

# Appendix 1

# LONDON BOROUGH OF TOWER HAMLETS, LICENSING ACT 2003, NOTICE OF APPLICATION FOR A PREMISES LICENCE.

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

## PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We Ican Centres UK Limited  
(Insert name(s) of applicant)

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

### Part 1 – Premises Details

Postal address of premises or, if none, ordnance survey map reference or description <b>Ican Centres UK Limited External Yard Area 33 - 35 Monier Road</b>			
<b>Post town</b>	London	<b>Postcode</b>	<b>E3 2PR</b>

Telephone number at premises (if any)	[REDACTED]
Non-domestic rateable value of premises	<b>£55,500.00</b>

### Part 2 - Applicant Details

Please state whether you are applying for a premises licence as

Please tick as appropriate

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

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

\* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

I am making the application pursuant to a  
 statutory function or   
 a function discharged by virtue of Her Majesty's prerogative

**(A) INDIVIDUAL APPLICANTS (fill in as applicable)**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	<input type="checkbox"/>
Surname			First names		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

**SECOND INDIVIDUAL APPLICANT (if applicable)**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post town		Postcode			
Daytime contact telephone number					
E-mail address (optional)					

**(B) OTHER APPLICANTS**

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

Name Ican Centres UK Limited
Address 35 Monier Road Bow London E3 2PR
Registered number (where applicable) 07564413
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company
Telephone number (if any) [REDACTED]
E-mail address (optional) [REDACTED]

**Part 3 Operating Schedule**

When do you want the premises licence to start?

DD	MM	YYYY
1	4	04 2014

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

DD	MM	YYYY
01	10	2014

Please give a general description of the premises (please read guidance note 1)  
Outdoor yard area situated to the rear of the Ican Centres, the area is bounded on three sides by anti climb security fencing backed with concrete slab walls and the building on the fourth side.

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

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

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

Provision of regulated entertainment

Please tick any that apply

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

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

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

In all cases complete boxes K, L and M

**A**

Plays Standard days and timings (please read guidance note 6)			<b>Will the performance of a play take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Day	Start	Finish		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Mon			<b>Please give further details here</b> (please read guidance note 3)		
Tue					
Wed			<b>State any seasonal variations for performing plays</b> (please read guidance note 4)		
Thur					
Fri			<b>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sat					
Sun					

**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			<b>Will the exhibition of films take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3)		
Mon	10:00	21:00			
Tue	10:00	21:00			
			<b>State any seasonal variations for the exhibition of films</b> (please read guidance note 4)		
Wed	10:00	21:00			
Thur	10:00	21:00			
			<b>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Fri	10:00	21:30			
Sat	10:00	21:30			
Sun	10:00	21:30			

C

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Fri			
Sat			
Sun			



**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Both	<input type="checkbox"/>				
Day	Start	Finish	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
			<b><u>State any seasonal variations for boxing or wrestling entertainment</u></b> (please read guidance note 4)		
Tue					
			<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Wed					
Thur					
Fri					
Sat					
Sun					

**E**

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b>Will the performance of live music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3)					
Mon								
Tue								
Wed						<b>State any seasonal variations for the performance of live music</b> (please read guidance note 4)		
Thur								
Fri								
Sat						<b>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Sun								

**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b>Will the playing of recorded music take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input checked="" type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>Please give further details here</b> (please read guidance note 3)		
Mon	10:00	21:00			
Tue	10:00	21:00			
			<b>State any seasonal variations for the playing of recorded music</b> (please read guidance note 4)		
Wed	10:00	21:00			
Thur	10:00	21:00			
			<b>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Fri	10:00	21:30			
Sat	10:00	21:30			
Sun	10:00	21:30			

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)		Indoors <input type="checkbox"/>
					Outdoors <input type="checkbox"/>
					Both <input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Fri					
Sat					
Sun					

# H

<b>Anything of a similar description to that falling within (e), (f) or (g)</b> Standard days and timings (please read guidance note 6)			Please give a description of the type of entertainment you will be providing		
Day	Start	Finish	<b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Wed			<b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 4)		
Thur			<b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Fri					
Sat					
Sun					

**I**

<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick</b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue					
<b>Wed</b>			<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 4)		
Thur					
<b>Fri</b>			<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat					
Sun					

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption – please tick</b> (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)		
Mon	10:00	21:00			
Tue	10:00	21:00			
Wed	10:00	21:00			
Thur	10:00	21:00			
Fri	10:00	21:30			
Sat	10:00	21:30			
Sun	10:00	21:30			
			<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		

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

<b>Name</b> Philip Glen Kirton	
<b>Address</b> [REDACTED]	
<b>Postcode</b>	[REDACTED]
<b>Personal licence number (if known)</b> [REDACTED]	
<b>Issuing licensing authority (if known)</b> [REDACTED]	





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

a) **General – all four licensing objectives (b, c, d and e)** (please read guidance note 9)

**Proposed conditions for The Ican yard summer project**

The following conditions suggested for each of the four licensing objectives are consistent with the current licence granted at Ican Centres and have been amended to allow for the fact that this space is outdoors only, amendment points have been left in to allow easy cross checking

**Annex 1 - Mandatory conditions**

No supply of alcohol may be made under the premises licence-

- a) at a time where there is no designated premises supervisor in respect of the premises licence, or
- b) at a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended

Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence

Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, such individuals must be licensed with the Security Industry Authority.

This does not apply to premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001, (premises with premises licences authorising plays or films), or in respect of premises in relation to- any occasion mentioned in paragraph 8(3)(b) or (c) of Schedule 2 (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or any occasion within paragraph 8(3)(d) of Schedule 2 (occasions prescribed by regulations under that Act) unless the Licence specifically states otherwise.

Security activity means an activity to which paragraph 2(1) (a) of Schedule 2 of the Private Security Industry Act 2001 of that schedule applies, and Paragraph 8(5) of Schedule 2 (interpreting of references to an occasion) applies as it applies in relation to paragraph 8 of Schedule 2 of the Private Security Industry Act 2001

**Where the exhibition of films is authorised, the admission of children to the exhibition of any film must be to be restricted as follows: If the London Borough of Tower Hamlets Licensing Section has issued a particular notification of restriction to the licence holder, that restriction must be adhered. Otherwise the recommendation of the film classification body must be followed. Children means persons aged under 18 and “film classification body” means the person or persons designated as the authority under section**

**4 of the Video Recordings Act 1984 (currently the British Board of Film Classification)**

1.

(1) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.

(2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children—

(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to;

(i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or

(ii) drink as much alcohol as possible (whether within a time limit or otherwise);

(b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);

(c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less;

(d) provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on;

(i) the outcome of a race, competition or other event or process, or

(ii) the likelihood of anything occurring or not occurring;

(e) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.

2. The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is

unable to drink without assistance by reason of a disability).

3. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
4.
  - (1) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.
  - (2) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark.
5. The responsible person shall ensure that;
  - (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
    - (i) beer or cider: ½ pint;
    - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
    - (iii) still wine in a glass: 125 ml; and
  - (b) customers are made aware of the availability of these measures.

Note: The conditions of the license still apply when the non-standard hours are used.

1. No nudity or semi nudity permitted;
2. Children will not be on the premises after 21.00 hours unless they are in the company of an adult/guardian;
3. The Acoustic Report (Report Reference: SA-2411, Report Date: 14.01.2013) forms part of the operating Schedule
4. The venue is to do all that is necessary and possible to ensure that the best possible standards of security are being met;

**b) The prevention of crime and disorder**

5. CCTV will be installed to Police satisfaction with the following conditions: The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of a Metropolitan Police Crime Prevention Officer. 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. Recordings shall be made available immediately upon the request of Police or authorised officer throughout the preceding 31 day period;

6. 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 is open to the public. The staff member shall be able to download the images and present them immediately on request with the absolute minimum of delay when requested;

7. In addition to the requirements under condition (2) a monitor must be immediately viewable upon entering the premises showing real time footage so that patrons can clearly identify that they have been capture on CCTV as they enter the premises;

8. The CCTV Camera system and coverage thereof must cover both internal and external to the premises;

#### **Entry and Search Policy**

9. There shall be an ID Scanner in operation during every event at Ican Centers where there is regulated entertainment or the sale of alcohol. It is the duty of both the licensee or DPS and the duty manager to ensure that everyone that enters the premises has had their ID scanned; the I D Scanner shall be activated 7 pm each evening the premises is opened; unless only the café/pizzeria is trading in which case the id scanner will not be required.

10. Operate the "Challenge 25" scheme and must always request valid photographic ID from anyone appearing to look under the age of 25 years;

11. Whenever they are on duty, Registered Door Supervisors will be responsible for searching every customer as they enter the venue, they are to carry out checks on bags and personal items that customers may be carrying with them. In the event of any weapons or of illegal substances being discovered, the individual should be detained, the item confiscated, the duty manager notified and the Police called immediately; the search is to be conducted only in areas covered by CCTV; SIA door staff will not be required when only the café/pizzeria is trading.

12. A drug safe log system will be employed at the premises to account for the seizure of drugs from customers. The premises management will liaise with the police for regular collection of seized drugs. All seized items will be placed in sealed bags the bags will be sealed, signed by the person seizing, taking the drugs or confiscated items and date written and a quantity and description shall also be entered on the log;

13. Registered Door Supervisors employed at the venue must maintain a refusals log which should record a time, date, and place of the refusal, this will include a

comprehensive description of the refusal subject including their dress;

#### **Drugs Seizure Police**

14. Premises to operate a zero tolerance policy to drugs and comply with the Tower Hamlets Council and Metropolitan Police "Venue Watch - Code of Practice";

15. Toilet areas of the premises are to be checked regularly by members of staff for unusual activity and no less frequent than 2 times each hour when regulated entertainment is in progress;

16. **Seizure:** If any substances are found they should be seized, placed into an evidence bag, sealed, signed counter signed, and placed into the drug box and transferred to the safe at the venue. **Any person found with suspected illegal drugs on them is to be detained and by security and the police called via the 999;**

17. **Collection:** A phone call is made to the Met Police's 101 number to arrange the collection of any confiscated drugs. Each drugs bag is to be individually numbered and will need to be accounted for by the venue manager;

18. Notices at the entrance and around the building and on promotional literature notifying customers that **"We do not permit entry to those who are found with any controlled substance. Any person found with suspected illegal drugs on them is to be detained and by security and the police called via the 999"**;

19. **Retention:** A written record will be made in the venue in the incident book/drug seizure form. This will include the date, time, signature of the finder, a brief description of the suspect (or a picture from CCTV), and if then placed in the venue safe, the venue manager will also sign. The written record will also include the name of the person who was searched;

20. An elected member of the door team must carry out a head count in the venue using a mechanical 'clicker' and use this to continue counting customers in and out of the venue during the course of the shift. This member of door staff must ensure that there are no more people on the premises than is allowed;

21. SIA Staff are to wear "high visibility" reflective jackets clearly identifying them as security, with SIA badges on display at all times;

22. Registered Door Supervisors will be responsible for searching every customer as they enter the venue and the search is to be conducted only in areas covered CCTV;

23. The premises shall engage with the Metropolitan Police regarding noise and drugs issues in the immediate surrounding area of Monier Road, Remus Road and Smeed Road;

#### **Theft on the premises**

24. The I Can Studios will actively discourage and monitor theft activities on its premises;

#### **Before Entry**

**25. Security Briefing** – Managers will endeavour to make the Security Team aware of any specific issues of theft and pick pocketing associated with any particular promoted event during the security briefing before doors open;

**26. Profiling:** Are they typical customers, have they been to the venue before, where did they hear about the event etc. – identifying any potentially suspicious behaviour from people at the point of entry;

**27. Dress Code Issues** – identify any potential risks such as girls with large handbags with suspiciously few belongings in them, or guests wearing tracksuit bottoms over additional bottoms;

**28. Talk to everyone:** To detect accents, knowledge of the event. etc. – ensuring that anyone associated with a group that has been identified as potentially suspicious can be detected as early as possible;

**29. Communicate with high-risk guests** – ensure they are specifically told of what they can do to minimize the risk of being targeted (use the cloakroom, watch out for your phones, keep your handbag in front of you, don't dance around handbags and check them in instead);

**30. Ticketing Issues:** Names on tickets – fake names, repeated names – adhering to a strict ticketing policy that prevents entry to anyone who cannot verifiably confirm the provenance of their ticket.

**31. Assessing large groups and people on their own:** Do they stand out? If so, go through questions and checks to confirm that they have a valid reason for attending the event. Do they know the name of the act, the names of the acts member(s);

**32. Extra signage:** as part of security checks, the Security Team should ensure that there is sufficient signage around the premises ahead of doors opening warning people to look out for their belongings and to report any suspected thefts as quickly as possible. The Security Team and the Manager will work closely together on ensuring communications to the public in that respect are as clear as possible;

#### **During the Event**

**33. Informing all Staff & Security** – in the event of alleged theft, make sure that all managers, Security Team and all other staff are aware of the issue and actively monitoring & reporting any suspicious activity;

**34. Directing Theft Allegations** – ensuring there is a procedure to distinguish lost property issues (to be directed to the cloakroom) from alleged theft issues, which all need to be reported to the Head of Security and suitably documented as relevant;

**35. Response to Allegations** – when instructed to do so by the Manager (or head of Security) and wherever possible, ensure the Security Team re-direct their attentions and efforts towards identifying and catching any persons suspected of theft;

**36. Security Checks on the Way Out** – random bag & coat checks on the way out to help identify anyone who may be concealing additional possible stolen items;

**37. Stop & Search procedure** – Identify any guests who have had allegations made against them (from guests, staff or security team) – Firstly call the police and report your suspicions. Security must keep watching the suspected person;

**38. Documenting all incidents** – Security Team to ensure relevant lost property /theft forms after each reported incident are filled in and documented;

**39. Communications with police** – Security Team to be aware of the correct procedure in terms of involving the police for any serious reports or incidents. Any questions please contact Pc Mark Perry or the Tower Hamlets Licensing Unit or if not available Met Police's 101 crime number;

40. deleted and replaced with condition 64

#### **Closing down procedure**

41. All patrons waiting for a minicab/taxi will be encouraged to wait within the premises;

42. Cab operators shall be informed of the need to keep noise to a minimum and switch their vehicles' engines off whilst waiting for clients;

43. All minicab/taxi firms used shall be requested to instruct their drivers not to block Monier Road or the entrance of the premises (Remus Road) or roads in the immediate vicinity of the premises at any time, all minicabs/taxi firm shall not be permitted to blow their car horns or wait with their engines running whilst outside the premises. [To prevent noise disturbance and in the interest of public safety];

44. Large street signage to deter taxi touting to be displayed during opening hours;

45. Prominent and clearly legible notices shall be displayed in all egress areas of Remus Road and Smeed Road requesting patrons to respect the needs of local residents and to leave the premises and area quietly;

46. A nominated person from the premises to engage with the Metropolitan Police and Transport to assist with illegal taxis not assigned to the premises;

47. Last orders for alcoholic beverages will be 30 minutes before the closure of the premises;

48. After the last song has finished the house lights will be turned on by the duty manager – operating schedule;

49. Please wait fifteen minutes after the lights being turned on before asking customers to leave. This will stagger the egress and help ease the cloakroom;

50. Management should be actively involved with seeing customers off the premises, wishing them goodnight and to also be considerate to the neighbours as they leave;

51. The SIA staff is to be deployed in numbers and a pattern agreed by the Police;
52. Registered Door Supervisor (SIA) will be employed (1) SIA per one hundred (100) customers or part thereof. On other occasions security is to be considered on a continual basis. All details (full name, DOB, Address, SIA badge number, company and Booking on - off times) to be recorded and to be made available to police immediately; [This shall include name, badge number on prominent display, the employer agency (if any) and the time of starting and finishing work];
53. DPS / Premises Licence Holder will ensure that customers shall not be permitted to take any drinks outside/including the car park and smoking area of the premises;
54. Patrons permitted to temporarily leaving the premises (for smoking) and then re-enter the premises shall be monitored by an SIA member of staff;
55. deleted, no longer relevant as smoking will be throughout the yard as it is outside
56. Deleted and replaced with condition 52
57. Deleted and replaced with mandatory condition third paragraph annex 1
58. Deleted and replaced with condition 79
59. deleted and replaced with mandatory condition 1.2 annex 1
60. The premises to have in place a waste Management Plan to include the public highway areas of Monier Road and Smeed Road;
61. No rubbish, including bottles, shall be moved, removed or placed in outside areas between 23:00hrs and 08:00hrs;
62. No rubbish shall be left on the pavement outside the premises at any time;
63. An incident log shall be maintained at the premises, and made available on request to an authorised officer of the Council or the Police, recordable offences will include allegations of criminal offence and which will record the following:
- a) all crimes reported to the venue;
  - b) all ejections of patrons;
  - c) any complaints received;
  - d) any incidents of disorder;
  - e) seizures of drugs or offensive weapons;
  - f) any faults in the CCTV system or searching equipment or scanning equipment;
  - g) any refusal of the sale of alcohol;
  - h) any visit by a relevant authority or emergency service;
64. A log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection by the police or an



authorised officer of the Council at all times;

65. Prominent signage indicating the permitted hours for the sale of alcohol shall be displayed so as to be visible before entering the premises, where alcohol is on public display, and at the point of sale;

**Additional Conditions:**

66. All events with regulated entertainment to be risk assessed and a 696 form completed and submitted to [SCD9ProactiveLicensingIntelligence@met.police.uk](mailto:SCD9ProactiveLicensingIntelligence@met.police.uk) at least 3 weeks prior to the event;

67. While the premises is open to the public and selling alcohol there shall be a manager who is a personal license holder;

**c) Public safety**

**Public safety**

82. All staff engaged outside the entrance to the premises, or supervising or controlling queues, shall wear "high visibility" reflective jackets clearly identifying them as members of staff;

83. The licence holder shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by SIA door supervisors so as to ensure that there is no public nuisance or obstruction to the public highway;

84. The attending manager or designated responsible staff member of the premises shall remain on the premises until it is fully cleared of all customers;

85. Deleted, no longer relevant as the space is outdoors

86. Adequate facilities shall be maintained for disabled visitors and arrangements shall be in place to enable the safe evacuation of disabled visitors in the event of an emergency and that disabled visitors are made aware of these arrangements;

87. All emergency doors shall be maintained effectively self closing and not held open other than by an approved device;

**d) The prevention of public nuisance**

**Prevention of Public Nuisance**

68. A sound limiting device located in a separate and remote lockable cabinet from the volume control shall be fitted to any musical amplification system and set at a level determined by and to the satisfaction of an authorised officer of the Environmental Health Service's Community Protection Department to ensure that no noise nuisance is caused to local residents. The operational panel of the noise limiter shall then be secured to the satisfaction of officer from the Environmental Health Service. The keys securing the noise limiter cabinet shall be held by the licence holder or authorised manager only, and shall not be accessed by any other person.

The limiter shall not be altered without prior agreement with the Environmental Health Service;

69. Deleted, no longer relevant as the space is outdoors

70. Deleted, no longer relevant as the space is outdoors

71. Deleted, no longer relevant as the space is outdoors

#### **Prevention of Noise Pollution and Public Disturbance**

72. Music levels are not to exceed acceptable levels even at peak times. These Levels are to be mutually agreed upon by the DPS, Local Authorities Environment Department and local residents (if necessary);

73. As relevant, the noise limiter should be set to ensure that both a level of music and patron noise is achieved at least -10 dB below the lowest recorded background noise level or not audible at either 1.0m outside any affected residential façade or within any affected habitable rooms with the windows open;

74. Deleted as no events will finish past framework hours

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

76. Customers arriving and leaving the premises will be advised that there shall be no parking towards Iron Works or Omega Works [To prevent the likelihood of noise disturbance to local residents]. This shall be supervised by authorized staff members dressed in "high visibility vests";

77. At least 2 SIA licensed door supervisors shall be on duty at the entrance of the premises at all times whilst it is open for business from 21:00 hours; with the exception of times when only the Café/pizzeria is trading.

78. A direct telephone number for the manager at the premises shall be publicly available, the telephone number shall be made available to residents in the vicinity;

79. Designated Premises Supervisor or Personal Licence Holder (nominated /responsible member of staff who holds a Personal Licence) to be present when trading after 21:00 hours. [Allowing close supervision of staff and a single point of contact for the police and other agencies when attending the location];

80. A cloakroom attendant shall be on duty in the cloakroom when the premises is open to the public; with the exception of times when only the Café/pizzeria is trading.

81. The premises shall prominently display signage informing customers: -  
a. To leave quietly and to respect your neighbours;  
b. CCTV is in operation and police have instant access to the footage;  
c. Searching of customers prior to entry is a requirement of entry. No

search – No entry policy is operated on the premises;

e) The protection of children from harm

**Protection of Children from harm**  
88. The venue shall prominently display notices advising customers of The “Challenge 25 Policy” the acceptable proof of age such evidence may include a UK photo driving licence or passport and proof of age cards bearing the PASS hologram symbol.

**Checklist:**

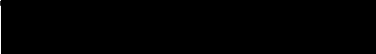
Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.

**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING 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.**

**Part 4 – Signatures** (please read guidance note 10)

**Signature of applicant or applicant’s solicitor or other duly authorised agent** (see guidance note 11).  
**If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	13-03-2018
Capacity	LICENSING CONSULTANT / AGENT

**For joint applications, signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant’s solicitor or other authorised agent** (please read guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)			
Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

#### Notes for Guidance

1. Describe 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.
2. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
3. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please 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.
7. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
8. Please 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 or the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, each of the applicant or their respective agent must sign the application form.
13. This is the address which we shall use to correspond with you about this application.



# **Summer Beach Project**

# **EVENT Manual**

# Ican Studios

35 Monier Road, Hackney Wick. London. E3 2PR

## Event Vision/Description

Food:	Provided by Café/pizzeria
Event live time	10am-9/9.30pm
Get-in:	Determined by individual event production plan
Get-out:	Determined by individual event production plan
Venue:	Ican Studios/Yard Area
Vision:	

Ican Studios presents the ***Summer Beach***  
***... Relax... Refresh...Recharge!***

A stone's throw to the Olympic Stadium and at the heart of Tower Hamlet's new East End on Fish Island. The Summer Beach will be London's best value for money entertainment offer.

## Concept:

iCan Studios will host a number of Summer Beach events, consisting of innovative party concepts produced by independent external promoters and supported by an internal event management and security function.

Tone: Calm to excitable, however contained  
Content: Various:- music, games, licensed bar  
Capacity: as agreed with LFB

Ican Studios Contact/s in case of emergency /enquiries:

Project Director	Philip Glen Kirton	
Project Manager	Stefano Del Core	
Project manager	Alessandro Avanzato	

*This does not replace the need for contacting the Emergency Services for all major incidents and emergencies on the day. In such cases, please call 999.*

## Target Audience Profile

Type:	Young Adults
Age:	20 to 50
Gender specific:	Mixed – undefined
Purpose (At work / Leisure):	Entertainment local area cultural offer

## Safety Policy

### *Policy Statement*

Ican Studios & its partners will be producing **Summer Beach**. The event organisation including the Event Safety Policy has been co-ordinated by Ican Studios and is not transferable.

Ican Studios will ensure, so far as is reasonably practical, to take appropriate measures to maintain the health, safety and welfare of its employees and others during the party nites.

Ican Studios recognises its duty to comply with the requirements of the Health and Safety at Work etc Act 1974 and any legislation made under it, in particular the management of Health & Safety at Work Regulations 1999.

Ican Studios will strive to ensure that its partners, contractors and suppliers compile with our Health & Safety Policy. This policy refers to the activities and operations of Ican Studios only. All third parties must ensure that they have adequate insurance, Health & Safety documentation and procedures to cover their respective areas of responsibility, including but not exclusive; Public and Employee Liability Insurance;

Equipment loss, theft, damage and replacement Insurance; Loss of Earnings, Event specific Risks Assessments and any other procedure, process and/or insurance cover.

Ican Studios will not be liable for any loss, damage, theft or non-operation of any Third Party provided equipment.

Our policy is to comply with and where possible exceed the minimum requirements of the law, and will provide suitable resources as may be required to meet this commitment. Health and safety management will involve effective planning and organisation to develop and implement systems that will enable the control, maintenance and improvement of safety performance.

Ican Studios as far as is reasonably practicable,

- Provide and maintain equipment and systems of work that are safe and without risks to health, that is a safe place of work, and a safe system of work
- Ensure the safety and absence of risk to health in connection with the use, handling, storage or transportation of articles and substances
- Provide such information, instruction and training and supervision as may be necessary to ensure the Health and Safety at work of its employees
- Take appropriate preventative and protective measures
- Provide employees with health surveillance where necessary
- Appoint competent personnel to secure compliance with statutory duties

This policy will be regularly monitored to ensure that it is being implemented. It will be reviewed regularly or as may be required by changing circumstances, and revised as necessary.



## **Ican Studios**

### **Key Job Descriptions**

#### ***Event Producer: - Phillip Kirton on behalf of A Class Above Events***

The Event Producer will take overall responsibility for the event and will oversee all staff, suppliers and performances. The Event Producers will make all final decisions relating to the event, in conjunction with the stakeholders and will be available throughout the day via radio communications and/or mobile phone.

#### ***Promoter Liaison & Event Manager:- Alessandro Avanzato***

Will manage the Fish Island Party Night programme, including, but not exclusive to, designing and delivery of events, production/venue staff management, promoter liaison, pre-post production cleansing of site and post event reporting to iCan Studios Management Team.

#### ***iCan Studios Production Adviser:- Stefano Del Core***

The Producer Adviser Manager will provide advisory support for the events and ensure that the H&S integrity of the event is monitored. He will ensure that security, stewards and volunteers are aware of the all the relevant H&S protocols and assist A Class Above Events deliver the programme. He will report directly to the Event Producer and advise as to the development of the events

#### ***Security:- SMS Security***

The Security function is responsible for securing the venue, monitoring the audience, protecting patrons, and managing the safe crowd control and if need be evacuation of the complex. They will provide A Security Plan and provide SIA Door Supervisors.

#### **Event Termination**

The final decision to terminate the event will be taken by the Event Producer and event manager in consultation with the iCan Studios Management Team. In an event of public disorder, the Met will assume operational control of the event and coordinate efforts to ensure safe crowd dispersal and event shut down.

#### **Restricted Access**

Access to all parts of the production will be managed by colored wrist bands. Samples will be given to security and met police (if required) before the events.

RED            AAA

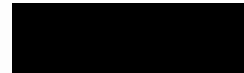
## Event Management Team Contact List:

### **iCan Studios**

Project Exc. Director Producer: Philip Kirton



Event Manager  
Production Adviser: Alessandro Avanzato  
Stefano Del Core



### **A Class Above Events**

Director: Philip Kirton



### **SMS Security**

SIA First Aider: Anton Vidal



# **'The Summer Beach Night'**

## **Site Safety Plan**

All persons entering the site during the event must comply with the following rules.

### **Site Safety Rules**

All contractor staff must read and understand these rules before being allowed to work on site as well as undertake local police screeches. (As per schedule)

1. Only authorised persons are to be allowed to work on the production site.
2. There is no risk from moving vehicles and plant. Site speed limit is **5MPH**. All vehicles attempting to reverse or carry out any other difficult manoeuvres must be assisted by a banksman.
3. Plant and work equipment is to be operated **ONLY** by competent personnel. Licences must be presented to the Technical/Production Manager for checking, and a copy kept on site, before any operator can use plant.
4. All work equipment brought onto site must be fit for purpose and safe. Documentation to support statutory inspections and maintenance will be required for inspection on site.
5. Consumption of intoxicating substances or other substances that may impair judgement is strictly prohibited by workers on site.
6. Any contractor performing tasks that may affect the safety of others is required to document the hazards and controls and inform all other contractors likely to be affected of the risks before carrying out the work.
7. No hazardous substances may be brought onto the site until a COSHH assessment has been carried out and required controls put in place.
8. All contractors are responsible for providing PPE and ensuring that their staff, whether full time or self employed, wear or use the PPE as required and are trained in its use. PPE is only to be used as a last resort protective measure.
9. All trip hazards are to be removed or protected. This includes all electrical cables.
10. All accidents and incidents (however small) must be reported and recorded in the Accident Report Book.
11. No electrical supply is to be connected to without consulting the provider first.

# Communications

## **Radio Channels**

EMERGENCY ONLY:- Independent Channel	Channel (Security)
Operations	Channel 1 (dedicated)

### **Radio Operation**

Radios are crucial to the operation of the event. Radios will be used as follows:-

1. To prevent incidents / emergencies
2. To deal with incidents / emergencies as they arise
3. To communicate information
4. To coordinator backstage activity

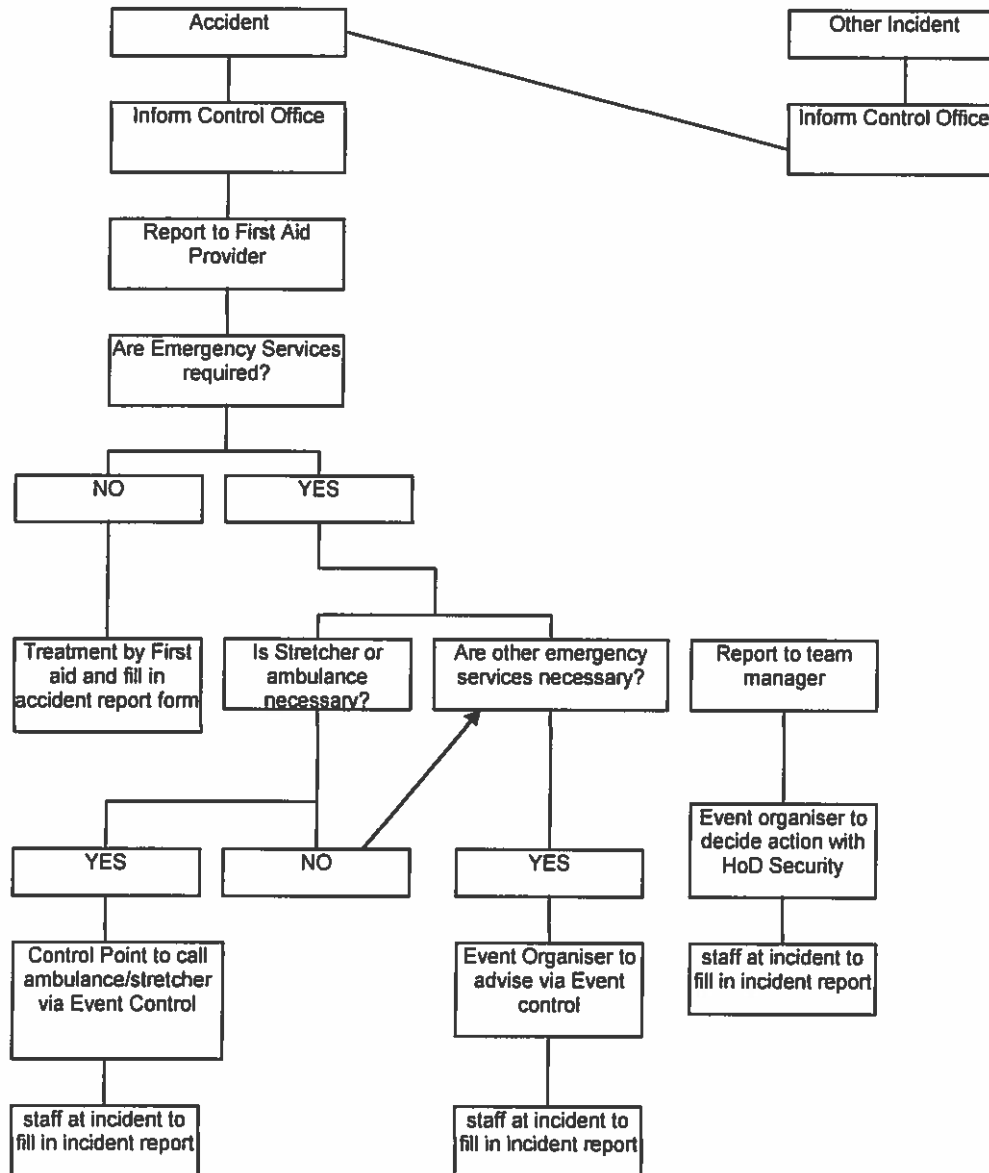
### **Radio Location**

#### **Static:**

Yard  
Studio 1  
Studio 2  
Gate  
Control

Static Radio positions will be supported by mobile radios held by key members of Event Management Team and a member of iCan Studios Management Team. This will vary depending on type of event and security requirements.

## Incident Report Procedure



## Emergency Plan & Procedures

Any incident that cannot be controlled or contained by the immediate attendance of a steward or member of event staff should be reported to the Event Manager. The Event Manager will decide upon the appropriate response required in conjunction with iCan Studios Management Team (Duty Manager) and will deploy adequate resources to manage the emergency.

## Summer Beach Operating Times

Monday - Thursday 10:00 - 22:00

Friday - Sunday 10:00 - 22:30

### *Production & Site Control*

- The production comprises of 3 distinct areas, identified below.

<b>AREA 1</b>	<b>Studio 1 Event Space</b>
<b>AREA 2</b>	<b>Studio 2 Event Space</b>
<b>AREA 3</b>	<b>Court Yard (Beach)</b>

- Regular status updates relating to security, major & minor incidents and accident risks will be communicated by the Event Manager to all staff
- Alerts will be communicated by radio, code words and gestures.

Alerts are graded as follows:-

<b>GREEN</b>	<b>FREE MOVEMENT OF PEOPLE</b>
<b>AMBER</b>	<b>POTENTIAL CROWD PROBLEM</b>
<b>RED</b>	<b>SERIOUS CROWD PROBLEM</b>

The event should open with all areas at GREEN communicated by Event Manager to iCan Studios Management Team (Duty Manager).

**Major Incidents - Suspicious Packages, Fire and Mass Evacuation (RED ALERTS)**

- a. Stewards to report emergency to the Event Manager, immediately.
- b. Emergency Services to be notified, immediately
- c. Site control procedures to be followed and site to be evacuated on the instruction of the Emergency Services and/or Event Manager, iCan Studios/Bishop Wayne Malcolm, must be informed immediately
- d. Await further instruction from the Emergency Services. Under no circumstances should staff, contractors of the public re-enter the site until advised to do so and site awarded a Green grade.

A fire in an area would immediately put that area on RED At RED an evacuation of the area would be instigated.

**Serious and Minor incidents**

*If there is then a potential crowd problem:  
(e.g. crowd build up in the yard)*

- a. The area would be given the AMBER grade.
- b. Security and Stewards would be sent to alleviate the pressure. Use of loud hailer if necessary
- c. Upon successful action, the area would revert back to GREEN.
- d. Alternatively, if crowd pressure has NOT been reduced and/or a serious crushing incident or pinch-point is occurring the area would be granted the RED grade.
- e. Consequently, surrounding areas which have been affected by the crowd build-up, will go to AMBER grade in an attempt to deal with the overflow problems. E.g. entry into the site via the main gate.

*If there is a breach of security: (attempted storming of the gate)*

- a. The area would be given the AMBER grade, until instructed by Security
- b. Artists and crew would be informed using radio communication and police notified as required causing as little disruption to the public as possible.
- c. Upon successful Security action, the area would revert back to GREEN.
- d. Alternatively, the area would be granted the RED grade.

- e. Consequently, surrounding areas which have been affected by the crowd build-up, will go to **AMBER** grade in an attempt to deal with the overflow problems.

### ***Specific Actions to be taken by Security/Stewards***

#### **1. FINDING A SUSPECT PACKAGE.**

- A. IDENTIFY THE OWNER IF POSSIBLE.
- B. INFORM EVENT PRODUCER (contact police, bomb squad)
- C. AWAIT FURTHER INSTRUCTIONS FROM EVENT PRODUCER.
- D. DOCUMENT INCIDENT IN INCIDENT LOG.
- E. DO NOT USE RADIO COMMS. WITHIN 200 METRES OF SUSPECTED PACKAGE
- F. USE SIA STEWARDS TO SET UP CORDEN, UNTIL MET.POLICE ARRIVE ON SCENE

#### **2. DISCOVER OR ARE INFORMED OF A FIRE.**

- A. INFORM EVENT PRODUCER (Notify Emergency Services and Met. Police)
- B. IF SAFE, COMPLEX STAFF WILL ATTEMPT TO PUT FIRE OUT WITH AVAILABLE FIRE FIGHTING EQUIPMENT FOLLOWING FULL EVACUATION OF THE IMMEDIATE AREA.
- C. KEEP EVENT POLICE AND PRODUCER INFORMED OF THE SITUATION AND WAIT FOR FIRE SERVICE.
- D. DOCUMENT INCIDENT IN INCIDENT LOG.

#### **3. CROWD PRESSURE PROBLEM.**

- E. INFORM EVENT PRODUCER
- F. TRY TO EASE PRESSURE I.E. BY DISPERSING CROWD
- G. WAIT FOR FURTHER INSTRUCTIONS.

### ***Call signs***

The following announcements will be made over the PA to identify to staff incidents that are occurring.

- IN THE CASE OF A FIRE:-

**"Would MR ASH please report to the ZONE n"**

When the incident is over the following announcement will be made:-

**"MR ASH Is no longer required in the ZONE n"**

- IN THE CASE OF A SUSPECT PACKAGE:-

**"Would MR ODDITY please report to the YARD"**

When the incident is over the following announcement will be made:-



**"MR ODDITY is no longer required In the YARD"**

- **IN THE CASE OF A CROWD MANAGEMENT PROBLEM:-**

**"Would MR DENSE please report to the GATE"**

When the incident is over the following announcement will be made:-

**"MR DENSE is no longer required In the GATE"**

## **GENERAL SAFETY PROVISIONS**

### **Security/Stewarding**

SMS Security will be providing SIA Door Security, throughout the Summer Beach programme

For event days an initial requirement of x3 Security will be retained. Their times will be staggered across the opening hours, this will be adjusted by risk assessment per event

### **Promoter Management**

A Class Above Events will be responsible for promoter management and liaison. They are responsible to implementing any relevant Event H&S Management protocols and reporting any issues relating to the programme to iCan Studios Management Team

### **Licence**

The Complex is cover by a B1 Film Studios Licence, and has a full alcohol licence for studios 1 & 2, this licence has recently been applied to vary to allow the addition of an outdoor Café pizzeria and is supported by a second time limited licence application to allow the use of the Yard/Beach for licensable activities. iCan Studios reserves to right to apply for its own TENS to cover the operation of a full alcohol TENS Licence in alternative location in the complex

### **Insurance (Public Liability)**

Every event at iCan Studio has Public & Employee Liability Insurance cover of £5million. in addition, all external partners will be asked to provide copies of their insurance cover and other relevant documentations

### **Control Point**

A control point if required will be place in an appropriate location on the complex

### **Noise Strategy**

During the events we will monitor the sound direction and audience numbers and ensure that music is kept within levels and limits as agreed. Instructions from Police and/or LB Tower Hamlets Environmental Officers will be implemented immediately and reviewed.

### **Crowd control**

Subject to pre-production due diligence exercise, SMS Security will be managing Crowd Control, Access & Egress from the venue throughout the Summer Beach programme

### **Media Strategy**

n/a. Referrals only

### **Emergency Response Plan**

Access to the site will be tightly regulated. In order to establish and maintain capacities, Security Staff will count people in and out of the Yard and Complex.

### **Site (Evacuation Protocol):**

1. The site will comprises of the following areas:  
Area 1 **STUDIO 1**  
Area 2 **STDUIO 2**  
Area 3 **YARD**

The site will treated as one area in the case of an evacuation.

2. In the event of an emergency and depending on its nature and severity, the Event Manager will assess the situation, in consultation with SMS Security. If deemed necessary, the Event Manager will contact the relevant emergency services immediately by calling 999. If the incident is of a medical nature, the First Aider will take what action they can and, if necessary, inform the nearest hospital according to its normal emergency procedures.
3. If the Event Manager believes it necessary, to evacuate the event site the following action will be taken:
  - a. The Event will cease, bars will close and music will be turned off.
  - b. Announcements will continue to be made via the PA and/or loudhailers, until the whole complex is evacuated or asked to leave the site by the blue light services.

*'Ladies and Gentlemen, due to circumstances beyond our control, we regret to inform you that we are unable to continue with today's Event. Can you please leave the Complex immediately via the nearest exit.'*

In the event of a power failure, a loudhailer will be used.

### ***Evacuation Plan***

A full evacuation would involve a complete complex clearance. As the complex is contained, any evacuation will be full. Evacuation from the building complex will be determined by the location of the incident within the building. A Yard evacuation will be via the gate. The AVP Point will be on the opposite side of Monier Road at the junction of Monier & Smeed Roads

### **ALL AREAS**

On the decision that an evacuation is needed, the following sequence will apply.

1. Music will cease immediately and artists & crew will leave the performance area in a calm manner via all exits from the complex
2. They will await instructions to disperse at the AVP point where a full role call will take place
3. Evacuation announcements will be made on the PA system or loudhailers.
4. Security will evacuate the designated area away from the incident.
5. Stewards will work in conjunction with the emergency services and until the incident is at a level that their services are no longer required.

### **First Aid**

First Aid will be provided by SMS, who will be supplying a SIA First Aider. Throughout the programme up to x2 first aiders will be available to assist potential incidents.

### **Fire Safety**

There are suitability located fire points throughout the building. In addition, iCan Studios will ensure that the Event Manager takes additional measures depending on the nature of the programme

All contractors will provide Method Statements, H&S documentation, PAT Testing Certificates, Indemnity Insurance and Fire Risk Assessment, which will be available for inspection on the day by iCan Studios Management Team.

### **Lost Property**

Stewards will be briefed to hand any lost property over to the Event Manager who will arrange for its safekeeping in the office. Any items of value that are unclaimed will be handed over to the police or discarded.

### **Water Provision**

Water will be available throughout the day, throughout the complex and available to purchase

**Waste Management Plan**

There are x6 1100's bins on site. A local waste management company, McGrath, has been contracted by the Management to collect those bins at regular intervals.

**Close Down and Dispersion of the Public**

The Complex will operate and then close down, no later than the licensable times each day. Members of the audience will be asked to leave the complex.

END.

ICAN CENTRES YARD/BEACH PROJECT 2014

PROBABILITY	SEVERITY RATING				
	MULTIPLE DEATH 10	SINGLE DEATH 8	MAJOR INJURY 6	3 DAY INJURY 4	MINOR INJURY 2
CERTAIN 10	100	80	60	40	20
VERY LIKELY 8	80	64	48	32	16
PROBABLE 6	60	48	36	24	12
POSSIBLE 4	40	32	24	16	8
UNLIKELY 2	20	16	12	8	4
VERY UNLIKELY 1	10	8	6	4	2

The probability and severity rating associated with each individual hazard, is calculated before the controls are put into place. Once the controls are in place, the hazard and its severity may not change, but the probability will be reduced to a maximum of 'Unlikely'.

COMPLETELY UNACCEPTABLE RISK

REASSESS THE RISK AND IMPLEMENT STRICTER CONTROLS

PROCEED WITH CAUTION WITH A HIGH LEVEL OF MONITORING

PROCEED WITH CAUTION

**TASK OR ACTIVITY COVERED BY THIS ASSESSMENT**

**ACTIVITIES**

**IDENTIFICATION OF SIGNIFICANT HAZARDS AND ASSOCIATED RISKS FOR THE TASK / ACTIVITY (e.g. fire, electric shock, violence, fall from height etc.):**

**FIRE**

**SLIPS, TRIPS and FALLS**

**WELFARE**

**FIRST AID**

**IDENTIFICATION OF THOSE AT RISK**

**A Class Above Events STAFF**

**EXTERNAL PROMOTORS**

**PARTICIPANTS AND AUDIENCE**

**SECURITY STAFF**

**CONTRACTORS**

**PLEASE REMEMBER – HAVING THE CORRECT & APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT IS THE RESPONSIBILITY OF EACH INDIVIDUAL PERSON.**

Area	Hazard	Risk	S	P	Risk Rating	Control	Notes
Load in / Out	Movement of equipment	Manual Handling Resulting in Injury Obstruction	4 4	2 2	8 8	<ul style="list-style-type: none"> <li>All Contractors to supply risk assessments and method statements</li> <li>Only Core Staff and delegated associates to move any equipment relating to the event</li> <li>Load/unload to be supervised by competent person.</li> <li>All crew to be competent and able in the task to be undertaken.</li> <li>All gangways, emergency route and fire exits to be kept clear at all times.</li> <li>Personal protective equipment to be used where required.</li> <li>Technical areas to be isolated from the venue staff and staff not required for the load in operation.</li> <li>Designated pathways to be used at all times.</li> <li>Heavy goods are lifted through the knees</li> </ul>	Technical staff to be advised where necessary. EM to allocate the distribution to the movement of equipment.
Power distribution & Electrical Equipment	Connecting to internal power supply	Electric Shock Burns	8 2	2 2	16 4	<ul style="list-style-type: none"> <li>Internal electrical supply.</li> <li>All power supplies are to be measured with reference to appropriate earth / neutral connections.</li> <li>Power is to be turned off and tested SAFE while wiring in tails.</li> <li>All equipment is PAT tested</li> <li>Equipment to be kept at a safe distance from the public and general staff</li> </ul>	Managed by EM



Party Time	Working during event	Falling Tripping	4 2	2 2	8 4	<ul style="list-style-type: none"> <li>All walkways to be clearly defined.</li> <li>All access to/from the event to be kept clear at all times.</li> <li>All event activity to be overseen by competent EM at all times.</li> <li>Health &amp; Safety briefing to all staff and promotor (paid &amp; volunteers) to be conducted prior to public access</li> <li>Access onto the site to be authorized by Core Event Team</li> </ul>	A Health and Safety briefing will be given about the EMP & Site public.
Party Time	General	Crushing Hysteria	4 4	2 2	8 8	<ul style="list-style-type: none"> <li>Banners, flags, directional signs, announcements and stewards will assist in crowd management</li> <li>Adequate numbers of staff to be on hand to remove distressed members of the public</li> <li>Audience to be monitored at all times.</li> <li>Gates &amp; gangways will be kept clear at all times</li> </ul>	Refer to Evac. Management Plan
Party Time	General	Falling and Tripping	4 2	2 2	8 4	<ul style="list-style-type: none"> <li>All walkways to be clearly defined.</li> <li>Stewards will escort anyone onto and off the site Anyone behaving in an unsuitable/unsafe way will be asked to leave the site.</li> </ul>	

Main Event Production	Infrastructure	Unstable structures Strains Trapping Falling objects Obstruction	10	2	20	<ul style="list-style-type: none"> <li>• Manual handling procedures to be implemented.</li> <li>• All handling/movement of equipment to be undertaken by suitable numbers of crew to avoid strain.</li> <li>• All crew to be competent and able in the task they are to undertake and all work to be supervised by a competent person.</li> <li>• All computer equipment &amp; stands to be positioned in a way that will not obstruct gangways, emergency routes or fire exits and will not endanger the health and safety of others.</li> <li>• Electrical wiring to be safely secured and masked to floor</li> </ul>	
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Guest Areas	Large numbers of people in a confined space.	Crushing Tripping Public order Crime	4 4 4 4	2 2 2 2	8 8 8 8	<ul style="list-style-type: none"> <li>• Suitable and adequate emergency egress routes to be identified and maintained.</li> <li>• Suitable and adequate number of crowd management and stewards to be allocated to all areas.</li> <li>• All stewards to be familiar with the layout at the site, be competent in the task they are to perform and be aware of their responsibilities.</li> <li>• Crowd movement and condition to be monitored at all times from suitable vantage points.</li> <li>• All trip hazards to be isolated.</li> <li>• All stewards to be briefed on suitable and sufficient catering, toilet and hygiene facilities to be available.</li> <li>• Guests will be advised that valuables are their responsibility</li> <li>• Programming dispersed throughout the day to avoid over-crowding.</li> <li>• Situation to be monitored on regular basis and announcements to be made.</li> <li>• We will establish Clearly defined access routes for wheel-chair users.</li> </ul>	
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<p>Guests Emergency Egress</p>	<p>Movement of large numbers of people under duress.</p>	<p>Crushing Tripping Public disorder</p>	<p>6 6 6</p>	<p>4 4 2</p>	<p>24 24 12</p>	<ul style="list-style-type: none"> <li>• Emergency evacuation procedure to be put into action</li> <li>• All crew and production staff to be aware of such procedures and briefed by on site operations team.</li> <li>• Adequate and suitable emergency exits to be available throughout the site.</li> <li>• Movement of crowd to be monitored and managed by Stewards and EMT.</li> <li>• All evacuation routes &amp; gates to be manned and kept clear at all time.</li> <li>• Suitable audience lighting to be made available and activated to assist with evacuation of areas during periods of darkness.</li> <li>• Walkie Talkies/mobile phones provided to Key positions staff situated on the event</li> </ul>	<p>A current evacuation plan to be delivered on site and features in the Event EMP</p>
<p>Site and Environment</p>	<p>Guests</p>	<p>Slips/trips/falls Fires Children wandering off</p>	<p>4 4 4 4</p>	<p>4 4 4 4</p>	<p>16 16 16 16</p>	<p>First aider available Clear boundaries of behavior set before people enter the Event Site Stewards to be briefed as to potential hazards, particularly upon entering/participating in activities Flammable materials and rubbish are not allowed to accumulate Regular cleaning of areas and emptying of bins Regular head counts</p>	

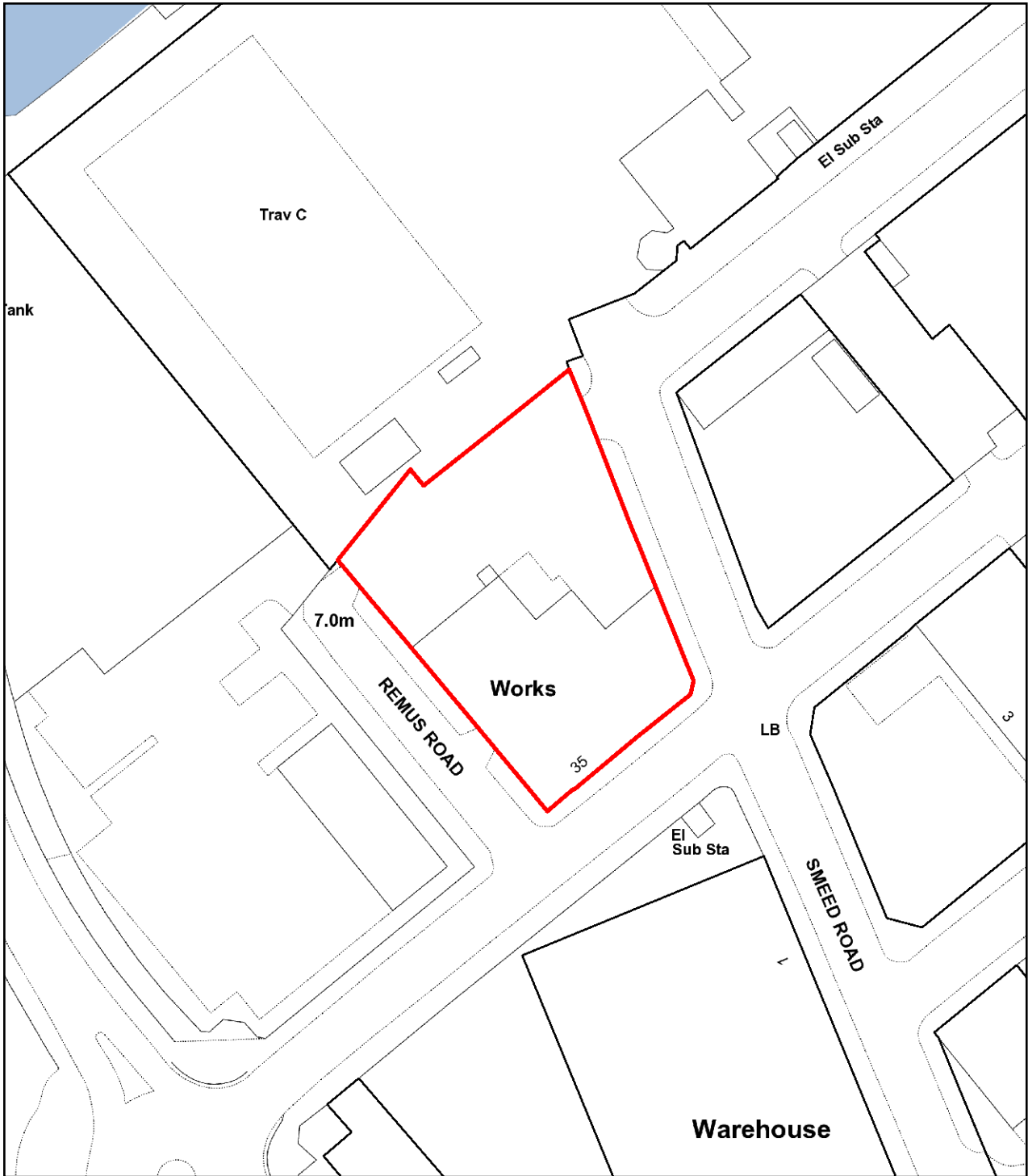
PA System	Amplified sound	Damage to hearing	6	2	12	<ul style="list-style-type: none"> <li>• Sounds levels will be set by the Centre and monitored by Event Manager</li> <li>• All conditions of Centre license to be adhered to.</li> <li>• Ear protection to be available and used at all times by persons working in immediate vicinity of speakers.</li> <li>• Warning signs to be posted in high-risk areas.</li> </ul>	
Party Time Activities	Site & Guests	Slips, falls and trips Musculoskeletal Disorders. Possible injuries during classes.	6	2	12	<ul style="list-style-type: none"> <li>• Workplace inspection by Event Management.</li> <li>• Uneven surfaces to be checked</li> <li>• All cables to be taped securely to ground.</li> <li>• Performance area to be inspected for hazards prior to open doors.</li> <li>• Public Liability &amp; Employee Liability insurance will be provided by Promoters</li> </ul>	
All Zones	Site	Criminal/terrorist activity	10	2	20	<ul style="list-style-type: none"> <li>• Safety /security plans to be made available to Centre for inspection and comments</li> <li>• The Blue Light Services will be informed of the events via the licensing process</li> <li>• All areas to be checked for suspicious items prior to doors.</li> <li>• All crowd activity to be monitored at all times.</li> <li>• All unacceptable behavior by members of the public to be dealt with accordingly.</li> <li>• iCan Studios are not responsible for personal items that are stolen.</li> </ul>	Criminal activity to be dealt with by Police. Unruly behavior in crowd to be dealt with in first instance by Security Team then by Police upon request.
All Areas	Site	Personal injury	6	4	24	<ul style="list-style-type: none"> <li>• Suitable and adequate first aid facilities to be available in both public and production areas throughout build up, show and de-rig periods.</li> <li>• A first aider will be on site and there will be a treatment room which will be the First Aid Room as provided by the Centre</li> </ul>	Any incident involving Health & Safety (including non-consensual acts of physical violence on the premises) must be logged whether the person has received first aid or not.

All Areas	Site	Fire	8	2	16	<ul style="list-style-type: none"> <li>• Suitable and adequate fire fighting facilities to be available in both public and production areas throughout build up, party and de-rig periods and supplied by the Venue and Event Manager</li> <li>• iCan Studios will provide all Fire equipment and the organisers will adhere to evacuation procedures as dictated by iCan Studios</li> </ul>	
Main Entrance (s)	Site	Crushing Disorder	6	2	12	<ul style="list-style-type: none"> <li>• Queuing systems to be prepared by NSC, within their Security Plan Proposals, provided to iCan Studios and then the Event Manager available for scrutiny to the Blue Light Services and Licensing Authorities.</li> <li>• Clear signage to be erected</li> <li>• Sufficient &amp; approved numbers of stewards to be Present</li> </ul>	



# Appendix 2

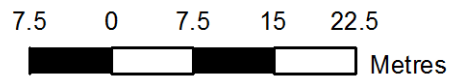


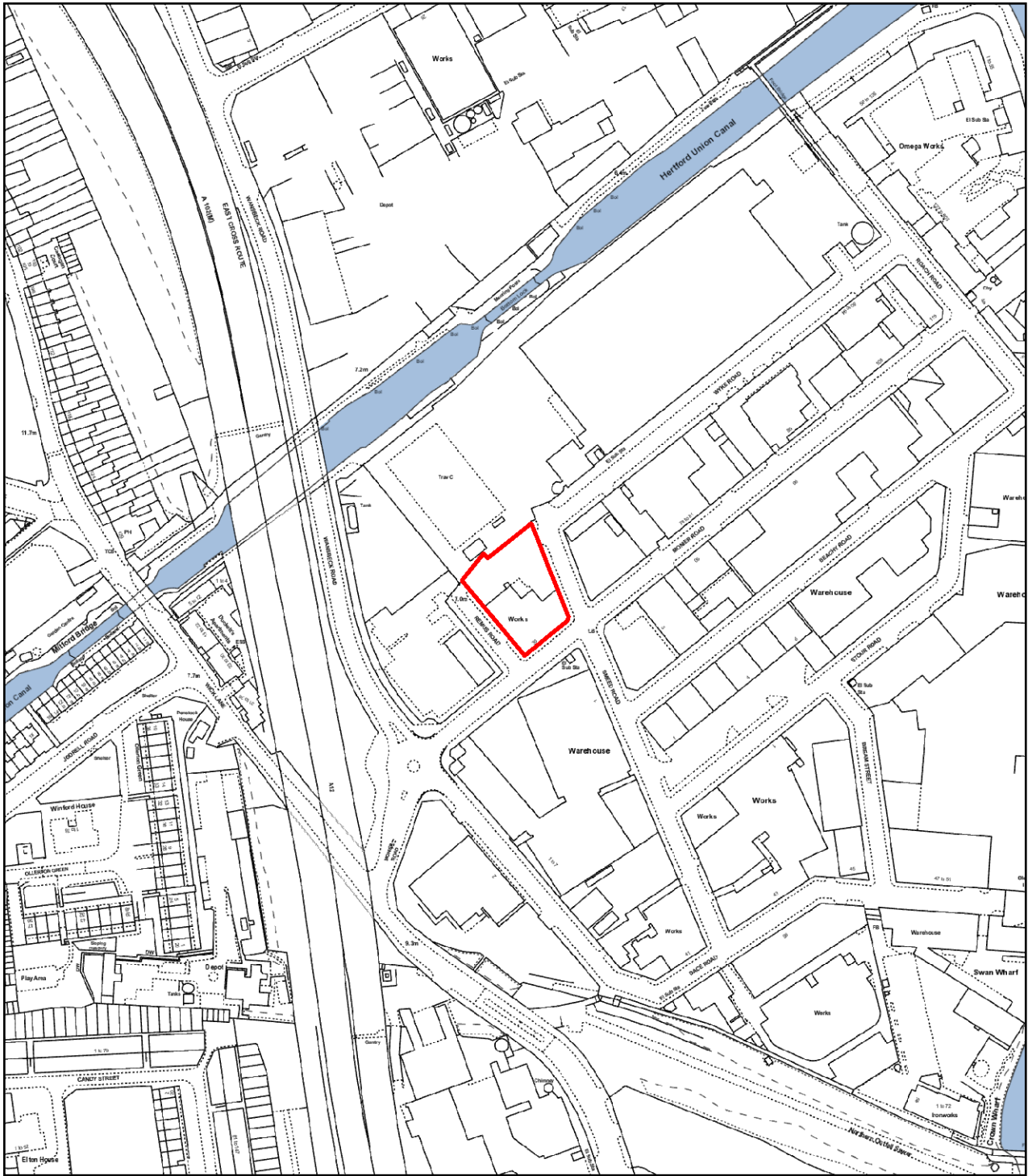


## 33-35 Monier Road



Scale 1:851

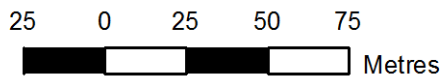




# 33-35 Monier Road



Scale 1:2837



# Appendix 3

## Section 182 Advice by the Home Office

Updated June 2013

### 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 4

## Mohshin Ali

---

**From:** Mohshin Ali on behalf of Licensing  
**Sent:** 09 April 2014 17:17  
**To:** Mohshin Ali  
**Subject:** FW: Objection Ican time limited license  
**Attachments:** Objection Ican outside event 2014.doc

---

**From:** [MARK.J.Perry@met.pnn.police.uk](mailto:MARK.J.Perry@met.pnn.police.uk) [<mailto:MARK.J.Perry@met.pnn.police.uk>]  
**Sent:** 09 April 2014 14:29  
**To:** Licensing; [REDACTED] Ian Wareing; Alkesh Solanki  
**Subject:** Objection Ican time limited license

Dear all,

Please see attached the objection to the Time Limited License on the grounds of Crime and Disorder and Public Nuisance.

Regards

Pc Mark Perry  
Licensing Officer  
Tower Hamlets Borough  
Limehouse Police Station  
27 West India Dock Road  
0207 275 4950

**Total Policing is the Met's commitment to be on the streets and in your communities to catch offenders, prevent crime and support victims. We are here for London, working with you to make our capital safer.**

**Consider our environment - please do not print this email unless absolutely necessary.**

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**Twitter:** [@metpoliceuk](https://twitter.com/metpoliceuk)



LBTH Licensing  
Toby Club,  
2 Vawdrey Close,  
E1 4UA

**HT - Tower Hamlets Borough**

Licensing Office  
Limehouse Police Station,  
27 West India Dock Road,  
E14 8EZ  
Telephone: 0207 275 4950  
Facsimile:  
Email: Mark.perry@met.police.uk  
www.met.police.uk

Your ref:  
Our ref:  
9th April 2014

Dear Licensing,

Re: Application for Time Limited License for Ican Centres Limited

External Yard Area. 33 - 35 Monier Road

From 14th April 2014 to 1st October 2014

I write with reference to the above application for the above premises.

Police object to the application for a Time Limited License on the grounds of Crime and Disorder and Prevention of Public Nuisance.

ICan Centre already has a premises license for the main buildings that allows it to sell alcohol and play music until 06:00am up to 50 times a year (not including temporary event notices). They have also applied to have a Pizza restaurant open in their yard.

This application will allow the premises to play music and movies and sell alcohol over a six month period. In essence this will allow it to be turned into a mini festival or outdoor event space. With the ability to then transfer any event inside and carry on until 06:00 am.



With a premises that can sell alcohol from 10:00 in the morning until 9:00pm at night we need to make sure that we are happy that the premises has sufficient plans in place to prevent crime and disorder and public nuisance.

At present we do not know what events Ican centres has planned, therefore it is impossible to know what security measures are required, or what the event management plan should contain, or how customers will be dispersed.

I have asked for a diary of the events they have planned, and a detailed event management plan, but as yet have not received them.

There could be anything from day time Raves, such as "Secret Sundays" events, it could be a base for festivals such as "Hackney Wicked", we simply do not know, therefore cannot judge the risk.

.

Therefore Tower Hamlets Police ask for this application to be rejected.

# Appendix 5

## Mohshin Ali

---

**From:** Andrew Heron on behalf of Licensing  
**Sent:** 03 April 2014 12:43  
**To:** Alex Lisowski  
**Cc:** Mohshin Ali  
**Subject:** FW: I CAN OBJECTION (licensing@towerhamlets.gov.uk)

---

**From:** tina johnston (Google Drive) [REDACTED]  
**Sent:** 03 April 2014 10:50  
**To:** Licensing  
**Cc:** [REDACTED]  
**Subject:** I CAN OBJECTION (licensing@towerhamlets.gov.uk)

## I CAN OBJECTION

dear Sirs

Please find attached my objection to the extension of the license for ICAN in Monier Road E3.

I can be contacted on [REDACTED] or via email [REDACTED], or via mail

[REDACTED]

*Snapshot of the item below:*

### Objection to Extension of Licensable Property and Opening of Pizzeria ICAN Studios, Monier Road, E3

2nd April 2014

I am a resident of Omega Works, which lies at the opposite end of Wyke Road to the proposed Pizzeria, and would like to lodge an objection to the extension of the alcohol license, and change of use.

When the license was granted for a Alcohol and Entertainment was initially granted, we were not, as local residents, informed of the application by LBTH.

Since the property has been operating as a Nightclub/ Music venue, there has been some noise disruption, but not excessive. This is mainly due to the fact that during the winter months doors and windows have been closed in the local homes, and also the use of their outdoor space, would have been limited due to the weather, with the exception of the outdoor space for portaloos. I believe strongly that during the coming warmer weather, and lighter nights and mornings, more use will be made of the existing outdoor space, and local residents will have doors and windows open on their homes, noise disruption to the local residents will be increased.

Whilst noise disruption has not been a big problem *so far*, from the outset, increased litter around the area has increased greatly, specifically in the days after they have been open as nightclub at the weekend. Predominantly this is in the form of empty alcohol bottles, plastic cups, vomit, food wrappers and containers and promotional flyers for other club nights, both as loose sheets and in pre wrapped packets. I have also seen men urinating in the streets on nights when the club is open. The area of increased litter normally is spread from the area of the bus stops on Wansbeck Road down to Roach Road and along Monier Road.

On Monday I saw a piece of paper, with distinct fold marks in, and whilst not a taker of drugs myself, I am aware that this is very likely to be a wrapper normally used to package and distribute cocaine in, and butts of what looked like spliffs. This was at the corner of Remus Road and Monier road, outside ICAN. I have attached some photo's of recent debris left from the Nightclub, and whilst it cannot be attributed to the owners/management of ICAN directly, the location of this litter and debris does radiate from the entry of

ICAN on Remus Road, and therefore most likely to be caused by their patrons and associated business. The area did not have this problem prior to the nightclub license being granted last year.

I believe that by allowing them to extend both the alcohol license and useable area of the property the litter, noise and traffic disruption from patrons to the surrounding roads and residential areas, not just following a 'club' night, but over the whole week, will be increased.

I would also suggest that they are requesting the extension as a loophole to allow them to start trading earlier as a club during the summer months and allowing them to use that outdoor space to sell alcohol, which will bring increased noise and disruption to the local residents. I understand that the application is for the license indicates that they only want to serve alcohol up to 9pm; which not only is very early for a food business to stop trading, it is also no doubt when their alcohol license for the club begins?

Interestingly, they are advertised as hosting a Secret Sundaze party on 24th August this year. Secret Sundaze promotes itself as

**“secretsundaze, London’s infamous Sunday daytime party has firmly established itself as one of Europe’s most distinct voices in underground electronic music”**

source - <http://www.residentadvisor.net/promoter.aspx?id=22>

<http://www.residentadvisor.net/club.aspx?id=62991>

I believe this supports my statement above?

I would also like to enquire why ICAN studios, primarily promoting itself as a 'Community Church' or 'a training and educational business focussing on supporting young entrepreneurs' (depending on which website you read) has applied for an alcohol licence; surely neither of these ventures would require, or need an alcohol license in the first place?

The proposed Pizzeria, would be located in a tarmac'd car park which is surrounded by 3 walls which are about 10ft tall, next to a BOC gas depot, and very shortly will be surrounded by extensive building works in Neptune Wharf, and at the bottom of Wyke Road and Monier Road, hardly the most conducive of locations in which to dine?

Increasingly, Fish Island, more specifically Omega Works and Iron Works, is becoming a home to many families with young children, mainly due to large spacious flats and good transport links, and as such granting the extension would impact on their use of the streets and roads, particularly in the summer months, when extending drinking hours are likely to bring a greater number of people under the influence of alcohol during the daytime, on our streets, not really appropriate surroundings in which to walk your children, or push your prams and pushchairs through, in order to reach the transport links on Wansbeck Road!

I hope that this information is taken into consideration when the application is discussed prior to it being approved or declined.

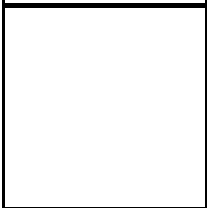
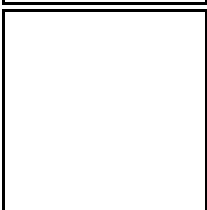
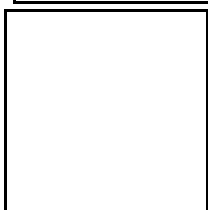
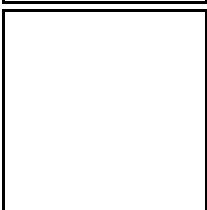
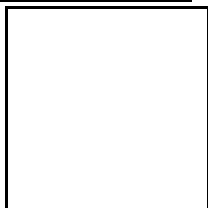
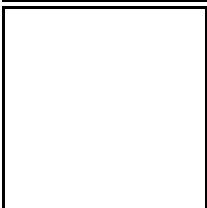
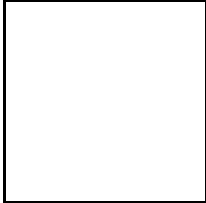
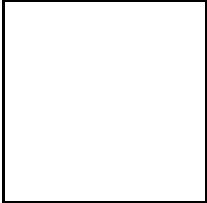
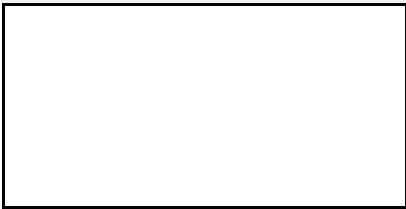
Tina Johnston

I have attached 14 photo's taken this week on Wyke, Remus and Monier Road to support my objection.



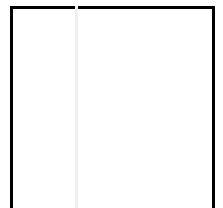
These glow stick are all over Wyke, Monier, Wansbeck Road, and this morning I saw some Jodrell Road. They have been stuck on walls and street signs to give directions to Remus House - ICAN.





This is very likely to be a wrapper normally used to package and distribute cocaine in.

Google Drive: create, share and keep all of your stuff in one place.



## Mohshin Ali

---

**From:** t johnston [REDACTED]  
**Sent:** 10 April 2014 23:00  
**To:** Mohshin Ali  
**Subject:** ICAN Studios  
**Attachments:** IMAG0419.jpg; IMAG0420.jpg; IMAG0404.jpg; IMAG0405.jpg; IMAG0406.jpg; IMAG0407.jpg; IMAG0408.jpg; IMAG0409.jpg; IMAG0410.jpg; IMAG0411.jpg; IMAG0412.jpg; IMAG0413.jpg; IMAG0414.jpg; IMAG0415.jpg; IMAG0416.jpg; IMAG0417.jpg

Dear Mohshin

As requested please find attached the photo's you requested. There a number of them, so i have sent them over 2 emails.

The photo's attached demonstrate the debris/ litter that the Club nights bring to Fish island. These glowsticks have been used to direct people to the venue from the White Post Lane area. There are also further examples of this still visible on the bridge over the canal and in to Roach Road.

The photo's also demonstrates the point made in my objection regarding the potential use of drugs, around and possible IN the venue.

regards

### **Tina Johnston**

From: "Mohshin Ali" <[Mohshin.Ali@towerhamlets.gov.uk](mailto:Mohshin.Ali@towerhamlets.gov.uk)>  
Date: Apr 4, 2014 12:53 PM  
Subject: Objection to ICAN Studios, Monier Road, E3  
To: [REDACTED]

Dear Ms Johnston,

### **Application for a premises licence under the Licensing Act 2003**

Objection to Extension of Licensable Property and Opening of Pizzeria  
ICAN Studios, Monier Road, E3

Thank you for your email. I acknowledge your representation to the above application. Unfortunately, we are unable to view the pictures you have sent with your email. Are you able to re-send them in a different, perhaps ".JPEG" or ".PDF" or similar?

The matter will be dealt with by way of a public hearing by the Tower Hamlets Licensing Sub-Committee. You will be notified by the Democratic Services at Mulberry Place, 5 Clove Crescent, London E14 2BG of the date, time and venue of the public hearing and invited to attend.

If I can be of any further help, do not hesitate to contact me.

Regards

### ***Mohshin Ali - Senior Licensing Officer***

✉ London Borough of Tower Hamlets . Licensing . Mulberry Place . 5 Clove Crescent . London E14 2BG  
Tel': 020 7364 5498 | Fax7: 020 7364 0863 | Email: [Mohshin.Ali@towerhamlets.gov.uk](mailto:Mohshin.Ali@towerhamlets.gov.uk)











OC.  
Omar S  
Alden Tyrell



NO PARKING



BOW  
heights  
university

E.3

ROAD









WYKKE ROOA











## Mohshin Ali

---

**From:** t johnston [REDACTED]  
**Sent:** 10 April 2014 23:01  
**To:** Mohshin Ali  
**Subject:** ICAN Studios  
**Attachments:** IMAG0439.jpg; IMAG0440.jpg; IMAG0441.jpg; IMAG0442.jpg; IMAG0443.jpg; IMAG0444.jpg

Dear Mohshin

As requested please find attached the photo's you requested. There a number of them, so I have sent them over 2 emails.

Attached are further evidence of the glowsticks which have now been on our pavements, roads, parking metres, walls and bridges for over two weeks, and are spread across Jodrell Road, to Roach, Wyke, Monier and Smeed Road, out as far as White Post Lane.

I think this demonstrates the lack respect the management of ICAN venue have for the area, and those who live in Fish Island and surrounding streets. If granted a extension to the license, this is likely to increase, in addition to the increased noise, and potential anti social behaviour which may arise from alcohol being served for extended hours, 7 days a week.

regards

### Tina Johnston

From: "Mohshin Ali" <[Mohshin.Ali@towerhamlets.gov.uk](mailto:Mohshin.Ali@towerhamlets.gov.uk)>  
Date: Apr 4, 2014 12:53 PM  
Subject: Objection to ICAN Studios, Monier Road, E3  
To: [REDACTED]

Dear Ms Johnston,

### **Application for a premises licence under the Licensing Act 2003**

Objection to Extension of Licensable Property and Opening of Pizzeria  
ICAN Studios, Monier Road, E3

Thank you for your email. I acknowledge your representation to the above application. Unfortunately, we are unable to view the pictures you have sent with your email. Are you able to re-send them in a different, perhaps ".JPEG" or ".PDF" or similar?

The matter will be dealt with by way of a public hearing by the Tower Hamlets Licensing Sub-Committee. You will be notified by the Democratic Services at Mulberry Place, 5 Clove Crescent, London E14 2BG of the date, time and venue of the public hearing and invited to attend.

If I can be of any further help, do not hesitate to contact me.

Regards

### ***Mohshin Ali - Senior Licensing Officer***

✉ London Borough of Tower Hamlets . Licensing . Mulberry Place . 5 Clove Crescent . London E14 2BG  
Tel': 020 7364 5498 | Fax7: 020 7364 0863 | Email✉: [Mohshin.Ali@towerhamlets.gov.uk](mailto:Mohshin.Ali@towerhamlets.gov.uk)



(1318)

Red spray-painted markings: a short straight line and a long curved line.

163 177

C4

Handwritten graffiti on a wall.

Part of a yellow sign with blue text, possibly 'LA J'.













# Appendix 6

## Mohshin Ali

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**From:** Mr Feldman <[REDACTED]>  
**Sent:** 31 March 2014 16:20  
**To:** Mohshin Ali  
**Subject:** Re: Licensing Act 2003 and Ican Centres, External Area, 33-35 Monier Road, London E3 2PR – time Limited application from 14.04.14 – 01.10.14.

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

[Mohshin.Ali@towerhamlets.gov.uk](mailto:Mohshin.Ali@towerhamlets.gov.uk)

31.03.14

Dear Mr Mohshin,

**Re: Licensing Act 2003 and Ican Centres, External Area, 33-35 Monier Road, London E3 2PR – time Limited application from 14.04.14 – 01.10.14.**

I am in receipt of your email reply.

You ask me to “further explain” how this application will adversely affect us and neighbouring premises/occupiers.

Unfortunately, over the last few years, we have had several break-in/s – causing very considerable damage e.g. stealing office equipment; steel/copper pipes – roof etc. etc.

We are confident that you will appreciate our real concerns, and hence our **objections** to this application.

Yours sincerely,

Y Feldman  
FBO  
Kedassia Poultry Ltd.

## Mohshin Ali


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**From:** Andrew Heron on behalf of Licensing  
**Sent:** 26 March 2014 11:40  
**To:** Mohshin Ali  
**Subject:** FW: 33-35 Monier Road,

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

**Categories:** Red Category

---

**From:** Mr Feldman [<mailto:>   
**Sent:** 26 March 2014 11:37  
**To:** Licensing  
**Subject:** 33-35 Monier Road,

Kedassia Poultry Ltd  


26/03/14

Dear Mr McCrohan

**Re:** Licensing Act 2003 & Ican Centres, External Area, 33-35 Monier Road,  
London E3 2PR – Time Limited application from 14/04/14 to 01/10/14

We are in receipt of your circular re the above License Application. We strongly object to your granting such a license.

You will appreciate that the local area and adjacent property occupiers are commercial premises/companies and the potential risk of vandalism, burglary etc would be seriously increased by way of having a local premises selling alcohol etc.

We are sure that our neighbours/adjacent properties will be of the same opinion.

Kindly acknowledge receipt.

Yours sincerely

Y Feldman  
FBO  
Kedassia Poultry Ltd.



## Mohshin Ali

---

**From:** Mr Feldman [REDACTED]  
**Sent:** 19 May 2014 14:59  
**To:** Mohshin Ali  
**Subject:** Re: Ican Centres, External Area, 33-35 Monier Road, London E3 2PR

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Mr Mohshin,

Re: Ican Centres, External Area, 33-35 Monier Road, London E3 2PR

We are in receipt of your email of 13/05/14.

Our **objection** remains as per our emails to you of 26/03/14 and 31/03/14.

**Kindly acknowledge receipt of this email.**

Yours sincerely,

Y Feldman  
FBO  
Kedassia Poultry Ltd.

# Appendix 7

## Noise while the premise is in use

### General Advice

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

The hours of operation also need to be considered (see below).

If Members believe that there is a substantial problem of noise while the premises are in use and it cannot be proportionately address by licensing conditions they should refuse the application.

### Licensing Policy

The policy recognises that noise nuisance can be an issue, especially if a premises is open late at night. (**See Sections 8.1 of the Licensing Policy**).

The policy also recognises that staggered closing can help prevent problems at closure time (**See Section 12.4**).

However, while all applications will be considered on their merits, consideration will be given to imposing stricter conditions in respect of noise control where premises are situated close to local residents. (**See Section 12.5**).

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 Sections 8.2 of the Licensing Policy**).

The Licensing Authority will consider attaching conditions to prevent nuisance and these may include Conditions drawn from the Model Pool of Conditions relating to Crime and Disorder. (**See Appendix 2 Annex D of the Licensing Policy**). In particular Members may wish to consider (this list is not exhaustive):

- hours of opening (this needs to be balanced against potential disorder caused by artificially early closing times)
- Whether certain parts should close earlier than the rest (for example a "beer garden", or restricted in their use)
- Whether or not certain activities should have to close at an early hour, for example live music

- Conditions controlling noise or vibration (for example, noise limiters, keeping doors and windows closed).
- Prominent clear and legible notices at all exits requesting the public to respect the needs of local residents and leave the premises and area quietly
- Conditions controlling the use of explosives, pyrotechnics and fireworks
- Conditions controlling the placing of refuse
- Conditions controlling noxious smells
- Conditions controlling lighting (this needs to be balanced against potential crime prevention benefits)

### Police Powers

Part 8 of the Licensing Act 2003 enables a senior police officer to close down a premises for up to 24 hrs. a premises causing a nuisance resulting from noise emanating from the premises.

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

The Licensing Policy has adopted the recommended Pool of Conditions as permitted (Annex D).

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 (2.33).

Licence conditions should not duplicate other legislation (1.17).

Necessary and appropriate conditions should normally focus on the most sensitive periods (2.37) and may address disturbance as customers enter or leave the premises but it is essential that conditions are focused on measures within the direct control of the licence holder (2.39).

### Other Legislation

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

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

# Appendix 8

## Access and egress problems

Such as:

Disturbance from patrons arriving/leaving the premises on foot

Disturbance from patrons arriving/leaving the premises by car

Lack of adequate car parking facilities

Close proximity to residential properties

### Comment

The above have been grouped together as egress problems. Of course the particular facts will be different for each alleged problem.

### General Advice

In considering concerns relating to disturbance from egress, Members need to be satisfied that the premises under consideration has been identified as the source of the actual or potential disturbance. If they are satisfied that this is a problem, then proportionate conditions should be considered.

The hours of operation also need to be considered.

If Members believe that there is a substantial problem concerning egress and it cannot be proportionately addressed by licensing conditions, they should refuse the application.

### Licensing Policy

The policy recognises that noise nuisance can be an issue, especially if a premises is open late at night. (**See Section 8.1 of the Licensing Policy**).

The Licensing Authority expects the applicant to have addressed all nuisance issues relating to the premises in their operating schedule and to have sought appropriate advice from the Council's Environmental Health Officers. (**See Section 8.2 of the Licensing Policy**).

The policy also recognises that staggered closing can help prevent problems at closure time (**See Section 12.4**).

However, while all applications will be considered on their merits, consideration will be given to imposing stricter conditions in respect of noise control where premises are situated close to local residents. (**See Section 12.5**)

The Council has adopted a set of framework hours (**See 12.8 of the licensing policy**). This relates to potential disturbance caused by late night trading.

The Licensing Authority will consider attaching conditions to prevent nuisance and these may include Conditions drawn from the Model Pool of Conditions relating to the prevention of Public Nuisance. (**See Appendix 2 Annex G of the Licensing Policy**). In particular Members may wish to consider (this list is not exhaustive):

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

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

The pool of conditions, adopted by the council is recommended (Annex G). 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. (2.33).

Licence conditions should not duplicate other legislation (1.17).

Necessary and appropriate conditions should normally focus on the most sensitive periods and may address disturbance as customers enter or leave the premises (2.37) but it is essential that conditions are focused on measures within the direct control of the licence holder” (2.39).

In certain circumstances conditions relating to noise in the immediate vicinity of the premises may also prove necessary to address any disturbance anticipated as customers enter and leave (2.37).

However, it is essential that conditions are focused on measures within the direct control of the licence holder. Conditions relating to behaviour once they are beyond the control of the licence holder cannot be justified. (2.39)

# Appendix 9

## Crime and disorder on the premises

### Licensing Policy

The Licensing Authority expects the applicant to have addressed all crime and disorder issues relating to the premises in their operating schedule and to have sought appropriate advice. **(See Sections 5.2. of the Licensing Policy)**

The Licensing Authority will consider attaching conditions to deter crime and disorder and these may include conditions drawn from the Model Pool of Conditions relating to Crime and Disorder. **(See Appendix 2 Annex D of the Licensing Policy)**. In particular Members may wish to consider (this list is not exhaustive):

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

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

### Police Powers

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

Guidance Issued under Section 182 of the Licensing Act 2003.

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

The key role of the police is acknowledged (2.2).

Conditions attached to licences cannot seek to manage the behaviour of customers once they are beyond the direct management of the licence holder and their staff or agents, but can directly impact on the behaviour of customers on, or in the immediate vicinity of the premises as they seek entry or leave (2.4).

Conditions are best targeted on deterrence and preventing crime and disorder (S.2.6) communication, CCTV, police liaison, no glasses, capacity limits are all relevant (S.2.7-2.11).

Guidance Issued under Section 182 of the Licensing Act 2003

Conditions can be imposed for large capacity “vertical consumption” premises (10.41).

Guidance Issued by the Office of Fair Trading

This relates to attempts to control minimum prices

Other Legislation

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

# Appendix 10

## Crime and disorder from patrons leaving the premises

### General Advice

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

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

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

### Licensing Policy

The policy recognises that other legislation or measures may be more appropriate but also states that licensing laws are “a key aspect of such control and will always be part of an overall approach to the management of the evening and night time economy.” Other controls need to be borne in mind. **(See Section 4.10 and 4.11 of the Licensing Policy).**

- The Licensing Authority will consider attaching conditions to deter crime and disorder and these may include Conditions drawn from the Model Pool of Conditions relating to Crime and Disorder. **(See Appendix 2 Annex D of the Licensing Policy).**

### Police Powers

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



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

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

The key role of the police is acknowledged (2.2).

\*\*\*\*\*

Conditions attached to licences cannot seek to manage the behaviour of customers once they are beyond the direct management of the licence holder and their staff or agents, but can directly impact on the behaviour of customers on, or in the immediate vicinity of the premises as they seek entry or leave (2.4).

Conditions are best targeted on deterrence and preventing crime and disorder (S.2.6) communication, CCTV, police liaison, no glasses, capacity limits are all relevant (S.2.7-2.11).

Conditions can be imposed for large capacity “vertical consumption” premises (10.41).

*There is also guidance issued around the heading of “public nuisance as follows*

The pool of conditions, adopted by the council is recommended (Annexe G).

Licence conditions should not duplicate other legislation (1.17).

Necessary and appropriate conditions should normally focus on the most sensitive periods and may address disturbance as customers enter or leave the premises (2.37) but it is essential that conditions are focused on measures within the direct control of the licence holder” (2.39). Conditions relating to behaviour once they are beyond the control of the licence holder cannot be justified. (2.37)

### Other Legislation

#### Crime and Disorder Act 1998

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

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

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

# Appendix 11

## **Planning**

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

# Appendix 12

## 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 06:00 hours to 23:30 hours
- Friday and Saturday 06:00 hours to midnight
- Sunday 06:00 hours to 22:30 hours

(see 12.8 Of the licensing policy)

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

- Location
- Proposed hours of regulated activities, and the proposed hours the premises are open to the public
- The adequacy of the applicants 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 12.8 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
- Premises licensed for off sales only

(see 12.9 of the licensing policy)