

# Appendix 1



\* required information

**Section 1 of 21**

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

System reference	Not Currently In Use	This is the unique reference for this application generated by the system.
Your reference	JS/AC/LOC.2.2	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?

- Yes       No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

**Applicant Details**

* First name	-
* Family name	Lock Studios Ltd
* E-mail	[REDACTED]
Main telephone number	[REDACTED]
Other telephone number	

Include country code.

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?       Yes       No

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

Registration number	08010795
Business name	Lock Studios Ltd
VAT number	-      [REDACTED]
Legal status	Private Limited Company

If the applicant's business is registered, use its registered name.

Put "none" if the applicant is not registered for VAT.

*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 His 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**

E-mail

Telephone number

Other telephone number

\* Date of birth   
dd mm yyyy

\* Nationality  [Documents that demonstrate entitlement to work in the UK](#)

**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.

Photography studio, and occasional private event space. The licensable activities authorised by the licence will be ancillary to the main function of the premises as a photography studio.

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

**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 a play 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.

*Continued from previous page...*

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for performing plays

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

Non standard timings. Where the premises will be used for the performance of a play at different times from those listed in the column on the left, list below

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

New Year's Eve: licensable activities from 07:00 until 03:30

**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



Continued from previous page...

THURSDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="22:30"/>
Start	<input type="text"/>	End	<input type="text"/>

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.

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.

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.

New Year's Eve: licensable activities from 07:00 until 03:30

**Section 8 of 21**

**PROVISION OF INDOOR SPORTING EVENTS**

[See guidance on regulated entertainment](#)

*Continued from previous page...*

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?

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

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

Indoors       Outdoors       Both

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for the performance of live music

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

Non-standard timings. Where the premises will be used for the performance of live music at different times from those listed in the column on the left, list below

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

New Year's Eve: licensable activities from 07:00 until 03:30

## 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

Continued from previous page...

WEDNESDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="23:30"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text" value="10:00"/>	End	<input type="text" value="22:30"/>
Start	<input type="text"/>	End	<input type="text"/>

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

Where taking place in a building or other structure tick as appropriate. Indoors may include a tent.

- Indoors       Outdoors       Both

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.

State any seasonal variations for playing recorded music

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

Non-standard timings. Where the premises will be used for the 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.

New Year's Eve: licensable activities from 07:00 until 03:30

Continued from previous page...

**Section 12 of 21**

**PROVISION OF PERFORMANCES OF DANCE**

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- 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

SUNDAY

Start

End

Start

End

Will the performance of dance 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.

Continued from previous page...

State any seasonal variations for the performance of dance

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

Non-standard timings. Where the premises will be used for the performance of dance 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.

New Year's Eve: licensable activities from 07:00 until 03:30

### 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

### 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

Continued from previous page...

THURSDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="23:00"/>	End	<input type="text" value="01:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

Start	<input type="text"/>	End	<input type="text"/>
Start	<input type="text"/>	End	<input type="text"/>

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.

State any seasonal variations

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

Non-standard timings. Where 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.

New Year's Eve: licensable activities from 07:00 until 03:30

Continued from previous page...

## SUPPLY OF ALCOHOL

Will you be selling or supplying alcohol?

- 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

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.



Continued from previous page...

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

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

New Year's Eve: licensable activities from 07:00 until 03:30

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)

*Continued from previous page...*

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

**Section 16 of 21**

**ADULT ENTERTAINMENT**

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

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.

N/A

**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

*Continued from previous page...*

SUNDAY

Start

End

Start

End

State any seasonal variations

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

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

New Year's Eve: opening hours from 06:00 until 04:00 the following day

## 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.

Please refer to the attached schedule of conditions for the promotion of all four licensing objectives.

b) The prevention of crime and disorder

Please refer to a) above

c) Public safety

Please refer to a) above

d) The prevention of public nuisance

Please refer to a) above

*Continued from previous page...*

e) The protection of children from harm

Please refer to a) above

**Section 19 of 21**

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

*Continued from previous page...*

### **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 (£)

450.00

## 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

Thomas & Thomas Partners

\* Capacity

Solicitors for the applicant

\* Date

26 / 07 / 2023  
dd mm yyyy

Add another signatory

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

1. Save this form to your computer by clicking file/save as...
2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/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" value="JS/AC/LOC.2.2"/>
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"/>

## **Application for a Premises Licence**

**Oval Studios  
29 – 32 The Oval  
London E2 9DT**

### **Proposed Conditions**

1. The licensable activities authorised by this licence and provided at the premises shall be ancillary to the main function of the premises as a photography studio. For the purposes of these conditions, references to an “event” mean an occasion when the premises are used for a private function not connected to its day-to-day operation as a photography studio. No publicly ticketed music events shall take place at the premises. Where any event has music regulated entertainment, such music shall be ancillary to the main event such as a DJ set during and after an awards ceremony or a party with music after a product launch event.
2. A Risk Assessment shall be carried out for each event at the premises to identify any risks (this could be but not limited to: contacting previous venues; checking social media channels and any other relevant intelligence in relation to previous events; and supplier due diligence) relating to the licensable activities taking place in respect of each event and the measures that will be put in place to mitigate such risks which shall be documented in such Risk Assessment.
3. Risk Assessment shall be carried out for each event to identify any risks relating to the licensable activities taking place in respect of each event and the measures that will be put in place to mitigate such risks which shall be documented in such Risk Assessment including medical and welfare provision; search policy; ingress policy and ID scanners where required by the Risk Assessment; and the appropriate number of SIA registered security staff (including the ratio between male and female SIA based on the anticipated makeup of the audience as identified in such Risk Assessment) and stewards and role types to ensure a safe environment as per the event Security Management Plan. The Risk Assessment shall be made available to the Metropolitan Police and the Licensing Authority upon request.
4. A digital CCTV system shall be installed and maintained at the premises on an ongoing basis as per the minimum requirements of the Metropolitan Police. When installed, the CCTV system is to be maintained and shall continually record whilst the premises are operational and open to the public, with footage stored for a minimum of 31 days with date and time stamping. CCTV footage shall be made available to the Metropolitan Police and the Licensing Authority upon request.
5. Staff working at the premises shall be trained in the use of the CCTV equipment and a log will be kept verifying this. At least one member of staff, so trained, shall be present at the premises at all times when it is open for licensable activities. Such member of

staff shall be capable of providing the Metropolitan Police and the Licensing Authority with CCTV footage upon request.

6. Where the Designated Premises Supervisor is not on the premises, then any or all persons authorised by the Designated Premises Supervisor to sell alcohol shall be made in writing, such written authorisation to be made available to the Metropolitan Police and the Licensing Authority upon request.
7. An Incident Report Register shall be maintained and completed within 24 hours of any incident which shall detail the date, time, and location of any incidents at the premises including accidents; anti-social behaviour; incidents of disorder ejections from the premises; all crimes; any complaints concerning crime and disorder; all seizures of drugs and/or offensive weapons and any visit a relevant authority or emergency service for the purposes of preventing crime and disorder. This shall be made available for inspection upon request from the Metropolitan Police and/or the Licensing Authority.
8. Should CCTV become non-functional this shall be logged and repaired as soon as possible.
9. A log shall be kept at each bar of all instances where the sale and/or supply of alcohol has been refused, which shall detail the date and time of the refused sale; the staff member who refused the sale, the reason for the refusal and how the refusal was resolved. This log shall be made available for inspection by the Metropolitan Police and/or the Licensing Authority at all times when licensable activities are taking place.
10. In the event of a serious assault (actual or alleged) at the premises and the London Ambulance Service is called to attend the incident, the Premises Licence Holder shall:
  - (a) immediately notify the Metropolitan Police;
  - (b) have taken all measures that are reasonably practicable and safe to do so to apprehend any suspects pending arrival of the Metropolitan Police;
  - (c) where reasonably practicable, preserve the area of the assault/alleged assault; and
  - (d) take such other measures to protect the safety of all other persons at the premises.
11. A Challenge 25 Policy on the sale of alcohol and other age restricted products and proxy sales shall be in operation. Anyone who appears to be under the age of 25 shall be asked to produce appropriate photo identification before being served alcohol (i.e., driving licence, passport, HM Forces Warrant Card, PASS accredited proof of age card).
12. SIA registered security staff shall be positioned at all entry and exit points in operation during events to control entry and carry out searches if risk assessed as necessary for the event in the Security Management Plan, and to ensure an orderly dispersal from the event. Additional security may be deployed to other points as determined by the

Security Management Plan. The Security Management Plan shall include an ejections policy, search policy and anti-theft policy in respect of customer belongings.

13. A Venue Operating Plan shall be in place which shall detail the general operating principles and procedures for the premises, including for events at the premises, and which shall be supplemented by event specific Event Safety Management Plans. Each event shall have a specific Event Safety Management Plan tailored for each event and proportionate to the scope of the event. This shall include where applicable:

- (a) Site Plan
- (b) Event Overview
- (c) Organisational Structure including Roles and Responsibilities
- (d) Fire Risk Assessment
- (e) Noise Management Plan
- (f) Crowd Management Plan
- (g) Drugs Policy
- (h) Alcohol Management Plan
- (i) Medical and Welfare Plan
- (j) Accessibility Policy
- (k) Safeguarding Children and Vulnerable Persons Policy
- (l) CCTV Policy and Plan
- (m) Major Incident and Emergency Evacuation Plan
- (n) Ingress/Egress Dispersal Policy and Plan
- (o) Waste Management Plan
- (p) Traffic and Transport Management Plan
- (q) Security Management Plan
- (r) Risk Assessment
- (s) Community Engagement and Liaison Plan
- (t) Counter Terrorism and Risk Management Plan

All policies and plans set out above shall be in writing, reviewed by the Premises Licence Holder on an annual basis and made available to the Metropolitan Police and the Licensing Authority or **Environmental Protection Noise Team** upon request.

14. A suitable number of security staff shall remain on duty following the end of each event to ensure the orderly dispersal of customers from the immediate vicinity of the premises. Such egress shall not hinder any access to public roads unless otherwise agreed with the Licensing Authority in advance and set out in the Security Management Plan.

15. For events that have been risk assessed as requiring searches to be carried out which shall be undertaken by SIA registered security staff while monitored by the CCTV system, anyone refusing to be searched shall be denied entry to the premises. The Risk Assessment shall determine the level of search to be undertaken according to the search policy as agreed with the Metropolitan Police Service. The conditions of entry shall be made available on tickets and/or prominently displayed at the entrances to the premises.

16. Where necessary as per the Risk Assessment, any queues that form outside the premises during an event shall be managed to ensure that there is no unauthorised obstruction of the public highway and to minimise public nuisance. This shall be managed by stewards or SIA security staff.
17. During events, external areas shall have a suitable number of security and stewarding staff to prevent nuisance behaviour as identified in the event Risk Assessment.
18. The Premises Licence Holder shall, where required by the Risk Assessment, ensure that a suitable Traffic and Transport Management Plan shall be in place and adhered to for all events to ensure that: (i) the transport facilities are available to transport persons to and from events and that the transport systems are not overloaded; and (ii) members of the public attending each event will be kept safe whilst travelling between the transport hub and the premises during ingress and egress.
19. The Premises Licence Holder shall ensure that an Ingress/Egress Dispersal Policy and Plan that covers all events is in place. This should detail how the Premises Licence Holder shall ensure that members of the public attending each event will be kept safe whilst travelling between the transport hub and the premises during ingress and egress.
20. The Premises Licence Holder shall have a Drugs Policy in place as agreed with the Metropolitan Police Service.
21. Where required for an event by the Risk Assessment and as set out in the Security Management Plan, there shall be regular security checks in the public toilets at the premises for the purposes of deterring and identifying any suspicious activities in relation to drug use by customers.
22. No alcohol shall be supplied to any person under 18 years of age. In accordance with current legislation drinking water shall be available to customers free of charge.
23. A Safeguarding Children and Vulnerable Persons Policy shall be in place for all events detailing how staff are to manage customers who are vulnerable due to intoxication from drugs and/or alcohol and where required by the Risk Assessment, use of identifiable dedicated welfare staff at peak times to monitor the welfare of customers including to spot customers who are at risk of becoming overly intoxicated and/or vulnerable and to liaise with management of the Premises Licence Holder as to assisting those customers where necessary. All such welfare interventions and outcomes shall be logged. The Premises Licence Holder shall operate in line with the Woman's Night Safety Charter and where risk assessed shall ensure that a vulnerability lead member of staff supervises adherence to the Safeguarding Children and Vulnerable Persons Policy. The Premises Licence Holder shall ensure that its staff are trained in Welfare and Vulnerability Engagement (WAVE) or other industry standard and given refresher courses on a regular basis.

24. In accordance with current legislation, smoking shall be prohibited except in designated areas. No smoking sign shall be clearly displayed within the premises.
25. The Premises Licence Holder shall notify the Licensing Authority and Metropolitan Police by email on a monthly basis of all events programmed for the upcoming month that are attended by the public to include the name of the event, nature of the event, capacity, start and finish times and the SIA security and stewarding provision for the event, with any subsequent material changes notified as soon as Premises Licence Holder is aware of such change.
26. All events shall have a Venue Duty Manager appointed by the Premises Licence Holder who shall be the designated point of contact for the Licensing Authority and Responsible Authorities throughout each event.
27. The Event Safety Management Plan and Venue Operating Plan shall form the framework within which all events are managed and operated. The conditions and procedures contained in the final version of the Event Safety Management Plan shall be followed and implemented.
28. Each event shall have a specific Event Safety Management Plan which shall set out in detail how the premises shall be kept secure and prevent unauthorised access.
29. The capacity for the premises shall be monitored during events to ensure that the capacity is not exceeded. A record of the capacity shall be maintained and made available to the Licensing Authority upon request.
30. A register shall be maintained by the security supplier of all security and stewarding staff employed at the premises containing their full names, date of birth, home address and where appropriate their SIA Licence details. This information shall be made available to the Metropolitan Police and the Licensing Authority upon request.
31. A traffic management company shall be employed at events, where required by the Risk Assessment, as per the Traffic and Transport Management Plan to implement road closures or pedestrian crossings in accordance with any Traffic Regulation Orders in place. Details of available public transport links and local taxi services shall be made available to customers.
32. The Premises Licence Holder shall comply with all licence obligations including nuisance from sound generated by the venue. Where regulated entertainment takes place at the premises, a sound monitoring system will be in place and managed by a sound engineer to minimise noise nuisance. This monitoring will be controlled by the Premises Licence Holder's staff.
33. The Premises Licence Holder shall produce a Noise Management Plan.



July 2023

34. There shall be a dedicated phone number for residents and businesses in the local area to contact the premises in the case of any concern during business hours and during an event.
35. Noise from amplified music shall not be such as to cause a noise nuisance (as evidenced) to occupants of nearby premises.
36. The external area shall not be used by patrons after 21:30 except for patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, which shall be limited to 40 persons at any one time.
37. Loudspeakers shall not be located in the entrance lobby or outside the premises building.

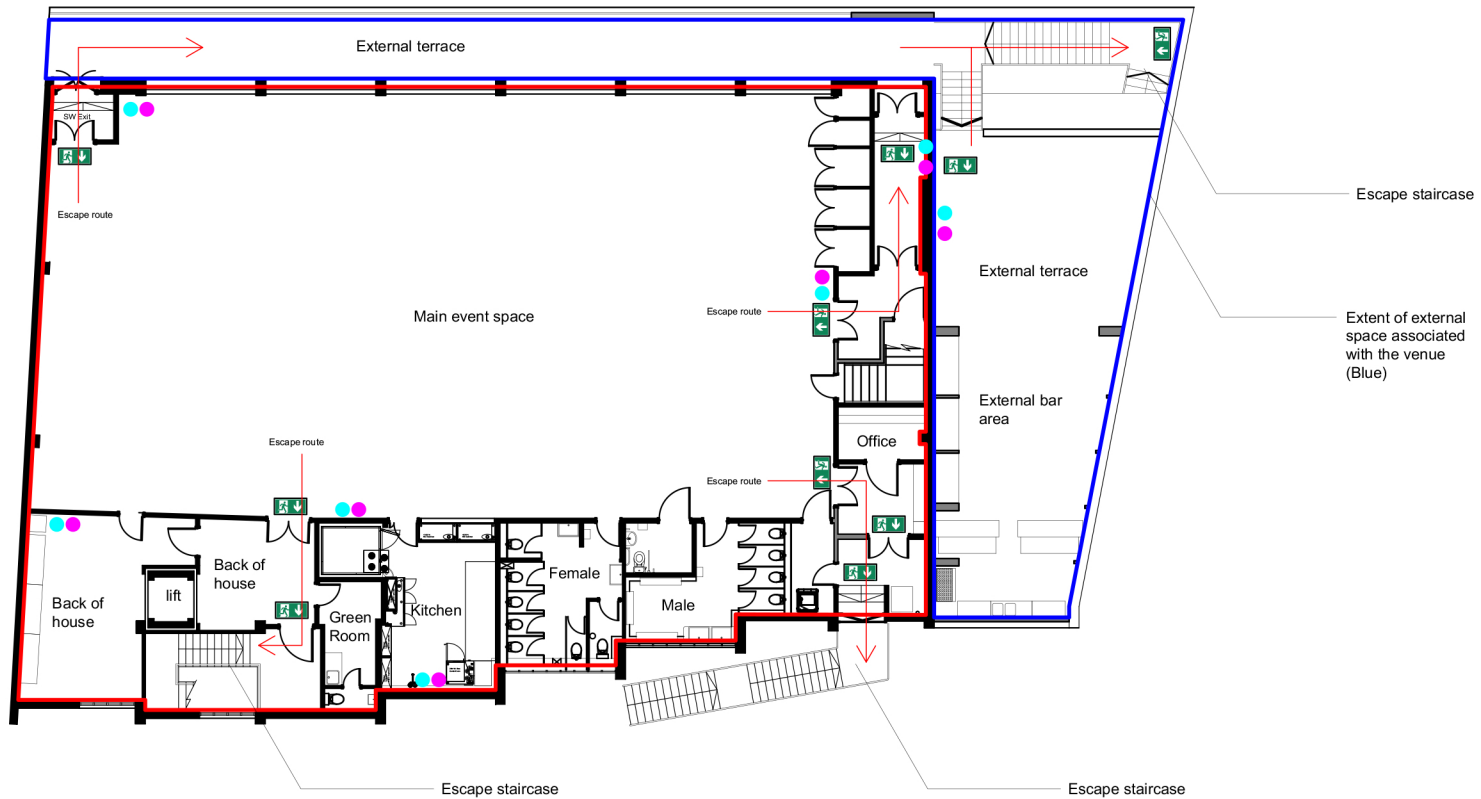
Except for ingress and egress of customers, all windows and external doors shall be kept closed when regulated entertainment is taking place inside the premises.

(condition 37 should be two separate conditions)

38. An Ingress/Egress Dispersal Policy and Plan shall be implemented for each event. Notices shall be displayed at exits of the premises requesting that customers leave the area quietly as directed by security and stewarding staff.
39. Cameras on entry and (non-emergency) exit points for the premises must capture full frame shots of the heads and shoulders of all people entering and leaving the premises, i.e., capable of identification and of evidential quality in any light conditions.
40. Signage shall be displayed in customer areas to advise that CCTV is in operation.
41. The Premises Licence Holder shall exercise due diligence across all event organisers and suppliers to ensure, as far as reasonably practicable, that each event organiser and suppliers are competent to operate a safe event.
42. An Alcohol Management Plan shall be in place at the premises. All staff involved in any managerial, supervisory or security roles for the sale of alcohol, during an event at the premises shall be trained in relation to the Alcohol Management Plan. Training records shall be kept and be accessible at the premises and made available to the Licensing Authority and/or the Metropolitan Police upon request.
43. All staff engaged in the sale and/or supply of alcohol shall receive training in the following areas on an annual basis:
  - (a) product age restrictions, proxy sales and offences under the Licensing Act 2003;
  - (b) challenge 25, and acceptable forms of ID;
  - (c) recognising signs of intoxication and how to refuse service; and
  - (d) emergency procedures and reporting;

- (e) the bars shall be supervised by a Personal Licence holder.
44. A Risk Assessment for each event shall determine whether it is appropriate to serve drinks in glasses, bottles, or cans, or whether all alcohol shall be decanted into containers made from polycarbonate plastic or paper.
  45. Notices shall be displayed at all bars indicating it is unlawful for a person under the age of 18 to purchase alcohol or for another person to purchase alcohol on behalf of such person.
  46. A Fire Risk Assessment shall be carried out for the premises generally and reviewed on an annual basis.
  47. As Risk Assessment shall determine the level of First Aid cover and facilities to be provided appropriate to each event.
  48. The Premises Licence Holder shall ensure that any child performer is licensed with the local council's licensing unit and accompanied by a registered chaperone.
  49. Where children are allowed on the premises, information shall be displayed at the premises as to what to do if there is a cause for concern regarding a child's welfare.
  50. An Alcohol Management Plan shall be in place at the premises. All staff involved in any managerial, supervisory or security roles for the sale of alcohol, during an event at the premises shall be trained in relation to the Alcohol Management Plan. Training records shall be kept and be accessible at the premises and made available to the Licensing Authority and/or the Metropolitan Police upon request.
  51. 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.
  52. A noise limiter must be fitted to the musical amplification system set at a level determined by and to the satisfaction of an acoustic consultant who is a member of the Institute of Acoustics so as to ensure that no noise nuisance is caused to local residents or businesses. The operation panel of the noise limiter shall then be secured by a key or password to the satisfaction of the acoustic consultant and access shall only be by persons authorised by the Premises Licence Holder. No alteration or modification to any existing sound system(s) should be affected without prior agreement with an acoustic consultant. No additional sound generating equipment shall be used on the premises without being routed through the sound limiter device.
  53. The number of persons permitted on the premises at any one time (excluding staff) shall not exceed [750] (internally) and [150] (externally) subject to the final capacity of the premises being agreed with the Tower Hamlets Environmental Health Service and the Licensing Authority replacing this condition on the licence with a condition detailing the capacity so determined.

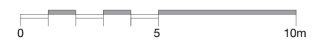
# Appendix 2



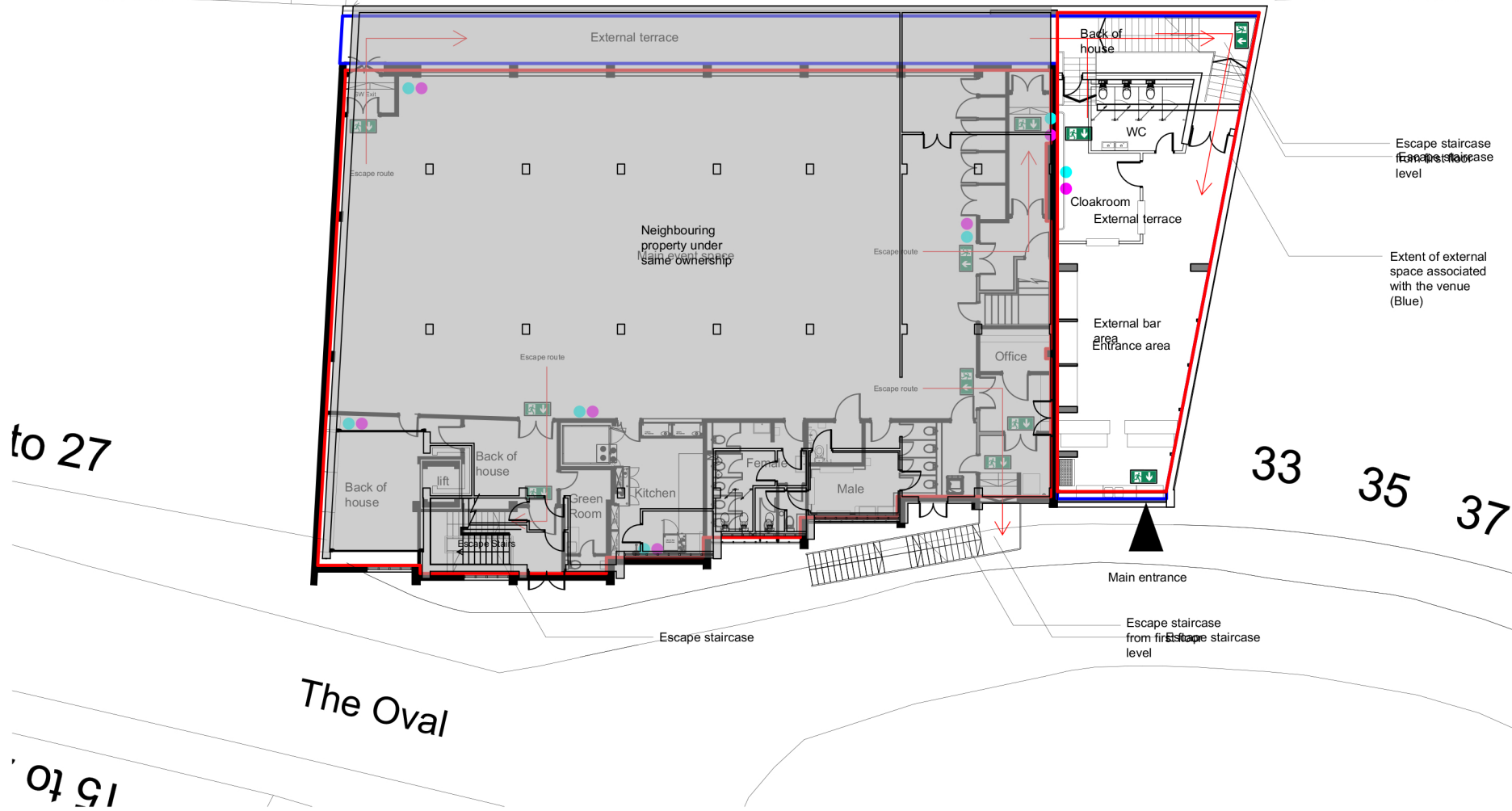
REVISION	DATE	DESCRIPTION
-	14.12.22	SUBMITTED FOR LICENSE APPLICATION
A	02.02.23	ANNOTATION ADDED

- NOTES**
1. All dimensions in mm.
  2. This drawing to be read in conjunction with all relevant contract documents.
  3. This drawing to be read in conjunction with all Engineer's and Main contractor/Sub-Contractor drawings and documentation.
  4. Report any errors, contradictions, and omissions to the architect as soon as possible.

- EXTENT OF APPLICATION DEMISE (INTERNAL)
- EXTENT OF APPLICATION DEMISE (EXTERNAL)
- WATER EXTINGUISHER EQUIPMENT LOCATION
- CO2 EXTINGUISHER EQUIPMENT LOCATION



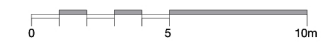
# 29 to 31



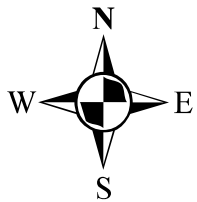
REVISION	DATE	DESCRIPTION
-	14.12.22	SUBMITTED FOR LICENSE APPLICATION
A	02.02.23	ANNOTATION ADDED

- NOTES**
- All dimensions in mm.
  - This drawing to be read in conjunction with all relevant contract documents.
  - This drawing to be read in conjunction with all Engineer's and Main contractor Sub-Contractor drawings and documentation.
  - Report any errors, contradictions, and omissions to the architect as soon as possible.

- EXTENT OF APPLICATION DEMISE (INTERNAL)
- EXTENT OF APPLICATION DEMISE (EXTERNAL)
- WATER EXTINGUISHER EQUIPMENT LOCATION
- CO2 EXTINGUISHER EQUIPMENT LOCATION



# Appendix 3



# Map1

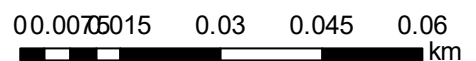


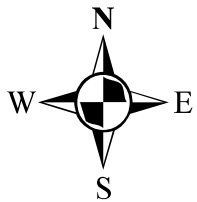
## Legend

Local Land and Property Gazetteer

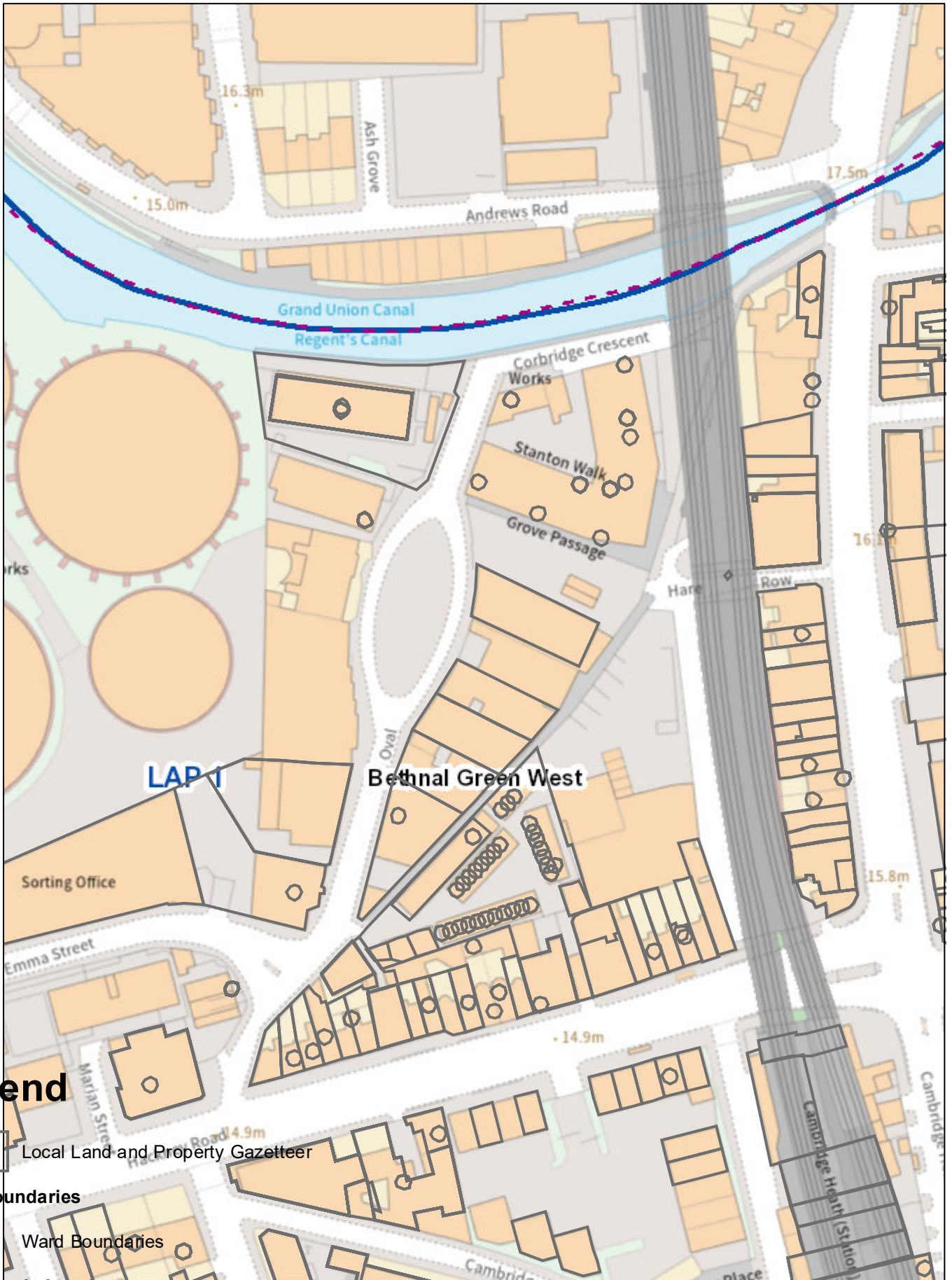
**Ward Boundaries**  
 Ward Boundaries

**LAP Boundaries**  
 LAP Boundaries






# Map 1



## Legend

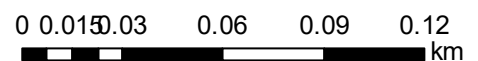
 Local Land and Property Gazetteer

### Ward Boundaries

 Ward Boundaries

### LAP Boundaries

 LAP Boundaries





**Premises Pictures – (Broadwick Venues) Oval Studios, 29 – 32 The Oval, London E2 9DT**



**Premises Pictures – (Broadwick Venues) Oval Studios, 29 – 32 The Oval, London E2 9DT**



# Appendix 4

**Nearest licences: (Broadwick Venues) Oval Studios, 29 – 32 The Oval, London E2 9DT**

Name and address	Licensable activities and hours	Opening hours
<p><b>(Oval Cafe)</b>  <b>11-12 The Oval</b>  <b>London E2 9DU</b></p>	<p><b>The sale by retail of alcohol (on sales only)</b></p> <ul style="list-style-type: none"> <li>• Monday to Thursday from 12:00 hours to 23:30 hours</li> <li>• Friday and Saturday from 12:00 hours to 00:00 hours (midnight)</li> <li>• Sunday from 12:00 hours to 22:30 hours</li> </ul> <p><b>The provision of late night refreshment - Indoors</b></p> <ul style="list-style-type: none"> <li>• Monday to Thursday from 23:00 hours to 23:30 hours</li> <li>• Friday and Saturday from 23:00 hours to 00:00 hours (midnight)</li> </ul> <p><b>The Provision of regulated entertainment – indoors</b>  <u>(Recorded Music)</u></p> <ul style="list-style-type: none"> <li>• Thursday from 23:00 hours to 23:30 hours</li> <li>• Friday and Saturday from 23:00 hours to 00:00 hours (midnight)</li> <li>• Sunday from 23:00 hours to 22:30 hours</li> </ul> <p><u>Non-standard timings</u></p> <ul style="list-style-type: none"> <li>• New Year's Eve, above licensable activities from 08:00 hours to 03:00 hours to 03:00 hours on New Year's Day.</li> </ul>	<p>Monday to Thursday from 00:00 hours to 00:00 hours (midnight)</p> <p>Friday and Saturday from 08:00 hours to 00:30 hours (the following day)</p> <p>Sunday from 08:00 hours to 23:00 hours</p> <p><u>Non-standard timings</u>  New Year's Eve, above licensable activities from 08:00 hours to 03:00 hours to 03:00 hours on New Year's Day.</p>
<p><b>(Pickle Factory)</b>  <b>14 The Oval</b>  <b>London E2 9DT</b></p>	<p><b>The sale by retail of alcohol (On sales only)</b></p> <ul style="list-style-type: none"> <li>• Monday to Wednesday, from 12:00 hours to 23:00 hours</li> <li>• Thursday, from 12:00 hours to 03:30 hours</li> <li>• Friday, from 12:00 hours to 05:00 hours</li> <li>• Saturday, from 08:00 hours to 05:00 hours</li> <li>• Sunday, from 08:00 hours to 02:00 hours</li> </ul> <p><b>The provision of late night refreshment</b></p> <ul style="list-style-type: none"> <li>• Thursday from 23:00 hours to 02:00 hours</li> <li>• Friday, from 23:00 hours to 03:00 hours</li> <li>• Saturday, from 23:00 hours to 03:00 hours</li> </ul> <p><b>The provision of regulated entertainment - Indoors</b>  <u>(Films)</u></p> <ul style="list-style-type: none"> <li>• Monday to Wednesday, from 12:00 hours to 23:00 hours</li> <li>• Thursday and Friday, from 12:00 hours to midnight</li> </ul>	<p>Monday to Wednesday, from 12:00 hours to 00:00 hours (midnight)</p> <p>Thursday, from 12:00 hours to 04:00 hours the following day</p> <p>Friday, from 12:00 hours to 06:00 hours the following day</p> <p>Saturday, from 08:00 hours to 06:00 hours the following day</p> <p>Sunday, from 08:00 hours to 02:00 hours the following day</p> <p><u>Non-standard timings</u>  New Year's Eve &amp; New Year's Day 08:00 to 03:00 hours the following day</p>

**Nearest licences: (Broadwick Venues) Oval Studios, 29 – 32 The Oval, London E2 9DT**

	<ul style="list-style-type: none"> <li>• Saturday and Sunday, from 08:00 hours to midnight</li> </ul> <p><u>(Live Music)</u></p> <ul style="list-style-type: none"> <li>• Monday to Wednesday, from 12:00 hours to 23:00 hours</li> <li>• Tuesday and Wednesday, from 12:00 hours to 23:00 hours</li> <li>• Thursday, from 12:00 hours to 02:00 hours</li> <li>• Friday, from 12:00 hours to 06:00 hours</li> <li>• Saturday, from 08:00 hours to 06:00 hours</li> </ul> <p><u>(Recorded Music)</u></p> <ul style="list-style-type: none"> <li>• Monday to Wednesday, from 12:00 hours to 23:00 hours</li> <li>• Thursday, from 12:00 hours to 03:30 hours the following day</li> <li>• Friday, from 12:00 hours to 06:00 hours the following day</li> <li>• Saturday, from 08:00 hours to 06:00 hours the following day</li> <li>• Sunday, from 00:00 hours to 02:00 hours the following day</li> </ul> <p><u>Non-standard timings</u></p> <ul style="list-style-type: none"> <li>• New Year's Eve &amp; New Year's Day until 02:30</li> <li>• Bank Holidays Mondays, weekend Service 08:00 hours to 00:00 hours</li> </ul>	Bank Holidays Mondays, weekend Service 08:00 hours to 00:30 hours
<b>(LG Geo Ltd) Pod 9 7-8 The Oval London E2 9DT</b>	<b>The sale by retail of alcohol (Off sales only)</b> <ul style="list-style-type: none"> <li>• Monday to Sunday from 12:00 hours to 23:00 hours</li> </ul>	The premises are closed to the public
<b>(Uncharted Wines) Studio 56, Containerville Studios 40 The Oval London E2 9DT</b>	<b><u>Sale of alcohol (off sales)</u></b> Monday – Friday 10:00 hours – 17:00 hours	Monday – Friday 10:00 hours – 17:00 hours
<b>Five Guys Pods 12&amp;13 Jacuna Kitchens 7-8 The Oval London E2 9DT</b>	<b>Sale of alcohol (off sales)</b> <ul style="list-style-type: none"> <li>• Monday to Sunday from 12:00 hours to 01:00 hours</li> </ul> <p><b>Late Night refreshment (outdoors)</b></p> <ul style="list-style-type: none"> <li>• Monday to Sunday from 23:00 hours to 01:00 hours</li> </ul>	Monday to Sunday from 08:00 hours to 01:00 hours

# Appendix 5

## Mohshin Ali

---

**From:** Corinne Holland  
**Sent:** 23 August 2023 16:10  
**To:** Amy Catlin; Licensing  
**Cc:** Jack Spiegler; Mohshin Ali  
**Subject:** LA Representation - Lock Studios Ltd, 29-32 The Oval - REF M/161531

Dear Amy/Jack

I am the Licensing Officer acting as the responsible authority on behalf of the Licensing Authority for the application submitted for Lock Studios, 29-32 The Oval, London, E2 9DT and make the following representation.

As you will be aware there is recent history to this premises, with the licence being summary reviewed by the police, as a result of serious crime and disorder taking place at the venue.

The Premise Licence was revoked on 27<sup>th</sup> September 2022. An appeal against this decision was later withdrawn.

The Licensing Authority had received numerous complaints from the residents due to the public nuisance they caused on a regular occurrence with noise nuisance in the form of music/vibrations (many state the premises is not soundproofed), unlawful road closures, drug dealing, nitrous oxide balloons being used, anti-social behaviour outside on arrival/egress.

A further application was submitted to the Licensing Authority on the 14<sup>th</sup> December 2022 for a multi-purpose event space with a capacity of 900 persons. This application attracted representations from responsible authorities and residents. This application was heard by the Licensing Sub Committee on 14<sup>th</sup> February 2023 and was refused. The subsequent appeal application was also withdrawn.

I note that the proposed conditions for this application are very similar to a set of conditions which were being agreed between parties at the appeal stage of the last application before it was withdrawn.

There are some differences which I highlight below:

1. The Condition of *'no customers will be permitted to leave the premises with alcohol or open vessels'* appears to not be in your proposed conditions list. I note you have applied for 'off sale' so the 'permitted to leave with alcohol' will conflict with this but feel it is necessary to include *'no open vessels of alcohol can be removed from the premises'*. This will prevent anyone standing out on the street drinking causing disturbance to residents. Large crowd previously accrued outside and around the venue, prior to and after events had taken place. These customers left rubbish and debris behind and caused anti-social behaviour and attracted illegal food vendors to set up in The Oval to trade to the large crowds. Genuine 'off sales' can still take place with preventing any form of outside drinking.
2. The condition stating *'there shall be a personal licence holder present on the premises all times when alcohol is being sold'* has been omitted. This condition ensures that if the DPS is not present there is someone else fully trained to uphold the licensing objectives. With a large capacity venue, with the history this premises has, the Licensing Authority feel this is essential to have someone qualified in place on the premises at all times alcohol is being sold.
3. The end of your condition 13 states (including EH amendment) *'All policies and plans set out above shall be in writing, reviewed by the Premises Licence Holder, on an annual basis and made available to the Metropolitan Police and the Licensing Authority or Environmental Protection Noise Team upon request.'* I feel the word *'at least'* should be added before 'on an annual basis' in case they are reviewed mid-year. It is also important that the Licensing Authority have sight of these policies prior to operating the Premise Licence.

4. The capacity was agreed previous between all parties as a maximum of 499 persons. *You state 750 (internally) 150 (externally)*. The Licensing Authority request the number is reduced to a maximum total of 499 as agreed in the previous application negotiations . Of these 499 only 150 will be allowed on the terrace at any one time. This reduction will reduce the impact of a large number of people arriving /departing the area at any one time, therefore reducing any public nuisance caused.
5. Condition 36 states *the external area will not be used after 21:30 except patrons temporarily permitted to leave eg. to smoke. Limited to 40* at a time. In order to stop patrons lingering on the terrace late at night drinking, talking, shouting and therefore causing a disturbance to resident the Licensing Authority ask that there is a condition to prevent alcoholic drinks to be taken into the terrace after 21:30 hrs.

Although I understand your client has no connections to the previous operator, due to the serious issues previously encountered we need to ensure that any new business operator does not cause similar problems to the community. Therefore the Licensing Authority request the following conditions:

**Conditions:**

1. Alcohol in open vessels shall not be removed from the premises.
2. There shall be a Premise Licence Holder present on the premises at all times when alcohol is being sold.
3. No alcoholic drinks to be taken onto the terrace after 21:30 hours.
4. Condition 13 (end paragraph) to be altered to 'All policies and plans set out above shall be in writing, reviewed by the Premises Licence Holder on *at least* an annual basis and made available to the Metropolitan Police, Licensing Authority and Environmental Protection Noise Team upon request.
5. The number of persons permitted on the premises at any one time (excluding staff) shall not exceed a total of 499. The maximum number of persons allowed on the external terrace at any time is 150.
6. Prior to the operation of the Premise Licence the Licensing Authority shall be provided the Venue Operating Plan.

If your client is happy to accept these conditions the Licensing Authority is prepared to withdraw their representation.

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

  
[www.towerhamlets.gov.uk](http://www.towerhamlets.gov.uk)

Follow us on:  
[Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Instagram](#)

**Please Note : We have moved offices. We are now at:**  
**Tower Hamlets Town Hall**  
**160 Whitechapel Road**  
**London**  
**E1 1BJ**



# Appendix 6

## Mohshin Ali

---

**From:** Geraldine O'Grady  
**Sent:** 23 August 2023 15:45  
**To:** Licensing  
**Subject:** 16153 - Loc Studio Ltd, 29-32 The Oval, London, E2 9DT

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

Dear Sir/Madam,

This Enforcing Authority acting as a Responsible Authority wishes to make a representation in relation to the above application on the grounds of public safety.

My concern relates to the means of escape in the case of an emergency, given the proposed capacity at the venue. We would like to see the capacity calculations for the premises and evacuation plan.

We reserve the right to withdraw this representation subject to applicants engagement and addition of relevant enforceable conditions .

Kind regards

Geraldine O'Grady  
Principal Environmental Health Officer  
Health and Safety  
Environmental Health and Trading Standards  
Communities Directorate  
Environmental Health and Trading Standards  
4 th Floor Tower Hamlets Town Hall  
160 Whitechapel Road  
London E1 1BJ

[www.towerhamlets.gov.uk](http://www.towerhamlets.gov.uk)

Follow us on:

[Facebook](#) | [Twitter](#) | [LinkedIn](#) | [Instagram](#)



# Appendix 7

## Noise while the premise is in use

### General Advice

If they conclude this is a problem Members should consider whether it is possible to carry out suitable and proportionate noise control measures so that noise leakage is prevented. In addition Members may consider that only certain activities are suitable.

The hours of operation also need to be considered (see below).  
If Members believe that there is a substantial problem of noise while the premises are in use and it cannot be proportionately address by licensing conditions they should refuse the application.

### Licensing Policy

The policy recognises that noise nuisance can be an issue, especially if a premises is open late at night. (**See Sections 9.1 of the Licensing Policy**). While all applications will be considered on their merits, consideration will be given to imposing stricter conditions in respect of noise control where premises are situated close to local residents. (**See Section 14.10**).

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 9.2 of the Licensing Policy**).

The Licensing Authority will consider attaching conditions to prevent nuisance. In particular Members may wish to consider (this list is not exhaustive):

- hours of opening (this needs to be balanced against potential disorder caused by artificially early closing times)
- Whether certain parts should close earlier than the rest (for example a "beer garden", or restricted in their use)
- Whether or not certain activities should have to close at an early hour, for example live music
- Conditions controlling noise or vibration (for example, noise limiters, keeping doors and windows closed).
- Prominent clear and legible notices at all exits requesting the public to respect the needs of local residents and leave the premises and area quietly
- Conditions controlling the use of explosives, pyrotechnics and fireworks
- Conditions controlling the placing of refuse
- Conditions controlling noxious smells
- Conditions controlling lighting (this needs to be balanced against potential crime prevention benefits)

## Police Powers

Part 8 of the Licensing Act 2003 enables a senior police officer to close down a premises for up to 24 hrs where public nuisance is being caused by noise coming from the premises and the closure of the premises is necessary to prevent that nuisance.

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

The prevention of public nuisance could include low-level nuisance, perhaps affecting a few people living locally as well as major disturbance affecting the whole community (2.15).

Licence conditions should not duplicate other legislation (1.16).

Necessary and appropriate conditions should normally focus on the most sensitive periods (2.19) and may address disturbance as customers enter or leave the premises but it is essential that conditions are focused on measures within the direct control of the licence holder.

## Other Legislation

The Environmental Protection Act 1990, Part 111 gives Environmental Health Officers the power to deal with statutory nuisances.

The Anti-social Behaviour Act 2003, Sections 40 and 41 give Environmental Health Officers the power of closure up to 24 hours in certain circumstances.

# Appendix 8

## 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 9

## Anti-Social Behaviour on the Premises

### Licensing Policy

The Licensing Authority expects the applicant to have addressed all crime and disorder issues relating to the premises in their operating schedule and to have sought appropriate advice. (**See Section 6 of the Licensing Policy**)

The Licensing Authority will consider attaching conditions to deter crime and disorder and these may include conditions drawn from the Model Poll of Conditions relating to Crime and Disorder. (**See Appendix 3 of the Licensing Policy**). In particular Members may wish to consider (this list is not exhaustive):

- Methods of management communication
- Use of registered Door Supervisors
- Bottle Bans
- Plastic containers
- CCTV
- Restrictions on open containers for “off sales”
- Restrictions on drinking areas
- Capacity
- Proof of Age scheme
- Crime prevention notices
- Drinks promotions-aimed at stopping irresponsible promotions
- Signage
- Seating plans
- Capacity

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

### Police Powers

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

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

The pool of conditions, adopted by the Council is recommended (Annexe D).

The key role of the Police and SIA is acknowledged (2.1-2.2).

Conditions attached to licences cannot seek to manage the behaviour of customers once they are beyond the direct management of the licence holder

and their staff or agents, but can directly impact on the behaviour of customers in the immediate vicinity of the premises as they seek entry or leave (1.16).

Conditions are best targeted on deterrence and preventing crime and disorder (2.3) communication, CCTV, police liaison, no glasses, capacity limits are all relevant (2.3 - 2.6).

The Guidance recognises working with Home Office Immigration Enforcement in the prevention of immigration crime. Licence conditions that are considered appropriate for the prevention of illegal working in licensed premises might include requiring a premises licence holder to undertake right to work checks on all staff employed at the licensed premises or requiring that a copy of any document checked as part of a right to work check are retained at the licensed premises.

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

Conditions can be imposed for large capacity “vertical consumption” premises (10.23 – 10.24).

#### Guidance Issued by the Office of Fair Trading

This relates to attempts to control minimum prices.

#### Other Legislation

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



# Appendix 10

## Anti-Social Behaviour from Patrons Leaving the Premises

### General Advice

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

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

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

### Licensing Policy

The policy recognises that other legislation or measures may be more appropriate but also states that licensing laws are “a key aspect of such control and will always be part of an overall approach to the management of the evening and night time economy” (**see Section 4.15 and 4.16 of the Licensing Policy**).

The Licensing Authority expects the applicant to have addressed all crime and disorder issues relating to the premises in their operating schedule and to have sought appropriate advice. (**See Sections 6.2 of the Licensing Policy**)

The Licensing Authority will consider attaching conditions to deter crime and disorder and these may include Conditions drawn from the Model Poll of Conditions relating to Crime and Disorder. (**See Appendix 3 of the Licensing Policy**). In particular Members may wish to consider (this list is not exhaustive):

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

## Cumulative Impact

There is a process by which the Licensing Authority can determine that an area is saturated following representations. However, the process for this involves wide consultation and cannot come from representations about a particular application. (**See Section 8 of the Licensing Policy**).

## Police Powers

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

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

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

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

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

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

The pool of conditions, adopted by the Council is recommended (see Appendix 3 of the Licensing Policy). Licence conditions should not duplicate other legislation (1.16).

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

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

## Other Legislation

### Crime and Disorder Act 1998

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

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

- Anti-Social Behaviour Orders
- Child Curfew Schemes
- Truancy
- Parenting Orders
- Reparation Orders
- Tackling Racism

# Appendix 11

## Safety Problems

### General Advice

Members need to bear in mind the substantial amount of primary legislation in this area, and to only impose conditions where they are both proportionate to identified problems and not adequately covered by primary legislation.

The larger and more complex a premises before Members, the more likely it is that specific conditions will be proportionate and necessary.

### Licensing Policy

Premises should be constructed so as to minimise public safety risks. (See 7.1).

The Licensing Authority expects applicants to seek advice from both the relevant Health and Safety body and also the Fire and Emergency Planning Authority. (See 7.2). The applicant should identify where existing legislation is not adequate. (See 7.3).

The Licensing Authority will consider attaching conditions to ensure public safety and these may include Conditions drawn from the Model Pool of Conditions relating to public safety. (See Appendix 2 Annex E, F and J of the Licensing Policy). In particular Members may wish to consider the following headings: (this list is not exhaustive):

### Annex E

- Adequate arrangements for people with disabilities, inc. their awareness of them.
- Escape routes
- Safety checks
- Curtains, hangings, decorations, upholstery etc.
- Accommodation limits
- Fire action notices
- Emergency procedures
- Water
- Emergency vehicle access
- First aid
- Lighting
- Temporary electrical installations
- Alterations to the premises
- Special effects

### Annex F

This concerns Theatres and Cinemas

## Annex J

The safe clubbing checklist

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

The public safety objective “Licence holders have a responsibility to ensure the safety of those using their premises, as a part of their duties under the 2003 Act. This concerns the safety of people using a relevant premises rather than public health, which is addressed in other legislation” (2.6). For example, conditions should not be imposed on a premises licence or club premises certificate which relate to cleanliness or hygiene.

2.7, A number of matters should be considered in relation to public safety.

These may include:

- Fire safety;
- Ensuring appropriate access for emergency services such as ambulances;
- Good communication with local authorities and emergency services, for example communications networks with the police and signing up for local incident alerts (see paragraph 2.4 above);
- Ensuring the presence of trained first aiders on the premises and appropriate first aid kits;
- Ensuring the safety of people when leaving the premises (for example, through the provision of information on late-night transportation);
- Ensuring appropriate and frequent waste disposal, particularly of glass bottles;
- Ensuring appropriate limits on the maximum capacity of the premises (see paragraphs 2.11-2.12, and Chapter 10; and
- Considering the use of CCTV in and around the premises (as noted in paragraph 2.3 above, this may also assist with promoting the crime and disorder objective).

Safe capacities “should only be imposed where necessary for the promotion of public safety or the prevention of disorder.” (2.11). Therefore, conditions of a fire certificate must not be reproduced.

### Other Legislation

- The Health and Safety at Work Act 1974, and various Regs.
- The Regulatory Reform Order (Fire Safety) 2005.

### Other Guidance

- Model National and Standard Conditions for Places of Public Entertainment and Assoc. Guidance
- The Event Safety Guide
- Managing Crowds Safely
- 5 Steps to Risk Assessment
- Safer Clubbing
- Safety Guidance for Street Art etc.
- Various BS and ISO standards

# 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