

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

We Are Bard Books

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

Vicki

* Family name

Kerr

* E-mail

[REDACTED]

Main telephone number

[REDACTED]

Include country code.

Other telephone number

[REDACTED]

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

Are you:

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 you are applying so you can be employed, or for some other personal reason, such as following a hobby.

Applicant 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

13812281

Business name

ORANGES & LEMONS HOSPITALITY CONSULTANTS LTD

If your business is registered, use its registered name.

VAT number

- none

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

Legal status

Private Limited Company

Continued from previous page...

Your position in the business

Home country

The country where the headquarters of your business is located.

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...

Director of Ltd 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](#)

Add another applicant

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? / /
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end / /
dd mm yyyy

Provide a general description of the premises

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

Bookshop and bar on Roman Road high street. Primarily functioning as a bookshop during the day, it will also function as a hub for the local community, hosting bookclubs, book swaps, author readings and book launches; art exhibitions, creative masterclasses, and provide a local space for friends to enjoy a drink without having to go to a pub.

Continued from previous page...

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

Section 6 of 21

PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes No

Section 7 of 21

PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes No

Section 8 of 21

PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes No

Section 9 of 21

PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes No

Section 10 of 21

PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes No

Section 11 of 21

PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes No

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

Continued from previous page...

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

Section 15 of 21

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

Continued from previous page...

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.

n/a

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.

n/a

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 / /

Continued from previous page...

Enter the contact's address

Building number or name	<input type="text"/>
Street	<input type="text"/>
District	<input type="text"/>
City or town	<input type="text"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text"/>
Country	<input type="text"/>
Personal Licence number (if known)	<input type="text"/>
Issuing licensing authority (if known)	<input type="text"/>

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

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

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

Reference number for consent form (if known)

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

Section 16 of 21

ADULT ENTERTAINMENT

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.

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.

Continued from previous page...

TUESDAY

Start End

Start End

WEDNESDAY

Start End

Start End

THURSDAY

Start End

Start End

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

State any seasonal variations

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

n/a

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.

n/a

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)

Continued from previous page...

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

We will operate our business in a responsible manner and actively promote the licensing objectives at all times.

b) The prevention of crime and disorder

- A personal licence holder shall be on duty from 19:00 to close on Friday and Saturday evenings
- Last orders will be called 15 minutes prior to closing time to allow adequate "drink up" time
- An incident book shall be kept at the premises, and made available to the police or authorised council officers, which will record:
 - any crimes reported
 - lost property
 - any incidents of disorder
- All staff will be trained on induction and be given refresher training every six months. Written training records will be kept for each staff member and be produced to police & authorised council officers on request. Training will include identifying persons under 25, making a challenge, acceptable proof of age & checking it, making & recording a refusal, avoiding conflict & responsible alcohol retailing.
- Customers carrying open or sealed bottles or glasses will not be admitted to the premises at any time
- Crime prevention notices are displayed warning customers of the possibility of crime which may target them, e.g. "Bags should not be left unattended", "Watch out for Pickpockets".

c) Public safety

- Lighting adequate
- A trained first aider on site at all times
- All electrical equipment maintained and checked annually
- Gas boiler checked and maintained annually
- Premises have current and suitable PLI
- Free drinking water will be available at all times when the premises is open to the public

FIRE SAFETY

- Fire risk assessment conducted and reviewed on a 6 monthly basis
- Capacities measured in conjunction with local fire brigade and management system put in place to ensure it is adhered to / ticketed events not to be over-sold
- All steps and stair edges to be appropriately highlighted
- Fire drill and emergency lighting checks actioned weekly

d) The prevention of public nuisance

- Prominent, clear and legible notices to be clearly displayed at exit reminding patrons:
 - ... to respect the needs of local residents and to leave the premises and the area quietly without loitering outside the premises or in the vicinity
 - ... that no drinks, bottles or glasses may be removed from the premises
- The area outside of the premises shall be kept tidy at all times and be swept at close
- Noise from the premises will be maintained at a level that will not be audible at the façade of any neighbouring premises
- Doors and windows to be kept closed when regulated entertainment is taking place
- Garden area to be closed at 22:00 with any customers remaining asked to move inside
- The playing of live or recorded music in garden will not be permitted after 20:00
- No deliveries will be received or rubbish removed (including bottles or glass) between 20:00 and 07:00
- A contact phone number will be provided to all neighbouring residents to contact the business with any concerns

Continued from previous page...

e) The protection of children from harm

- No inappropriate content (books, music, art or otherwise) to be accessible to anyone under the age of 18.
- Separate children's book area to provide a safe space for parents and children to read books or relax
- A challenge 25 age verification scheme will be used with only a valid photographic ID accepted as proof of age
- No person under the age of 18 will be allowed to consume alcohol on the premises at any time
- All staff will be trained on induction and be given refresher training every six months. Written training records will be kept for each staff member and be produced to police & authorised council officers on request. Training will include identifying persons under 25, making a challenge, acceptable proof of age & checking it, making & recording a refusal, avoiding conflict & responsible alcohol retailing

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

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 (£)

315.00

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

Vicki Shenkin Kerr

* Capacity

director

* Date

14 / 03 / 2024
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

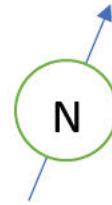
IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT 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="We Are Bard Books"/>
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"/>

Appendix 2

341-343 ROMAN ROAD, E3 5QR
Approx. gross internal area 189.42m²

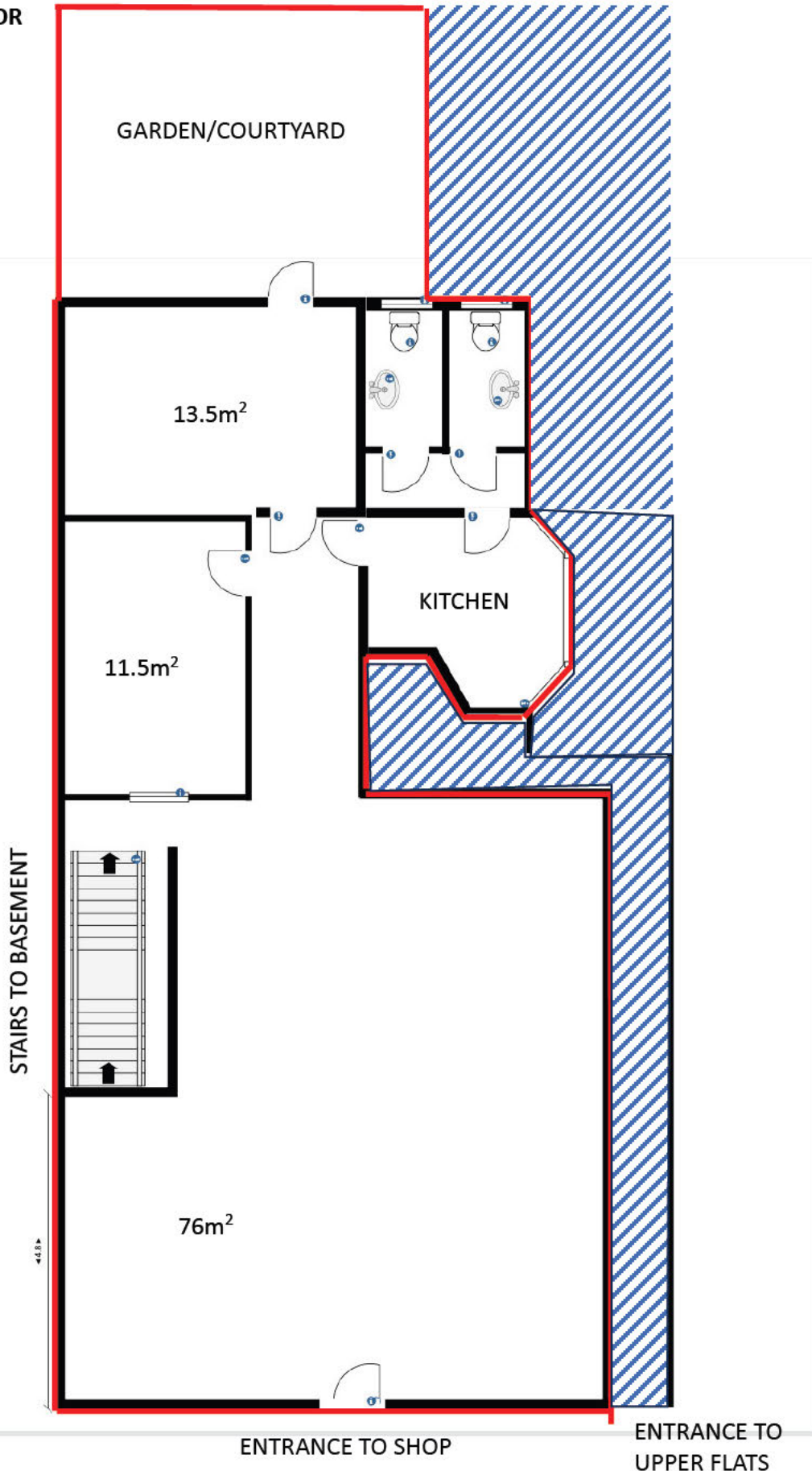


GROUND FLOOR

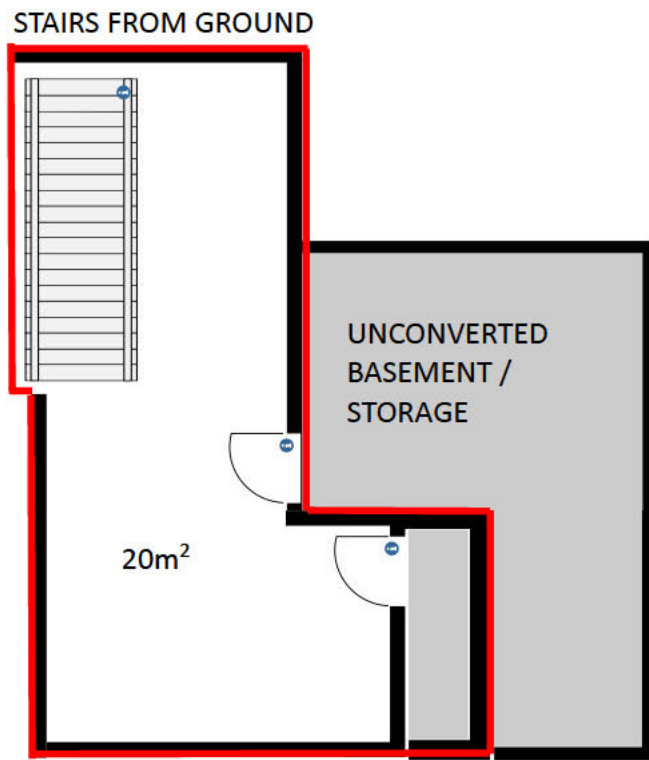
KEY:
RED LINE:
LICENSABLE
AREA

GREY SHADING:
UNCOVERTED /
LOW LEVEL
STORAGE

STRIPES:
NEIGHBOURS'
SPACE / NOT-
LICENSED



BASEMENT (grey unconverted)



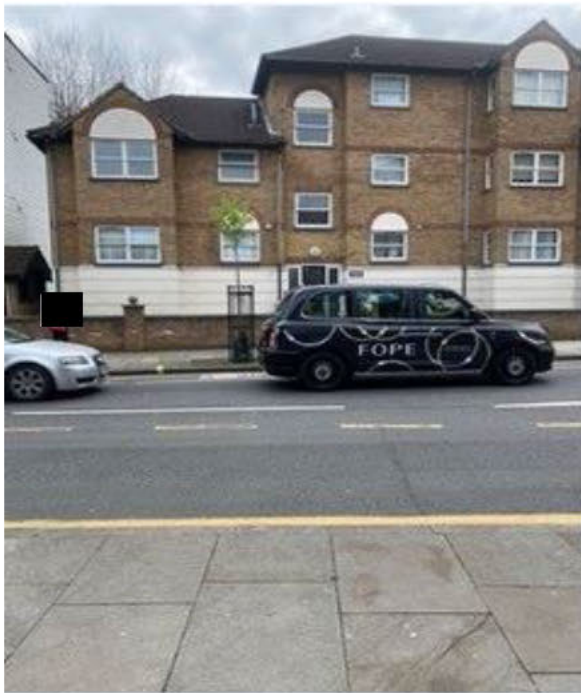
Appendix 3

341-343 Roman Road – Maps of the area



Appendix 4

341-343 Roman Road – Images of the premises



Appendix 5

Nearest licensed venues

<u>Premises Name</u>	<u>Licensable Activities</u>	<u>Opening Hours</u>
(Singh Supermarket) 37 Roman Road London E2 0HU	The sale by retail of alcohol 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 Off sales	Monday to Sunday open 24 hours a day
(Jenny's Food and Wine) 351 Roman Road London E3 5QR	The sale by retail of alcohol Monday to Sunday from 07:00hrs to 22:00 hrs Off sales	Monday to Sunday from 07:00hrs to 22:00 hrs
(Roman Road PFC) 89 Roman Road London E2 0QN	The provision of late night refreshment – Indoors Sunday to Thursday from 23:00 hrs to 00:00 hrs (Midnight) Friday and Saturday from 23:00 hrs to 01:00 hrs (the following day)	Sunday to Thursday from 06:00 hrs to 00:00 hrs (Midnight) Friday and Saturday from 06:00 hrs to 01:00 hrs (the following day)
Cagdas Food Centre) 606 - 608 Roman Road London E3 2RW	The sale by retail sale of alcohol Monday to Thursday, from 06:00 hours to 00:00 hours (midnight) Friday and Saturday, from 06:00 hours to 00:30 hours the following day Sunday, from 06:00 hours to 00:00 hours (midnight) Off sales	Monday to Sunday, from 06:00 hours to 01:00 hours the following day
(Greedy Fish and Chips) 150 Roman Road London E2 0RY	Sale of Alcohol (on & off sales) Monday to Thursday from 12:00hrs (midday) to 23:00hrs Friday to Saturday from 12:00hrs to 00:00hrs (midnight) Sunday from 12:00hrs (midday) to 22:30hrs	Monday to Thursday from 12:00hrs (midday) to 00:00hrs (midnight) Friday & Saturday from 12:00hrs to 01:00hrs (the following day)

	<p>The Provision of Late Night Refreshments (indoors)</p> <p>Friday from 23:00hrs to 00:00hrs (midnight) Saturday from 23:00hrs to 00:30hrs (the following day)</p> <p>On sales</p>	<p>Sunday from 12:00hrs (midday) to 23:30hrs</p>
<p>(Mum Likes Thai Food) 107 Roman Road London E2 OQN</p>	<p>Alcohol may be sold or supplied:</p> <p>(1) On weekdays, other than Christmas Day, Good Friday or New Year's Eve from 11am to midnight. (2) On Sundays, other than Christmas Day or New Year's Eve, and on Good Friday: 12 noon to 11:30pm (3) On Christmas Day: 12 noon to 11:30pm; (4) On New Year's Eve, except on a Sunday, 11 a.m. to midnight; (5) On New Year's Eve on a Sunday, 12 noon to 11.30 p.m. (6) On New Year's Eve from the end of permitted hours on New Year's Eve to the start of permitted hours on the following day (or, if there are no permitted hours on the following day, midnight on 31st December).</p> <p>The provision of late night refreshment Monday to Saturday, from 11pm to midnight Sunday, from 11pm to 11:30pm</p> <p>On sales</p>	<p>There are no restrictions on the hours during which this premises is open to the public</p>
<p>(TFX International) 124 – 128 Roman Road Bethnal Green London E2 ORN</p>	<p>The sale by retail of alcohol</p> <p>Alcohol shall not be sold or supplied except during permitted hours. In this condition, permitted hours means:</p> <p>a. On weekdays, other than Christmas Day, 8 a.m. to 11 p.m.</p>	<p>There are no restrictions on the hours during which this premises is open to the public</p>

	<p>b. On Sundays, other than Christmas Day, 10 a.m. to 10.30 p.m.</p> <p>c. On Christmas Day, 12 noon to 3 p.m. and 7 p.m. to 10.30 p.m.</p> <p>d. On Good Friday, 8 a.m. to 10.30 p.m.</p> <p>Off sales</p>	
<p>(Premier) 162 Roman Road Bethnal Green London E2 0RY</p>	<p>Retail sale of alcohol</p> <p>Monday to Sunday 06:00 hours to 00:00 hours (midnight)</p> <p>Off sales</p>	<p>Monday to Sunday from 06:00 hours to 00:00 hours (midnight)</p>
<p>(TJ's Local Supermarket 209 Roman Road London E2 0QY</p>	<p>The sale by retail of alcohol</p> <p>Monday to Sunday, from 07:00 hours to 02:00 hours (the following day)</p> <p>Off sales</p>	<p>Monday to Sunday, from 07:00 hours to 02:00 hours (the following day)</p>
<p>(Star Grill) 131a Roman Road London E2 0QN</p>	<p>The provision of late night refreshment</p> <p>Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday until 01:00 hours the following day</p>	<p>Monday, Tuesday, Wednesday, Thursday, Friday, Saturday and Sunday from 23:00 hours until 01:00 hours the following day</p>

<p>(West Nine Food & Wine) 132 Roman Road London E2 0RN</p>	<p>Retail sale of alcohol</p> <p>Alcohol shall not be sold or supplied except during permitted hours.</p> <p>In this condition, permitted hours means:</p> <p>a. On weekdays, other than Christmas Day, 8 a.m. to 11 p.m.</p> <p>b. On Sundays, other than Christmas Day, 10 a.m. to 10.30 p.m.</p> <p>c. On Christmas Day, 12 noon to 3 p.m. and 7 p.m. to 10.30 p.m.</p> <p>d. On Good Friday, 8 a.m. to 10.30 p.m.</p> <p>See Mandatory conditions for drinking up time</p> <p>Off sales</p>	<p>There are no restrictions on the hours during which this premises is open to the public</p>
<p>(Simply Fresh) 201-203 Roman Road London E2 0QY</p>	<p>The sale by retail of alcohol</p> <p>Monday to Sunday, 07.00am to 24.00pm (Midnight).</p> <p>Off sales</p>	<p>Monday to Sunday, 07.00am to 24.00pm (Midnight).</p>
<p>(Roman Road News) 134-136 Roman Road London E2 0RN</p>	<p>The sale by retail of alcohol</p> <p>Monday to Sunday from 07:00 hours to midnight</p> <p>Off sales</p>	<p>Monday to Sunday from 05:00 hours to midnight</p>
<p>(Old Friends Public House) 129 Roman Road London E2 0QN</p>	<p>The sale by retail of alcohol</p> <p>On sales</p> <p>Alcohol shall not be sold or supplied except during permitted hours.</p> <p>In this condition, permitted hours means:</p> <p>a. On weekdays, other than Christmas Day, Good Friday or New Year's Eve, 11 a.m. to 11 p.m.</p> <p>b. On Sundays, other than Christmas Day or New Year's Eve, 12 noon to 10.30 p.m.</p>	<p>There are no restrictions on the hours during which this premises is open to the public</p>

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

For conditions re. "drinking up time" see Annex 1 Mandatory Conditions

Note: However, New Years Eve is subject to the Regulatory Reform (Special Occasion Licensing) Order 2002. Which means that while that order is in effect the premises may remain open for the twelve hours between 11pm on New Years Eve and 11am on New Years Day.

Off sales

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

In this condition, permitted hours means:

- a. On weekdays, other than Christmas Day, 8 a.m. to 11 p.m.
- b. On Sundays, other than Christmas Day, 10 a.m. to 10.30 p.m.
- c. On Christmas Day, 12 noon to 3 p.m. and 7 p.m. to 10.30 p.m.
- d. On Good Friday, 8 a.m. to 10.30 p.m.

	on and off sales	
(Palmers Restaurant) 238 Roman Road London E2 0RY	Monday to Friday 12:00 hours to 23:00 hours Saturday and Sunday from 11:00 hours to 23:00 hours On and off sales	Monday to Friday 12:00 hours to 23:00 hours Saturday and Sunday from 11:00 hours to 23:00 hours
Angel & Crown 170 Roman Road London E2 0RY	The sale by retail of alcohol (on and off sales) <ul style="list-style-type: none"> • Sunday to Thursday, from 12:00 hrs to 23:30 hrs • Friday and Saturday, from 10:00 hrs to 00:30 hrs the following day <u>The sale by retail of alcohol (non standard timings):</u> <ul style="list-style-type: none"> • All bank holiday weekends, from 12:00 hrs to 02:00 hrs the following day • New Years Eve, from 12:00 hrs to 02:00 hrs the following day The provision of regulated entertainment - Indoors (Recorded music) <ul style="list-style-type: none"> • Sunday to Thursday, from 23:00 hrs to 23:30 hrs • Friday and Saturday, from 23:00 hrs to 00:30 hrs the following day <u>The provision of recorded music (non standard timings):</u> <ul style="list-style-type: none"> • All bank holiday weekends, from 23:00 hrs to 02:00 hrs the following day • New Years Eve 23:00hrs to 02:00 hrs the following day 	<ul style="list-style-type: none"> • Sunday to Thursday, from 07:00 hrs 00:00 hrs (midnight) • Friday and Saturday, from 07:00 hrs to 01:00 hrs the following day <u>Hours premises are open to the public (Non standard timings)</u> <ul style="list-style-type: none"> • All bank holiday weekends, from 07:00 hrs to 02:30 hrs the following day New Years Eve, from 07:00 hrs to 02:30 hrs the following day

	<p>The provision of late night refreshment – Indoors and outdoors</p> <ul style="list-style-type: none">• Sunday to Thursday, from 23:00 hrs to 23:30 hrs the following day• Friday and Saturday, from 23:00 hrs to 00:30 hrs the following day <p><u>The provision of late night refreshment (non standard timings):</u></p> <ul style="list-style-type: none">• All bank holiday weekends, from 23:00 hrs to 02:00 hrs the following day <p>New Years Eve, from 23:00 hrs to 02:00 hrs the following day</p>	
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Appendix 6

Mr Paul Elford

9 April 2024

Dear Tower Hamlets Licensing Team,

Re: We Are Bard Books, 341-343 Roman Road, London E3 5QR – Objection to Application for a Premises Licence

My name is Paul Elford and I live at [REDACTED] and have done so for 40 years.

I would like to object to the application for a premises licence at 341-343 Roman Road on the grounds of the prevention of public nuisance.

I do not object to the overall granting of a licence, which I welcome, but some of what is proposed currently is unacceptable to me.

I am aware that the premises was previously licensed as The Chesterfield. When that application was granted, it was granted with a series of appropriate and proportionate conditions designed to protect against public nuisance being caused by the external courtyard/garden. This is the area of the premises that I am most concerned with as it abuts residential gardens.

Those conditions were:

- Loudspeakers shall not be located in the garden area;
- Windows and doors to the garden area shall be kept closed after 19:00 hours.
- The garden area shall not be used after 19:00 hours and all tables and chairs shall be rendered unusable by 19:00 hours.

I would ask that the applicant considers agreeing to these conditions and if they cannot, that the licensing sub-committee impose them as they did previously.

To support my objection I supply a top down plan showing the external courtyard of the premises and its proximity to residential gardens and properties.

If use of the garden is not controlled by way of conditions then public nuisance to myself and my neighbours is inevitable. The noise from customers smoking and drinking outside will reverberate off the hard surface of the sidewall of St Barnabas church causing a

canyon effect down Kenilworth Road disturbing any residents including those with young children and health issues.

Another problem that arose when the premises operated as The Chesterfield and that I would like to see controlled as part of this application is the supervision of children in the external area.

What happened previously is that children were left to their own devices in the external area and they would throw gravel and stones from the courtyard into my/my neighbours' gardens. This was very annoying and disruptive, but it was also quite dangerous as the gravel/stones could easily have caused injury to people and pets. A requirement that children be supervised at all times, particularly in the external area would be helpful.

The only other point that I wish to make in relation to the application is that whilst this iteration of the premises says selling alcohol will be part of being a bookstore and community space, there is nothing to stop all of that being done away with and the venue trading as a different kind of bar. The deregulation of live and recorded music means that music that can be quite loud and intrusive can be played without that being apparent on the face of the licence. It might be helpful if:

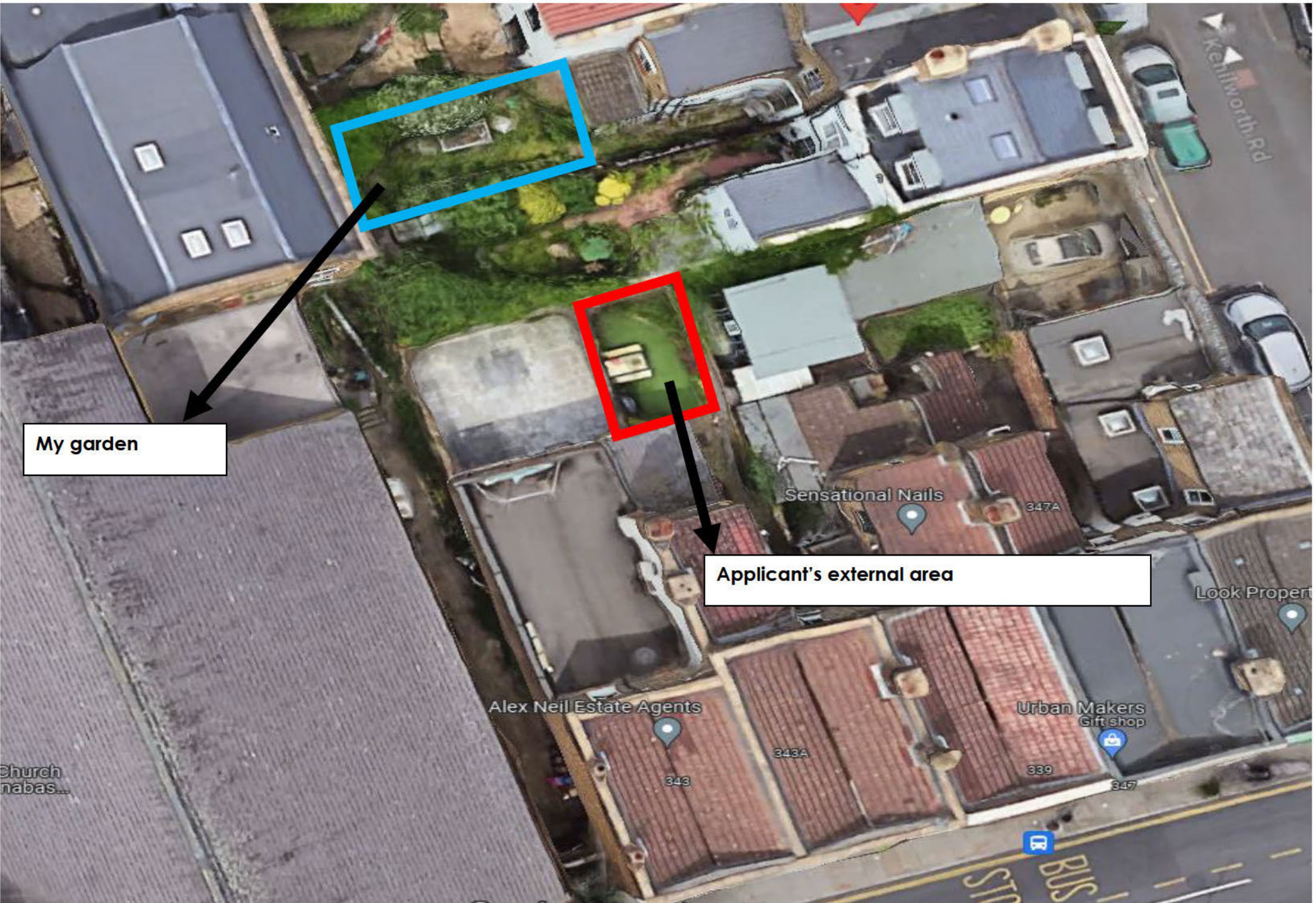
- a) there is a requirement on the licence that sales of alcohol be ancillary to the primary use of the premises as described by the applicant; and
- b) any music system to be functionally limited so that music cannot be played at a level that will disturb.

I wish the applicant all the best but do ask that these minor changes be made to the licence before it is granted.

Yours faithfully,

A black rectangular redaction box covering the signature of Paul Elford.

Paul Elford



My garden

Applicant's external area

Appendix 7

Dr. Ricardo Cabot

11/04/24

To whom it may concern.

I write in relation to the proposed new premises licence application for We Are Bard Books situated at 341-343 Roman Road.

I am a local resident of the area and currently reside at [REDACTED] My property backs on to the premises and my garden shares a fence with the proposed outside area.

I have considered the application in detail and whilst I do not object to the proposal in its entirety, I do have concerns that the application does not go far enough to mitigate issues around public nuisance.

I therefore make this representation against the application on the grounds of the prevention of public nuisance.

As you will know, the premises previously had the benefit of a licence when operating as The Chesterfield. This licence was subject to a number of conditions to manage and control the use of the outside area and I would like to request that these conditions be placed on any new licence issued by the Council should you deem it appropriate to grant the same.

The conditions that I refer to are as follows:

1. Loudspeakers shall not be located in the garden area.
2. Windows and doors to the garden area shall be kept closed after 19:00 hours.
3. The garden area shall not be used after 19:00 hours and all tables and chairs shall be rendered unusable by 19:00 hours.

I acknowledge that the operation style of We Are Bard Books is very different to that of The Chesterfield and the intention is that the premises will be utilised as more of a community space and bookstore, something I personally welcome to the area. However, there is nothing within the operating schedule to support this proposal and to stop the premises reverting back into a pub/bar style operation. This causes me great concern.

One final point that I wish to raise is somewhat unusual and bespoke to the design of the outside area. When the premises operated as The Chesterfield, my

neighbours and I experienced severe problems with children throwing stones over the fence into our properties. This is not only dangerous but could potentially cause substantial damage. I appreciate that history may not repeat itself and I do not want to hamper the enjoyment of children and families utilising the outside space but to ensure this does not become a problem again, I propose an additional condition around the supervision of children when they are using the external area.

I welcome discussions with the applicant around my representation and suggested conditions set out above.



Dr. Ricardo Cabot

Appendix 8

Lavine Miller-Johnson

From: Licensing
Subject: FW: We Are Bard Books, 341-343 Roman Road, London E3 - Application for a Premises Licence

From: Luke Elford <[REDACTED]>
Sent: Wednesday, June 5, 2024 12:44 PM
To: Lavine Miller-Johnson <[REDACTED]>; vicki Shenkin Kerr <[REDACTED]>
Cc: Licensing <Licensing@towerhamlets.gov.uk>; Simmi Yesmin <[REDACTED]>
Subject: We Are Bard Books, 341-343 Roman Road, London E3 - Application for a Premises Licence

Dear Vicki,

I write further to previous correspondence regarding the above and in particular your email to Lavine (cc'd) of 20/05/24 (timed 11:55), which you forwarded to me on 21/05/24.

I have spoken with my father and Dr. Cabot.

We are prepared to agree that the garden area may close at 8pm.

We have reviewed the conditions in your email. Generally speaking, they are fine, however, we make some minor amendments/suggestions for you to consider in advance of the hearing. Please see attached.

I have spent a little time modifying the statements made in your application (section 18) into enforceable conditions, which I hope is useful both to you and the licensing authority. I would like to hope they are all acceptable to you as you have proposed them as part of your operating schedule.

I have reduced the proposed hours for the sale of alcohol by 15 minutes (from 23:00 to 22:45 and 22:30 to 22:15) respectively on the basis that you proposed that last orders would be called 15 minutes prior to closing. This codifies that on the face of any licence.

The other conditions turn the statements made in boxes a) to e) of section 18 into conditions, save where those statements are purely aspirational e.g. "*We will operate our business in a responsible manner and actively promote the licensing objectives at all times.*" I note that you have offered that "*No person under the age of 18 will be allowed to consume alcohol on the premises at any time.*" That actually goes against the legislation, which permits consumption by persons under the age of 18 in specific circumstances. I suspect you wished to make clear you do not intend to benefit from those, but better safe than sorry.

We suggest that a personal licence holder be at the premises from 19:00 daily rather than on Friday and Saturday only. This will, we suggest, ensure promotion of the licensing objectives in the evening and during more sensitive hours.

I have added a condition clarifying that the garden area is to be closed between 20:00 and 09:00 the day following.

I have also added a condition that you will start asking customers to move inside the premises from 19:30. This, we think, is sensible so that the garden area is ready to close at 20:00, rather than emptying it at that time. We think that is a fair compromise.

I also notice that you are applying for off-sales, but that no information is given in the application about how, or how they will be managed. We propose a condition that off-sales be in sealed containers and that they should not be consumed immediately outside the premises. This is a very standard condition and, we hope, acceptable.

We have dropped our request that the premises not operate as a bar or public house. You have assured us that it will not and that licensable activities will be ancillary to the use of the premises as a bookstore. We are prepared to take you at your word. If it becomes apparent that you are running a bar or pub, we may need to revisit the issue. In any event, we note that the planning permission for the Premises is A3 (now Class E) and use as a pub or drinking establishment would not be permitted in any event.

We also presume you are aware of the restricted hours of operation of this premises (see planning permission PA/15/01915/NC) in that the premises may only operate as follows:

07:30 to 18:00 Mondays to Friday
08:00 to 18:00 Saturday
08:00 to 18:00 Sundays and Bank Holidays

We presume that you will be making a full planning application to Tower Hamlets before making use of any later hours that may be granted under the premises licence.

I would like to think that all of the above/attached is relatively straightforward and that we will be able to find agreement in advance of the hearing scheduled for 18 June. In the event that we are unable, I am asking that this email and attachment be inserted into any agenda papers for that hearing and I copy in Simmi Yesmin from Democratic Services to ensure that happens.

Please let me know if you have any questions.

Kind regards,

Luke Elford
For and on behalf of Paul Elford and Dr. Ricardo Cabot

We Are Bard Books

341-343 Roman Road, London E3 5QR

Sales of Alcohol (on and off-sales):

Day:	From:	To:
Monday	11:00	22:45
Tuesday	11:00	22:45
Wednesday	11:00	22:45
Thursday	11:00	22:45
Friday	11:00	22:45
Saturday	11:00	22:45
Sunday	11:00	22:15

No non-standard timings or seasonal variations

Opening Hours:

Day:	From:	To:
Monday	11:00	23:00
Tuesday	11:00	23:00
Wednesday	11:00	23:00
Thursday	11:00	23:00
Friday	11:00	23:00
Saturday	11:00	23:00
Sunday	11:00	22:30

No non-standard timings or seasonal variations

Conditions:

1. The provision of Licensable Activities at the Premises shall be ancillary to operation of the Premises as a bookstore.
2. A direct telephone number for the manager on duty at the Premises shall be publicly available at all times the Premises is open. The telephone number shall be displayed in the window of the Premises and on the Premises' website/social media (if any).
3. A Personal Licence Holder shall be on duty at the Premises from 19:00 until close **daily**.

4. An incident book shall be kept at the Premises, and made available to police and authorised council officers, which will record:
 - a. Any crimes reported;
 - b. Lost property; and
 - c. Any incidents of disorder.
5. All staff will be trained on induction and given refresher training every six months. Written training records will be kept for each staff member and produced to police and authorised council officers on request.
6. Staff training will include:
 - a. Identifying and challenging persons under 25;
 - b. Acceptable proof of age;
 - c. Recording refused sales of alcohol;
 - d. Conflict management; and
 - e. Responsible alcohol retailing.
7. Customers carrying open or sealed bottles or glasses will not be admitted to the Premises at any time.
8. The Premises Licence Holder will display crime prevention notices reminding customers of the possibility of crime at the Premises e.g. "Bags should not be left unattended" and "Watch out for pickpockets."
9. A Fire Risk Assessment for the Premises will be conducted every 6 months, and the Premises Licence Holder shall review the risk assessment.
10. The number of persons admitted to the Premises at any one time (including staff) shall not exceed the number specified in the Fire Risk Assessment.
11. All steps and stair edges shall be appropriately highlighted.
12. The Premises Licence Holder shall conduct a fire drill and emergency lighting checks weekly.
13. Prominent, clear, and legible notices to be clearly displayed at exit reminding customers to respect the needs of residents and to leave the premises and area quietly without loitering outside the premises or in the vicinity.

14. Prominent, clear, and legible notices to be clearly displayed at exit reminding customers that no drinks, bottles, or glasses may be removed from the Premises.
15. The Premises Licence Holder shall ensure that the area outside the Premises on Roman Road shall be kept tidy at all times and swept at close of business.
16. The Premises Licence Holder will ensure that noise from the Premises will be maintained at a level that is not audible at the façade of any residential premises.
17. Any children using the garden area (shown shaded green on the licensing plan) shall be supervised by an adult at all times.
18. Loudspeakers shall not be located in the garden area (shown shaded green on the licensing plan).
19. Notices shall be prominently displayed in the garden area (shown shaded green on the licensing plan) reminding customers and staff to respect residents and to use the area quietly.
20. Save for access/egress in the event of an emergency, all windows and doors to the garden area (shown shaded green on the licensing plan) shall be kept closed from 20:00 daily.
21. No noise generated on the Premises, or by any associated plant or equipment, shall emanate from the Premises which gives rise to a nuisance.
22. No waste or recycling, including bottles, shall be moved, removed from, or placed in the garden area (shown shaded green on the plans) between 20:00 and 09:00 the following morning.
23. The garden area (shown shaded green on the plans) shall be closed between 20:00 and 09:00 the following morning.
24. The Premises Licence Holder shall ask customers using the garden area (shown shaded green on the plans) to start moving inside the Premises at 19:30 daily.
25. No deliveries shall be received at the Premises or rubbish removed from the Premises (including bottles and glass) between 20:00 and 07:00 the following morning.

26. The Premises Licence Holder shall ensure that no inappropriate content (books, music, art, or otherwise) is accessible to persons under 18 at the Premises.
27. The Premises Licence Holder shall provide a separate children's book area for parents and children.
28. The Premises Licence Holder shall operate a Challenge 25 proof of age scheme at the Premises with the only acceptable forms of identification being recognised photographic identification cards, such as driving licences, passports, or proof of age cards bearing the PASS hologram.
29. Off-sales of alcohol shall be in sealed containers only and shall not be consumed immediately outside the Premises.

FOR AGREEMENT BY APPLICANT

Licensing Plan

341-343 ROMAN ROAD, E3 5QR
Approx. gross internal area 189.42m²

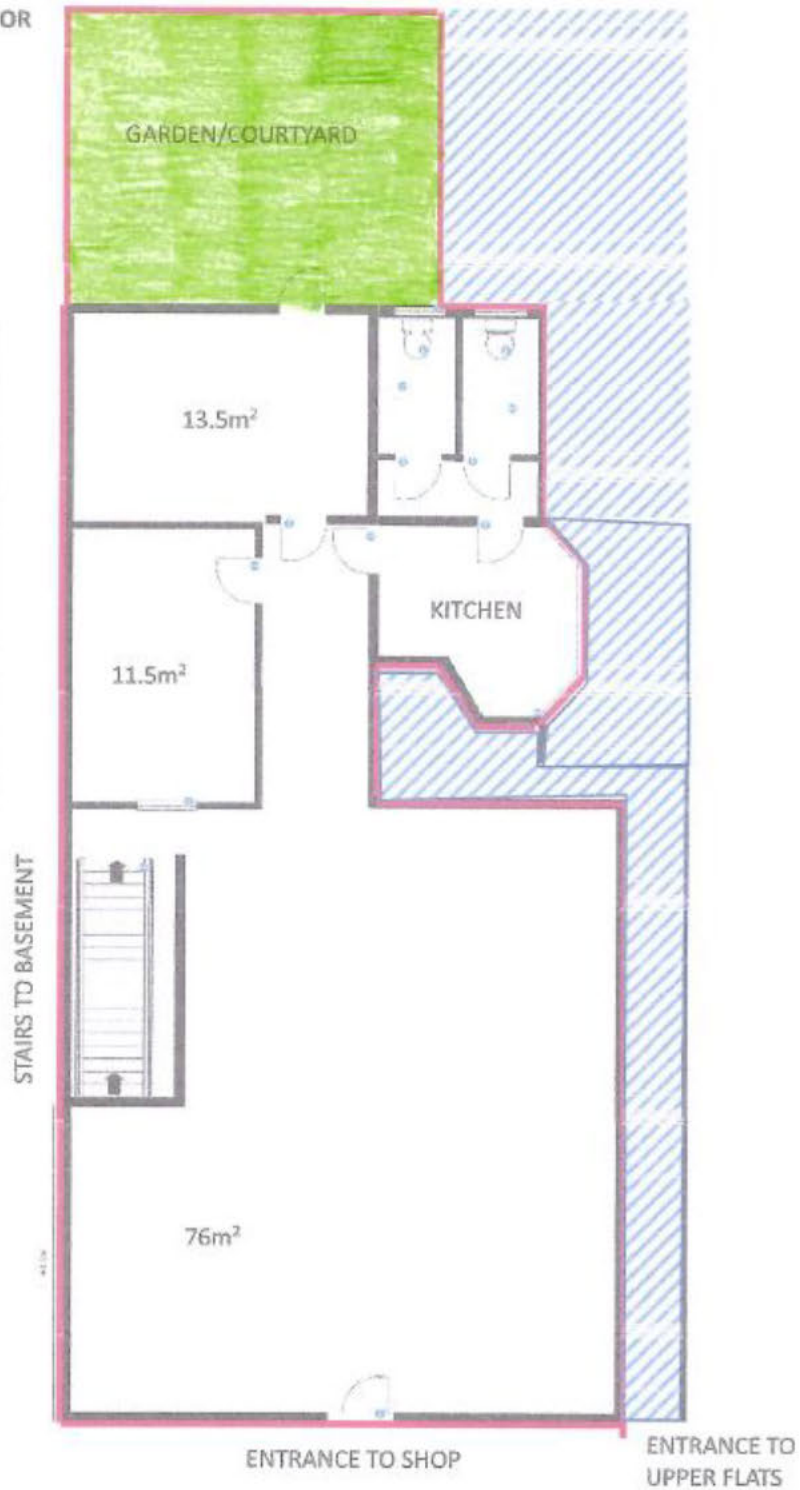


GROUND FLOOR

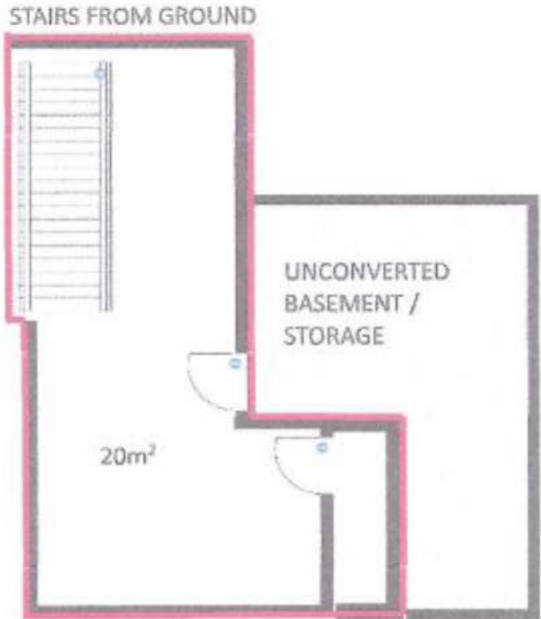
KEY:
RED LINE:
LICENSABLE
AREA

UNCOVERED /
LOW LEVEL
STORAGE

STRIPES:
NEIGHBOURS'
SPACE / NOT-
LICENSED



BASEMENT (grey unconverted)



FOR AGREEMENT

Lavine Miller-Johnson

Subject: FW: New Premises Licence - 341-343 Roman Road London E3 5QR - MA 167570

From: Vicki Shenkin Kerr [REDACTED] >

Sent: Monday, May 20, 2024 11:55 AM

To: Lavine Miller-Johnson [REDACTED]

Subject: Re: New Premises Licence - 341-343 Roman Road London E3 5QR - MA 167570

Hi Lavine,

Just so you know, I have offered the following conditions to the neighbours to address their official objections, and would like to officially amend my application to reflect these please:

1. Any children using the garden area shall be supervised by an adult at all times.
2. Loudspeakers shall not be located in the garden area.
3. Notices shall be prominently displayed in the garden area reminding customers and staff to respect residents and to use the area quietly.
4. The garden area shall not be used after 20:00 daily
5. Save for access/egress in the event of an emergency, all windows and doors to the garden area shall be kept closed from 20:00 daily.

These actively address their official objections as per the letters sent to me on the 16th April 2024.

In addition, they have since requested the following which I am happy to agree to and add to the premises license:

1. The provision of Licensable Activities at the Premises shall be ancillary to the main operation of the Premises as a bookstore.
2. No noise generated on the Premises, or by any associated plant or equipment, shall emanate from the Premises which gives rise to a nuisance.
3. A direct telephone number for the manager on duty at the Premises shall be publicly available at all times the Premises is open. The telephone number shall be displayed in the window of the Premises and on the Premises' website/social media (if any).
4. No waste or recycling, including bottles, shall be moved, removed from, or placed in the garden area (shown shaded green on the plans) between 20:00 and 09:00 the following morning.

I will follow up with their representatives to confirm this. They are yet to accept these terms, so we may still need to take this in front of a committee, but thought it was important to keep you apprised of the situation.

Vicki

Appendix 9

Lavine Miller-Johnson

From: MARK.J.Perry [REDACTED]
Sent: 05 April 2024 15:38
To: vickishenkin [REDACTED]
Cc: Licensing
Subject: RE: Premises License Application Bard Books - 341 - 343 Roman Rd

Hi Vicki,

Thanks for agreeing conditions. Tower Hamlets Council please see below conditions agreed with the applicant.

Kind Regards

Mark



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



From: Vicki Shenkin Kerr <[REDACTED]>
Sent: 05 April 2024 13:15
To: Perry Mark J - CE-CU <[REDACTED]>
Subject: Re: Premises License Application Bard Books - 341 - 343 Roman Rd

Hi Mark, not a problem. Happy to agree the conditions detailed below.

Thanks,

Vicki

On 5 Apr 2024, at 12:29, [MARK.J \[REDACTED\]](#) wrote:

Hi Vicki,

Good to speak to you, sorry to bother you when you are with your family. As discussed I have no objection to your application in principle but would like the following conditions added to the license. Most of them you have in the application, we have some particular wording we like to use.

If these are ok please e-mail me and let me know and I will inform Tower Hamlets Council Licensing that we have agreed terms.

1. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Tower Hamlets Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31 day period.

2. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.

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

4. An incident log shall be kept at the premises and be available on request to the Police or an authorised officer. It must be completed within 24 hours of any incident and will record the following:

- a) all crimes reported to the venue.
- b) all ejections of patrons.

- c) any complaints received concerning crime and disorder
- d) any incidents of disorder.
- e) any faults in the CCTV system,
- f) any refusal of the sale of alcohol.
- g) any visit by a relevant authority or emergency service.

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

Kind Regards

Mark

<image001.jpg>

<image002.png>

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

<image003.png>

<image004.png>

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Appendix 10

Section 182 Advice by the Home Office Updated on August 2023

Relevant, vexatious and frivolous representations

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

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

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

Appendix 11

Licensing Policy Section 11

Prevention of Public Nuisance

- 11.1 Licensed premises, especially those operating late at night and in the early hours of the morning, can cause a range of nuisances impacting on people living, working or sleeping in the vicinity of the premises.
- 11.2 Like many London boroughs, Tower Hamlets has many areas of the borough where businesses and residents are “cheek by jowl” with each other. Thus, the correct balance needs to be adopted ensuring residents are not unduly disturbed by licensed premises, whilst ensuring this does not stifle growth in the licence trade.
- 11.3 Though all licensed premises must promote the licensing objectives, and thus actively try to prevent public nuisance being caused by their licensable activities, there are some factors that this Licensing Authority would expect to applicants to consider and where appropriate address in their operating schedule. These are:
- a) Music/performances
Measures to reduce impact of noise on residents
 - b) Queue management
Measure to prevent obstruct access to properties, pavements. Measure to reduce the impact of people noise on residents
 - c) Ingress and Egress
Measure to prevent people noise during ingress and egress
 - d) Use of outside areas (see 11.7 below)
 - e) Deliveries, particularly pick-ups by vehicles
Measures to prevent noise/fumes from engines, drivers (including smoking),
 - f) Bottle disposal
Done at reasonable time to prevent impact on residents e.g. between 8am and 8pm
 - g) Litter
Measures to prevent littering around the venue from patrons
- 11.4 The Licensing Authority appreciates that it would not be necessary or appropriate for all applications to have measures to prevent the above issues. Nevertheless, we will take a strong view on applications for licences that are in close proximity to residential premises, and whose intended use has a higher likelihood of causing public nuisance. This also includes those applications in areas covered by a Cumulative Impact Assessment (CIA). Especially where the applications falls outside the scope of any exceptions to such CIAs.
- 11.5 The Licensing Authority, where its discretion is engaged, will consider, where appropriate, attaching conditions to licences and permissions to prevent the

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

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

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

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

Appendix 12

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

Updated December 2022

Public nuisance

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

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

Appendix 13

Noise while the premise is in use

General Advice

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

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

Licensing Policy

The policy recognises that noise nuisance can be an issue, especially if a premises is open late at night. **(See Sections 11.1 of the Licensing Policy)**. While all applications will be considered on their merits, consideration will be given to imposing stricter conditions in respect of noise control where premises are situated close to local residents. **(See Section 11.4)**.

The Licensing Authority expects the applicant to have addressed all nuisance issues relating to the premises in their operating schedule and to have sought appropriate advice from the Council's Environmental Health Officers. **(See Section 11.2 of the Licensing Policy)**.

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

- hours of opening (this needs to be balanced against potential disorder caused by artificially early closing times)
- Whether certain parts should close earlier than the rest (for example a "beer garden", or restricted in their use to 9pm or limiting numbers)
- Whether or not certain activities should have to close at an early hour, for example live music
- Conditions controlling noise or vibration (for example, noise limiters, keeping doors and windows closed).
- Prominent clear and legible notices at all exits requesting the public to respect the needs of local residents and leave the premises and area quietly
- Conditions controlling the use of explosives, pyrotechnics and fireworks
- Conditions controlling the placing of refuse
- Conditions controlling noxious smells
- Conditions controlling lighting (this needs to be balanced against potential crime prevention benefits)
- Measures to prevent noise/fumes from engines, drivers (including smoking),
- Measures to prevent obstruct access to properties, pavements.
Measure to reduce the impact of people noise on residents

Police Powers

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

Guidance Issued under Section 182 of the Licensing Act 2003

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

Licence conditions should not duplicate other legislation (1.16).

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

Other Legislation

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

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

Appendix 14

Licensing Policy Section 9

Crime and Disorder

- 7.1 Licensed premises, especially those offering late night / early morning entertainment, alcohol and refreshment for large numbers of people, can be a source of crime and disorder problems and to store prescribed information.
- 7.2 When addressing crime and disorder the applicant should initially identify any particular issues (having regard to their particular type of premises and / or activities) which are likely to adversely affect the promotion of the crime and disorder licensing objective. The applicant should also list such steps that are required to deal with these identified issues. Both risks and mitigating steps should be included within the applications operating schedule. Where the Metropolitan Police, acting as a responsible authority, makes recommendations in respect of an application relating to the licensing objectives the Licensing Authority would expect the applicant to incorporate these into their operating schedule.
- 7.3 Applicants are recommended to seek advice from Council Officers and the Police as well as taking into account, as appropriate, local planning and transport policies, with tourism, cultural and crime prevention strategies, when preparing their plans and Schedules.
- 7.4 In addition to the requirements for the Licensing Authority to promote the licensing objectives, it also has duties under Section 17 of the Crime and Disorder Act 1998 to do all it reasonably can to prevent crime and disorder in the Borough and to share prescribed information.
- 7.5 The Licensing Authority, if its discretion is engaged, will consider attaching Conditions to licences and permissions to deter and prevent crime and disorder both inside and immediately outside the premises and these may include Conditions drawn from the Model Conditions in Appendix 3.
- 7.6 **CCTV** - The Licensing Authority, if its discretion is engaged, will attach conditions to licences, as appropriate where the conditions reflect local crime prevention strategies, for example the provision of closed circuit television cameras.
- 7.7 **Touting** – This is soliciting for custom. There has been a historic problem with Touting in the borough, mainly in relation to restaurants, and as such in 2006 the Council introduced a byelaw under Section 235 of the Local Government Act 1972 for the good rule and government of the London Borough of Tower Hamlets and for the prevention and suppression of nuisances.

As a result, in relation to premises where there is intelligence that touting is, or has been carried out, the Licensing Authority, where its discretion is engaged, will insert a conditions from our model conditions in appendix 3, to prohibit 'touting':-

7.8 **Responsible Drinking** - The Licensing Authority expects alcohol to be promoted in a responsible way in the Borough. This should incorporate relevant industry standards, such as the Portman Group Code of Practice. Where appropriate and proportionate, if its discretion is engaged, the Licensing Authority will apply conditions to ensure responsible drinking. The Licensing Authority also recognises the positive contribution to best practice that "Pubwatch" and other similar schemes can make in promoting the licensing objectives and is committed to working with them.

7.9 **Psychoactive Substances, e.g. Nitrous Oxide (NOx)** – Misuse of nitrous oxide is associated with increased antisocial behaviour including littering, noise nuisance and vandalism, all of which are detrimental to residents' quality of life and feelings of safety. Use of nitrous oxide is also a health concern and has other associated harms.

As a result, this Licensing Authority expects Licence Holders to refuse entry to any person seen use or selling NOx as a psychoactive Substance. Refusals should also be entered into Licence Holders refusals logs.

Where its discretion is engaged this Licensing Authority impose conditions to formally require refusal of persons seen selling or using NOx as a psychoactive Substance.

7.10 **Drinks spiking** – in reference to the Local Governments Association (LGA) Guidance note on drink spiking prevention, this Licensing Authority expects licence holders and applicants to have a zero-tolerance policy towards drinks spiking. This involves as a minimum ensuring all reports of spiking are acted upon and that all incidents of alleged spiking are recorded and reported to the police. Licence holders and applicants should also be aware of the Metropolitan Police's definition of drink spiking:

"Spiking is where someone adds drugs or alcohol to another person's drink without them knowing, it is illegal."

The LGA has set some recommendations for Licence holder, and we would expect our Licence holders to follow these where appropriate to their venues:

<https://www.local.gov.uk/publications/lga-guidance-note-drink-spiking-prevention#recommended-actions-for-licensed-premises->

Applicants for new and variations of exiting licences as well as those submitting TENs are expected to work with the Metropolitan Police in order to consider actions needed to prevent drinks spiking in their venues/events

Where its discretion is engaged this Licensing Authority will impose conditions on licences aimed at preventing drinks spiking, specifically any recommended by the metropolitan police.

7.11 **Welfare and Vulnerability** – This Licensing Authority believes that all Licensed venues should train their staff in Welfare and Vulnerability Engagement (WAVE). As of 2023 this Licensing Authority in partnership with the Metropolitan Police and the London Borough of Hackney is delivering monthly WAVE training sessions for Licensed venues within both Tower Hamlets and Hackney. As a result, we expect that all Licensed venues who sell alcohol for consumption on their premises should train their staff in WAVE and adopt Ask for Angela or similar initiatives aimed at assisting vulnerability within alcohol licensed venues.

7.12 **Sexual Harassment in the Night Time Economy** – sadly this is still an issues for women working in and visiting licensed venues in London. As a result, this Licensing Authority encourages Licensed venues to sign up to the Mayor of London’s Women’s Night Safety Charter:

<https://www.london.gov.uk/programmes-strategies/arts-and-culture/24-hour-london/womens-night-safety-charter>

As well as the Women’s Night Safety Charter we would encourage applicants and licence holders to discuss applications with the Council’s Violence Against Women and Girls Service, who can provide advice and training to venues on preventing misogyny within licensed premises.

Lastly, we expect Licence Holders to take a zero-tolerance approach to misogyny within their venues where this is towards customers or employees. We would expect licence holders to refuse to serve persons who commit acts of sexual harassment, even in the first instance, and report the matter to the Metropolitan Police.

7.13 **Party Boats** – An increasing number of complaints have been received in London Boroughs that boarder the River Thames in relation to “Party Boats”, which use the River. In respect of this we would encourage applicants for Party Boats to consider adopting the conditions listed in our Model Conditions in Appendix 3, where appropriate to promote the Licensing Objective of Prevention of Crime and Disorder. Furthermore, where its discretion is engaged, this Licensing Authority may add one or more of the boat conditions from our Model Conditions.

7.14 **Criminal Activity** - There is certain criminal activity that may arise in connection with licensed premises which the Licensing Authority will treat particularly seriously. These are the use of the licensed premises:

- for the sale and distribution of drugs controlled under the Misuse of Drugs Act 1971 and the laundering of the proceeds of drugs crime;
- for the sale and distribution of illegal firearms;
- for the evasion of copyright in respect of pirated or unlicensed films and music, which does considerable damage to the industries affected;
- for the illegal purchase and consumption of alcohol by minors which impacts on the health, educational attainment, employment prospects and propensity for crime of young people;

- for prostitution or the sale of unlawful pornography;
- by organised groups of paedophiles to groom children;
- as the base for the organisation of criminal activity, particularly by gangs;
- for the organisation of racist activity or the promotion of racist attacks;
- for employing a person who is disqualified from that work by reason of their immigration status in the UK;
- for unlawful gambling; and
- for the sale or storage of smuggled tobacco and alcohol.

The Secretary State's Guidance states that it is envisaged that licensing authorities, the police, the Home Office (Immigration Enforcement) and other law enforcement agencies, which are responsible authorities, will use the review procedures effectively to deter such activities and crime. Where reviews arise and this Licensing Authority determines that the crime prevention objective is being undermined through the premises being used to further crimes, it is expected that revocation of the licence, even in the first instance, should be seriously considered.

- 7.15 The Licensing Authority is mindful of the Secretary of State's Guidance "Reviews arising in connection with crime".
- 7.16 From 1 April 2017, businesses which sell alcohol (for example, retailers of alcohol and trade buyers) will need to ensure that the UK wholesalers that they buy alcohol from have been approved by HMRC under the Alcohol Wholesaler Registration Scheme (AWRS). They will need to check their wholesalers Unique Registration Number (URN) against the HMRC online database which will be available from April 2017. This is an ongoing obligation and if a business is found to have bought alcohol from an unapproved wholesaler, they may be liable to a penalty or could even face criminal prosecution and their alcohol stock may be seized. Any trader who buys alcohol from a wholesaler for onward sale to the general public (known as a 'trade buyer') does not need to register unless they sell alcohol to other businesses. Examples of trade buyers would be pubs, clubs, restaurants, cafes, retailers, and hotels. However, they will need to check that the wholesaler they purchase alcohol from is registered with HMRC. Further information may be found at: <https://www.gov.uk/guidance/the-alcohol-wholesaler-registration-scheme-awrs>.
- 7.17 **Smuggled Goods** – The Licensing Authority will exercise its discretion to add conditions to licence where appropriate and proportionate to reduce the risk of receiving smuggled goods and encourage traceability.
- 7.18 **Olympic Park (Football Ground)** – Premises where Police intelligence shows that football supporters congregate within the borough should consider adding the Olympic Park – Football Ground conditions in our Model Conditions in appendix 3.

Appendix 15

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

Updated December 2022

Crime and disorder

- 2.1 Licensing authorities should look to the police as the main source of advice on crime and disorder. They should also seek to involve the local Community Safety Partnership (CSP).
- 2.2 In the exercise of their functions, licensing authorities should seek to co-operate with the Security Industry Authority ("SIA") as far as possible and consider adding relevant conditions to licences where appropriate. The SIA also plays an important role in preventing crime and disorder by ensuring that door supervisors are properly licensed and, in partnership with police and other agencies, that security companies are not being used as fronts for serious and organised criminal activity. This may include making specific enquiries or visiting premises through intelligence led operations in conjunction with the police, local authorities and other partner agencies. Similarly, the provision of requirements for door supervision may be appropriate to ensure that people who are drunk, drug dealers or people carrying firearms do not enter the premises and ensuring that the police are kept informed.
- 2.3 Conditions should be targeted on deterrence and preventing crime and disorder including the prevention of illegal working in licensed premises (see paragraph 10.10). For example, where there is good reason to suppose that disorder may take place, the presence of closed-circuit television (CCTV) cameras both inside and immediately outside the premises can actively deter disorder, nuisance, anti-social behaviour and crime generally. Some licence holders may wish to have cameras on their premises for the prevention of crime directed against the business itself, its staff, or its customers. But any condition may require a broader approach, and it may be appropriate to ensure that the precise location of cameras is set out on plans to ensure that certain areas are properly covered and there is no subsequent dispute over the terms of the condition.
- 2.4 The inclusion of radio links and ring-round phone systems should be considered an appropriate condition for public houses, bars and nightclubs operating in city and town centre leisure areas with a high density of licensed premises. These systems allow managers of licensed premises to communicate instantly with the police and facilitate a rapid response to any disorder which may be endangering the customers and staff on the premises.

- 2.5 Conditions relating to the management competency of designated premises supervisors should not normally be attached to premises licences. It will normally be the responsibility of the premises licence holder as an employer, and not the licensing authority, to ensure that the managers appointed at the premises are competent and appropriately trained. The designated premises supervisor is the key person who will usually be responsible for the day to day management of the premises by the premises licence holder, including the prevention of disorder. A condition of this kind may only be justified as appropriate in rare circumstances where it can be demonstrated that, in the circumstances associated with particular premises, poor management competency could give rise to issues of crime and disorder and public safety.
- 2.6 The prevention of crime includes the prevention of immigration crime including the prevention of illegal working in licensed premises. Licensing authorities should work with Home Office Immigration Enforcement, as well as the police, in respect of these matters. 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 evidence of a right to work check, either physical or digital (e.g. a copy of any document checked as part of a right to work check or a clear copy of the online right to work check) are retained at the licensed premises.

Appendix 16

Licensing Policy Relating to Hours of Trading

All applications have to be considered on their own merits.

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

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

(see 16.8 of the Licensing Policy)

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

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

(See 16.9 of the Licensing Policy)

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

- Theatres
- Cinemas
- Premises with club premises certificates

Appendix 17

Planning

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