attendees, there will be a large security presence onsite, particularly at site ingress/egress points and search lanes, which will far exceed this minimum expectation.

Attendees shall gain entry to the The Venue event sites by showing their pre-allocated ticket upon arrival. If they do not possess a valid ticket or relevant accreditation (anticipated to take the form of wristbands), demonstrated to the security team in the pre-event briefing, then they shall not be able to gain entry to the event site. Documentation will be available throughout site to demonstrate to all relevant staff the appearance of any specialist accreditation, and detail the areas to which that accreditation grants the holder.

The appointed Security provider will develop and utilise a separate Crowd Management Plan (CMP, to follow) to develop control strategies to prevent the occurrence of critical crowd forces. Physical facilities and staffing will be adequate to accommodate expected attendee flow rates. This separate plan is likely to change from event to event depending on nature, season and demographic.

# **6.1 Venue Capacity**

The maximum venue occupancy of each section is shown below.

Section	Area (sqm)	Max Loading Factor (sqm/person)	Max Occupancy
Hallways/corridors	45.6	0.5	164
Main Dance Area	92.3	0.5	185
Bar (queueing)	12.2	0.3	41
External Back Yard	44.2	0.5	88
Offices/staff rooms	23.4	1.0	23
Total			501

The Venue acknowledges that it would be impracticable to seek maximum occupancy as demonstrated in the above table (especially relying on full occupancy of corridors and hallways).

The proposed maximum attendee capacity of the Venue is therefore proposed to be **300 persons**, which is compliant with the evacuation calculations detailed later in this plan.

A further provision for up to 20 staff, some of which will be positioned behind the bar, in offices/cloakrooms, and outside the front of the venue, is also proposed, bringing the venue's overall capacity to 320 persons.

# **6.2 Entry Flow Policy**

The Venue anticipates that queue capacities outside the venue shall be minimal due to the relatively small capacity of the venue, and the fact that attendees shall arrive at staggered times, as is standard in the nightclub industry.

This said, The Venue accepts that the safety and satisfaction of its patrons and local neighbours is paramount, and the below entry flow policy is designed to ensure the efficient and orderly entry of attendees into the premises while minimizing disruption to local residents and avoiding any public nuisance or obstruction to the public highway.

## Queue Management

- O A clearly marked and designated queuing area, utilising 'ped'-style fencing will be established at the end of Autumn Street and outside the entrance. Given that Autumn Street is a cul-de-sac, and local businesses are not regularly in operation outside standard working hours, this is not expected to be obstructive to the public or highways.
- O Queues will be supervised by security staff to ensure queues are orderly, quickly processed and do not create disturbances.
- o Any patrons loitering and not entering the queue will be requested to vacate the area.

#### Noise Abatement

- o In circumstances where there is no queue present, the front door to the venue will be closed to minimise noise pollution.
- Attendees in the queue will be requested to keep noise to a minimum so as not to disturb local residents.

## Stakeholder Liaison

- The Venue will establish and maintain open lines of communication with local authorities and community representatives to address concerns and feedback promptly.
- Emergency access to the venue shall be down Autumn Street and to the front door. This
  street shall be kept clear of obstacles, and any fencing used for queueing should have
  the ability to break away rapidly in the event of emergency access or egress.

## 6.3 Stage Overcrowding

In the event of over-crowding on stage, the Venue Manager or other appointed responsible person will make the following announcement through the PA system:

"We are experiencing crushing at the front of the stage and will not continue the performance until everyone has taken 2 steps back. Everyone take 2 steps back on the count of three. PAUSE

One, Two, Three"

When safe, the show shall continue, with additional monitoring from safety stewards and security, until the risk is deemed negligible by the Event Manager.

# 7.0 Venue Egress & Dispersal Policy

This policy is designed to provide guidance for venue management & staff, and sets out the terms for the dispersal of customers from the premises to prevent unnecessary avoidable disturbance to residents, services and other businesses operating in the vicinity of the premises (e.g. anti-social behaviour and noise nuisance). The responsibility for continued implementation, adherence and staff-briefings of the policy resides with the DPS.

- Where applicable, the venue will work in co-operation with any other premises dispersal policies in the area, as well as with Responsible Authorities or partnership groups (e.g. Night Guardians, Police) to continually strive for best practice specific to the area.
  - o The Venue will actively enrol in joint radio systems with such groups.
- A last entry policy will be in place at the Venue.
  - This is not a fixed time for each event, and entry is at the discretion of the Venue and security team.
- It will fall well before closing time (not anticipated to be after midnight for a 3am close).
  - o After last entry, any infrastructure used for entry (e.g. queue fencing) shall be removed.
- Upon entry, attendees will be reminded that there is no re-entry to the Venue once they leave.
   Any patrons loitering outside after they leave or are ejected will be politely encouraged to return home.
- Exits and entrances will be kept clear and unobstructed at all times.
- Signage shall be displayed, and staff briefed, to inform attendees to leave the venue quietly and in an orderly fashion.
- External lighting is in operation down Autumn St and in the Venue's forecourt. The Venue acknowledges that this is vital to the safe and efficient egress and dispersal of attendees, so any faults will be repaired or reported to the relevant responsible Authority (ie. Highways).
- Lost property will be located in the cloakroom, which shall be on the Venue's radio system should any patrons realise they have lost something after leaving the Venue.
- 30 minutes before closing time ('soft closure'):
  - The back outside area will be closed (and cleared/litter-swept immediately)
  - o Bar will be closed, with the exception of serving water.
  - Additional staff will be allocated to the clearing of glasses to minimise trip hazards and obstruction during egress.
  - O Additional staff will be allocated to the cloakroom to expedite the anticipated queue.
- At closing time:
  - o House lights will be turned on fully
  - o Security will announce that the venue has closed, and to leave quietly and quickly.
  - o Security shall sweep the venue and round up all remaining attendees for egress.
- Regular egress shall take place through the front of the Venue onto Autumn St.
  - Should for any reason this exit become unavailable, a secondary exit onto Dye House Lane can be used.
  - o Under no circumstances will alcohol be permitted to be removed from the Venue.
- The majority of attendees are anticipated to leave the Venue via walking, night buses or taxi.

- All taxi pickup operations will be confined to the forecourt outside the venue at the end of Autumn Street, which is empty outside of working hours. This is to prevent unnecessary noise or nuisance to the local residents at 439-441 Wick Lane by limiting pedestrian flow past these noise-sensitive premises.
- A neighbouring taxi firm, Orange Cars, will be advised on closing times in advance of each event, and encouraged to send vehicles to drop home patrons.
  - Taxis will form a rank system to pick up attendees from the Venue's forecourt at the end of Autumn St.
  - The taxi company will be informed of the ranking system in advance of each event, and communicate this and the pick-up locations to their drivers prior to their arrival at The Venue.
  - O Venue taxi rules:
    - 5mph speed limit on Autumn St and in the forecourt
    - No use of the horn between the hours of 23:30-07:00
    - No leaving vehicles to collect patrons
  - O Any taxi firm found in breach of the above on more than one occasion shall no longer be used. In the case of breach by an app-based taxi (or ones not appointed by the premises, the DPS will report breaches to TfL, providing:
    - Licence plate
    - Taxi licence number (where available).
- Any attendees hailing taxis from app-based providers will be advised by Security staff to set the pick-up location to the Autumn St forecourt.
- The premises shall provide a free phone linked to a licensed taxi firm for use by customers at the premises. Should a vehicle not be immediately available.
- The premises shall use all reasonable endeavours to prevent the use of unlicensed taxis by patrons leaving the premises, including:
  - Staff briefings and look-out
  - Signage discouraging such behaviour
  - Reminders on social media and website
- Any attendees left loitering will do so when they are unable to make a decision or easily access information, which is often impaired when alcohol is consumed. By briefing staff and reminding them that being friendly and helpful will expedite the dispersal of customers, they can encourage these patrons to move on if they achieve one of the following outcomes:
  - o How to get home?
  - O Where they can go next?
  - O Where they can get some food?
- Only once the Venue's immediate surroundings (Autumn Street and the intersection onto Wick Lane) are deemed clear by the Venue Manager shall Security Staff be stood down.
- A litter sweep of Autumn St and the Venue's forecourt will be performed after all attendees have dispersed.

# 8.0 Security Provision (Centra Security)

An approved security company, registered with the Security Industry Authority (SIA) with comprehensive night-life venue experience will be appointed to provide venue and event-specific crowd management and security dot plans, as well as to implement these plans onsite for all music/nightlife events.

They shall monitor capacity levels, through electronic ticket scanning means, and with a 'clicker', and express any concerns to the Venue Manager. They will be the eyes and ears on the ground and will help fulfil the licensing objectives. They will manage the flow of people into the site and assist the flow of people around the event, spaced around the event according to the dot plan to spot any anti-social behaviour, and manage venue access and accreditation checks for any restricted areas.

Security personnel will be trained in 'Ask Angela' along with actively looking out for any vulnerable and distressed persons within the site. They will be in two-way radio contact with each other (using earpieces to ensure discrete communication) and will keep a log of events throughout the event. The Security Manager will attend the ELT meetings.

It is proposed that licenced event area be supervised by registered security personnel, a minimum ratio of 1 security personnel to 175 attendees will be assumed, however this is anticipated to be far higher than the recommended minimums.

There will be a daily Record Register retained on the premises which will contain each officer's full name, SIA registration number and the date and time he / she commenced and ceased their duty.

All security staff will be familiar with the admission, exclusion and safeguarding of all staff / persons whilst on the event site.

An Event Stewarding Plan, detailed in the Crowd Management Plan, will identify the numbers and location of security/stewards. In order to carry out the stewarding effectively, a chain of command shall be established.

The security contractor's main responsibilities will be to assist crowd management, prevent overcrowding, reduce crushing problems, search attendees when deemed necessary, minimise injury, prevent unauthorised access, uphold licensing conditions/objectives, and provide assistance to the Police and other emergency services.

All persons will be allocated a pre-admitted ticket, through the registration or purchasing process, thus making identification of offenders easier.

An Incident Report Register will be maintained which will include the name and contact details of any security officer and / or member of staff involved in any incident.

The exact detail and extent of the incident including date, time, location etc. and details such as antisocial behaviour will be recorded. The name and number of the police officer in attendance (if required) and details of any witness shall also be recorded.

With regards to preventing illicit drugs and offensive weapons being brought onto the premises, a Search Policy will be implemented to minimise the likelihood of this occurring, in accordance with the Event Entry Policy below.

Searches will be carried out in accordance with this policy if a security staff member has reasonable cause to suspect illegal drugs or offensive weapons may be on or be being taken into the event site.

Notices to persons will be clearly displayed stating that incidents of crime and disorder will be reported to the police and that entry to the event arena will be refused to any person who appears to be drunk, acting in a threatening manner or is violent/abusive.

Entry to the event will be refused to any person who appears to be under the influence of alcohol or illegal substances, or whose intention may be deemed to use, supply or distribute illegal substances.

All security officers will be on a communication via two-way radios secure on a predetermined channel. A programme of re-charging batteries shall be implemented, and all officers will address each other by location and code signage to prevent alarm or confusion from persons overhearing instructions. Earpieces shall be utilised, and all communication shall be executed discreetly.

Alcoholic drinks will not be permitted to be brought into the event site, a list of items that are not permitted will be displayed as a condition of entry and feature within the site security plan. This information will be published prior to event days on the The Venue website. Alcoholic drinks shall not be permitted to be removed from the event site and notices informing persons of this shall be displayed prominently within the bars and exit routes, and enforced by the security team.

Security officers shall ask all persons who they believe to be under influence of excess alcohol to refrain from additional alcohol intake and then inform the Event Security Manager who will determine the course of action to be taken, including ejection, medical referral or monitoring.

# 8.1 Event Entry Policy/Terms & Conditions

A copy of the Event Entry Policy will be available on the events website, and at all exits/entrances for staff to refer to. It will read as follows:

The promoter reserves the right to refuse admission to the holder if in the reasonable opinion of the promoter admission of the holder to the venue might be a risk to the safety of the audience and/or the holder and/or affect the enjoyment of the audience and/or the running of the event, for example, if the holder appears to be under the influence of drink and/or drugs and/or is acting aggressively.

We operate a last entry policy of xx:xx, however we use this as a flexible time: security supervisors and managers will use their discretion to allow late arrivals in or to advise them attendee entrance has ceased.

- 1. Strictly no illegal substances or legal highs will be permitted into the venue. Persons entering the venue will be searched.
- 2. You are NOT permitted to take alcohol into the venue.
- 3. The only containers permitted in the venue shall carry water in sealed plastic containers of no more than 500ml. Glass will not be allowed inside.
- 4. No private sound systems will be permitted.
- 5. No animals will be admitted to the venue, except for those providing assistance to patrons with accessibility issues.
- 6. The event is strictly over 18.
- 7. If you look under 25 please do not be offended if we ask you for proof of age upon entry or when you buy alcohol. Please bring proof of ID to show you are over 18. The only forms of ID that will be accepted are passports, driving licences or proof of age cards bearing the 'PASS' logo.
- 8. No video recorders, professional photographic equipment, selfie sticks or laser pens will be permitted in the venue. Any other implements with the potential to be used as an offensive weapon shall be confiscated by security at their sole discretion.

- 9. Whilst every effort is made to ensure the full, advertised bill performs this ticket is for an event and not a specific artist/band. The event promoter reserves the right to change the bill or artist running times without prior notice.
- 10. In the event of cancellation of the event by the organisers, their responsibility for refund is limited to the face value of the ticket only, less any booking fees.
- 11. Under no circumstances will duplicate tickets be issued for lost or damaged tickets. Keep your ticket safe.
- 12. Ticket holders consent to the photography, filming/sound recording of the event as members of the audience, which may be used for promotional purposes.
- 13. It is against the law to smoke in enclosed spaces. Please observe the signage around the venue.
- 14. The promoters reserve the right to implement any restrictions/conditions deemed necessary before and during the event to ensure the safe management of the venue.
- 15. The promoters reserve the right to amend the terms and conditions of this ticket in accordance with any new laws, legislation or internal company policies.

# **8.2 Event Drug Policy**

The Venue's drug policy will be guided and updated by the Central East Police Licensing Drugs Policy.

For the purposes of this policy, 'drugs' will include any substance included in the Psychoactive Substances Act 2016, or Misuse of Drugs Act 1971. The prime message to all concerned is that the venue operates a 'zero tolerance' drugs policy.

The venue has a five point drug policy which is:

- 1. Prior to the event as much information as possible will be given out to agencies and media, including in-house, to ensure that the public attending the event will be aware of the 'zero tolerance' drugs policy.
- 2. All intelligence available will be used to assist in the planning of this 'zero tolerance' policy. Police will be consulted to try to obtain any local knowledge of people that may try to attend the event to sell or use illegal substances. The organisers will ensure that the police are advised of any intelligence which they may not already be aware of.
- 3. All customers will be subject to a full search prior to entry to the event. Due to the zero tolerance policy, advice will be sought from the police as to the action required in the event of finding drugs. This is proposed to include confiscation, logging and handing over to Police of any contraband, and ejection from premises of any personnel involved in such acts. All security staff at the venue will be instructed to be on the constant look-out for any persons using or supplying drugs. All staff involved with the specific search and seizure procedures for drugs will be SIA fully trained and licensed.
- 4. The venue will have a welfare area that will allow any persons that are under the influence of drugs to rest in a safe environment until they have recovered.
- 5. Post event, all staff will be on the look-out for attendees who may be under the influence of drugs or alcohol and signs will warn people of the risks involved with driving while under the influence.

The practical implementation of the Policy will be subject to detailed liaison with the Police to ensure that their requirements are met, but will include:

1. Search and Seizure procedures

2. Retention/disposal of unlawful substances and/or weapons

## 8.3 Search And Seizure Procedures

The security provider, contracted by the venue, will be responsible for the searching of persons attending the event, including their personal property. This may also include artists and employees/contractors.

The SIA staff to be deployed in this respect will be fully trained in (amongst other things):

- The appropriate offences under the Misuse of Drugs Act 1971;
- The necessary aspects of drug and alcohol detection and of the signs to be aware of in those who may have taken drugs or intoxicants. They will be reminded of the need to be particularly vigilant concerning these issues throughout the event;
- The potential for drug pushers to try to gain admission to the venue, and the paraphernalia to be on the look-out for;
- The need to be particularly careful to prevent entry, but the continued necessity to be vigilant throughout the event to detect any attempt at drug pushing, and following the prevention and agreed Police notification procedures.

Searches will be for any unlawful substances (including alcohol which is not allowed to be brought into, or taken out of, this venue), glass, unlawful articles or items which may be capable of being used as a weapon.

Prospective entrants should have their attention drawn to the provision of Amnesty bins for unlawful substances, and should be given the opportunity, prior to submission to search, to volunteer to use those bins.

All people on site will be subject to the search procedure. This will cover all staff and contractors including artists and their guests.

## Search Procedure Protocols:

- All attendees will be subject to a "search". In each case normal search procedures should be applied, i.e.: ask permission to search; if permission is given carry out an appropriate search; if permission is refused refuse entry;
- The search shall be conducted by an appropriately SIA-licensed member of the security team.
- Signs shall be displayed to inform all attendees that the premises operate a zero tolerance drugs policy;
- The search shall include a metal-detecting wand followed by a physical bag search, as well as a full search of any personal possessions, including coats and bags.
- If any prohibited items are found during the search of an individual, the seizure procedures will be followed;
- Full body searches should take place with another person present in a designated or predetermined search area. One or more of the persons searching should be the same gender as the individual being searched. Those identifying as non-binary will be given the choice as to which gender should conduct the search.
- Personnel will be instructed to remain polite, positive and professional at all times.

The venue will place at least one Amnesty bin at the entrance. The bins will be sealed, with a single opening which is small enough to prevent retrieval of the goods within, but large enough to accept narcotics and weapons.

Each bin will be fixed to a static structure to prevent unauthorised moving. Signage prior to searching and amnesty bins will direct individuals toward the bins. The amnesty bins will be constructed as to render any drugs drops into the bin as unconsumable (e.g. containing bleach in the bottom of the bin).

The bins will be monitored security personnel, and any contents handed over to the Police, guided by the below retention and disposal/collection procedures. If there are any large drops or large weapons dropped, the person will be followed and questioned. This questioning may be led by the Police.

#### Seizure

Unlawful or unauthorised substances or articles will be seized from the individual, following a risk assessment by the security personnel (or his or her line manager in an appropriate case) that it will not be likely to lead to disorder or otherwise create an adverse control situation to do so.

Details of the offender as agreed with the Police will be obtained if possible & practicable, and retained in a format suitable to them for submission. The appropriate entry will be made in the Drug Seizure log, including a description of the person seized from, the time and date, and any actions taken.

Retention and disposal/collection procedures.

The Security personnel will be guided by the Police in respect of quantities of drugs etc that should be confiscated and dealt with by way of use of drug bags, seizures safe or similar for collection, and those quantities in respect of which the Police should be immediately notified. Such notification will be effected through ELT and the drug seizure concerned handed over to the attending Officer who will sign the Drug Seizure log.

Seized items, and items from the amnesty bins, will be submitted to Police by the Head of Security post-event, and details of the submission number and officer submitted to will be recorded.

In the event that it is necessary for the Police to investigate a criminal offence at the time, the Operations Manager, Security Manager and relevant security personnel will co-operate with the Police where practicably possible.

## **8.4 Ejection Policy**

# **Grounds for Ejection**

Ticket holders may be ejected from the Event without refund and reported to the Police if in the venue's reasonable opinion, the Ticket holder is a risk to the safety of any patron and/or may affect the enjoyment of other patrons and/or the running of the Event or may cause damage, nuisance or injury. Examples include (non-exhaustive):

- being (or appearing to be) intoxicated or under the influence of drugs;
- possession of illegal substances, weapons or any other items prohibited under the venue's entry policy;
- underage (where relevant);
- abusive/threatening behaviour;
- unwanted harassment;
- behaving anti-socially;

- declining to be searched;
- violation of any venue rules;
- Unauthorised access (or attempts thereof) to restricted areas of the venue (e.g. offices, stage or back of house);
- failure to comply with the reasonable instructions of event staff.

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## **Ejection Process**

## 1. Initial Warning

a. In cases of minor infractions (in the opinion of the Venue/Security staff), a verbal warning will be issued by venue staff or security personnel.

#### 2. Escalation

- a. If disruptive behaviour persists or escalates, the individual will be issued a further formal warning and may be asked to leave the immediate area.
- b. At this point, the head of security shall be notified and remedial actions will be determined and taken if necessary.

## 3. Ejection

a. If the situation remains unresolved, the individual will be escorted off the premises by security or club staff. Law enforcement may be involved if necessary

#### 4. Welfare

- a. Venue/security staff will ensure that any patron ejected from the premises has a safe means of getting home.
- b. Welfare checks may be performed where applicable by medical, venue or security staff to ensure the ejectee is fit to get home by their own means. If not, alternative means of return will be sought (e.g. calling them a taxi or contacting an emergency contact).
- c. If necessary, friends or those in the same party as the ejectee may be sought from inside the Venue, so that they can safely leave as a group.

## 5. Record Keeping

- a. Details of the incident will be documented, including:
  - i. Date
  - ii. Time
  - iii. Description & details of the individual (if willingly provided)
  - iv. Nature & location of the behaviour
  - v. Any further action taken.
- b. This information will be retained for a minimum period of 31 days, and may be shared with law enforcement if required.

Dependent on the nature and severity of the incident, the Venue staff and security may choose to begin proceedings at steps 1, 2 or 3.

## **8.5 CCTV**

A CCTV system shall be implemented throughout the venue, and will incorporate a recording facility. Any recordings shall be retained and stored in a suitable and secure manner for a minimum of 31 days. A system shall be in place to maintain the quality of the recorded image and a complete audit trail maintained. The system will comply with other essential legislation, and all signs as required will be clearly displayed.

The system will be maintained and fully operational throughout the hours that the premises are open for any licensable activity. It shall be monitored by a member of the security team with the appropriate SIA CCTV licence. There must also be someone on the premises who can download the images and present them immediately on request by a police officer or other responsible authority.

# 9.0 Medical Provision (M&B Security Ltd)

In the event of any injuries being sustained within the event confines, an appointed medical facility supplied by the medical provider shall be present during attendee's occupation of the venue. A full medical management plan will be produced in tandem with this event plan by the medical contractor, highlighting a resource profile, key issues and procedure. The medical team will be on site before the event begins and will not leave site until the event site is clear and the public are safely egressed.

One qualified person from the medical provider will be nominated to take overall control and coordination of medical provision: the 'Medical Manager' (who shall form part of the ELT). All members of the medical team shall be contactable via radio communications at all times during the event, on a pre-determined channel. A programme of re-charging batteries shall be implemented, and codewords shall be utilised to prevent overhearing and alarm from attendees. Earpieces shall be utilised, and all communication shall be executed discreetly.

Venue management accepts that the local ambulance provider and hospitals shall not be relied upon to execute a safe event, and will do everything reasonably practicable to prevent undue engagement of these services. However, in the event of an incident where additional medical provision is required, the Ambulance Service will be called via the ELT (Emergency Liaison Team) using the 999 call. This must be directed through the Event Control room to prevent multiple calls and an overwhelming of local resources.

A portion of security staff, management and bar staff should also be trained in First Aid and all certificates shall be made available for inspection if required by an authorised officer of the Licensing Authority.

A written procedure for dealing with persons who are unwell or who are taken ill shall be implemented by the medical provider including those persons who appear to be affected by either alcohol or drugs and all designated staff shall be trained in this procedure.

The nearest accident and emergency hospital is Homerton University Hospital, which is approximately 2 miles from the venue: a 9 minute drive. The blue route to access the site for emergency vehicles will be directly down Autumn Street to the front door. This will be managed by the traffic management and security teams. The hospital will be given prior notification of the event.

The address of the hospital is:

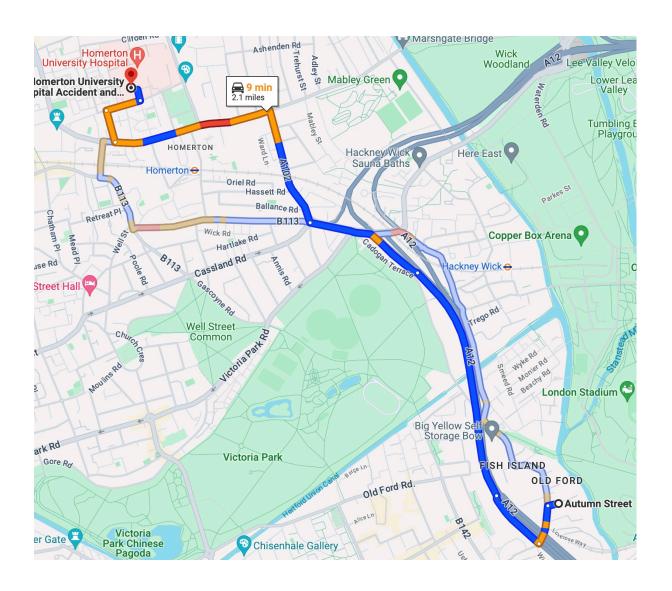
Homerton University Hospital

Homerton Row

London

E9 6SR

Tel: 020 8510 5555



# 10.0 Fire Safety

# 10.1 Fire Fighting Equipment (FFE)

The type and location of FFE will be communicated to the Fire Authority. Location positions will be shown on the site plan.

FFE, fire doors and detection/alarm equipment will be routinely checked by a competent and designated member of venue management, and a log book kept to record tests and maintenance.

Suggested FFE quantities is as follows:

Location	Foam (9L)	Dry Powder
Main Entrance	1	1
Stage (BOH)	0	1
Stage (FOH)	0	1
Bar	1	1
Production Office/Event Control	2	2
Cloakroom	1	1
Per auxiliary room (x5)	1	1
Spare	4	4
Total	14	16

## **10.2** Flammable Material

All branding, drapes, curtains, and scrim cloths etc. for the various stage, decor and FOH areas shall be certificated to the relevant fire resisting/retardant standard. Samples of cloth shall be available for testing upon request.

No hazardous or flammable chemicals (including pyrotechnic effects etc) are to be used at the venue.

# 10.3 Staff Training

Security personnel or venue staff who may be called upon to use fire-fighting equipment shall be trained to a suitable standard.

The use of fire-fighting equipment by security personnel or others employed on the site shall be considered to be an emergency first measure only and the Fire Brigade should always be called via 999 for every actual or suspected fire, even if it is considered to have been extinguished.

The Fire Brigade should be called via Event Control. This prevents multiple calls to the emergency services.

# 10.4 No Smoking Policy

In keeping with current legislation smoking shall not be permitted in any inside area or enclosed structure in accordance with legislation. No Smoking signs shall be erected as appropriate and suitable sand buckets or stable ashtrays set up. This will be enforced by the security team. In the designated smoking area at the back of the Venue, ashtrays will be set up, and any bins regularly emptied.

# 10.5 Means of Escape for Disabled People

A reasonable number of competent staff members who will provide specific assistance to disabled people during any evacuation or emergency procedure (should there be any disabled persons identified prior to the event).

Disabled people should in the first instance be moved to a position of comparative safety within a safe refuge (e.g. protected location for external areas) and thereafter moved to final assembly points.

## 10.6 Fire Service Access

There is external road access along Autumn street, which will allow fire crews and vehicles to access the venue. The width of this path is greater than 4 metres, allowing fire engine access.

The senior security / traffic management / chief fire marshal shall ensure staff keep the route un-blocked and un-obstructed at all times during the events, and in the event of fire engine access being required, shall shut off the street from pedestrians to ensure pedestrian/vehicle segregation.

# 10.7 Escape Routes and Final Exits (Structures)

## 10.7.1 Travel distance

The designated exits have been sited so that the maximum travel distance from any point in the venue to the nearest exit is no more than 25 metres, and from all points there are alternative exits in more than one direction.

# 10.7.2 Escape routes and final exits

In addition to the main entrance, there is an additional fire exit at the opposing end of the venue. This means that there are two opposing routes of escape from any point within the venue. Each door is a fire-rated door which opens outward.

# 10.8 Fire/Security Officers

Main exit doors/fire points will be staffed at all times by security trained Fire/Security Officers and stewards. Sufficient relief Fire/Security Officers shall be provided to allow uninterrupted cover during breaks. All Fire/Security Officers and stewards will be familiar in the evacuation procedure, use of fire extinguishers, and the procedure for raising the alarm in event of fire or other emergency. Fire/Security personnel shall be made particularly aware of identified hazards. Fire/Security Officers shall be equipped with radios on a dedicated channel.

# 10.9 Stage Safety / Capacity

The stages will be provided with suitable and sufficient means of access and egress, which shall be shown on their individual site plans. Handrails, barriers and demarcation lines should be provided where appropriate to the stages. Where relevant, the staging shall be earthed.

Capacity levels and weight loadings for the staging shall not be exceeded. Stewards will monitor this capacity. This shall be determined from the calculation set by a structural engineer / competent person. No unauthorised persons shall access the stage until the competition certificate has been received by the onsite Venue Manager.

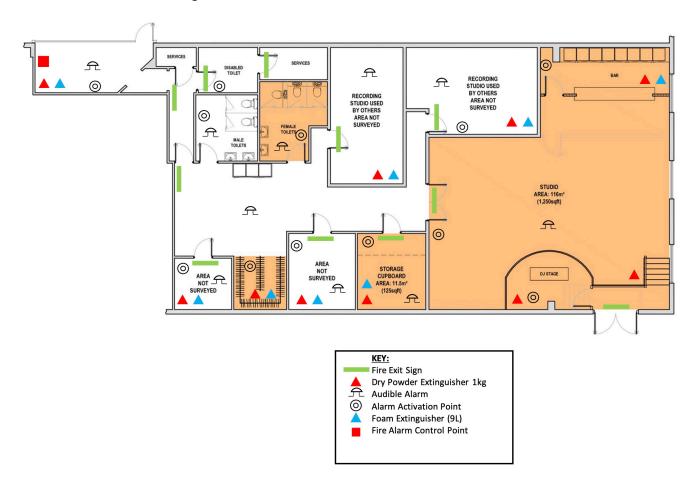
# 10.10 Fire Alarm

In order to raise the alarm, any staff member or attendee can use an alarm activation point. In addition, a voice over of the PA system shall be utilised and messages broadcast via projection screens if present.

# 10.11 Muster Point

The site muster point shall be located at the front yard of the venue, on Autumn Street. Should this become unavailable for any reason, a secondary muster point will be at the intersection of Autumn Street with Wick Road.

Ticketed attendees will be dispersed and not permitted back onto the event site until approval is granted from the senior attending fire officer.



# 11.1 Emergency Procedure

The Emergency evacuation plan, including all exits, escape routes, rendezvous points and use & location of FFE shall be communicated to all staff and contractors at a Site Safety briefing that will take place prior to all staff members and contractors working at the venue. Specific briefing shall be given to security, volunteers and medical provider by The Venue Manager or the Event Manager prior to any contractor's access each day.

In the event of an incident which threatens public safety or operations, a dedicated Emergency Liaison Team (ELT) shall be set up, led by the Venue Manager, and consisting of all heads of department (security, AV, medical etc). The ELT will meet in the Event Control Room. Individuals within this team will have other roles and duties throughout the event however once assembled in the event of an emergency, the ELT will be their primary role. All members of the ELT will be available via relay and all radio communication will be controlled from a multi-agency response.

All Stewarding will be mobile and in radio contact with the ELT to monitor and manage the crowd in the event arena.

The multi-agency control centre will have copies of the site plans indicating all services and relevant telephone numbers.

The event will operate under the guidance of the Emergency Liaison Team (ELT) and staff shall be positioned in identifiable locations, as determined by a deployment dot plan, specific for each event's requirements.

The Emergency Liaison Team will be in communication with:

- Security Manager in person.
- Medical Manager in person.
- The Venue Event Manager in person
- Local Authority (by phone) if required.
- Emergency Services (by phone) if required.

The ELT will be responsible for dealing with most emergencies that could occur within the immediate vicinity of the event area and for taking appropriate decisions.

# 11.2 Emergency Plan

This section outlines how the event will be managed by the Event Organisers and Responder Agencies. It has been written considering precedent and previous experience of events of this size and demographic.

- A **Minor Incident** can be described as "day to day" non-life-threatening situation where the event representatives may need to intervene to resolve.
- An Emergency may be life threatening and will need the attention of the police, fire and/or NHS medical services working within their normal sphere of operations.
- A **Major Incident** is defined as "any emergency that requires the implementation of special arrangements by one or more of the emergency services".

The emergency services attending an incident will make the assessment about whether to declare a major incident. Declaration of a major incident will result in several processes and plans being invoked including those of the emergency services and the Local Authority.

The Venue will recognise, however, that a range of activities or events could precipitate a Major Incident within the event site and will take responsibility for ensuring safe procedures in dealing with such.

#### 11.2.2 Command and Control

Overall strategic Command of the Event is undertaken by the Venue Manager. They are supported by operational leads for each function. The following structures are established and operational on event live days.

## **Event Control Room location and operational hours**

The Event Control Room will be fully live from 1 hour prior to 1 hour post each event, with all positions filled and radio channels monitored. A fall-back location for Event Control Room can be formed operate using mobile equipment (radios, log, laptops etc.) from a secondary location, deemed by the ELT as safe and effective, as agreed with all stakeholders, dependent on a situation where access to and safety at Event Control were to be compromised by an incident. Access is controlled and accreditation is required for the Event Control area.

## **Briefings**

Daily briefings will be held each morning of the site build. Key briefings include:

- The Venue Manager and Heads of Dept. to review day's activities and learnings from previous day
- The Venue Management to review forecasted weather, traffic or other social/environmental events which may pertain to the running of the event, and discuss any operational adjustments that may warrant a decision.

Key issues and actions will be captured by the Venue Manager and circulated to an agreed distribution on email via the log system to ensure key information is available at all times of the event day.

## 11.2.3 Radio Communications list

Channel	Department
1	Management
2	Cloakroom/Door Team
3	Medical Team
4	AV/Stage Production
5	Bars/Housekeeping
6	Security 1
7	Security 2
8-16	Emergency/Chat/Spare

# 11.2.4 Incident Reporting

The Venue will deal with day-to-day minor incidents, with support from partner agencies during normal operations. Venue Management will escalate any requests for additional support.

In the event of an emergency requiring urgent assistance from Emergency Services the following action will be taken:

- Stewards or Event Personnel immediately inform Event Control of the emergency, via Head of Security.
- Event Control will notify the Event Gold Commander (The Venue Manager). Event Gold Commander will then instruct Event Control to inform all relevant agencies via Radio.
- Event Gold Commander (or an alternative nominated officer) will move to the Rendezvous Point to meet arriving emergency services and brief them on the emergency.
- Event Control will inform all personnel on radio to be prepared as directed by the Event Gold Commander.
- Security Control will advise all Stewards, Security, Fire Marshals and/or Medical Personnel and will be directed to the incident as required.
- In the first instance, as agreed within the Silver Cell (Crowd Management Team and Venue Manager), the attendees will be cleared from the affected area and immediate action taken to safeguard life and property (if this does not put personnel at risk).
- Depending on the nature of the incident and under advice from the Responding Agencies services, a phased handover of control of the incident area to the arriving Police may take place.
   Depending on the nature of the incident this may be a proportion or the entire site. Handover shall consist of a signed document stating date, time and who handed over control from the Event Organisers and who assumed control from Police.
- Should Event Control be affected by the incident and thus may be unavailable, Emergency Control will be established by the Police at a suitable point nearby, this is likely to be a Mobile Incident Room.
- All Event Personnel will be placed under the control of the Police Operational Commander, if necessary.

During the planning stage for the event, regular liaison meetings will take place with key members of The Venue Management, Local Authority licensing, health & safety unit, highlighting, and where necessary, amending the objectives of the Event Safety Management Plan.

## **11.2.5 Logging**

The event will operate under a system of written logging of Major Incidents, Minor Incidents and Near Misses. Staff, crew, and volunteers will be instructed that all accidents, potentially serious near-miss incidents and Major Incidents must be reported to The Venue Manager, who will take the details for an incident report that is then logged into the Incident Log.

The Venue Event Control will be logging all key radio messages. Any relating to an incident or near miss will be recorded on their control logging system.

## 11.2.6 Evacuation Arrangements

The Venue shall ensure no exit point shall be less than 1.05 meters in width. Clear egress from these points shall be maintained at all times. Should the entirety of the site need to be evacuated, The Venue's staff, security and stewards will follow the directions of the emergency services. All staff will co-operate in moving people safely and calmly through the nearest exit point and gathering away from arriving emergency services.

## 11.2.7 Evacuation Procedures

On receiving the radio communication of an incident and given instruction to begin evacuation, following a temporary or permanent show stop, all staff, volunteers, security and stewards will do the following:

- An announcement shall be made (and if necessary repeated) over the site-wide public address system by contacting the lead sound engineer, stopping the performance, escorting all performers offstage, and testing the sound system:
  - "This is an important message for all attendees. For safety reasons we require you to leave the venue. Please follow instructions from the event staff. This is for your safety."
- The Lead lighting engineer and site manager will be instructed to activate and fully illuminate all FOH floodlights and performance/projections lighting for maximum visibility.
- Security staff will ensure signposted Emergency Exit Gates are open and clear, guarding the exit to ensure flow in the egress direction only.
- Security shall isolate the incident area. They and event personnel will begin directing the attendees off site via the emergency exits where they will be directed to the Emergency Assembly Point, away from the emergency service vehicle.
- Persons with mobility issues arising from age or disability shall be identified by crowd management assisted by staff.
- Attendees will be asked to stay in the Evacuation Assembly Area until it is announced that it is safe for them to return to the event site or, if the event is cancelled, to egress and return home.
- If there is an evacuation onsite, a medical coordinator will arrange a temporary minor injuries unit (MIU) to be arranged at a place of safety which will be manned by a medical team whilst mobile teams are sent out to gather information and/or casualties.

# 11.2.8 Roles and Responsibilities

The following organisations will assist The Venue in assessing emergency arrangements, risk assessments and fire safety matters, providing advice and guidance where appropriate to ensure the Event Safety Plan follows good practice.

Detailed below are the roles and responsibilities of the Medical emergency responders, before and during a major incident on site.

## 11.2.8.1 London Ambulance Service

The Ambulance service acts as the "Gateway" to the wider NHS and works with their health partners (Local and Regional Hospitals and NHS England Area teams) to Triage, Treat and coordinate the Transport to onward care for any unforeseen incident.

In the event of a significant incident, or if a Major Incident is declared, The London Ambulance Service ambulance may attend to work alongside the other Emergency Services and external multiagency partners. Ambulance Commanders will attend to act as a co-ordination point for all medical assets available.

It is normal practice for the onsite medical provision to come under the Control of the Ambulance Commander, but direct command will remain with the contracted organisation's management.

These contingency arrangements will not be routinely replied upon and they do not take the place of sufficient medical planning and resourcing to manage both foreseen and reasonably foreseeable incidents occurring during the event.

## 11.2.8.2 Metropolitan Police

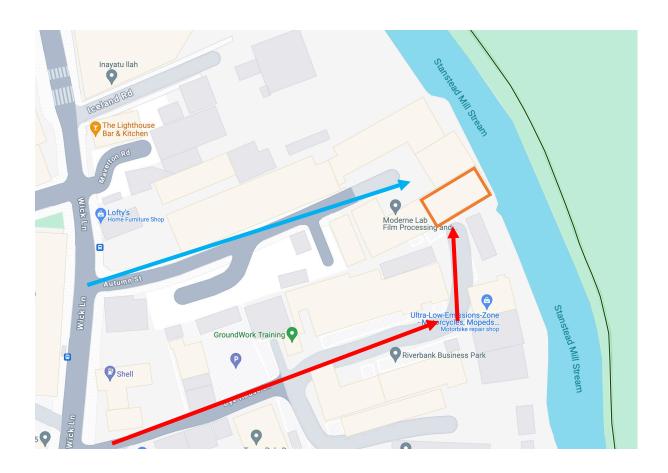
The Police shall work alongside Venue Management and the security team to assist in crowd flow and protecting public safety. It is common for gold command to pass to the leading officer in this operation. Any transfers of command will be logged with time and personal details, including name, badge number and any other relevant details.

Again, these contingency arrangements will not be routinely replied upon and they do not take the place of sufficient crowd, safety and security planning and resourcing to manage both foreseen and reasonably foreseeable incidents occurring during the event.

# 11.2.9 Emergency Vehicle Access

The venue shall be accessed in an emergency from the front entrance, down Autumn Street. As a result, this 'Blue Route' should be kept clear of any obstacles by Security/Venue Staff, and any fencing used for queueing should be able to be broken away rapidly.

Should for any reason the Primary access route down Autumn Street (shown below in blue) become unusable, a secondary access route shall be used, down Dry House Lane (shown in red), accessing the back door of the venue (whose perimeter is demarcated in orange).



# 12.0 Further Venue-Specific Considerations

## 12.1 Adverse Weather Plans

If the Met Office issues an AMBER or RED weather alert for the area at the time of the event, The Venue Management Team are to contact the Local Authority to discuss the potential impact and relevant contingency planning.

#### 12.2 Cold Conditions

During extended periods of cold weather leading up to an event, ground conditions are a primary concern particularly as pedestrians will be constantly using Autumn Street and the front yard to access the venue. To that end the The Venue's Event Management Team shall put the following in place:

- Ensuring that any particularly hazardous areas are cordoned off from pedestrians;
- Salt-gritting outside areas where appropriate;
- Prohibiting vehicle movement to the venue whilst the event is live (including staff/production vehicles).

Both staff/crew and attendees will have received information reminding them that weather conditions could be wet and muddy and that they need to wear appropriate clothing and footwear and take precautions when moving on site.

The Venue Management Team will keep a close watch of weather forecast websites during the period leading up to the event and all throughout the event from site build until takedown. This will be regularly monitored by Event Management and Staff.

If the weather drops to extreme lows (defined as under 8 degrees Centigrade), staff will receive a briefing to remind customers to:

- Don extra clothing;
- Refrain from consuming large amounts of alcohol;
- Seek Medical and/or Welfare assistance if required.

## 12.3 Heavy Prolonged Rain

Though this may deter some people, most attendees come prepared for wet weather. Venue Management shall consider that floors may well be wet inside, and preventing slip hazards will be a priority for the housekeeping team, through use of regular venue patrols and cleaning.

The Venue should also anticipate more attendees will be inside at any given time, and prepare for a more crowded venue than usual.

# 12.4 Heat and Dry

There is a possibility that weather could reach a high temperature and remain very dry throughout. Free potable water will be available at all times from the bar and stage-front, and extra stock will be ordered in for hot periods.

In periods of extreme heat, Venue staff will be aware that there is a likelihood that more attendees may be in the external areas than usual. Security staff deployment should be fluid and adjust accordingly.

If heat exceeds 27 degrees centigrade staff will receive verbal briefings to remind attendees of the following:

- To keep hydrated with one of the free water points on site
- To wear suncream

- To remain lightly clothed and covered
- To seek shade during the hottest points of the day
- To ask for Medical and/or Welfare assistance if they feel unwell

## 13.0 Evacuation Calculations

The following evacuation calculations have been put together with guidance from HM Govornment's Fire Safety Risk Assessment Manual for Small and Medium Places of Assembly 2006.

The emergency plan is required to be continually reviewed to ensure that it is suitably integrated and communicated to all event staff, contractors and agencies.

## 13.1 Venue Summary

A venue such as this can be categorised as 'normal' risk, as there are minimal obstructions or temporary structures contained within, minimal flammable materials (eg. wood, textiles, volatile liquids/gases), and multiple exit routes for any given point in the building, however there is a potential for an above average attendee density inside.

The minimum width of an exit within a premises is classed to be 750mm.

# 13.2 External escape route capacities

The capacity of an escape route is determined by the rate at which people pass along the route during each minute of the defined escape time.

The government guideline states that for up to 60 persons 1 fire exit is needed, for up to 600 persons 2 fire exits are needed.

A width of at least 1,050mm can accommodate up to:

- 160 people per minute in higher risk premises;
- 200 people per minute in normal risk premises; or
- 240 people per minute in lower risk premises.
- An additional 75mm should be allowed for each additional 15 persons (or part thereof) per minute.

The Venue Exit widths are as follows:

Exit	Width	<b>Evacuation Capacity (per minute)</b>
Front	1,070	200
Rear	2,000	390

Front Exit: 1,070mmBack Exit: 2,000mm

The acceptable evacuation time in a normal risk premises is 2.5 minutes, meaning that, even with the widest exit-way blocked, **the venue can safely evacuate 500 persons** within 2 minutes, which exceeds the maximum proposed venue capacity of 300.

The suggested maximum travel distance to an exit in areas that do not contain rowed seating is as below:

Escape route	Suggested travel distance

Where more than one escape route is provided	45m
Where only a single escape route is provided	18m

The maximum escape route travel distance has been determined to be 23m at the venue, and at any given point in the premises, there are multiple exit routes available.

Emergency exits will have suitable signage (all illuminated, and battery powered for redundancy) and will be kept clear at all times. The signage will be visible from both inside the building and within the premises.

In addition, all outdoor areas will be lit through temporary lighting throughout all event operations, as detailed previously.

# 13.3 Capacity

The event space will be provided with adequate facilities to monitor and control the number of people present at all times. Due to the nature of the event, it is anticipated that up to 300 persons (including all onsite staff) may be present at events.

# 13.4 Accessibility

Suitable provisions have been made to enable disabled people to use all event space facilities including the provision of adequate access, egress and means of escape though step-free access and portable ramps.

# 14.0 Traffic & Transportation Management

Owing to the venue's strong links to public transportation (underground, overground, DLR, National Rail and buses) it is anticipated that the majority of attendees shall use public transport to access the venue.

No parking will be available for attendees onsite, and this will be advertised prior to each event. Any attendees leaving via private hire/taxi vehicles will be directed to the PUDO point shows on the TMP attached by security/stewarding staff.

All taxi operations will be monitored by the security teams, or a traffic marshal where necessary, in accordance with the Venue's egress policy (see Section 7)

#### Section 15

# 15.0 Noise Management

The Venue's noise management plan (to follow) will be formulated to adhere to any site-specific conditions relating to music noise levels specified in the premises licence.

This shall include a technical-layout venue map, detailing the location, wattage and orientation of all speakers, noise generating plant and equipment being used, along with the proposed monitoring points (including nearest noise sensitive premises). The location of such premises is to be agreed upon with an appointed delegate from the local authority, however is likely to be the residential properties at 439-441 Wick Lane, which lie >100m west of the venue.

The location of the venue on an industrial estate makes it a good candidate for effective noise management, segregated from noise-sensitive residential properties by a canal on its east side, and workspace buildings on its other 3 sides, which are routinely unoccupied past 6pm.

During build and de-rig time periods there will be a degree of noise emitting from delivery vehicles, generators and workman tools however is anticipated that The Venue and its ancillaries will keep noise levels within ambient noise levels. All such sound emitting devices will be confined to the inside of the venue.

The live timings of each event held at the venue will be publicly available on the venue's website and social media channels.

A dedicated community hotline, the telephone number of which will be published publicly on the venue's website, will be available for residents at all times during the sound checks and events. All complaints will be logged and those relating to noise will immediately be relayed to the Lead Consultant with details, where provided, of the complainant's name, address and postcode, telephone number and a description of the disturbance.

# 15.1 Noise Monitoring

To ensure the proposed music noise level is controlled in accordance with the premises licence, all steps of the sound control procedure outlines below will be adopted for this venue.

Sound levels may be monitored throughout the event from a designated sound desk using appropriate calibrated equipment. During the sound checks, care will be taken to ensure that there is no significant deviation in sound levels across the event space areas to ensure the reading taken at front of house is indicative of the level throughout the audience.

The technical production lead for each event (from Cosmic Electronics) shall act as the noise control consultant for the event. The consultant will be contactable at any time during the licenced period on the venue radio communications and/or by mobile phone. This consultant will liaise with the team of audio engineers, who will work under the instruction of the consultant and put in to place any required alterations to the sound systems overall or frequency-based output to achieve compliance with the premises licence conditions and agreed music noise level limits. The venue's management will be kept updated with regard to the off- site noise levels throughout the event.

Noise from the operation of sound systems for regulated entertainment will not take place outside of the times specified in the premises licence. However, sound checks and propagation tests using low levels of white/pink noise, clicks/tones, music similar to that programmed for the event, and microphone checks for sound system set-up, line checking and time alignment may take place. These sound checks will be kept to a minimum length of time.

The Venue should inform all relevant parties that Cosmic Electronics are undertaking the sound control role as part of the license requirement and that this role has been appointed and approved by The Venue. Cosmic will have ultimate operational control over all the sound levels throughout the event. Therefore, all other parties, including artists, stage managers, sound engineers and event managers will be instructed not to increase any sound levels unless specifically agreed by the Lead Consultant responsible for sound control.

Off-site noise levels will be measured using calibrated sound level meters. Measurements will be regularly taken at proposed monitoring points. The monitoring positions identified with the highest music noise levels will be monitored more frequently than those with a lower music noise level. Additional monitoring positions may be added during the event.

If the broadband music noise level is measured to be above the limit set in the Premises Licence Condition, the sound engineer will be instructed to reduce the music noise level, until a measurement showing compliance with the proposed music noise level limits. In addition to the control of the overall sound level, frequency adjustments can also be made to reduce the sound at certain low frequencies.

Should any complaints of noise be received at any time during the event or sound propagation tests, a Consultant from the sound control team will visit the complainants address and take a measurement. If music noise levels are measured to be above the MNL limit immediate action will be taken on-site to reduce the level from the event. This will be achieved by two-way radio or mobile phone communication with all persons involved with the sound control procedures, thus a quick response to the problem can be actioned. However, from experience, it has been found that this pro-active sound control procedure will prevent the limits from being exceeded in the first place. Results of complaint investigation monitoring and any related actions will be collated and kept available by Cosmic Electronics for inspection by the Local Authority at any time during the event.

A noise log, including a summary of off-site noise levels measured throughout each event, actions taken and complaints received will be kept for all events.

## 15.2 Noise Protection

Levels of noise within each area can be established prior to the event going live and preventative exposure times can be initiated to all staff and contractors. The duties placed on each member of staff / contractor will ensure two-way dialogue is to be always maintained, thus ensuring that if exposure to

noise levels becomes uncomfortable, staff members will be removed from the area of exposure without prejudice.

The venue will have available on request hearing protection that falls in line with legislation. It is accepted that as there is amplified music and noise on site that stakeholders may feel the levels are too high and need protection. This PPE will be available freely to all those onsite at the bar.

Since the introduction of the Control of Noise at Work Regulations 2005, employers have a responsibility to provide suitable hearing protection if staff are working in noisy environments.

At this venue, noise may occur above approved levels in these regulations. This may come in many forms, amplified music or construction noise during build and break periods. These levels may be experienced by workers, suppliers, performers, contractors and attendees. It is important to note that these regulations do not cover the members of the public that have chosen from their own free will to be in a noisy environment.

Suitable hearing protection will be provided and worn where construction noise levels may exceed 85dB, when the show noise may exceed 85dB or where peak noise levels may raise above 100dB during parts of the show.

The following measures are to be taken:

- Areas likely to cross the limits will have noise protection signage in place as far as reasonably practicable
- Staff will be briefed to bring up to standard PPE with them
- Employers will be required to have hearing protection readily available for staff
- Staff in high noise level areas will be put on a work rotation to reduce exposure time
- The venue office will try, where reasonably practicable, to stock hearing protection for anyone working onsite.

# 16.0 Waste Management Plan

Waste bins shall be positioned around the venue in suitable locations to prevent the build up of waste.

These will be regularly emptied and collected in accordance with the Venue's trade waste agreement (which should be produced upon request).

Waste will be left in sealed, closed dumpsters/wheelie bins to avoid foul odours or the attraction of vermin.

A team of venue cleaners and litter pickers will be appointed, who shall continuously patrol the event area removing waste whilst the events are in operation. This will include:

- Autumn Street up to Wick Lane intersection post-egress
- Front forecourt
- Back outdoor area onto Dye House Lane.

Venue Management will ensure that the surrounding area is left completely clear of all litter after each event, including all egress routes left polluted by litter post-event. Waste will be collected by an approved contractor who will ensure that it is responsibly disposed of. The contractor is also responsible for ensuring that controlled waste is collected and disposed in accordance with the Environmental Protection Act 1990.

All medical waste will be dealt with by the medical providers.

As much as possible, waste will be segregated to ensure maximum recycling.

The Venue shall discourage any attempt by organisers, artist or users of the premises to advertise by fly posting or mounting illegal placards.



# NOISE MANAGEMENT PLAN

22.02.2024

LDN SCENE

COSMIC ELECTRONICS LTD | INFO@COSMIC-UK.COM

# INTRODUCTION In response to growing concerns regarding noise disturbances and potential risks to staff hearing health, the management and owners from Little LDN who are now operating LDN Scene have embarked on a comprehensive initiative to develop and implement a robust noise management plan. With a commitment to fostering a safe, enjoyable, and harmonious environment for staff, patrons, and neighboring communities, this plan outlines proactive measures aimed at mitigating noise nuisances and safeguarding the well-being of all stakeholders. Cosmic Electronics has been asked to carry out the sound installation and to instigate this plan to prevent previous grevances associated with the previous business at this premises. Our 50 years of experience along with the new highly motivated owners will ensure this new cultural art space will bring prosperity and culture to this area with no further impact to the long standing residents. Page 361 Plan – LDN Scene | 2

# COMMITMENT

This report serves as a guiding framework for addressing noise concerns within the venue, LDN Scene, and outlines a series of strategies and interventions designed to minimise noise disturbances, comply with regulatory requirements, and promote responsible noise management practices. The management and owners are keenly aware of the importance of proactive measures in addressing noise issues and are committed to ensuring that this new plan is carried out effectively to prevent any nuisances and protect the interests of all parties involved.

The management and owners recognise the importance of proactive and transparent communication in addressing noise concerns and fostering positive relationships with neighboring communities. As such, they are dedicated to implementing the recommendations outlined in this report and working collaboratively with staff, patrons, performers, and local authorities to create a safer, more enjoyable, and sustainable entertainment environment for all.

This document shall serve as a guidance of suggested principles and methodology, with the intention of creation of a full, quantifiable noise management plan (including exact levels, aims and measurables), once construction work/soundproofing is completed, and any licence conditions are finalised. Noise monitoring and further noise management protocol will be put into place by HA-Acoustics, the venue's approved Acoustics Consultant.

#### KEY OBJECTIVES

- Minimise noise disturbance external to the venue caused by entertainment taking place inside the venue.
- Minimise noise disturbance taking place outside the venue from attendees or vehicles during venue ingress/egress.
- Minimise noise disturbances within the venue to enhance the overall experience for patrons and staff.
- Protect staff hearing health by implementing measures to reduce exposure to high noise levels.
- Ensure compliance with regulatory requirements, including the Noise at Work Regulations, to avoid potential legal and financial liabilities.
- Foster positive relationships with neighboring communities through proactive communication and responsible noise management practices

#### APPROACH

The development of this noise management plan involved a comprehensive assessment of existing noise levels, identification of areas of concern, and collaboration with industry experts to implement effective solutions. By combining engineering controls, administrative measures, and staff training initiatives, LDN Scene/ aims to create a balanced approach to noise management that prioritizes the well-being of all stakeholders while maintaining the vibrancy and energy of its entertainment offerings.

#### CONCLUSION

With a commitment to proactive measures and responsible stewardship, Little LDN is poised to establish itself as a responsible operator. By implementing the recommendations outlined in this report and fostering a culture of safety, awareness, and collaboration, LDN Scene seeks to create an environment where everyone can enjoy the excitement of live entertainment without unnecessary disruptions or risks to health or nuisances to residents.

# **METHOD**

#### 1.0 RISK ASSESSMENT

- Conduct a thorough risk assessment to identify areas within the venue where staff or attendees may be exposed to high noise levels from the sound system.
- Utilize noise monitoring equipment to measure noise levels in different areas of the venue during peak times and events with amplified music.
- Consider factors such as the duration of exposure, the intensity of noise, and the proximity
  of staff to sound sources when assessing risk.
- Collaborate with health and safety professionals to ensure that the risk assessment is comprehensive and accurately identifies areas of concern.

#### 1.1 NOISE EXPOSURE MONITORING

- Implement a regular schedule for noise exposure monitoring using sound level meters placed strategically throughout the venue and at key external positions whilst setting levels.
- Record and analyze noise level data to identify trends, hotspots, and areas of potential risk for staff exposure.
- Use the data collected to assess compliance with regulatory noise limits and internal noise management policies.
- Provide training to staff responsible for noise monitoring to ensure accurate and consistent data collection.

#### 1.2 ENGINEERING CONTROLS

- Explore engineering solutions to reduce noise at the source, such as positioning of speakers or installing sound barriers around speakers.
- Consider the use of directional speakers and acoustical treatments to direct sound towards desired areas and away from weak points (e.g. doors) to minimise sound leakage.
- Install a non-accessible limiter and compressor within the sound system to enforce predetermined maximum noise levels, preventing excessive noise exposure for staff and patrons.
- Work with the Venue's approved acoustic consultants to optimize the layout and design of the sound system for maximum effectiveness in controlling noise levels.

#### 1.3 ADMINISTRATIVE CONTROLS

- Implement controls to limit staff exposure to high noise levels, such as job rotation, scheduling breaks in quieter areas.
- Develop clear policies and procedures for staff to follow in managing noise levels, including guidelines for adjusting audio equipmen.

- Utilisation of a telephone line which will be remain manned at all times throughout every event, providing a consistent contact point for local residents and stakeholders to triage complaints through.
- Provide training to staff on the risks of noise exposure and the importance of adhering to noise management protocols, emphasizing their role in protecting their own hearing health.

#### 1.4 HEARING PROTECTION

- Provide earplugs free of charge to all staff and attendees upon request (e.g. from bars), and highlight the availability of this through signage and pre-event information.
- Ensure that hearing protection devices are properly fitted and comfortable for persons to wear for extended periods.
- Educate staff on the correct use of hearing protection, including how to properly insert, remove, and care for earplugs.
- Encourage staff to use hearing protection consistently and provide reminders about the importance of protecting their hearing health.

#### 1.5 HEALTH OBSERVATION

- Implement a health observation program to monitor the hearing health of staff exposed to high noise levels.
- Offer regular hearing tests to detect early signs of hearing loss and provide support and guidance to affected staff.
- Maintain records of staff hearing test results and use this data to track changes in hearing health over time.
- Provide resources and support to staff with hearing loss, including access to hearing aids or assistive listening devices as needed.

#### 1.6 TRAINING AND AWARENESS

- Provide comprehensive training to staff on the risks of noise exposure and the importance of adhering to noise management protocols.
- Include information on the symptoms of noise-induced hearing loss and strategies for preventing hearing damage in staff training programs.
- Foster a culture of safety and awareness among staff, encouraging them to actively participate in noise management efforts and report any concerns or issues promptly.
- Train staff on the importance of smoothly managing the music reduction process and closing procedures.
- Designate specific roles to ensure a coordinated effort among staff members during this period, including monitoring audio levels, communicating with patrons, and facilitating a safe exit.
- Utilize visual cues, such as lighting changes, to complement the auditory signals and facilitate a gradual winding down of the event.
- Provide clear and consistent communication to staff, patrons, and performers regarding the schedule for reducing audio levels and the expected timeline for closing the venue.

## 1.7 COLLABORATION WITH SECURITY PERSONNEL

- Collaborate closely with security personnel (in tandem with the Venue's EMP and SMP) to ensure a coordinated approach to noise management and crowd control during events.
- Understand the importance of effective and cohesive crowd, traffic and people management in mitigating against noise pollution caused during ingress/egress operations from patrons or vehicles.
- Communicate the schedule for reducing audio levels before closing time to security staff, enabling them to anticipate potential crowd reactions and respond accordingly.
- Train security personnel on the importance of maintaining a calm and orderly environment during the gradual reduction of audio levels, minimizing the risk of disturbances or conflicts.

#### 1.8 AUDIO REDUCTION AND CLOSING PROTOCOL

- Implement a standard operating procedure for reducing music levels in all areas of the venue 30 minutes before closing time.
- Combine the fading of music with the raising of house lights gradually to encourage a staggered egress of any remaining attendees at closing time.
- Gradually decrease the volume over a reasonable time frame to signal the impending end of the event, providing patrons with ample time to prepare for departure.
- Coordinate with security personnel to ensure a smooth transition during the gradual music reduction phase, minimising disruptions and maintaining a safe and controlled environment.

#### 1.9 SERVICING

- Conduct regular audits and compliance checks to verify that the limiter and speakers are functioning correctly and that noise levels remain within acceptable limits.
- Document the results of audits and any corrective actions taken to address deviations from agreed-upon audio levels, ensuring transparency and accountability in noise management efforts.
- Any noise arising from event build/de-rig and construction will take place within licensed hours, and levels will be kept within acceptable limits.

#### 2.0 COMMUNICATION

- Communicate the presence and purpose of the limiter to relevant stakeholders, including performers, event organizers, and staff, to ensure their understanding and cooperation.
- Emphasise the importance of adhering to agreed-upon audio levels and the role of the limiter in supporting noise management efforts, fostering a collaborative approach to maintaining a safe and enjoyable environment for all.

#### 2.1 SOUNDPROOFING AND INSULATION

- Conduct a comprehensive assessment of the venue to identify areas where soundproofing and insulation improvements are needed, such as walls, ceilings, floors, and doors.
- Prioritise areas with the highest levels of sound leakage or where noise complaints have been received from neighboring properties.
- Work with qualified contractors or acoustic engineers to design and implement targeted soundproofing solutions tailored to the specific needs of each area.

#### 2.2 ACOUSTIC TREATMENT

- Investigate the sound-proofing options available to the Venue, and implement as necessary
  to keep noise pollution to within acceptable limits at all noise sensitive premises predetermined with the local authorities.
- Select appropriate acoustic materials and treatments based on factors such as noise frequency, absorption coefficients, and aesthetic considerations.
- Install sound-absorbing materials, such as acoustic panels, baffles, drapes, and carpets, to reduce reverberation and minimise sound transmission between spaces.
- Consider the use of resilient sound isolation techniques, such as floating floors, decoupled walls, and acoustic seals, to prevent structure-borne noise transfer.
- Ensure that soundproofing and insulation materials meet relevant industry standards and regulations for fire safety, durability, and acoustic performance.
- Work closely with contractors to ensure proper installation of soundproofing treatments, paying attention to details such as sealing gaps, caulking joints, and minimising flanking paths for sound transmission.

#### 2.3 CONTINUOUS MONITORING AND EVALUATION

- Consistent and frequent noise monitoring and logging to be performed by the Venue's acoustic consultants at all noise sensitive premises pre-determined with the local authorities. This will be made available to Local Authorities upon request.
- Regular monitoring of noise levels in treated areas to assess the effectiveness of soundproofing and insulation measures.
- Logs will be kept of all event timings, including the commencement, ceasing and fading down of music levels. It will be ensured that these are at a minimum in line with the timings stipulated on the licence.
- Particular attention shall be paid to low frequency music noise control, to prevent the
  propagation of low-frequency vibration which may cause nuisance, especially onsetting at
  levels above 70-80dB (unweighted). Any measurements at noise sensitive locations will
  take into account the low frequency component of the noise.
- Use objective measurements, such as sound level meter readings and acoustic modeling software, to quantify improvements in noise reduction and identify any areas that may require further attention.

#### 2.4 FEEDBACK AND ADAPTATION

- Solicit feedback from staff, performers, stakeholders, local residents and patrons regarding the impact of soundproofing and insulation measures on their experience within the venue.
- Use feedback to make adjustments and refinements to soundproofing treatments, ensuring that they align with the needs and preferences of stakeholders while maintaining compliance with noise regulations.

#### 2.5 COMMUNITY ENGAGEMENT AND TRANSPARENCY

- Communicate with neighboring properties and local residents to inform them of soundproofing and insulation efforts being undertaken by the venue.
- Provide transparency regarding the timeline, scope, and expected outcomes of soundproofing projects, addressing any concerns or inquiries raised by the community.

## 2.6 INVESTMENT IN LONG TERM SOLUTIONS

- Allocate resources for ongoing maintenance and upkeep of soundproofing and insulation treatments to ensure their continued effectiveness over time.
- Consider investing in long-term solutions, such as permanent structural upgrades or building renovations, to address persistent noise issues and enhance the overall acoustic performance of the venue.

# KEY INFORMATION

# **Traffic and Transport Management Plan**

Little LDN

Document Reference: LITLDNLM24

Document Version: 1.3

Document Status: ISSUED

Date Issued: 25/03/2024

#### **DOCUMENT INFORMATION**

#### **Document Details**

Document Reference	Author	Email
LITLDNLM24	Owen Blackwood	

#### **Version Control**

Version	Date Issued	Status	Checked By	Status
1.1	26/02/2024	DRAFT	Holly Hoban	Issued
1.2	01/03/2024	DRAFT	Holly Hoban	Issued
1.3	25/03/2024	DRAFT	Holly Hoban	Issued

#### **Document Scope**

This document provides details of the traffic and transport management arrangements to be implemented for a series of events planned to be held at Little LDN venue in the London Borough of Tower Hamlets. This document focuses on the following areas:

- The highway network surrounding the event site
- The temporary traffic management arrangements to be implemented in order to reduce the impact of the event on the local area, and facilitate the safe access and egress of persons to and from the event site
- The transport network surrounding the event site
- The expected transport use forecast for the events

The overriding objective of this document is:

- To ensure the safe access of persons to and from the venue
- To ensure the safe management of pedestrians on the primary ingress and egress routes
- To ensure there is minimal impact to the local area including no noise nuisance or obstruction to the highway

All provisions on privately owned land will only be implemented with approval from the relevant authority or land owner. This document should be read in conjunction with:

- The Event Safety Management Plan
- The Crowd Management Plan
- Egress Management Plan

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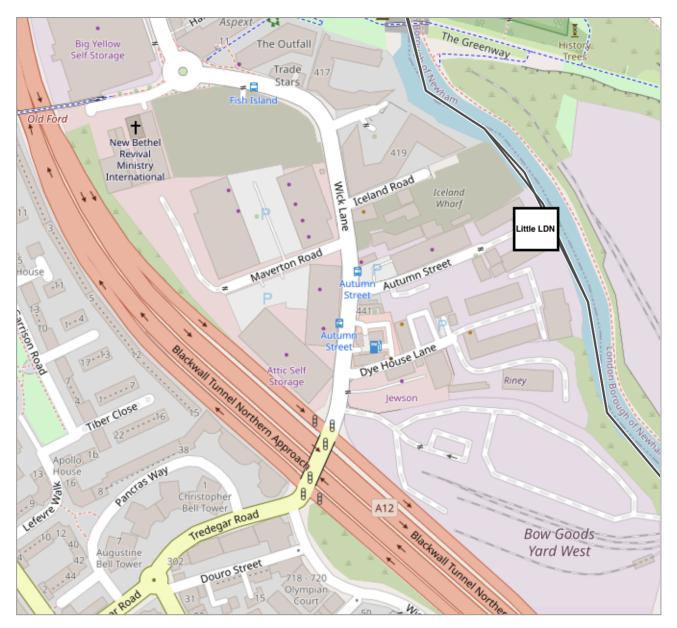
# STAKEHOLDERS

TABLE 1: STAKEHOLDERS			
Agency	Role	Representative	
The Last Mile	Traffic and Transport Management Consultant	Owen Blackwood	
Little LDN	Venue	Matthew Blewitt	
London Borough of Tower Hamlets	Highways	Tricia Bruni Souheb Khan	
Metropolitan Police Service	Central East Licensing Unit	Mark Perry	
Transport for London	London Underground TfL Buses TfL Surface Events	Various	
Transport for London (TfL)	Taxis and Private Hire	Nicole Harris	
Sentra Security	Crowd Management/Security	Steven Penn	

# **OVERVIEW**

TABLE 2 : VENUE AND EVENT OVERVIEW		
Item Information		
Venue Details	Little LDN Studio 2, Unit 3 Autumn St E3 2TT	
Venue Capacity	Up to 300 persons per event	
Operational Hours	19:00 - 03:00 Last Entry: 23:00	

#### **VENUE LOCATION**



#### **Highway Network**

Key routes surrounding the venue include:

TABLE 3: HIGHWAY NETWORK		
Road Name Road Status		
Wick Lane	Maintained by the London Borough of Tower Hamlets	
Autumn Street	Maintained by the London Borough of Tower Hamlets	
A12 National Highways		

#### Transport Network - Rail

TABLE 4: TRANSPORT HUBS - RAIL		
Station Service Details		
Stratford	London Underground - Jubilee Line London Underground - Central Line Elizabeth Line London Overground	
Hackney Wick	London Overground	

#### **Transport Network - Buses**

TABLE 5: TFL BUSES		
Route Number Route		
339	Leytonstone - Shadwell	
276	Newham General - Stoke Newington	
488	Bromley-by-Bow - Dalston	

# SITE ACCESS

TABLE 6: ACCESS GATES



Gate Reference	Image	Road Access	Usage During Events
Main Access Gate		Road Access: Autumn St	Live event phase: Pedestrian access and exit Vehicle access and exit

#### TRAFFIC AND CROWD MANAGEMENT STAFFING

A team of crowd management personnel and traffic management staff will be deployed outside the venue to promote safe and effective ingress and egress, whilst causing minimal disruption to the highway and local residents.

Police-accredited traffic staff (CSAS), with powers to stop and direct traffic, will be deployed at the junction of Wick Lane and Autumn St, in order to control traffic ingress and egress to the on site pick-up and drop-off provision.



<sup>\*\*</sup>Staffing provisions above are suggested for the initial opening period of the venue and will be continually reviewed to ensure the deployment is conducive to supporting the traffic management measures

TABLE 7: DEPLOYMENTS			
Number	Role	Ingress	Egress
1	CSAS	Use police powers to stop and direct traffic on Wick Lane junction with Autumn Street Promote positive traffic flow on Wick Lane Ensure vehicles are not stopping on Wick Lane and push venue related traffic to Autumn Street Keep of log of VRN for vehicles contravening proposed TM measures	Use police powers to stop and direct traffic on Wick Lane at the junction with Autumn Street Promote positive traffic flow on Wick Lane Ensure vehicles are not stopping on Wick Lane and push venue related traffic to Autumn Street Keep of log of VRN for vehicles contravening proposed TM measures and venue rules
2	Traffic Steward	<ul> <li>Assist CSAS operative with managing traffic flow at the top of Autumn Street</li> <li>Ensure vehicles are not stopping on Autumn St</li> </ul>	Assist CSAS operative with managing traffic flow at the top of Autumn Street     Ensure vehicles are not stopping on Autumn St
3	Traffic Steward	<ul> <li>Manage flow in and out of gate into yard</li> <li>Ensure vehicles are not stopping on Autumn Street</li> </ul>	Manage flow in and out of gate into yard     Ensure any customers leaving on foot use the designated walkway     Reinforce venue rules as customers are leaving
4	Traffic Steward	Direct vehicles into drop-off area     Ensure vehicles leave the yard immediately once they have dropped off	Direct vehicles into holding bays     Retrieve booking details from driver and match with customer     Remind drivers and customers of venue rules
5/6	SIA	Support traffic stewards as an external presence on Autumn Street     Intervene with any anti-social behaviour or noise disturbance	Support traffic stewards as an external presence on Autumn Street     Intervene with any anti-social behaviour or noise disturbance     Move on any customers at the top of Wick Lane

#### LIVE EVENT PHASE - TRANSPORT USE FORECAST

TABLE 8 : TRANSPORT USE FORECAST			
Transport Type	Number of Persons		
Taxi or private drop-off/pick-up	80%	180	
Local Bus	10%	60	
Other (Walk, Drive, Cycle, Local Rail Hubs)	10%	60	
Totals	100%	300	

Attendees are anticipated to arrive and depart via the following modes of transport:

Taxi or private drop-off - 80% of the audience are expected to route to and from the venue by taxi or private hire vehicle. A dedicated pick-up and drop-off area will be made available within the venue footprint to accommodate arrivals and departures by taxi or privately arranged drop-off.

Local Bus - 10% of the audience are expected to use bus services available from Wick Lane.

Other (walk, bus, drive, Cycle, local rail hubs) - 10% of the audience are expected to route to and from the venue via other modes of transport, including walking, cycling, driving, local bus services and the nearest rail hubs.

#### **Attendee Departure Forecast**

TABLE 9 : ATTENDEE DEPARTURE FORECAST BY TRANSPORT TYPE		Taxi or private drop-off/pick-up	Local Bus	Other (Walk, Drive, Cycle, Stratford Station, Hackney Wick Station)
		80%	10%	10%
Time	%	Number of Persons		
Pre 22:00	5%	9	3	3
22:00 - 23:00	3%	5	2	2
23:00 - 00:00	6%	12	4	4
00:00 - 01:00	10%	18	6	6
01:00 - 02:00	20%	36	12	12
02:00 - 03:00	38%	68	22	22
03:00 - 03:30	18%	32	11	11

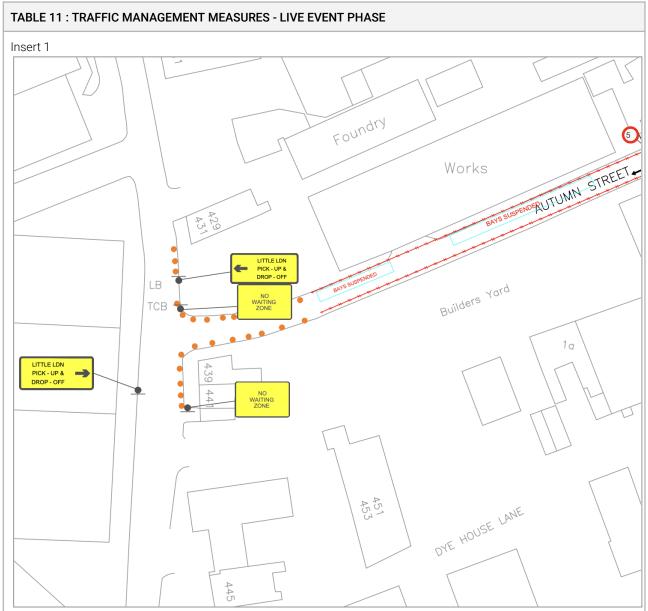
#### **Vehicle Departure Forecast**

TABLE 10 : ATTENDEE DEPARTURE FORECAST BY TRANSPORT TYPE		Taxi or private drop-off/pick-up	Local Bus	Other (Walk, Drive, Cycle, Stratford Station, Hackney Wick Station)
		80%	10%	10%
Time	%	Number of Vehicles		
Pre 22:00	5%	2	N/A	N/A
22:00 - 23:00	3%	2	N/A	N/A
23:00 - 00:00	6%	5	N/A	N/A
00:00 - 01:00	10%	8	N/A	N/A
01:00 - 02:00	20%	15	N/A	N/A
02:00 - 03:00	38%	29	N/A	N/A
03:00 - 03:30	18%	13	N/A	N/A

<sup>\*\*</sup> The vehicle forecasts above have been prepared using an average car occupancy of 2.4 persons per vehicle.

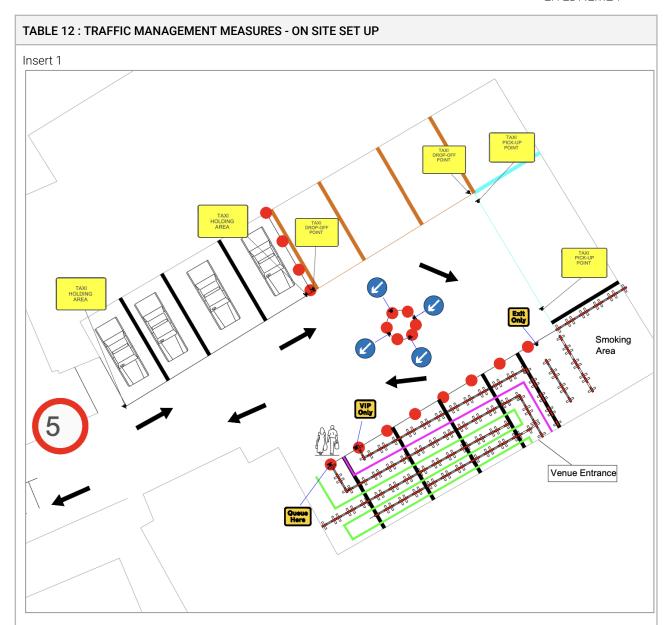
<sup>\*\*</sup> The arrival and departure profiles used here are indicative for planning purposes only and are subject to change. The data is based on egress data collected from events with a similar profile at LDN East, a venue operated by the same licensee.

#### TRAFFIC AND PEDESTRIAN MANAGEMENT



#### Details

- Chapter 8 compliant directional road signage will be installed in order to route vehicles associated with the venue to the designated on-site drop-off point
- Chapter 8 compliant road signage will be used to deter parking and waiting on Wick Lane for any venue related traffic
- Crowd Control Barriers will be placed on the footway of Autumn Street in order to create a physical segregation between the footway and the highway
- No waiting cones will be installed on Wick Lane and Autumn Street in order to deter venue related vehicles from using any location other than the on-site area to drop-off or pick-up, minimising obstruction to the highway
- Subject to agreement from the local highways authority, parking bays on Autumn Street will be suspended outside operational hours to promote a two-way traffic flow at all times



#### Details

- Chapter 8 compliant directional road signage will be installed in order to route vehicles to the pick-up point, drop-off point and vehicle holding area A one-way system in place for all vehicles
- 5 mph on-site vehicle speed limit

#### **BARRIER MAP**

#### **Autumn St**



The external barrier placement on Autumn Street will be used to create a segregation between the footway and highway to eliminate obstruction to the highway for vehicular access as well as for pedestrian safety.

Based on the flow rates as recommended in the The Purple Guide, the pavement spaces on both sides of Autumn Street offer 1 metre of width. Using the flow rate of 66 people per minute and looking at a 15 minute dispersal window at the peak egress time block, the flow rate can be calculated as follows:

#### $1 \times 66 \times 15 = 990$ persons in 15 minutes

This calculation shows that there is sufficient space on the pavement for crowd dispersal. As well as enough density to use the walkway as a queuing system or hold point should the need arise from a crowd management perspective.

#### TAXI DROP-OFFS AND PICK-UPS

#### **App-Based Taxi Companies**

Consultation will take place with taxi companies, including Uber and Bolt, in order to set a designated and geofenced pick-up point within 39 Autumn St, as per the above plans. This will create the pick-up location as the yard space outside the venue forcing all vehicles to drop off and collect from here. This will show as the meet point for all customers booking from the venue and all drivers will be advised by traffic management and crowd management staff that they must only collect from the designated area. A blackout zone will be implemented to ensure that vehicles booked directly outside of the venue and also the area surrounding the venue are only able to pick up from the yard at 39 Autumn Street, capturing any attempts to book vehicles from anywhere other than the yard area and forcing all vehicles and customers to the designated on-site space.

#### **Local Taxis**

Local taxi companies will be informed of venue operational hours and pick-up and drop-off location, in the event that they wish to send drivers to aid with venue dispersal. Telephone numbers of these firms will be made available to customers upon exiting.

#### Stewarding and Marshalling

A professional taxi marshalling company will be appointed in order to manage the designated location for collections.

#### **Noise Management**

In order to mitigate noise disturbance from the venue by those wishing to leave, customers will be advised to book their private hire vehicles at the exit point of the venue, all customers will be asked to wait in the designated area for their vehicle, where they will be held by crowd management staff. Traffic Management staff will direct vehicles in and check booking details before matching up with customers. Repeat signage will be used on the exit route, at each point of the egress, to remind customers to keep noise to a minimum, this will be reinforced by all staffing deployments.

#### TFL licensing

TFL licensing will be made aware of the on-site provision for and should they wish may conduct a licensing visit at any time to ensure driver compliance.

#### **Venue Rules**

In order to mitigate potential disruption from the venue, the following rules will be displayed and implemented by the venue:

- Speed limit of 5 MPH
- No use of horns after 23:00 hours
- Drivers must stay with vehicles at all times and should not attempt to collect patrons

Crowd Management and Traffic Management staff will work together to remind and reinforce these rules. Those found to be in breach will be reported via the relevant channels.

#### OTHER EVENTS AND WORKS

Where possible, collaboration will take place to ensure appropriate mitigation measures are in place to accommodate pedestrians associated with events at the venue.

#### **PARKING**

There will be no parking available on site. This will be communicated by the venue to all customers and staff.

#### MONITORING AND REVIEW

When required, coordination meetings will be held with The London Boroughs of Tower Hamlets highways department. Other stakeholders, including the Police licensing, may be invited to attend these meetings. In the event that there are planned or emergency works taking place that may impact upon the provisions detailed within this document, a meeting will take place in order to establish collaborative arrangements, where possible.

#### **EMERGENCY ACCESS**

Emergency access to the venue is via the main access gate on Autumn St. In the event that the main entrance is compromised, a contingency route is available via the back entrance of the venue at Dye House Lane.

#### **CONTINGENCY PLANNING**

At the time of writing, consultation is taking place with LBTH Highways to discuss the feasibility of a 24-hour parking suspension for the bays on Autumn Street. This would allow for the bays to be non-operational during venue operating hours allowing for highways to remove any vehicle contravening this restriction ensuring that access to 39 Autumn is uncompromised venue traffic. Any contravening vehicles would be reported immediately.

In the unlikely event that a vehicle causes disruption to the access route during egress, CSAS personnel would be redeployed to manage traffic down the street on a give and take basis.

#### **SUMMARY**

This document details the provisions proposed to be implemented to facilitate the safe ingress and egress of visitors to events taking place at Little LDN. The provisions contained within this document will be kept under review.

#### **APPENDICES**

TABLE 13: APPENDICES	
Number	Description
1	External TM Overview
2	On Site Set-Up

Unit 3, 39 Autumn Street E3 2TT

# SECURITY MANAGEMENT PLAN

Little LDN

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#### Introduction

#### Contractor

Security operations, including staffing, preparations and management will be undertaken by *Full Force Security* on behalf of Little LDN Ltd, an SIA-accredited security firm with extensive London nightlife experience.

#### Objectives

The plan has been created with health and safety and the 4 main licensing objectives in mind:

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children (and the vulnerable) from harm

The implementations draw upon the contractor and promoter's prior experience operating a wide variety of nightlife and entertainment venues safely, effectively, and with minimal public nuisance, as well as:

- Little LDN's Event Management Plan
- HSE advice to Crowds in Public Venues
- HSE guidance to safe crowd management
- British Standards in Door Supervision and Event Stewarding.

This plan provides a generic overview and supplies information for multiple events. Each event will merit its own Assignment Instructions, Risk Assessments and Standard Operating Procedures.

# Strategic Objectives

The Venue and its appointed contractor seek to supply SIA qualified security fit for purpose with the relevant experience, knowledge and training for the type of events that will ensure the safety of the public and maintain the integrity of all security related matters.

There will be security deployed as per the below venue plan, which has been developed after an assessment based on site visits, knowledge of similar events and industry experience. Security officers will be on site, briefed and ready in position, before the doors open.

SIA Licensed Security staff will carry out any security function that is identified as a 'Licensable Activity' under the Private Security Industry Act 2001, in and around the site to ensure the protection and security of people, assets and property. They are entitled to make the decisions on the suitability of persons to enter or remain in licensed areas. This may include Body & Bag Searching, Refusal of entry or Ejections.

Radios shall be used to maintain communications and all operators shall be competent in radio procedure. Communications will be managed discretely through use of earpieces.

Any serious disturbance or any other emergency at the event area, which cannot be dealt with by the Stewards, shall be reported at once to the Police via the Head of Security (HoS), so as to avoid multiple calls.

The event organisers have engaged with Full Force Security to deliver the following strategic safety and security objectives:

- Minimise the risk of any person on premises before, during or after the event becoming a victim of violent crime.
- Minimise the risk of any person on site before, during or after the event coming to serious harm through using the use of alcohol, illegal drugs or legal highs.
- Minimise the risk of persons on site before, during or after the event becoming victims of sexual violence.
- Minimise the risk of persons attending or working the event becoming victims of acquisitive crime.
- Continuously seek to identify and reduce any risks to vulnerable people, or groups attending the event whether that vulnerability be due to age, disability, intoxication, or any other cause.
- Minimise the risk of significant disorder or anti-social behaviour. This will be through targeted intelligence, patrol and response to potential hotspots and any identified groups or individuals posing a threat of such disorder.
- Facilitate the safe ingress and egress to site of all persons always attending this
  event whilst seeking to minimise the disruption to and impact upon the local
  community. Where community impact from the event does occur responding
  swiftly and professionally to resolve issues quickly and satisfactorily.
- Facilitate the safe movement of customers around the site including diverting customers from structures if they are closed or at capacity.
- Ensure that the licensing objectives and conditions are being met by all bars and food traders.

#### Management Team and Structure

The venue's Event Manager and contractor's appointed onsite Head of Security shall jointly make all decisions on all crowd management and safety decisions.

The groups under management of the HoS shall comprise of:

- Search/Entry Team
  - Tasked with queue management, search of persons/belongings, and ensuring patrons queueing up do so safely, efficiently, and quietly.
  - o All those conducting searches must have a valid SIA Door Supervisor Licence.
- Event Stewards/Crowd Marshals
  - Tasked with monitoring crowds to spot ASB, prevent overcrowding, and report to management.

- Response Team
  - Mobile units who shall respond to any incidents immediately to de-escalate or take further action

#### Staff Briefing

On arrival at the venue, the HoS will perform a staff briefing and walkaround for all security personnel, including but not limited to:

- Positions and responsibilities of each staff member
- Distribution of equipment, accreditation and identifiable uniforms
- Event timings
- Expected event demographic and capacity
- Any relevant intelligence pertaining to security gathered from other similar events
- Evacuation plans
- Accreditation levels (inc. any wristbands/passes)
- Any Counter-terrorism intelligence and procedures (e.g. the HOT principle, or Run, Hide, Tell)
- Any specifics related to the venue's welfare policy (e.g. Ask for Angela procedure)

#### **Contractor Requirements**

There is currently no plans on employing sub-contractors for security services. Any need for sub-contraction (e.g. supply chain/staffing issues) must be run by venue management before confirmed.

All contractors or freelancers will be required to hold full Public Liability Insurance with a minimum of £5m excess.

All security staff shall be subjected to the following checks from the contractor to commence work at the venue:

- 5-year work history
- Criminal history check
- Credit check
- Commence work on a casual basis.
- Global watchlists check
- Addition of social media checks as a recommended best practice
- Right to Work checks corresponding to DBS identity requirements (previously 'SIA identity requirements')
- Retention of each candidate's screening file during the whole employment period, for those unsuccessful applicants, for 12 months and after the end of employment, specified records may be held for an additional seven years.

The below are further advisable trainings that may be required by all or some security staff members:

- Front of Stage Pit Barrier (Level 2)
- Emergency First Aid
- Customer Care
- Communication (Radio etiquette, voice procedures and control of airwaves)
- Ingress, Circulation and Egress with basic crowd management
- Physical Intervention
- Search Procedures
- Spectator Safety

#### Security Schedule

Prior to each event, a security schedule shall be drawn up for that specific event. This will be based on the individual event's risk assessment, which will determine potential risk based upon:

- Projected attendance capacity
- Attendee demographic
- Event timings
- Event type

The schedule will then show, determined by perceived risk level:

- Number of staff supplied for each position.
- Type of staff (i.e. SIA accreditation) supplied for each position.
- Deployment location, cross-referenced with the Dot Plan, and Radio Call Signs
- Start and finish time for each position.
- Transition of Pre-Event, During Event & Post Event deployments
- Briefing packs for each event and for each deployment

# **Event Timings**

Each event will have varying timings, dependent on the operating schedule, performances, and any licence conditions (e.g. last entry). The schedule for a typical event is shown below:

Time	Activity
5 days pre-live	Risk assessment formulated and confirmed by Venue manager and sent
	to HoS for staff procurement and planning of security schedule
2 days pre-live	Security Schedule sent to Venue Manager for confirmation
Live day 18:00	Security arrive onsite for briefing and walkaround. Equipment
	distributed.
19:00	Doors open. Ingress and search operation commences.
23:00	Last entry. Forecourt turned around into egress layout.
02:30	Bars close, music gradually fades, and house lights gradually turned up
03:00	Event finishes, music off. All staff on venue sweep and egress stewarding

03:30	Once venue and forecourt are completely clear of attendees, security
	can be stood down.

# Security Deployment Phases

The following phases will determine security personnel deployment and resourcing. The below are subject to change based on the specific operations and timings of the event.

Phase	Actions/Notes
Ingress	<ul> <li>Prior to this phase, all onsite staff will have undergone a briefing from HoS.</li> <li>From venue opening time until the majority of guests (80%) have</li> </ul>
	entered
	<ul> <li>The first hour of venue opening is anticipated to be the quietest.</li> <li>The majority of staff breaks will be given during this time.</li> </ul>
	<ul> <li>Peak queueing times are anticipated to be between 21:00 and 22:00.</li> </ul>
	<ul> <li>During peak queueing, additional door supervisors may be deployed on search positions to expedite venue entry and prevent noise from the queue to local residents.</li> </ul>
	<ul> <li>There will always be at least one security steward monitoring the queue to prevent ASB.</li> </ul>
Live	<ul> <li>After the majority (80%) of guests have entered, or at last entry, whichever is sooner</li> </ul>
	<ul> <li>All search personnel will be re-deployed into response/crowd supervision roles, or remain at the entrance to remind those leaving to do so quickly and quietly.</li> </ul>
	<ul> <li>The majority of incidents/calls are expected to occur in this time, especially later on into the event.</li> </ul>
Egress	<ul> <li>This phase will begin in tandem with the venue's "wind-down" procedure, involving the fading down of music and up of house lights.</li> </ul>
	<ul> <li>Subsequent to this phase, a Event Liaison Team (ELT) meeting will take place between HoS, traffic management and venue management on strategy to egress the venue efficiently, quietly and safely. Factors such as staff deployment, number of attendees remaining, and any relevant incidents will be discussed to finalise a best practice.</li> </ul>
	<ul> <li>This is the busiest point in the event for the security team.</li> <li>No staff breaks shall occur during this time.</li> </ul>
	<ul> <li>All staff shall be deployed on clearing the venue or outside the venue politely reminding attendees of the options to get home.</li> </ul>
	<ul> <li>All security staff will be conversant in the venue's egress and dispersal policies, as well as any noise sensitive locations (e.g. 439- 441 Wick Lane), and any previous complaints from locals to be mindful of mitigating against.</li> </ul>

- Utmost priority will be made to ensure that all patrons waiting for taxis do so inside the forecourt, and don't exit onto Wick Lane, so as to prevent unnecessary foot-traffic onto the busy road, and contain the noise of car doors and voices.
- Only once the site ad surroundings are clear of attendees will the security team be stood down.
- The security team may be required to help the housekeeping team in their litter-sweeping duties in the forecourt and down Autumn Street, to ensure the area is clear from litter for the next morning.

# Egress and Dispersal Policy

The Venue's egress and dispersal policy can be found in Section 7 of the Venue's Event Management Plan.

Particular care must be paid to the prevention of public nuisance noise pollution of attendees upon egress. Security should additionally bear the following mitigation procedures and information in mind:

- High security presence in forecourt to encourage all attendees to order and get into taxis quickly and quietly.
- Customer service and de-escalation training shall be mandatory for all staff to
  prevent shouting and arguments outside the venue, and encourage the expediting of
  crowd dispersal.
- Staff shall all be briefed on previous intelligence and complaints from local residents to prevent future occurrence, eg:
  - Car doors slamming too loudly
  - Litter in window boxes
- Clear signage and ped fencing will be in pace throughout the egress phase of the event, including:
  - o taxi and pedestrian directional signage
  - Signs reminding patrons that local residents are sleeping and to please be mindful.
- Any private-hire drivers using their horn after 23:00 will be politely asked to refrain from doing so. Repeated offence will result in reporting to TfL.
- Security may be called upon to help perform a litter sweep of the surrounding areas after attendees have left.
- Only when all surrounding areas are clear of both attendees and litter shall the security team be stood down.

# Search Policy

The Venue's search policy can be found in Section 8.3 of the Venue's Event Management Plan.

Based on a projected maximum hourly flow rate of 120 persons, 2 search operatives (of both male and female) is deemed to be sufficient.

### **Ejection Policy**

The Venue's ejection policy can be found in Section 8.4 of the Venue's Event Management Plan.

## Anti-Theft Policy

As part of the commitment to the licensing objective of prevention of crime and disorder, the following steps have been put into place to ensure that theft is discouraged and dealt with correctly and in line with the Venue's zero-tolerance approach.

The following prevention measures will be implemented:

- Visible security at all points throughout the location to deter theft and monitor attendee behaviour
- CCTV cameras will be installed and monitored to survey activity and identify any suspicious behaviour in all key locations including:
  - Bars
  - Entrances/exits
  - Outside gathering areas
  - o Cloakroom
  - Dancefloors
- All staff members will be trained to recognize signs of potential theft, such as:
  - Loitering
  - o unauthorized access to restricted areas
  - o attempts to conceal items.
- Attendee education (e.g. advice from staff members and signage around the venue) will be used to remind patrons to be vigilant and keep their belongings safe at the Venue.
- A lost and found service will be available and clearly demarcated in the cloakroom area to encourage patrons to return lost goods.

Should a theft be reported, the following procedures will be followed:

- A witness report will be gathered from the victim. They will be advised to call 101.
- The alleged perpetrator will be detained where possible and interrogated in a facility away from the victim.
- The Police will be contacted.
- The reports, including descriptions of all involved will be logged
- Any CCTV evidence shall be saved on an external drive
- Patrons found to be thieves will be blacklisted from the Venue.

Should a trend be seen to be occurring at the venue, prevention responses may include:

- Deployment of further uniformed or non-uniformed personnel to the area
- Searching of the public on egress to the event
- Undertaking joint patrols with Police
- Liaising with venue management to deploy further resources (e.g. fencing/lighting/CCTV to the problem area).

### Crime Scene and Incident Management Procedures

#### Responsibilities of the First Member of Sta9ff on Scene

- Find the location of the incident
- Conduct a DYNAMIC RISK ASSESSMENT considering their safety and the safety of others
- The first responder will need to take charge of the scene following an incident, controlling access to the scene, until relieved by the police, security or other management staff.
- Prohibit interference with the crim scene (Unless necessary to save life or treat a casualty. In this case make sure to inform the police that this has happened).
- The aim of this action is to:
  - Prevent evidence from contamination i.e., adding footprints to a scene, or leaving any other items at the scene which were not there at the time the incident took place.
  - Prevent evidence from being destroyed i.e., smudging fingerprints, or walking on footprints in blood.
  - Prevent evidence from being removed i.e., glasses or weapons being moved, or furniture being rearranged.
  - **Prevent evidence from being moved** i.e., unnecessary tidying up when the items may be of importance.

Should there be persons hurt, the immediate priority should be preservation of life, and any security staff may be called upon to administer first aid this until the dedicated venue medical team arrive. If so, they should follow the below steps:

- Ask for their name. This might be useful later on.
- Wear protective gloves.
- Update the Control Room/HoS as to their exact location.
- Ask the Control Room to call for an ambulance and the police, if they are required.
  - Staff should not call emergency services themselves, and advise attendees the same so as to avoid multiple calls for the same incident, which can put unnecessary strain on emergency services.
- Assess whether there is a need for any further support at the scene. (People, first aid kit, bleed kit, defibrillator, cordon tape).
  - Are there suffcient people at the scene to secure all sides of the crime scene and control members of the public away from the scene/out of the immediate area?

- Find any witnesses and take their details (should they decide to leave before the police have arrived).
- Protect vital evidence, especially if this evidence is endangered by the weather or may be removed by someone else prior to the arrival of the police.
- Divert pedestrians and traffic away from the scene if necessary, either to preserve
- evidence or prevent injury
- Mark the boundary of the crime scene and try to prevent anyone including colleagues from walking through it. Use cordon tape if available.
- On the arrival of police, be ready for them to ask for an assessment of what has happened, who was involved, the seriousness of any injuries (if the casualty has already left the scene), and the details of any witnesses.
- Police will generally assume responsibility for the scene, but it will be the Security
  Team's duty to continue to support them with the ongoing management of the
  scene, cordons, directing members of the public, etc.
- Record and log your any actions taken ad report to HoS post-incident for a de-brief
- Check the area for anything that may have been missed.
- Request the Control Room to contact housekeeping to arrange for the area to be cleaned as best as is possible, only after Police/HoS has deemed the crime scene fully investigated.

#### Responsibilities of the HoS and Venue Management

On information that there is an incident or crime scene, the Venue Manager or Head of Security should take the following action:

- Start a log entry, detailing:
  - Incident description
  - o Date
  - o Time
  - Exact location
  - Descriptions and details of any attendees/staff involved
  - o Remedial actions taken
  - Any calls to emergency services
  - Any preventative actions taken post-incident to mitigate against future incidents.
- Decide whether there is a need to notify the police or ambulance service. Consider their 'route' best way of approaching the crime scene without contaminating the scene. This may involve liaison with traffic or venue management to ensure unimpeded access to the entrance.
- Confirm if there are any injured parties. Is there a need at the scene for a first aid kit, bleed kit or defibrillator? Liaise with the onsite medical staff.
- Check any CCTV footage of the area for any further intelligence pertaining to the event, including those cameras that might show potential witnesses, victims and suspects leaving the area.
- Consider whether there are sufficient resources (e.g. staff, cordon tape) at the scene to deal with the incident.

• Once the scene has been handed back from the police, check whether it needs cleaning before it is reopened to the public. This should include the removal of first aid debris and the removal of any cordon tape used.

### Counter Terrorism (CT) Posture

The current threat level for international terrorism in the UK is **Substantial**, meaning there is a strong possibility of an attack.

The Venue takes a view that any CT measures should be commensurate to the threat levels prevailing within the UK and be scalable to known risks within the entertainment sector. All measures should be balanced to offer attendees reassurance that their safety is the event's priority, whilst not losing sight of the operating and customer service needs of the event. The security contractor shall periodically train its front-line team in courses such as ACT.

The methods to monitor/ deter/ interrupt and report suspicious behaviour are summarised as follows:

- Searches of all persons entering the site, including staff and artists, in accordance with the search policy detailed in the Venue's EMP.
- All events shall be ticketed, and advance purchase required to gain access.
- All staff briefings to include relevant CT intelligence and policies.
- Regular patrols of the perimeter of the site during all phases of the event.
- Ensuring that all entrances and exits are manned
- Accreditation of all onsite staff and artists.
- HoS and Venue manager in frequent open-communication with the local Police department to receive current updates, advice and intelligence.
- Should the Threat Level change, the response and methodology of the Venue's CT policy may be updated proportionally, and made available upon request to all Responsible Authorities and stakeholders.

### Unattended item procedure

All venue staff shall be conversant in the HOTS and 4 C's principles detailed below if an unattended item is found. Upon finding such an item, ask if the item is:

- Hidden?
- Obviously suspicious?
- Typical for the environment? If not, escalate by requesting...
- Security action

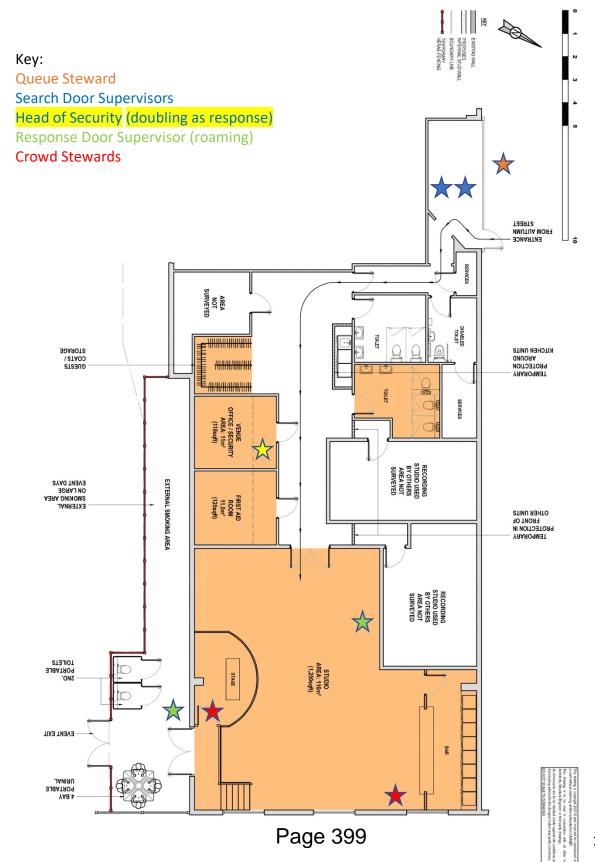
Security will act based on the following if the item is deemed suspicious using:

- Confirm situation to HoS
- Clear the area of non-essential staff
- Communicate the situation to Venue/Security management

•	<b>Control</b> the area and cordon if required (100m radius advised for items up to briefcase size, else 200m).

### Security Deployment Plan (Ingress/Live)

The below shows a typical event security deployment plan. The specific quantity, role and deployment locations of staffing resources is subject to change depending on the event-specific risk assessment, however a minimum security ratio of 1:75 shall always be adhered to, which falls above industry standard practice and minimums guidance.



### Security Deployment Plan (Egress)

The below image demonstrates the deployment of SIA staff (as well as traffic operatives) on Autumn Street during the egress phase of event operation. Their primary objective will be to ensure that all patrons waiting for taxis do so inside the courtyard, and any walking/bussing home are dispersed and do not loiter around the noise sensitive premises at 439-441 Wick Lane.

In addition, the SIA operatives from the search team will be redeployed to control crowd flow and noise levels in the forecourt directly outside the venue, and encourage patrons directly into their respective taxis efficiently and quietly. Once the inside of the venue is swept, all additional security staff will be deployed to the forecourt to perform the same role.



#### **Corinne Holland**

From: Licensing

**Sent:** 03 April 2024 13:07 **To:** Corinne Holland

**Subject:** FW: Little LDN | Conditions

Attachments: Little LDN - Traffic and Transport Management Plan (V1.3) (002).pdf

From: MARK.J.Perry@

**Sent:** Wednesday, April 3, 2024 12:30 PM **To:** james ; Licensing

Cc: Nicola Cadzow <

**Subject:** RE: Little LDN | Conditions

Hi James,

Thanks for agreeing conditions in my objection and supplying the transport management plan attached, with below condition wording.

Tower Hamlets Council following the above I now withdraw my objection.

#### **Kind Regards**

Mark



PC Mark Perry Central East Licensing Unit Metropolitan Police Service (MPS)

A: Licensing Office, 1st Floor Stoke Newington Police Station



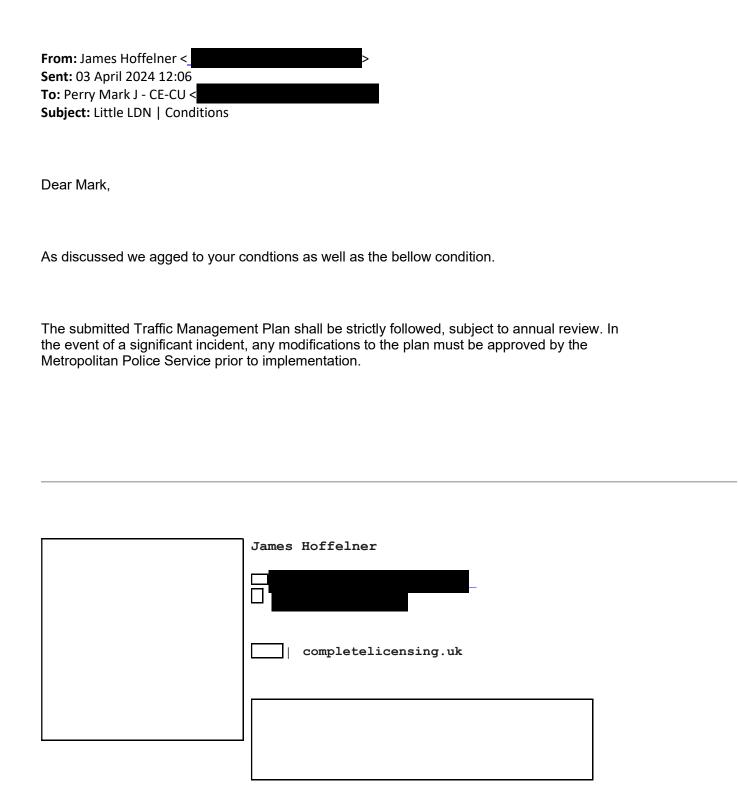
I stand for Professionalism,
Compassion, Integrity,
Courage and Respect

NOT IN MY Met

CTRL+CLICK TO
REPORT WRONGDOING

From: James Hoffelner < Sent: 03 April 2024 12:09 To: Perry Mark J - CE-CU <

Cc: Subject:	RE: Little LDN   Conditions
Hi Mark,	
This is a	greed.
Thank yo	ou.
	James Hoffelner
office: 1	Licensing Limited is a company registered in England and Wales. Registered number: 12611128. Registered II Forest Drive, Woodford Green, United Kingdom, IG8 9NG.
wrote:	Inesday, 3 April 2024 at 13:08,
ŀ	Hi James,
	The submitted Traffic Management Plan shall be strictly followed, and subject to annual review, or in the event of a significant incident.
	Any modifications to the plan must be approved by the Metropolitan Police Service prior to mplementation.
ł	Kind Regards
N	Mark



Complete Licensing Limited is a company registered in England and Wales. Registered number: 12611128. Registered office: 11 Forest Drive, Woodford Green, United Kingdom, IG8 9NG.

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Tom Lewis Head of Licensing Tower Hamlets Council **HT - Tower Hamlets Borough** 

Licensing Office

**Shoreditch Police Station** 

Email:

www.met.police.uk

5th February 2024

Dear Sir,

Central East Police Licensing formally object to the application for a premises License for Little LDN, Studio 2, Unit 3a, 39 Autumn Street, London E3 2TT. This objection is on the grounds of preventing Crime and Disorder and Public Nuisance.

This is an application is for a multi-use venue that will operate as a night club on Friday and Saturday nights. The venue is located in an area with limited public transport accessibility especially in the early hours of the morning. There are residential premises in close proximity, and a new development of 120 Flats in the, Iceland Road, which is a short distance away.

The premises has previously operated as a nightclub, before the license was surrendered several years ago. The area has changed substantially since then with large scale residential developments being completed in Hackney Wick and more, such as Ice Land Road set for construction.

With any venue having regulated entertainment and the sale of alcohol there is the very real risk of alcohol related crime and disorder. The longer a venue opens the more alcohol customers can drink and the more their decision making process becomes impaired. We also know that some customers pre load with alcohol before coming to venues, and at regulated music events some people do use illegal recreational drugs that can have a serious impact on not only the persons decision making ability, but also their medical and mental health.

All of this impacts the duty of care a venue has to its customers, staff and local residents, and responsibilities under the licensing act. We as responsible authorities have to make sure that venues have the policies, procedures and staff in place and working to ensure that risks are mitigated and the licensing objectives upheld.

While we believe that a late night licensed premises can operate here despite the changes to the area with more residential premises being built. However we believe that the applicant has failed to provide the policies, procedures and conditions that would allow such a venue to operate and maintain the licensing objectives.

We have been in dialogue with the applicant prior to the application being submitted, and believe that an agreement can be reached, however work still needs to be done and to grant a license until this is done would present an unacceptable level of risk.

We believe that the below conditions are needed to be added to the license, and that the applicant needs to produce transport, security, and welfare policies that are satisfactory. So far they have not. Without such policies and procedures the risk of crime and disorder and injury are simply too high.

#### Conditions

- 1. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Tower Hamlets Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31 day period.
- 2. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.
- 3. There shall be a personal licence holder on duty on the premises from 19:00 on a Friday and Saturday night, and when there is a promoted music event, and when called for by the risk assessment.
- 4. An incident log shall be kept at the premises, and be available on request to the Police or an authorised officer. It must be completed within 24 hours of any incident and will record the following:

- b) all ejections of patrons;
- c) any complaints received concerning crime and disorder
- d) any incidents of disorder;
- e) all seizures of drugs or offensive weapons;
- f) any faults in the CCTV system, searching equipment or scanning equipment;
- g) any refusal of the sale of alcohol;
- h) any visit by a relevant authority or emergency service.
- 5. In the event that a serious assault is committed on the premises (or appears to have been committed) the management will immediately ensure that:
  - a) the police (and, where appropriate, the London Ambulance Service) are called without delay;
  - b) all measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police;
  - c) the crime scene is preserved so as to enable a full forensic investigation to be carried out by the police; and
  - d) such other measures are taken (as appropriate) to fully protect the safety of all persons present on the premises.
- 6. A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.
- 7. A record shall be kept detailing all refused sales of alcohol. The record should include the date and time of the refused sale and the name of the member of staff who refused the sale. The record must show the outcome of the person who was intoxicated i.e. if left with friends, taxi called etc. The record shall be available for inspection at the premises by the police or an authorised officer at all times whilst the premises is open.
- 8. The premises must have a detailed documented security plan, that must include, but not limited to, an ejections policy, search policy, anti-theft policy, and SIA numbers. The security plan will be made available to police page 407

- 9. The premises shall have a written welfare policy (reviewable annually) that will show how venue staff will manage customers who become vulnerable through intoxication or drugs. Dedicated, trained and clearly identifiable welfare officers will be on duty when promoted music events are taking place at the venue, or called for by the risk assessment. The policy will be made available to Police upon request.
- 10. Drinking water, will be made freely available at the venue.
- 11. All front of house staff shall complete welfare and vulnerability awareness training, such as "WAVE" as part of their induction process to work at the premises. This training shall be documented and repeated/refreshed at yearly intervals.
- 12. All external smoking areas will be segregated from other areas of the venue and will be managed by members of staff.
- 13. The premises shall use an ID scanner that uses photographic identification documents such as ID cards, passports etc, all customers entering the premises where regulated entertainment is provided, and or after 8pm shall have their ID scanned by this device. Weddings, film productions, photo shoots, product launches and corporate events shall be excluded from the requirements of this condition provided that the venue has a list of those attending the premises for such events.
- 14. When promoted regulated entertainment is taking place past 11pm, searching including bag searches and wanding all customers and artists take place.
- 15. The premises shall risk assess all events taking place at the venue. The purpose of this is to identify risks associated with the event and the measures that can be put in place to mitigate against them. Risks could include but not limited to intoxicated customers, violence, drug use, and underage customers. Mitigating measures will include but is not limited to SIA numbers, male and female SIA ratio, SIA placement, searching, ID checks and Welfare Officers. Such risk assessments will be signed off by the premises management and by the security company. The risk assessments will be the subject of an independent audit carried out at least once every six months. The risk assessment is to be recorded and made available to Police or relevant authority upon request.

- 16. A written entry policy shall be in place and implemented at the premises to move customers into the premises in such a way as to cause minimum disturbance or nuisance to neighbours. The policy shall include details on queue management to ensure any queue to enter the premises is managed effectively and supervised by door staff to ensure that there is no public nuisance or obstruction to the public highway.
- 17. When hosting events past midnight the venue shall have a "Wind Down Procedure". The procedure will include music levels being brought down to background levels 30 minutes before the venue closes. Light levels being brought up to normal levels 30 minutes before the venue closes. As well as any other procedures venue management deem necessary.
- 18. A written egress policy shall be in place and implemented at the premises to move customers away from the premises in such a way as to cause minimum disturbance or nuisance to neighbours. The policy shall include details on queue management to ensure any queue to enter the premises is managed effectively and supervised by door staff to ensure that there is no public nuisance or obstruction to the public highway.

The Egress Policy shall include:

- Details as to how customer / staff egress at the premises shall be managed to minimise causing nuisance.
- Details of the management of any 'winding down' period at the premises.
- Details of the use of security and stewarding in respect of managing customer dispersal from the premises.
- Details of any cloakroom facility at the premises and how it is managed.
- Detail of road safety in respect of customers leaving the premises.
- Details of the management of ejections from the premises.
- Details of how refuse / waste in the local vicinity arising through the operation of the premises will be cleared up.
- Traffic management plan to show how vehicles picking up customers will be managed to
  ensure traffic leading up to the venue does not block the road or cause noise nuisance, or
  impede dispersal.
- 19. Should Tower Hamlets Council and Central East Police deem that the transport plan is not working, then the concerns / failures will be presented to the venue in written form, and the venue given one month to rectify them. Should the failures / concerns not be addressed to the satisfaction of the Local Authority and Police then the license will be restricted to framework hours and a review of the premises license submitted by those authorities within 1 month of the venue being restricted to framework hours.

20. There shall be no entry to new customers after 1am.

We therefore object to this application as requested and ask that the above conditions are added to any license as well as the applicant demonstrating that sufficient policies in the areas set out above are in place.

Kind Regards

Mark

PC Mark Perry

Central East Licensing Unit

Metropolitan Police Service (MPS)

### Section 182 Advice by the Home Office Updated on August 2023

### Relevant, vexatious and frivolous representations

- 9.4 A representation is "relevant" if it relates to the likely effect of the grant of the licence on the promotion of at least one of the licensing objectives. For example, a representation from a local businessperson about the commercial damage caused by competition from new licensed premises would not be relevant. On the other hand, a representation by a businessperson that nuisance caused by new premises would deter customers from entering the local area, and the steps proposed by the applicant to prevent that nuisance were inadequate, would be relevant. In other words, representations should relate to the impact of licensable activities carried on from premises on the objectives. For representations in relation to variations to be relevant, they should be confined to the subject matter of the variation. There is no requirement for a responsible authority or other person to produce a recorded history of problems at premises to support their representations, and in fact this would not be possible for new premises.
- 9.5 It is for the licensing authority to determine whether a representation (other than a representation from responsible authority) is frivolous or vexatious on the basis of what might ordinarily be considered to be vexatious or frivolous. A representation may be considered to be vexatious if it appears to be intended to cause aggravation or annoyance, whether to a competitor or other person, without reasonable cause or justification. Vexatious circumstances may arise because of disputes between rival businesses and local knowledge will therefore be invaluable in considering such matters. Licensing authorities can consider the main effect of the representation, and whether any inconvenience or expense caused by it could reasonably be considered to be proportionate.
- 9.6 Frivolous representations would be essentially categorised by a lack of seriousness. Frivolous representations would concern issues which, at most, are minor and in relation to which no remedial steps would be warranted or proportionate.
- 9.7 Any person who is aggrieved by a rejection of their representations on either of these grounds may lodge a complaint through the local authority's corporate complaints procedure. A person may also challenge the authority's decision by way of judicial review.
- 9.8 Licensing authorities should not take decisions about whether representations are frivolous, vexatious or relevant to the licensing objectives on the basis of any political judgement. This may be difficult for councillors who receive complaints from residents within their own wards.

If consideration is not to be delegated, contrary to the recommendation in this Guidance, an assessment should be prepared by officials for consideration by the sub- committee before any decision is taken that necessitates a hearing. Any councillor who considers that their own interests are such that they are unable to consider the matter independently should disqualify themselves.

- 9.9 It is recommended that, in borderline cases, the benefit of the doubt about any aspect of a representation should be given to the person making that representation. The subsequent hearing would then provide an opportunity for the person or body making the representation to amplify and clarify it.
- 9.10 Licensing authorities should consider providing advice on their websites about how any person can make representations to them.

### **Licensing Policy Section 11**

### **Prevention of Public Nuisance**

- 11.1 Licensed premises, especially those operating late at night and in the early hours of the morning, can cause a range of nuisances impacting on people living, working or sleeping in the vicinity of the premises.
- 11.2 Like many London boroughs, Tower Hamlets has may areas of the borough where businesses and residents are "cheek by jowl" with each other. Thus, the correct balance needs to be adopted ensuring residents are not unduly disturbed by licensed premises, whilst ensuring this does not stifle growth in the licence trade.
- 11.3 Though all licensed premises must promote the licensing objectives, and thus actively try to prevent public nuisance being caused by their licensable activities, there are some factors that this Licensing Authority would expect to applicants to consider and where appropriate address in their operating schedule. These are:
  - a) Music/performancesMeasures to reduce impact of noise on residents
  - b) Queue management
    - Measure to prevent obstruct access to properties, pavements. Measure to reduce the impact of people noise on residents
  - c) Ingress and Egress
    - Measure to prevent people noise during ingress and egress
  - d) Use of outside areas (see 11.7 below)
  - e) Deliveries, particularly pick-ups by vehicles

    Measures to prevent noise/fumes from engines, drivers (including smoking).
  - f) Bottle disposal
    - Done at reasonable time to prevent impact on residents e.g. between 8am and 8pm
  - g) Litter
    - Measures to prevent littering around the venue from patrons
- 11.4 The Licensing Authority appreciates that it would not be necessary or appropriate for all applications to have measures to prevent the above issues. Nevertheless, we will take a strong view on applications for licences that are in close proximity to residential premises, and whose indented use has a higher likelihood of causing public nuisance. This also includes those applications in areas covered by a Cumulative Impact Assessment (CIA). Especially where the applications falls outside the scope of any exceptions to such CIAs.
- 11.5 The Licensing Authority, where its discretion is engaged, will consider, where appropriate, attaching conditions to licences and permissions to prevent the

problems identified listed above, or any other conditions it considered appropriate and proportionate to promote the licensing condition of prevention of public nuisance.

- 11.6 **Street Furniture** placing of street furniture, which includes advertising boards, on the highway can cause a public nuisance by way of obstruction or encourage consumption of alcohol on an unlicensed area. The Licensing Authority expects applicants to have ensured that they fully comply with the Councils rules relating to authorisation of obstructions on the highway, and that the required authorisations are obtained prior to submitting a licence application. Where proportionate and appropriate, and its discretion is engaged, the Licensing Authority will impose conditions in relation to street furniture, including on private land.
- 11.7 **Fly Posting** The Council has experienced problems with "fly posting" in relation to venues that offer entertainment. Fly posting is the unauthorised posting of posters / advertisements etc. Where it considers it proportionate and appropriate, and its discretion is engaged, the Licensing Authority will attach conditions relating to the control of fly posting to ensure that venues clearly prohibit all fly posting in their contract terms with others and they effectively enforce this control.
- 11.8 **Beer Gardens and outside areas** since the ending of the restrictions imposed during the Coronavirus pandemic, we have seen an increase the use of outside areas. This has also been encouraged by Government under the Business and Planning Act 2020. We want to strike the right balance between allowing businesses to thrive whilst still protecting residents of the borough being unduly disturbed by the night time economy. Hence, we would encourage applicants address this concern in their operating schedule by detailing what mitigating measures they intend adopt to reduce any disturbance the use of the outside area is likely to have on neighbouring residents. Such measures could include:
  - limiting the amount of patrons permitted in the outside area, and/or,
  - restricting the use of areas after a certain time,
  - ceasing its use after a certain time.

Where disturbance of residents from outside areas is likely, and where its discretion is engaged, this Licensing Authority may add conditions limiting the numbers of person permitted to use any outside areas, and/or seek to cease the use of any outside areas after 21:00 hours.

11.9 Party Boats – An increasing number of complaints have been received in London Boroughs that boarder the River Thames in relation to "Party Boats", which use the River. In respect of this we would encourage applicants for Party Boats to consider adopting the "Boat" conditions, listed in our Model Conditions in Appendix 3, where appropriate to promote the Licensing Objective of Prevention of Public Nuisance. Furthermore, where disturbance of residence from these party boats is likely, and where its discretion is engaged, this Licensing Authority may add one or more of the boat conditions from our Model Conditions.

### Guidance Issued by the Home Office under Section 182 of the Licensing Act 2003

Updated December 2022

### Public nuisance

- 2.15 The 2003 Act enables licensing authorities and responsible authorities, through representations, to consider what constitutes public nuisance and what is appropriate to prevent it in terms of conditions attached to specific premises licences and club premises certificates. It is therefore important that in considering the promotion of this licensing objective, licensing authorities and responsible 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. The issues will mainly concern noise nuisance, light pollution, noxious smells and litter.
- 2.16 Public nuisance is given a statutory meaning in many pieces of legislation. It is however not narrowly defined in the 2003 Act and retains its broad common law meaning. It may include in appropriate circumstances the reduction of the living and working amenity and environment of other persons living and working in the area of the licensed premises. Public nuisance may also arise as a result of the adverse effects of artificial light, dust, odour and insects or where its effect is prejudicial to health.
- 2.17 Conditions relating to noise nuisance will usually concern steps appropriate to control the levels of noise emanating from premises. This might be achieved by a simple measure such as ensuring that doors and windows are kept closed after a particular time, or persons are not permitted in garden areas of the premises after a certain time. More sophisticated measures like the installation of acoustic curtains or rubber speaker mounts to mitigate sound escape from the premises may be appropriate. However, conditions in relation to live or recorded music may not be enforceable in circumstances where the entertainment activity itself is not licensable (see chapter 16). Any conditions appropriate to promote the prevention of public nuisance should be tailored to the type, nature and characteristics of the specific premises and its licensable activities. Licensing authorities should avoid inappropriate or disproportionate measures that could deter events that are valuable to the community. such as live music. Noise limiters, for example, are expensive to purchase and install and are likely to be a considerable burden for smaller venues.
- 2.18 As with all conditions, those relating to noise nuisance may not be appropriate in certain circumstances where provisions in other legislation adequately protect those living in the area of the premises. But as stated earlier in this Guidance, the approach of licensing authorities and responsible authorities should be one of prevention and when their powers are engaged, licensing authorities should be aware of the fact that other legislation may not adequately cover concerns raised in relevant representations and additional conditions may be appropriate.

- 2.19 Where applications have given rise to representations, any appropriate conditions should normally focus on the most sensitive period for people being disturbed by unreasonably loud music is at night and into the early morning when residents in adjacent properties may be attempting to go to sleep or are sleeping. This is why there is still a need for a licence for performances of live music between 11 pm and 8 am. In certain circumstances, conditions relating to noise emanating from the premises may also be appropriate to address any disturbance anticipated as customers enter and leave.
- 2.20 Measures to control light pollution will also require careful thought. Bright lighting outside premises which is considered appropriate to prevent crime and disorder may itself give rise to light pollution for some neighbours. Applicants, licensing authorities and responsible authorities will need to balance these issues.
- 2.21 Beyond the immediate area surrounding the premises, these are matters for the personal responsibility of individuals under the law. An individual who engages in anti-social behaviour is accountable in their own right. However, it would be perfectly reasonable for a licensing authority to impose a condition, following relevant representations, that requires the licence holder or club to place signs at the exits from the building encouraging patrons to be quiet until they leave the area, or that, if they wish to smoke, to do so at designated places on the premises instead of outside, and to respect the rights of people living nearby to a peaceful night.

### Noise while the premise is in use

### General Advice

If they conclude this is a problem Members should consider whether it is possible to carry out suitable and proportionate noise control measures so that noise leakage is prevented. In addition Members may consider that only certain activities are suitable.

The hours of operation also need to be considered (see below). If Members believe that there is a substantial problem of noise while the premises are in use and it cannot be proportionately address by licensing conditions they should refuse the application.

### Licensing Policy

The policy recognises that noise nuisance can be an issue, especially if a premises is open late at night. (**See Sections 11.1 of the Licensing Policy**). While all applications will be considered on their merits, consideration will be given to imposing stricter conditions in respect of noise control where premises are situated close to local residents. (**See Section 11.4**).

The Licensing Authority expects the applicant to have addressed all nuisance issues relating to the premises in their operating schedule and to have sought appropriate advice from the Council's Environmental Health Officers. (See Section 11.2 of the Licensing Policy).

The Licensing Authority will consider attaching conditions to prevent nuisance. In particular Members may wish to consider (this list is not exhaustive):

- hours of opening (this needs to be balanced against potential disorder caused by artificially early closing times)
- Whether certain parts should close earlier than the rest (for example a "beer garden", or restricted in their use to 9pm or limiting numbers
- Whether or not certain activities should have to close at an early hour, for example live music
- Conditions controlling noise or vibration (for example, noise limiters, keeping doors and windows closed).
- Prominent clear and legible notices at all exits requesting the public to respect the needs of local residents and leave the premises and area quietly
- Conditions controlling the use of explosives, pyrotechnics and fireworks
- Conditions controlling the placing of refuse
- Conditions controlling noxious smells
- Conditions controlling lighting (this needs to be balanced against potential crime prevention benefits)
- Measures to prevent noise/fumes from engines, drivers (including smoking),
- Measures to prevent obstruct access to properties, pavements.
   Measure to reduce the impact of people noise on residents

#### Police Powers

Part 8 of the Licensing Act 2003 enables a senior police officer to close down a premises for up to 24 hrs where public nuisance is being caused by noise coming from the premises and the closure of the premises is necessary to prevent that nuisance.

#### Guidance Issued under Section 182 of the Licensing Act 2003

The prevention of public nuisance could include low-level nuisance, perhaps affecting a few people living locally as well as major disturbance affecting the whole community (2.15).

Licence conditions should not duplicate other legislation (1.16). Necessary and appropriate conditions should normally focus on the most sensitive periods (2.19) and may address disturbance as customers enter or leave the premises but it is essential that conditions are focused on measures within the direct control of the licence holder.

### Other Legislation

The Environmental Protection Act 1990, Part 111 gives Environmental Health Officers the power to deal with statutory nuisances.

The Anti-social Behaviour Act 2003, Sections 40 and 41 give Environmental Health Officers the power of closure up to 24 hours in certain circumstances.

### **Anti-Social Behaviour from Patrons Leaving the Premises**

#### General Advice

Members need to bear in mind that once patrons have left a premises they are no longer under direct control. Members will need to be satisfied that there is a link between the way the premises is operating and the behaviour that is complained of. An example of this would be that irresponsible drinking is being encouraged. Before deciding that any particular licensing conditions are proportionate, Members will also need to be satisfied that other legislation is not a more effective route. For example, if the problem is drinking in the street it may be that the Council should designate the area as a place where alcohol cannot be consumed in public.

Members may also wish to consider whether the hours of opening relate to any problems of anti-social behaviour.

If Members believe that there is a substantial problem of anti-social behaviour and it cannot be proportionately addressed by licensing conditions they should refuse the application.

### Licensing Policy

The policy recognises that other legislation or measures may be more appropriate but also states that licensing laws are "a key aspect of such control and will always be part of an overall approach to the management of the evening and night time economy" (see Section 5.14 and 5.15 of the Licensing Policy).

The Licensing Authority expects the applicant to have addressed all crime and disorder issues relating to the premises in their operating schedule and to have sought appropriate advice. (See Sections 9.2 of the Licensing Policy)

The Licensing Authority will consider attaching conditions to deter crime and disorder and may be draw from the Model Conditions in **Appendix 3 of the Licensing Policy**. In particular Members may wish to consider (this list is not exhaustive):

- Bottle Bans
- Plastic containers
- CCTV (outside the premises)
- Restrictions on open containers for "off sales"
- Proof of Age scheme
- Crime prevention notices
- Drinks promotions-aimed at stopping irresponsible promotions
- Signage

### **Cumulative Impact**

There is a process by which the Licensing Authority can determine that an area is saturated following representations. However, the process for this involves wide consultation and cannot come from representations about a particular application. (See Section 20 of the Licensing Policy).

#### **Police Powers**

The Licensing Act 2003, Part 8 gives a senior police officer the power to close a premises for up to 24 hours where the officer believes there is, or is likely to be disorder on or in the vicinity and closure is necessary in the interests of public.

### Guidance Issued under Section 182 of the Licensing Act 2003

The key role of the Police is acknowledged (2.1).

Conditions attached to licences cannot seek to manage the behaviour of customers once they are beyond the direct management of the licence holder, but can relate to the immediate vicinity of the premises as they seek entry or leave (1.16).

Conditions are best targeted on deterrence and preventing crime and disorder (2.3) CCTV inside & out, communication, police liaison, no glasses are all relevant

There is also guidance issued around public nuisance (2.15 - 2.21).

Licence conditions should not duplicate other legislation (1.16).

Necessary and appropriate conditions should normally focus on the most sensitive periods and may address disturbance as customers enter or leave the premises but it is essential that conditions are focused on measures within the direct control of the licence holder (2.18/2.21).

Licensing law is not the primary mechanism for the general control of nuisance and anti-social behaviour by individuals once they are away from the licensed premises and, therefore, beyond the direct control of the individual, club or business holding the licence, certificate or authorisation concerned (14.13).

### Other Legislation

### Crime and Disorder Act 1998

The Council has a duty under Section 17 of the Crime and Disorder Act 1998 to do all it reasonably can to prevent crime and disorder.

The Act also introduced a wide range of measures designed to address anti-social behaviour committed by adults and young people. These include:

Anti-Social Behaviour Orders

- Child Curfew Schemes
- TruancyParenting Orders
- Reparation Orders
- Tackling Racism

### **Access and Egress Problems**

Such as:

Disturbance from patrons arriving/leaving the premises on foot Disturbance from patrons arriving/leaving the premises by car Lack of adequate car parking facilities

Close proximity to residential properties

### Comment

The above have been grouped together as egress problems. Of course the particular facts will be different for each alleged problem.

Egress only is referred to-if necessary access can be added or substituted in.

#### General Advice

In considering concerns relating to disturbance from egress, Members need to be satisfied that the premises under consideration has been identified as the source of the actual or potential disturbance. If they are satisfied that this is a problem, then proportionate conditions should be considered.

The hours of operation also need to be considered.

If Members believe that there is a substantial problem concerning egress and it cannot be proportionately addressed by licensing conditions, they should refuse the application.

### **Licensing Policy**

The policy recognises that noise nuisance can be an issue, especially if a premises is open late at night. (See Section 11 of the Licensing Policy).

The Licensing Authority expects the applicant to have addressed all nuisance issues relating to the premises in their operating schedule and to have sought appropriate advice from the Council's Environmental Health Officers. (See Section 11.2 of the Licensing Policy).

The policy also recognises that staggered closing can help prevent problems at closure time (**See Section 16.1**).

However, while all applications will be considered on their merits, consideration will be given to imposing stricter conditions in respect of noise control where premises are situated close to local residents. (**See Section 16.6**)

The Council has adopted a set of framework hours (**See 16.8 of the licensing policy**). This relates to potential disturbance caused by late night trading.

The Licensing Authority will consider attaching conditions to prevent nuisance and these may include Conditions drawn from the Model Pool of Conditions (**See Appendix 3 of the Licensing Policy**). In particular Members may wish to consider (this list is not exhaustive):

- hours of opening (this needs to be balanced against potential disorder caused by artificially early closing times
- Whether certain parts should close earlier than the rest (for example a "beer garden", or restricted in their use
- Whether or not certain activities should have to close at an early hour, for example live music
- Conditions controlling noise or vibration (for example, noise limiters, keeping doors and windows closed).
- Prominent clear and legible notices at all exits requesting the public to respect the needs of local residents and leave the premises and area quietly

### Guidance Issued under Section 182 of the Licensing Act 2003

The prevention of public nuisance could include low-level nuisance, perhaps affecting a few people living locally as well as major disturbance affecting the whole community. (2.15).

Licence conditions should not duplicate other legislation (1.16).

Any conditions should be tailored to the type, nature and characteristics of the specific premises. Licensing authorities should be aware of the need to avoid inappropriate or disproportionate measures that could deter events that are valuable to the community, such as live music. Noise limiters, for example, are very expensive to purchase and install and are likely to be a considerable burden for smaller venues. (2.19)

Measures can include ensuring the safe departure of customers, these can include:

- Providing information on the premises of local taxi companies who can provide safe transportation home; and
- Ensuring adequate lighting outside the premises, particularly on paths leading to and from the premises and in car parks

Necessary and appropriate conditions should normally focus on the most sensitive periods (2.19) and may address disturbance as customers enter or leave the premises but it is essential that conditions are focused on measures within the direct control of the licence holder.

### **Licensing Policy Relating to Hours of Trading**

All applications have to be considered on their own merits.

The Council has however adopted a set of framework hours as follows:

- Monday to Thursday, from 06:00 hrs to 23:30 hrs
- Friday and Saturday, from 06:00 hrs to 00:00 hrs (midnight)
- Sunday, from 06:00 hrs to 22:30 hrs

### (see 16.8 of the Licensing Policy)

In considering the applicability of frame work hours to any particular application regard should be had to the following

- Location
- Proposed hours of regulated activities, and the proposed hours the premises are open to the public
- The adequacy of the applicant's proposals to deal with issues of crime and disorder and public nuisance
- Previous history
- Access to public transport
- Proximity to other licensed premises, and their hours

### (See 16.9 of the Licensing Policy)

Subject to any representations to the contrary in individual cases the following premises are not generally considered to contribute to late night anti-social behaviour and will therefore generally have greater freedom

- Theatres
- Cinemas
- Premises with club premises certificates

### **Planning**

An application for a Premises Licence can be made in respect of a premises even where the premises does not have relevant Planning Permission. That application has to be considered and Members can only refuse the application where the application itself does not promote one of more of the Licensing Objectives. Members cannot refuse just because there is no planning permission. Where a Premises Licence is granted and which exceeds what is allowed by the Planning Permission and that Premises then operates in breach of planning then the operator would be liable to enforcement by Planning.

