

# Licensing Sub Committee

## Agenda

**Tuesday, 20 June 2023 at 6.30 p.m.**  
**Council Chamber - Town Hall, Whitechapel**

### Contact for further enquiries:

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<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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## **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, 20 June 2023

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**

#### **4. Application for a Premises Licence The Griff Inn, The Garrod Building, Turner Street London E1 2AD (PAGES 19 - 102)**

Licensing Objectives:

- Prevention of Public Nuisance
- Prevention of Crime and Disorder

Representations:

- Environmental Protection
- Licensing Authority





- Trading Standards

**Ward: Whitechapel**

## **5. 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**

Tuesday, 4 July 2023 at 6.30 p.m. to be held in Council Chamber - Town Hall, Whitechapel



The best of London in one borough

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

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# Agenda Item 1

## **DECLARATIONS OF INTERESTS AT MEETINGS– NOTE FROM THE MONITORING OFFICER**

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.

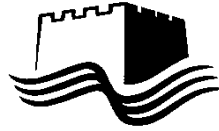
**Further Advice** contact: Janet Fasan, Monitoring Officer, Tel: 0207 364 4800.

## **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**

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

## **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 them 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:  
[www.towerhamlets.gov.uk/committee](http://www.towerhamlets.gov.uk/committee) - '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.

Typical Seating Plan for Licensing Sub - Committee Meetings in the Town Hall Council Chamber.

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

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# Agenda Item 4

Committee :	Date	Classification	Report No.	Agenda Item No.
<b>Licensing Sub Committee</b>		<b>Unclassified</b>		

Report of : <b>David Tolley</b> <b>Head of Environmental Health &amp; Trading Standards</b>  Originating Officer: <b>Lavine Miller-Johnson</b> <b>Licensing Officer</b>	Title: <b>Licensing Act 2003 Application for a Premises Licence</b> <b>The Griff Inn, The Garrod Building, Turner Street</b> <b>London E1 2AD</b>  Ward affected: <b>Whitechapel</b>
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## 1.0 Summary

Applicant: **QMSU Services Ltd**  
Name and **The Griff Inn SU**  
Address of Premises: **The Garrod Building Turner Street**  
**London E1 2AD**

Licence sought: **Licensing Act 2003**  
**Supply of Alcohol**  
**Regulated Entertainment**  
**Late Night Refreshment**

Objectors: **Licensing**  
**Environmental Health**  
**Trading Standards**

## 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  
LBTH Licensing Policy

Lavine Miller-Johnson  
020 7364 2665

### 3.0 Background

- 3.1 This is an application for a new premises licence for The Griff Inn, The Garrod Building, Turner Street London E1 2AD
- 3.2 A copy of the application is enclosed as **Appendix 1**.
- 3.3 The applicant has described the premises as a Student Union Café, bar and function space facility within the Queen Mary University Campus, Garrod Building. It consists of 4<sup>th</sup> floor, basement, ground, 1<sup>st</sup> and 2<sup>nd</sup> floor.
- 3.4 The hours for licensable activities applied for are:

#### **The provision of film(indoors)**

Monday to Saturday from 11:00 hours to 00:00 hours

Sunday from 11:00 hours to 22:00 hours

#### **The provision of live music and recorded music, performance of dance and anything of a similar description (Indoors)**

- Monday 23:00 hours to 00:00 hours
- Tuesday 23:00 hours to 23:00:00 hours
- Wednesday 23:00 hours to 00:00 hours
  
- Thursday 00:00 hours to 01:30 hours  
23:00 hours to 00:00 hours
  
- Friday 00:00 hours to 01:30 hours  
23:00 hours to 00:00 hours
  
- Saturday 00:00 hours to 01:30 hours  
23:00 hours to 00:00 hours
  
- Sunday 00:00 hours to 01:30 hours

***Under the deregulation of The Live Music Act 2012 – A premises does not require a premises licence for the playing of recorded music between the hours of 08:00 hours – 23:00 hours, on any day on premises authorised to sell alcohol for the consumption on those premises provided that the audience does not exceed 500.***

#### **Late Night Refreshment (indoors)**

- Monday- Wednesday 23:00 hours to 00:00 hours
  
- Thursday 00:00 hours to 01:30 hours  
23:00 hours to 00:00 hours
  
- Friday 00:00 hours to 01:30 hours  
23:00 hours to 00:00 hours



- Saturday 00:00 hours to 01:30 hours  
23:00 hours to 00:00 hours
- Sunday 00:00 hours to 01:30 hours

#### **Supply of alcohol (on and off sales)**

- Monday -Wednesday 11:00 hours – 00:00 hours
- Thursday 00:00 hours - 01:30 hours  
11:00 hours - 00:00 hours
- Friday 00:00 hours – 01:30 hours  
11:00 hours – 00:00 hours
- Saturday 00:00 hours – 01:30 hours  
11:00 hours – 00:00 hours
- Sunday 00:00 hours – 01:30 hours  
11:00 hours – 22:00 hours

#### **Nonstandard timings (applies to all of the above)**

An additional hour to be added on the specific day only when British Summertime commences.

In the event of the transmission of any recognised international event which falls outside the permitted hours, to allow the activity to commence one hour before the start and ending one hour after the terminal hour. Maximum of 15 occasions each year with the police and licensing authority to be informed in writing at least 10 days before each event and consent to be in writing from the police.

#### **Hours premises is open to the public:**

Monday – Sunday 24 hours a day

#### **4.0 Location and Nature of the premises**

- 4.1 Photographs of the venue and immediate vicinity will be provided at the hearing.
- 4.2 The site plan of the venue is included as **Appendix 2**.
- 4.3 Maps showing the vicinity are included as **Appendix 3**.
- 4.4 Details of other licensed venues in the immediate vicinity are included as **Appendix 4**.

## 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 2018 with an update on the CIZ policy in November 2021.
- 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](http://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, that 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 5**.
- 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:

Licensing Authority - **See Appendix 6**

Environmental Health – **See Appendix 7**

Trading Standards – **See Appendix 8**

The Licensing Authority request a number of conditions should Members decide to grant the application.

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
- Primary Care Trust (Public Health England)
- 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 cover allegations of:

- Anti social behaviour from patrons leaving the premises
- Disturbance from patrons leaving the premises on foot
- Disturbance from patrons leaving the premises by car

6.12 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.

6.13 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. 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 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;
  - g) any refusal of the sale of alcohol;
  - h) any visit by a relevant authority or emergency service.
4. A Challenge 21 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.
5. Appropriate communication will be maintained with students, reminding them to leave the premises quietly and notices to that effect will be displayed in the Students' Union café / bar.
6. Where the premises are open for licensable activities on any day after 23:59, from 21:00 hours, SIA Door Supervisors shall be employed, on the basis of a risk assessment, at the premises until 30 mins after close. Further when engaged, all SIA licensed door supervisors will:

- a) wear their SIA badges;
  - b) be equipped with closed circuit radios;
  - and
  - c) when stationed outside the premises, wear high visibility jackets or vests.
  - d) ask customers not to stand around talking in the street outside the premises and ask customers to leave quickly and quietly.
  - e) will check the toilets every 30 mins and these checks are to be documented, this condition is of nil effect if the toilets are staffed by a toilet attendant.
  - f) Sign in in a register at the start of their shift and sign out at the end of their shift. In this log they will, confirm their full name, date of Birth, SIA registration number, and Contact details (phone number and email address).
  - g) remain on duty for half an hour after the close the venue to ensure all patrons are dispersed from the area.
  - h) monitor any patrons who are in a designated smoking area.
  - i) will have control of clickers ensuring that the venue is not over capacity at any time. Smokers must be included in the clicker count.
7. When SIA are employed at the premises the licence holder will:
- a) keep a photographic copy of each SIA door supervisor's badge, this will be produced upon request to the Metropolitan Police.
  - b) Employ a minimum of one (1) female SIA door supervisor, where possible; where this is not possible the licence holder will confirm the reasons in an incident report.
8. There shall be always at least one personal licence holder on duty on the premises from 21:00 hours until close when the premises are authorised to sell alcohol.
9. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
10. Notices shall be prominently displayed:
- a) at the main exit and the events exit requesting patrons to respect the needs of residents and leave the area quietly.
  - b) in the café/bar area stating that the premises has a zero tolerance towards drugs and weapons.
  - c) in the café/bar area warning of potential criminal activity such as theft that may target customers.
  - d) in the café/bar area advising customers that the premises operates a Challenge 21 proof of age scheme

11. The premises licence holder will ensure that all café/bar staff are trained commensurate with their roles at the premises including:
  - a) The Licensing Act 2003, responsibilities in supporting the four key objectives.
  - b) Crime Scene Preservations
  - c) Welfare and Vulnerability Engagement (WAVE) training
12. The premises licence holder will ensure that records of staff training are kept and, subject to the Data Protection act 2018, made available to Responsible Authority Officers on request.
13. The premises licence holder will ensure that refresher training is provided every 6 months.
14. Deliveries of materials necessary for the operation of the Student Union café/bar business shall be carried out at such time or in such a manner as to prevent nuisance and disturbance to nearby residents.
15. The premises licence holder will devise and maintain the following policies:
  - a) Dispersal  
This policy will include but not limited to:
    - i. How patrons leaving the premises will be directed away from the premises;
    - ii. How patrons will be informed of the services of taxi and private hire operators;
    - iii. What staff will be responsible for supervising those leaving the premises and how they will supervise such persons;
    - iii. Any 'wind' down periods;
    - iv. Methods to prevent re-entry to the premises;
    - v. How bottles and glasses will be prevented from being removed from the premises.
  - b) Security  
This policy will include but not limited to:  
Clear expectations of staff roles (including the DPS, managers/supervisors and door supervisors);  
Staff training regarding identification of suspicious activity and what action to take;
  - c) Drugs, this will be a zero-tolerance policy with regard to the use/possession of controlled drugs and psychoactive substances  
Including but not limited to:
    - i. Dealing with patrons suspected of using drugs on the premises;
    - ii. Scrutiny of spaces including toilets or outside areas;
    - iii. The handling of items suspected to be illegal drugs or psychoactive substances.

- iv. Steps taken to discourage and disrupt drug use on the premises
- v. Steps to be taken to inform patrons of the premises drug policy/practice.

16. When the premises is open past 01:00 they shall operate a last admittance policy for patrons whereby the last patron shall be admitted to the premises 60 minutes before closing time.

## **8.0 Licensing Officer Comments**

8.1 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.

8.2 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)
- 8.3 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.
- 8.4 In all cases the Members should make their decision on the civil burden of proof, that is “the balance of probability.”
- 8.5 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.
- 8.6 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)
- 8.7 The Council’s Licensing Policy generally expects applicants to address the licensing objectives and discuss how to do this with the relevant responsible authorities.
- 8.8 In **Appendices 9-13** 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**

<b>Appendix 1</b>	A copy of the application
<b>Appendix 2</b>	Site Plan
<b>Appendix 3</b>	Maps of the surrounding area
<b>Appendix 4</b>	Other licensed venues in the area
<b>Appendix 5</b>	Section 182 Advice by the DCMS- Relevant, vexatious and frivolous representations
<b>Appendix 6</b>	Representation from Licensing Authority
<b>Appendix 7</b>	Representation from Environmental Health
<b>Appendix 8</b>	Representation from Trading Standards
<b>Appendix 9</b>	Licensing officer comments on access and egress problems
<b>Appendix 10</b>	Licensing officer comments on protection of children from harm
<b>Appendix 11</b>	Licensing officer comments on public nuisance
<b>Appendix 12</b>	Planning
<b>Appendix 13</b>	Licensing Policy relating to hours of trading.

# Appendix 1

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

### Applicant Details

* First name	<input type="text" value="QMSU"/>	
* Family name	<input type="text" value="Services Ltd"/>	
* E-mail	<input type="text" value=""/>	
Main telephone number	<input type="text" value=""/>	Include country code.
Other telephone number	<input type="text"/>	
<input type="checkbox"/> Indicate here if the applicant would prefer not to be contacted by telephone		

Is the applicant:

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

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

### Applicant Business

Is the applicant's business registered in the UK with Companies House?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Note: completing the Applicant Business section is optional in this form.
Registration number	<input type="text" value="6677304"/>	
Business name	<input type="text" value="QMSU Services Ltd"/>	If the applicant's business is registered, use its registered name.
VAT number	<input type="text" value="GB"/> <input type="text" value="143777588"/>	Put "none" if the applicant is not registered for VAT.
Legal status	<input type="text" value="Private Limited Company"/>	

**Continued from previous page...**

Applicant's position in the business

Home country

The country where the applicant's headquarters are.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Agent Details**

\* First name

\* Family name

\* E-mail

Main telephone number

Include country code.

Other telephone number

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

Are you:

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

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

**Agent Business**

Is your business registered in the UK with Companies House? ☒ Yes ☐ No

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

Registration number

Business name

If your business is registered, use its registered name.

VAT number

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

Legal status

*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Agent Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

**Premises Address**

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

☒ Address    ☐ OS map reference    ☐ Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

## Section 3 of 21

### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- ☐ An individual or individuals
- ☒ A limited company / limited liability partnership
- ☐ 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 Her Majesty's prerogative

## Section 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

Name

#### Details

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

*Continued from previous page...*

Private Limited Company

### Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

### Contact Details

Telephone number

Other telephone number

\* Date of birth     
dd mm yyyy

\* Nationality  [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?  /  /   
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 the premises

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

Students Union Cafe, Bar and function space facility within the Queen Mary University Campus, Garrod Building. Consists of 4 floors, basement, ground, 1st and 2nd floors



*Continued from previous page...*

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

## Section 6 of 21

### PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

☐ Yes ☒ No

## Section 7 of 21

### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

☒ Yes ☐ No

### Standard Days And Timings

#### MONDAY

Start

End

Start

End

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

#### TUESDAY

Start

End

Start

End

#### WEDNESDAY

Start

End

Start

End

#### THURSDAY

Start

End

Start

End

#### FRIDAY

Start

End

Start

End

#### SATURDAY

Start

End

Start

End

*Continued from previous page...*

SUNDAY

Start

End

Start

End

Will the exhibition of films take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ 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.

Incidental use consistent with a Students' Union Cafe Bar

State any seasonal variations for the exhibition of film

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

An additional hour to be added on the specific day only when British Summertime commences.

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 exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

In the event of the transmission of any recognised international event which falls outside the permitted hours, to allow the activity to commence one hour before the start and ending one hour after the terminal hour. Maximum of 15 occasions each year with the police and licensing authority to be informed in writing at least 10 days before each event and consent to be in writing from the police.

## Section 8 of 21

### PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

☐ Yes ☒ No

## Section 9 of 21

### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

☐ Yes ☒ No

## Section 10 of 21

### PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

Continued from previous page...

## Standard Days And Timings

### MONDAY

Start

End

Start

End

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

### TUESDAY

Start

End

Start

End

### WEDNESDAY

Start

End

Start

End

### THURSDAY

Start

End

Start

End

### FRIDAY

Start

End

Start

End

### SATURDAY

Start

End

Start

End

### SUNDAY

Start

End

Start

End

Will the performance of live music take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ 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.

Consistent with the use as an entertainment space.

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.

An additional hour to be added on the specific day only when British Summertime commences.

*Continued from previous page...*

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.

In the event of the transmission of any recognised international event which falls outside the permitted hours, to allow the activity to commence one hour before the start and ending one hour after the terminal hour. Maximum of 15 occasions each year with the police and licensing authority to be informed in writing at least 10 days before each event and consent to be in writing from the police.

## Section 11 of 21

### PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

☒ Yes ☐ No

#### Standard Days And Timings

##### MONDAY

Start

End

Start

End

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

##### TUESDAY

Start

End

Start

End

##### WEDNESDAY

Start

End

Start

End

##### THURSDAY

Start

End

Start

End

##### FRIDAY

Start

End

Start

End

##### SATURDAY

Start

End

Start

End

*Continued from previous page...*

SUNDAY

Start

End

Start

End

Will the playing of recorded music take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ 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.

Consistent with a Students' Union Bar

State any seasonal variations for playing recorded music

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

An additional hour to be added on the specific day only when British Summertime commences.

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 exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

In the event of the transmission of any recognised international event which falls outside the permitted hours, to allow the activity to commence one hour before the start and ending one hour after the terminal hour. Maximum of 15 occasions each year with the police and licensing authority to be informed in writing at least 10 days before each event and consent to be in writing from the police.

## Section 12 of 21

### PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

☐ Yes ☒ No

## Section 13 of 21

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

[See guidance on regulated entertainment](#)

Will you be providing anything similar to live music, recorded music or performances of dance?

☒ Yes ☐ No

### Standard Days And Timings

*Continued from previous page...*

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Give a description of the type of entertainment that will be provided

Consistent with a students Union Bar

Will this entertainment take place indoors or outdoors or both?

☒ Indoors ☐ Outdoors ☐ 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.

An additional hour to be added on the specific day only when British Summertime commences.

*Continued from previous page...*

State any seasonal variations for entertainment

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 entertainment 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.

In the event of the transmission of any recognised international event which falls outside the permitted hours, to allow the activity to commence one hour before the start and ending one hour after the terminal hour. Maximum of 15 occasions each year with the police and licensing authority to be informed in writing at least 10 days before each event and consent to be in writing from the police.

## Section 14 of 21

### LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

☒ Yes ☐ No

### Standard Days And Timings

#### MONDAY

Start

End

Start

End

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

#### TUESDAY

Start

End

Start

End

#### WEDNESDAY

Start

End

Start

End

#### THURSDAY

Start

End

Start

End

#### FRIDAY

Start

End

Start

End

**Continued from previous page...**

**SATURDAY**

Start

End

Start

End

**SUNDAY**

Start

End

Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

☒ Indoors      ☐ Outdoors      ☐ 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.

Consistent with the use as a students union cafe bar and entertainment space.

State any seasonal variations

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

An additional hour to be added on the specific day only when British Summertime commences.

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 exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

In the event of the transmission of any recognised international event which falls outside the permitted hours, to allow the activity to commence one hour before the start and ending one hour after the terminal hour. Maximum of 15 occasions each year with the police and licensing authority to be informed in writing at least 10 days before each event and consent to be in writing from the police.

**Section 15 of 21**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

☒ Yes      ☐ No

**Standard Days And Timings**



*Continued from previous page...*

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- ☐ On the premises    ☐ Off the premises    ☒ Both

If the sale of alcohol is for consumption on  
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 exclusively) where the activity will occur on additional days during the summer months.

An additional hour to be added on the specific day only when British Summertime commences.

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

**Continued from previous page...**

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

In the event of the transmission of any recognised international event which falls outside the permitted hours, to allow the activity to commence one hour before the start and ending one hour after the terminal hour. Maximum of 15 occasions each year with the police and licensing authority to be informed in writing at least 10 days before each event and consent to be in writing from the police.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

**Name**

First name

Family name

Date of birth

**Enter the contact's address**

Building number or name

District

City or town

County or administrative area

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- ☐ Electronically, by the proposed designated premises supervisor
- ☒ As an attachment to this application

Reference number for consent form (if known)

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 ENTERTAINMENT**

**Continued from previous page...**

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

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 PUBLIC**

**Standard Days And Timings**

**MONDAY**

Start

End

Start

End

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

**TUESDAY**

Start

End

Start

End

**WEDNESDAY**

Start

End

Start

End

**THURSDAY**

Start

End

Start

End

**FRIDAY**

Start

End

Start

End

**SATURDAY**

Start

End

Start

End

**SUNDAY**

Start

End

Start

End

State any seasonal variations

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

*Continued from previous page...*

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**

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.

Proposed conditions for discussions with the authorities attached to the application marked as Annex A

b) The prevention of crime and disorder

Proposed conditions for discussions with the authorities attached to the application marked as Annex A

c) Public safety

Proposed conditions for discussions with the authorities attached to the application marked as Annex A

d) The prevention of public nuisance

Proposed conditions for discussions with the authorities attached to the application marked as Annex A

e) The protection of children from harm

Proposed conditions for discussions with the authorities attached to the application marked as Annex A

## 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.

*Continued from previous page...*

- 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.

***Continued from previous page...***

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 <https://www.gov.uk/prove-right-to-work>) 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.

## **Section 20 of 21**

### **NOTES ON REGULATED ENTERTAINMENT**

***Continued from previous page...***

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

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



**Continued from previous page...**

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

**Section 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](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 more information below visit <https://www.towerhamlets.gov.uk/latenightlevy>

Continued from previous page...

\* Fee amount (£)

DECLARATION

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

[APPLICABLE TO INDIVIDUAL APPLICANTS ONLY, INCLUDING THOSE IN A PARTNERSHIP WHICH IS NOT A LIMITED LIABILITY PARTNERSHIP] I UNDERSTAND I AM NOT ENTITLED TO BE ISSUED WITH A LICENCE IF I DO NOT HAVE THE ENTITLEMENT TO LIVE AND WORK IN THE UK (OR IF I AM SUBJECT TO A CONDITION PREVENTING ME FROM DOING WORK RELATING TO THE CARRYING ON OF A LICENSABLE ACTIVITY) AND THAT MY LICENCE WILL BECOME INVALID IF I CEASE TO BE ENTITLED TO LIVE AND WORK IN THE UK (PLEASE READ GUIDANCE NOTE 15). THE DPS NAMED IN THIS APPLICATION FORM IS ENTITLED TO WORK IN THE UK (AND IS NOT SUBJECT TO CONDITIONS PREVENTING HIM OR HER FROM DOING WORK RELATING TO A LICENSABLE ACTIVITY) AND I HAVE SEEN A COPY OF HIS OR HER PROOF OF ENTITLEMENT TO WORK, IF APPROPRIATE (PLEASE SEE NOTE 15).

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

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

\* Full name

\* Capacity

\* Date  /  /   
dd mm yyyy

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

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

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

**IT IS AN OFFENCE 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	<input type="text"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

**QMSU – Proposed Conditions for discussion with responsible authorities - V2:**

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 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;
  - g) any refusal of the sale of alcohol;
  - h) any visit by a relevant authority or emergency service.
- 4. A Challenge 21 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.
- 5. Appropriate communication will be maintained with students, reminding them to leave the premises quietly and notices to that effect will be displayed in the Students' Union café / bar
- 6. Where the premises are open for licensable activities on any day after 23:59, from 21:00 hours, SIA Door Supervisors shall be employed, on the basis of a risk assessment, at the premises until 30 mins after close. Further when engaged, all SIA licensed door supervisors will:
  - a) wear their SIA badges;
  - b) be equipped with closed circuit radios;and
  - c) when stationed outside the premises, wear high visibility jackets or vests.
  - d) ask customers not to stand around talking in the street outside the premises and ask customers to leave quickly and quietly.
  - e) will check the toilets every 30 mins and these checks are to be documented, this condition is of nil effect if the toilets are staffed by a toilet attendant.
  - f) Sign in in a register at the start of their shift and sign out at the end of their shift. In this log they will, confirm their full name, date of Birth, SIA

registration number, and Contact details (phone number and email address).

g) remain on duty for half an hour after the close the venue to ensure all patrons are dispersed from the area.

h) monitor any patrons who are in a designated smoking area.

i) will have control of clickers ensuring that the venue is not over capacity at any time. Smokers must be included in the clicker count.

7. When SIA are employed at the premises the licence holder will:

a) keep a photographic copy of each SIA door supervisor's badge, this will be produced upon request to the Metropolitan Police.

b) Employ a minimum of one (1) female SIA door supervisor, where possible; where this is not possible the licence holder will confirm the reasons in an incident report.

8. There shall be always at least one personal licence holder on duty on the premises from 21:00 hours until close when the premises are authorised to sell alcohol.

9. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.

10. Notices shall be prominently displayed:

a) at the main exit and the events exit requesting patrons to respect the needs of residents and leave the area quietly.

b) in the café/bar area stating that the premises has a zero tolerance towards drugs and weapons.

c) in the café/bar area warning of potential criminal activity such as theft that may target customers.

- d) in the café/bar area advising customers that the premises operates a Challenge 21 proof of age scheme.

11. The premises licence holder will ensure that all café/bar staff are trained commensurate with their roles at the premises including:

- a) The Licensing Act 2003, responsibilities in supporting the four key objectives.
- b) Crime Scene Preservations
- c) Welfare and Vulnerability Engagement (WAVE) training

12. The premises licence holder will ensure that records of staff training are kept and, subject to the Data Protection act 2018, made available to Responsible Authority Officers on request.

13. The premises licence holder will ensure that refresher training is provided every 6 months.

14. Deliveries of materials necessary for the operation of the Student Union café/bar business shall be carried out at such time or in such a manner as to prevent nuisance and disturbance to nearby residents.

15. The premises licence holder will devise and maintain the following policies:

- a) Dispersal

This policy will include but not limited to:

- i. How patrons leaving the premises will be directed away from the premises;
- ii. How patrons will be informed of the services of taxi and private hire operators;
- iii. What staff will be responsible for supervising those leaving the premises and how they will supervise such persons;
- iii. Any 'wind' down periods;

- iv. Methods to prevent re-entry to the premises;
- v. How bottles and glasses will be prevented from being removed from the premises.

b) Security

This policy will include but not limited to:

Clear expectations of staff roles (including the DPS, managers/supervisors and door supervisors);

Staff training regarding identification of suspicious activity and what action to take;

c) Drugs, this will be a zero-tolerance policy with regard to the use/possession of controlled drugs and psychoactive substances

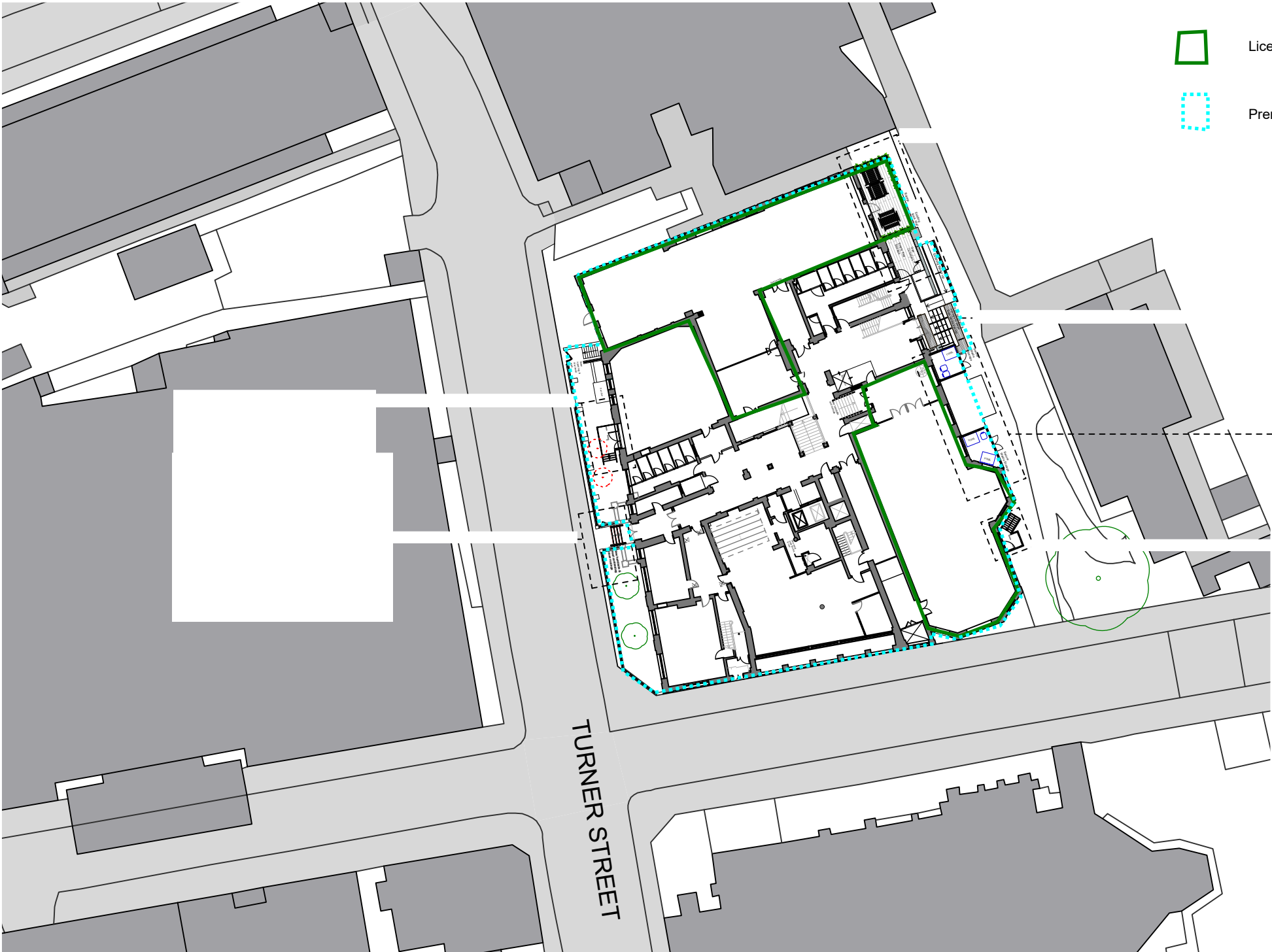
Including but not limited to:

- i. Dealing with patrons suspected of using drugs on the premises;
- ii. Scrutiny of spaces including toilets or outside areas;
- iii. The handling of items suspected to be illegal drugs or psychoactive substances.
- iv. Steps taken to discourage and disrupt drug use on the premises
- v. Steps to be taken to inform patrons of the premises drug policy/practice.

16. When the premises is open past 01:00 they shall operate a last admittance policy for patrons whereby the last patron shall be admitted to the premises 60 minutes before closing time.



# Appendix 2



PROPOSED SITE PLAN



Scale 1:500 @ A3



Chartered Architects  
Chartered Building Surveyors  
Interior Designers  
CDM Services

Suite 3, Sandford House,  
1b Claremont Road,  
Teddington, TW11 8DH  
+44 (0)20 8943 5300  
www.kendallkingscott.co.uk

Project  
Relocation of BLSA to  
Garrod Building

Client  
Queen Mary University London

Scale Paper Size Filename  
1:500 ISO A3 220328-QMUL\_Site Plan.vwx

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P06	18/11/2022	BM JB	Planning
P05	09/11/2022	BM JB	
P04	04/11/2022	BM JB	
P03	25/10/2022	BM JB	
P02	05/10/2022	BM JB	
P01	26/09/22	BM JB	
Rev	Date	By	Ap Note

Drawing Title  
Proposed Site Plan Licensing

Project Number	Drawing Number	Revision
220328-1102	P06	

Date	Drawn	Checked	Purpose/Status
31/08/2022	BM	JB	PLANNING

Check all dimensions and levels on site

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Chartered Architects  
Chartered Building Surveyors  
Interior Designers  
CDM Services

Project One  
Reprovision of BLSA to Garrod Building

Client  
Queen Mary University London

Scale Paper Size Filename  
1:100 ISO A1 220328-QMUL\_Proposed Plans.vwx

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P14 12/01/2023 BM JB Wall types & key added  
P13 02/12/2022 BM JB TENDER ISSUE  
P12 30/11/2022 BM JB

Rev Date By Ap Note

Drawing Title  
Proposed Ground Floor Plan

Project Number Drawing Number Revision  
220328-2001 P14

Date Drawn Checked Purpose/Status  
22/06/2022 BM JB PRELIMINARY

Check all dimensions and levels on site

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**KEY**

	Project 2		SU
	Out of scope		EAF
	K10 115 Partition Type 1 Timber Metal/Stud Walls General		BLIZZARD
	K10 116 Partition Type 2 Fire Rated Acoustic/Metal Stud Wall		IOD
	K10 116 Partition Type 3 Fire Rated Acoustic/Metal Stud Wall		OTHER
	K10 125 Infill to existing partitions		IHSE
	premises bounda		COLLEGE TEACHING
			IT SERVICES
			SMD
			PROPOSED DOORS ID2.04
			RETAINED DOORS ID2.04

PROPOSED BASEMENT PLAN



Scale 1:100 @ A1



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CDM Services

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Teddington, TW11 8DH  
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Project  
Project One  
Reprovision of BLSA to Garrod Building

Client  
Queen Mary University London

Scale Paper Size Filename  
1:100 ISO A1 220328-QMUL\_Proposed Plans.vwx

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P11 12/01/2023 BM JB Wall types & key added  
P10 02/12/2022 BM JB TENDER ISSUE  
P8 22/11/2022 BM JB

Rev Date By Ap Note

Drawing Title  
Proposed Basement Licensing

Project Number Drawing Number Revision  
220328-2000 P11

Date Drawn Checked Purpose/Status  
22/06/2022 BM JB PRELIMINARY

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PROPOSED FIRST FLOOR PLAN



Scale 1:100 @ A1



**KEY**

	Project 2		SU
	Out of scope		EAF
	K10 115 Partition Type 1 Timber Metal/Stud Walls General		BLIZZARD
	K10 116 Partition Type 2 Fire Rated Acoustic/Metal Stud Wall		IOD
	K10 116 Partition Type 3 Fire Rated Acoustic/Metal Stud Wall		OTHER
	K10 125 Infill to existing partitions		IHSE
	Premises Boundary		COLLEGE TEACHING
			IT SERVICES
			SMD
			PROPOSED DOORS ID2.04
			RETAINED DOORS ID2.04



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P12 12/01/2023 BM JB Wall types & key added  
P11 12/01/2023 BM EQ Furniture layout correction  
P10 02/12/2022 BM JB TENDER ISSUE

Rev Date By Ap Note

Drawing Title  
Proposed First Floor Plan Licensing

Project Number Drawing Number Revision  
220328-2002 P12

Date Drawn Checked Purpose/Status  
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PROPOSED SECOND FLOOR PLAN



Scale 1:100 @ A1

KEY

Project 2

Out of scope

K10 115 Partition Type 1  
Timber Metal/Stud Walls  
General

K10 116 Partition Type 2  
Fire Rated Acoustic/Metal  
Stud Wall

K10 116 Partition Type 3  
Fire Rated Acoustic/Metal  
Stud Wall

K10 125 Infill to existing  
partitions

Premises Boundary

SU

EAF

BLIZZARD

IOD

OTHER

IHSE

COLLEGE TEACHING

IT SERVICES

SMD

PROPOSED DOORS  
ID2.04

RETAINED DOORS  
ID2.04

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P13 02/12/2022 BM JB TENDER ISSUE  
P12 30/11/2022 BM JB

Rev Date By Ap Note

Drawing Title  
Proposed Second Floor Plan Licensing

Project Number Drawing Number Revision  
220328-2003 P14

Date Drawn Checked Purpose/Status  
22/06/2022 BM JB PRELIMINARY

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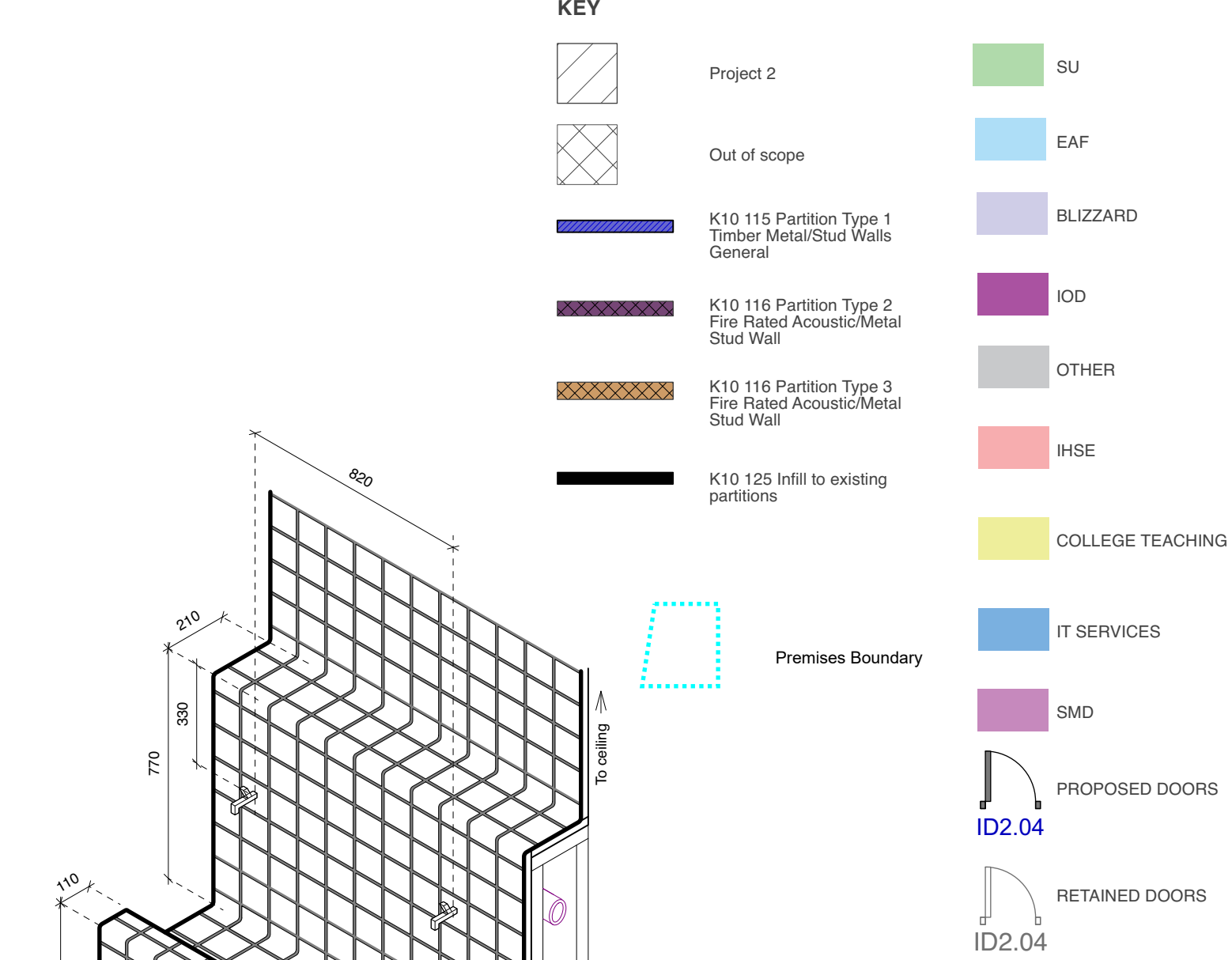
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PROPOSED THIRD FLOOR PLAN

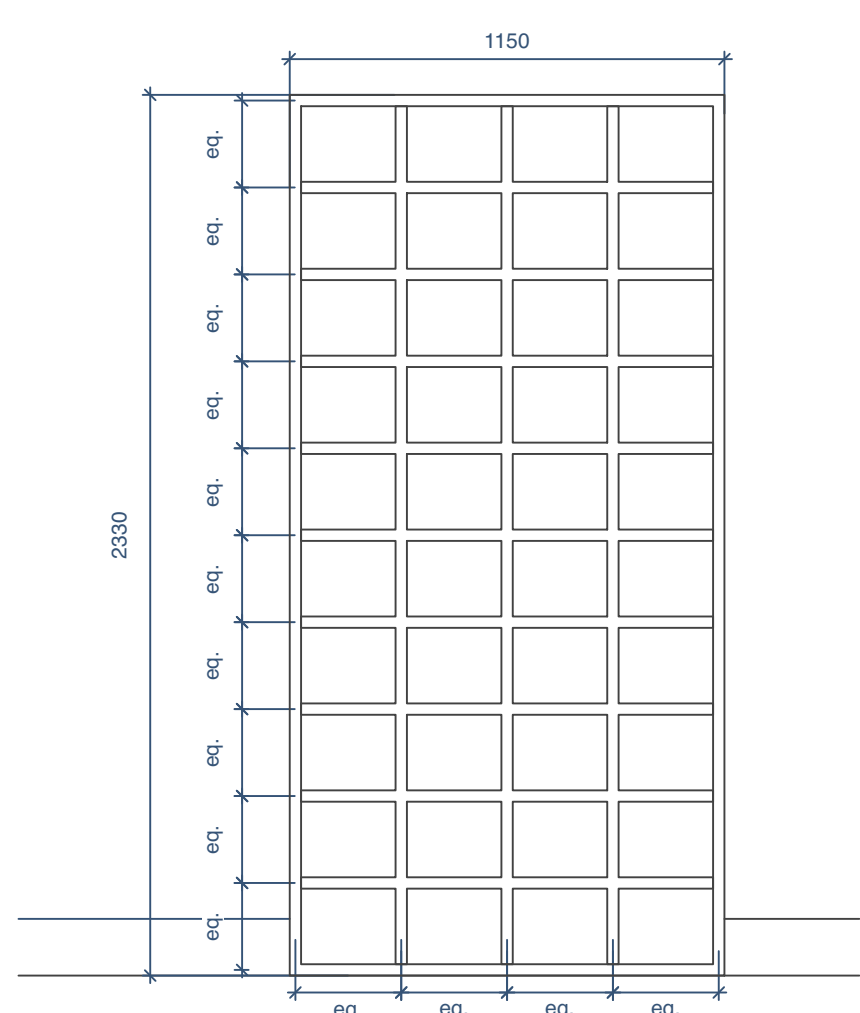


Scale 1:100 @ A1



SHOE RACK ARRANGEMENT

N10 110



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P10 02/12/2022 BM JB TENDER ISSUE  
P9 30/11/2022 BM JB

Rev	Date	By	Ap	Note

Drawing Title  
Proposed Third Floor Plan Licensing

Project Number Drawing Number Revision  
220328-2004 P11

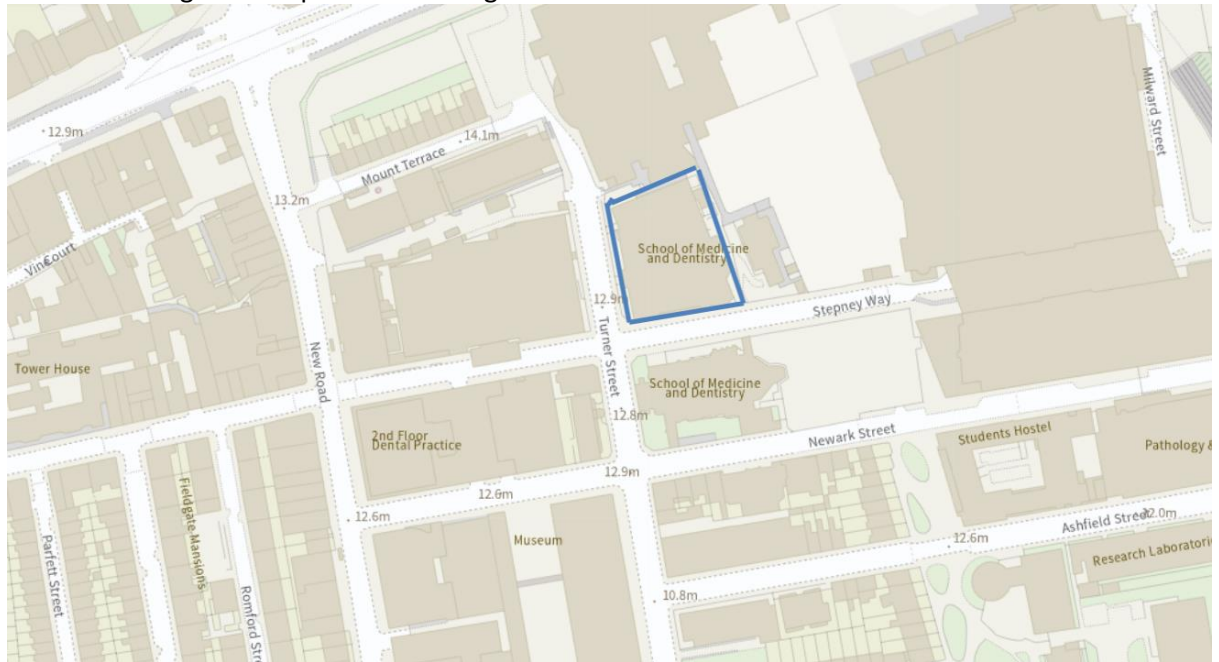
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# Appendix 3



## Garrod Building SU – Map of surrounding area



# Appendix 4

Address	Licensable activities/times	Opening hours
<p><b>(The Good Samaritan)</b>  <b>87 Turner Street</b>  <b>London</b>  <b>E1 2AE</b></p>	<p><b><u>Sale of Alcohol by retail (off sales).</u></b></p> <p>Sale of alcohol:  Mondays to Sunday from 11:00 hours to midnight</p> <p>Alcohol may be sold until 4a.m. New Year's Eve</p> <p>Regulated entertainment is permitted during the following hours:  Mondays, Tuesdays, and Wednesdays: 18:00 hours to 01:00 hours  Thursdays: 18:00 hours to 02:00 hours  Fridays and Saturdays: 18:00 hours to 02:30 hours  Sundays: 18:00 hours to 00:30 hours</p> <p>Regulated entertainment is permitted until 04:00 hours on Christmas Eve, New Year's Eve, St Patrick's Day and St. George's Day.</p> <p>During major national or international sporting events, entertainment is permitted for one hour prior to, or for one hour after the above times. Seven days notice will be given to police and licensing authority.</p> <p><b>On and off sales</b></p>	<p>Mondays, Tuesdays, and Wednesdays:  09:00 hours to 01:30 hours</p> <p>Thursdays: 9:00 hours to 02:30 hours</p> <p>Fridays and Saturdays:  09:00 hours to 02:30 hours</p> <p>Sundays: 09:00 hours to 01:00 hours</p> <p>The premises shall open until 04:00 hours on Christmas Eve, New Year's Eve, St Patrick's Day and St. George's Day.</p> <p>During major national or international sporting events, the premises shall be open for one hour prior to, or for one hour after the above times</p>

# Appendix 5

## **Section 182 Advice by the Home Office Updated on December 2022**

### 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.

# Appendix 6

## Lavine Miller-Johnson

---

**From:** Corinne Holland  
**Sent:** 13 March 2023 18:57  
**To:** Robert Sutherland; Licensing  
**Cc:** Lavine Miller-Johnson  
**Subject:** RE: The Griff Inn application - The Garrod Building, Turner Street

Dear Robert

Thank you for clarifying regarding the closing of the current premises and it's relocating into this premises and that licence will be surrendered prior to this one opening.

The Licensing Authority has the following representation to make to this application.

The hours applied for are:

**Live and recorded music Late night refreshments:**

Monday to Wednesday 23:00 – 00:00 hours (midnight)

Thursday – Saturday 23:00 – 01:30 hours

**Sale of alcohol:**

Monday – Wednesday 11:00 – 00:00 hours (midnight)

Thursday – Saturday 11:00 – 01:30 hours

Sunday 11:00 – 22:00 hours

Also contained in the application is the application for non-standard hours.

***In the event of the transmission of any recognised international event which falls outside the permitted hours, to allow the activity to commence one hour before the start and ending one hour after the terminal hour. Maximum of 15 occasions each year with the police and licensing authority to be informed in writing at least 10 days before each event and consent to be in writing from the police.***

The Temporary Event Notice (TENs) procedure is for operating outside of the permitted licenced hours. In effect if these 'non-standard hours' are allowed on the licence then this premises will be allowed double the amount of additional (usually later) hours than other premises.

The maximum number of persons allowed under a TEN is 499. As informed by the applicants agent the capacity of this premise is 400 and therefore can wholly utilise the TEN process for these additional days/timings and not have them as well as the allocation to 15 TEN's up to a maximum of 21 days per year.

As can be seen above licensing activities can take place until 01:30 hours Thursday – Saturday so potentially having an additional 35+ days where the licence can be operated later could potentially cause a noise nuisance to neighbouring residents as people arrive and leave the premises often in high spirits. TENs have to be submitted to the environmental health noise team as well as the police to approve/comment on. These non-standard hours have no such recourse to the noise team.

The Licensing Authority has no objection to the 'commencement of British summertime' non-standard timing.

If these 15 additional events are withdrawn from the licence application the Licensing Authority have no further objection.



Kind regards

**Corinne Holland**

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

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**Hearings will also be held here.**

Tower Hamlets is reviewing its Licensing Policy to take part in the consultation visit the below link:

<https://talk.towerhamlets.gov.uk/statement-of-licensing-policy-review-consultation-2023>

---

**From:** Robert Sutherland [REDACTED]  
**Sent:** Monday, March 13, 2023 4:29 PM  
**To:** Corinne Holland [REDACTED]  
**Cc:** Robert Sutherland <[REDACTED]>  
**Subject:** RE: The Griff Inn application - The Garrod Building, Turner Street

Hi Corrine

Please see below in blue

My understanding is that The Griff Inn currently opposite is closing and moving into this premises (Licence number 10099). Can you confirm this is correct as there is nothing to suggest this in the application. If this is the case will Premises Licence 10099 be surrendered.

**This correct. It is stated on the notice of application in the press and on the premises. The new licensed area will not become effective until September 23 but before the licence is used for licensable activities the current licence will be surrendered.**

I see from the plans you have included the whole building although I would guess much of this isn't going to be used for the licensable activities. Can you tell me the capacities please of the areas shown on the plan as I notice you have asked for 15 occasions to be allowed to extend the hours with 10 days notice. **This is as per the current licence. This is in addition to TENs. The capacity for the events would be 400. Police have a right to veto as their written consent required from the police**

Can you let me know why these can't be applied for via TENs? **This is per the current licence. I do not think they have used this facility recently but since the licence was granted I am not aware of any issues arising from the use of these additional hours or from TENs. The University and students union have operated responsibly and I think the**

occasions when they will be used are limited. Given the responsibility which has been demonstrated over many years and that they will need to persuade the police to give consent we are asking that they be allowed to continue

Also what counts as an 'event of the transmission of any recognised international event'?

This will be a question of fact and would include US presidential election results, OSCARS, a World Cup final, Superbowl, golden globe. The university has international recognition and there may be far wider events that may be used in the future but the final say on whether the additional times can be used lies with the police consent.

Any further questions please call me.

Best regards

Robert

**Robert Sutherland | Consultant Solicitor**  
*Recognised by The Legal 500 2023 for Licensing*

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## Lavine Miller-Johnson

---

**From:** Corinne Holland  
**Sent:** 02 May 2023 14:01  
**To:** Robert Sutherland; Nicola Cadzow  
**Cc:** Mark Perry; Angela Message; Lavine Miller-Johnson  
**Subject:** RE: 157281 premises license application for The Griffin Inn SU The Garrod Building, Turner Street, London

Dear Robert

I can see that the current licence includes:

1. The 15 occasions for international events
2. 2. BST extra hour and
3. NYE – as per GF rights.

Unfortunately this application included:

1. 15 occasional days
2. BST extra hour

It didn't include NYE.

I have to disagree with NYE being used as one of the 'international events of the 15 occasions'. The paragraph states in any case '**commence one hour before the start and end one hour after the terminal hour**'. You state you want 6.00am for NYE. This clearly cannot be fitted into the description of these non-standard timings.

***In the event of the transmission of any recognised international event which falls outside the permitted hours, to allow the activity to commence one hour before the start and ending one hour after the terminal hour. Maximum of 15 occasions each year with the police and licensing authority to be informed in writing at least 10 days before each event and consent to be in writing from the police.***

I appreciate your clients position in withdrawing these 15 occasional international events but it is not possible for the Licensing Authority to include something in the application which hasn't been applied for as I'm sure you appreciate.

You can either

1. Apply to vary this licence to include NYE once granted
2. Apply for a TEN for NYE each year
3. Have the matter heard by the LSC to see if they agree with your suggestion or the view of the Licensing Authority ( I would therefore have to withdraw my agreement sent earlier)

Please advise.

Kind regards

**Corinne Holland**  
Licensing Officer  
Environmental Health and Trading Standards  
Licensing & Safety Team  
4<sup>th</sup> Floor Tower Hamlets Town Hall  
160 Whitechapel Road

London  
E1 1BJ

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**E1 1BJ**

**Hearings will also be held here.**

---

**From:** Robert Sutherland <[REDACTED]>  
**Sent:** Tuesday, May 2, 2023 12:52 PM  
**To:** Corinne Holland <[REDACTED]> Nicola Cadzow  
[REDACTED]  
**Cc:** Mark Perry [REDACTED] Angela Message <[REDACTED]> Lavine  
Miller-Johnson <[REDACTED]> Robert Sutherland  
[REDACTED]  
**Subject:** RE: 157281 premises license application for The Griffin Inn SU The Garrod Building, Turner Street, London

Thank you Corrine for your response.

In respect of New years Eve, the current licence allows the 15 occasions and also authorises new years eve hours through to the end of authorised hours at the end of new years day. In respect new years eve this was not applied for specifically as it was considered this is included within the 15 occasions. My clients have accepted a compromise in respect of this and are prepared to amend the 15 occasions to be identified, to 2 specific identified occasions. It is clear the wider includes the specific and I would ask you to consider the proposed revision at this stage. This is substantially less than is currently in place which has not caused any difficulty from a crime and disorder or nuisance perspective. It is substantially less than set out in the application.

The revision is only proposed to be made if it is agreed at this stage. Happy to discuss further if that would help.

Best regards

Robert.

**Robert Sutherland | Consultant Solicitor**  
**Recognised by The Legal 500 2023 for Licensing**



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# Appendix 7

## Lavine Miller-Johnson

---

**From:** Lavine Miller-Johnson on behalf of Licensing  
**Sent:** 14 March 2023 16:54  
**To:** Lavine Miller-Johnson  
**Subject:** FW: 157281 premises license application for The Griffin Inn SU The Garrod Building, Turner Street, London

---

**From:** Nicola Cadzow <[REDACTED]>  
**Sent:** 14 March 2023 15:19  
**To:** Licensing [REDACTED]  
**Cc:** Mark Perry [REDACTED]  
**Subject:** 157281 premises license application for The Griffin Inn SU The Garrod Building, Turner Street, London

Dear Licensing,

Having considered the premises license application for The Griffin Inn SU The Garrod Building, Turner Street, London i have to consider the impact of the licensing objectives, particular 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.

The applicant has provided insufficient information in the operating schedule of the licence application to show how the applicant will promote the licensing objective for the prevention of public nuisance, nor consideration of the impact on public nuisance from increase footfall from persons accessing and egressing the premises, patrons outside the premise leaving to smoke etc.

I contacted the solicitor for the applicant on the 8<sup>th</sup> March 2023, but have received no acknowledgement of my email (see email below).

**Noise Sensitive premises:** residential premises 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 including patrons outside the premises to smoke, whilst the premises is in operation

### **CONCLUSION**

Environmental Protection **does not** support the application for The Griffin Inn SU The Garrod Building, Turner Street, London for the following reasons:

- (1) There is great likelihood of disturbance to residential premises from the impact of additional footfall
- (2) The applicant have not provided sufficient information to show how they will promote the licensing objective for the prevention of public nuisance

If the committee are minded to grant the licence i would ask that consideration Is given to the conditions and amendments as below:

**Noise conditions as below:**

- (1) Loudspeakers shall not be located in the entrance lobby or outside the premise building.
- (2) All windows and external doors shall be kept closed after 21:00 hours, or at any time when regulated entertainment takes place, except for the immediate access & egress of persons.
- (3) The external area shall not be used after 21:00 hours, except for patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, and shall be limited to 10 persons at any one time.
- (4) No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.

**No non-standard times**

- (1) Any additional hours requested outside of the standard timings shall be applied for by the use of a Temporary Event Notice (TEN).

Kind regards

Nicola Cadzow  
Environmental Protection Officer  
Place Directorate

---

**From:** Nicola Cadzow  
**Sent:** Wednesday, March 8, 2023 2:50 PM  
**To:** [REDACTED]  
**Cc:** Mark Perry [REDACTED]  
**Subject:** 157281 premises license application for The Griffin Inn SU The Garrod Building, Turner Street, London

Good afternoon Robert,

I am reviewing your client's premises license application for The Griffin Inn SU The Garrod Building, Turner Street, London, and there is insufficient noise conditions to promote the licensing objective for the prevention of Public nuisance, and I wish for the following:

**Noise conditions as below:**

- (1) Loudspeakers shall not be located in the entrance lobby or outside the premise building.
- (2) All windows and external doors shall be kept closed after 21:00 hours, or at any time when regulated entertainment takes place, except for the immediate access & egress of persons.
- (3) The external area shall not be used after 21:00 hours, except for patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, and shall be limited to 10 persons at any one time.
- (4) No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.

**No non-standard times**

- (1) Any additional hours requested outside of the standard timings shall be applied for by the use of a Temporary Event Notice (TEN).

Await your confirmation

Kind regards

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

  
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### **Housing Licensing Consultation**

We are currently consulting on the smaller HMO property licensing scheme (additional licensing), whether to renew the designation and extend it boroughwide. Please let us have your views at [Additional Licensing Scheme consultation](#) | [Let's Talk Tower Hamlets](#) and complete the questionnaire – Thank you



# Appendix 8

**From:** Neville Williams  
**Sent:** 20 Februar 2023 15:54  
**To:** [REDACTED]  
**Subject:** Premises Licence Ref. 157281

Dear Mr Sutherland,

**RE: The Griff Inn SU, The Garrod Building, Turner Street, London, E1 2AD**

As part of the consultation process, I have received a copy of your application for a premises licence under the Licensing Act 2003.

Trading Standards is one of the “responsible authorities” and as such we can make representations to the licensing authority in relation to this application.

Should we make representations it must be about the likely effect of granting the application on the promotion of the licensing objectives. One of the licensing objectives concerns the 'the protection of children from harm' including preventing the sale and supply of alcohol to children. Trading Standards has responsibility for enforcing legislation in relation to this. In regards to keeping children safe, you state :

A Challenge 21 Proof of Age Scheme.

Please may I take this opportunity to inform you that many premises have adopted a ‘Challenge 25’ policy so that they have a robust procedure in place to prevent underage sales.

I would therefore be grateful if your client would consider adopting the ‘Challenge 25’ policy.

Please let me know if they are willing to adopt this policy and if so, if they are willing for the ‘Challenge 25’ policy to be made a voluntary condition of the licence if their application is successful. The condition would be as follows:

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.

Resources are available to assist you in adopting ‘Challenge 25’ and these can be found at <https://www.wsta.co.uk/Challenge-25>

I look forward to hearing from you.

Regards

Neville Williams

Principal Consumer Services  
Officer

Accredited Financial Investigator

London Borough of Tower Hamlets

Environmental Health and Trading Standards

2nd floor

Mulberry Place

5 Clove Crescent

London E14 2BG



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--

**Nivi Jasa**  
Director



# Appendix 9

## **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 10 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 10.2 of the Licensing Policy**).

The policy also recognises that staggered closing can help prevent problems at closure time (**See Section 15.1**).

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 15.5**)

The Council has adopted a set of framework hours (**See 15.8 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 relating to the prevention of Public Nuisance. (**See Annex G 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.

# Appendix 10

## **Protection of children from harm**

- 10.1 The wide range of premises that require licensing means that children can be expected to visit many of these, often on their own, for food and/or entertainment. The protection of children from harm includes the protection of children from moral, psychological and physical harm. This includes not only protecting children from the harms associated directly with alcohol consumption but also wider harms such as exposure to strong language and sexual expletives (for example, in the context of exposure to certain films or adult entertainment). Home Office Guidance also expects Licensing authorities to consider the need to protect children from sexual exploitation when undertaking licensing functions.
- 10.2 Tackling Child Sexual Exploitation (CSE) is a key target both locally and nationally as such the Licensing Authority expects Licence Holders to:
- Understand that there are criminal offences in relation to sexual exploitation of a child,
  - Ensure that they and their employees have a basic awareness of the signs of CSE and how to report it;
  - Report any concerns to the appropriate authorities or to the Licensing Authority can advise them of the appropriate authority to report concerns to.
- 10.3 Applicants are to consult with the Responsible Authority designated for Child Protection listed in appendix 1 - List of Responsible Authorities of this who this Licensing Authority recognises to be competent body to advise on the protection of children from harm.
- 10.4 The Act does not prohibit children from having access to any licensed premises; the Council recognises that limitations may have to be considered where it appears necessary to protect children from harm.
- 10.5 The Licensing Authority will judge the merits of each separate application before deciding whether to impose conditions limiting the access of children to individual premises. The following are examples of premises that will raise concern:-
- Where there have been convictions, Fixed Penalty Notices (FPNs) or formal cautions for serving alcohol to minors or with a reputation for underage drinking



- With a known association with drug taking or dealing
  - Where there is a strong element of gambling on the premises
  - Where entertainment of an adult or sexual nature is provided
  - Where irresponsible drinking is encouraged or permitted.
- 10.6 Where its discretion is engaged, the Licensing Authority will consider any of the following options when dealing with a licence application where limiting the access of children is considered necessary to prevent harm to children:
- Limitations on the hours when children may be present,
  - Limitations on ages below 18,
  - Limitations or exclusion when certain activities are taking place,
  - Requirements for an accompanying adult,
  - Full exclusion of people under 18 from the premises when any licensable activities are taking place.
- 10.7 No conditions will be imposed requiring that children must be admitted to any premises and, where no limitation is imposed, this will be left to the discretion of the individual licensee.
- 10.8 The Act details a number of offences designed to protect children in licensed premises and the Licensing Authority will work closely with the police to ensure the appropriate enforcement of the law, especially relating to the sale and supply of alcohol to children.
- 10.9 All licence holders will be expected to comply the Portman Group Code of Practice, and in particular the Retailer Alert Bulletin by which the Portman Group informs licensed retailers, which products have been found to be in breach of the code, and should be removed from sale.
- 10.10 The Licensing Authority expects all licensed suppliers of alcohol to have robust measures, effectively managed and monitored, in place to ensure that minors are fully protected from harm. This will require operating plans to specify these measures and management controls taking into account paragraph 10.1 and 10.2 above. Where appropriate a written childcare policy should be available and be incorporated in the induction of staff.

- 10.11 The Licensing Authority will take appropriate and proportionate action where there are serious concerns in relation to the safe guarding of children in connection with a licensed premises, which may include consideration of applying for a review of the licence where there significant evidence of undermining the licensing objective of the protection of children from harm.
- 10.12 The sale of alcohol to a minor is a criminal offence and Trading Standards will conduct appropriate covert test purchasing exercises and will take account of any complaints and intelligence received. The Act permits the use of children under the age of 18 to undertake test purchases.
- 10.13 Where there are age restrictions imposed by the Act on the licensable activities in respect of children below a certain age, then the licensee will be required to demonstrate that they have age verification systems in place. This Licensing Authority believes that that Licensed Premises should have age verification policies to require individuals who appear to the person serving alcohol to be under the age of 25 years of age to produce on request appropriate identification. This is commonly referred to as the "Challenge 25 Scheme". The rationale for this is because it can often be difficult to judge how old teenagers are and "Challenge 25 age verification system" would provide licensed premises with margin of error to prevent underage sales. Thus Challenge 25 can help to empower staff to challenge customers where there is doubt about their age. In turn this is likely to reduce the risk of the owner, or the seller of the alcohol, committing an offence.
- 10.14 Training in age verification systems should be given to all persons who might be in a position to serve or refuse the sale of alcohol to children. The training should include a basic understanding of the law, seeking proof of age, verifying the authenticity of proof of age cards and handling and recording refusals.
- 10.15 Where proportionate and appropriate, and its discretion is engaged, the Licensing Authority will impose the following standard conditions in relation to age verification systems:
- 1) All tills shall automatically prompt staff to ask for age verification identification when presented with an alcohol sale.
  - 2) 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.
  - 3) 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

shall be available for inspection at the premises by the police or an authorised officer at all times whilst the premises is open.

- 4) 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.

## **11 Access to Cinemas**

- 11.1 Films cover a vast range of subjects, some of which deal with adult themes and / or contain, for example, scenes of horror or violence that may be considered unsuitable for children within certain age groups.
- 11.2 In order to prevent children from seeing such films, the Licensing Authority will impose conditions requiring licensees to restrict children from viewing age restricted films classified according to the recommendations of the BBFC, or the Council itself. The Licensing Authority will not consider reclassifying any films already classified by the BBFC. The Council will charge for classifying films, on a full cost recovery basis.
- 11.3 The Licensing Authority will classify films itself where it is satisfied that no BBFC classification exists. It will inform relevant licensee and require such classifications to be clearly contained in any advertising or informative material relating to such films.

## **12 Children and Public Entertainment**

- 12.1 Many children go to see and / or take part in an entertainment arranged substantially for them. Consequently additional arrangements are required to safeguard them at such times.
- 12.2 Where 10.1 applies, and its discretion is engaged, the Licensing Authority will require the following arrangements in order to control their access and egress and to assure their safety:-
  - An adult member of staff to be stationed in the vicinity of each of the exits from any level, subject to there being a minimum of one member of staff per 50 children or part thereof,
  - No child unless accompanied by an adult to be permitted in the front row of any balcony,
  - No standing to be permitted in any part of the auditorium during the Performance.

- 12.3 Where children are taking part in any regulated entertainment, and its

discretion is engaged, the Licensing Authority will require the operating schedule to clearly state the steps taken to assure their safety.

- 12.4 Where its authority is engaged, the Licensing Authority will consider attaching conditions to licences and permissions to prevent harm to children, and these may include conditions drawn from the Model Pool of. Conditions that can be found in the Secretary of State's Guidance.

# Appendix 11

## Prevention of Public Nuisance

- 9.1 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.
- 9.2 The concerns mainly relate to noise nuisance both from the premises and customer egress, light pollution, noxious smells and disruption from parked vehicles and due regard will be taken of the impact these may have in considering a licence. The Licensing Authority will expect Operating Schedules to satisfactorily address these issues. Applicants are advised to seek advice from the Council's Environmental Health Officers before preparing their plans and Schedules.
- 9.3 The Licensing Authority, where its discretion is engaged, will consider, where appropriate, attaching conditions to licences and permissions to prevent the problems identified in Section 18 of this Policy (Special Cumulative Impact Policy for the Brick Lane and Bethnal Green Area), and these may include conditions drawn from the Model Pool of Conditions found in the Secretary of States Guidance.
- 9.4 **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 Council's 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.
- 9.5 **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.

# Appendix 12

## **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 or 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.



# Appendix 13

### **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 14.8 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 14.9 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