

Appendix 1

LONDON BOROUGH OF TOWER HAMLETS

Temporary Event Notice



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

You should keep a copy of the completed notice for your records. You must send at least one copy of this notice to the licensing authority and additional copies must be sent to the chief officer of police and the local authority exercising environmental health functions for the area in which the premises are situated. The licensing authority will give to you written acknowledgement of the receipt of the notice.

I, the proposed premises user, hereby give notice under section 100 of the Licensing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

1. The personal details of premises user (Please read note 1)	
1. Your name	
Title	Mr <input checked="" type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Surname	KYRIAKOS
Forenames	POULOS
2. Previous names (Please enter details of any previous names or maiden names, if applicable. Please continue on a separate sheet if necessary)	
Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other (please state)
Surname	
Forenames	
3. Your date of birth	[REDACTED]
4. Your place of birth	[REDACTED]
5. National Insurance Number	[REDACTED]
6. Your current address (We will use this address to correspond with you unless you complete the separate correspondence box below)	
[REDACTED]	
Post town LODNON	Post code [REDACTED]
7. Other contact details	
Telephone numbers	[REDACTED]
Daytime	[REDACTED]
Evening (optional)	[REDACTED]
Mobile (optional)	[REDACTED]
Fax number (optional)	[REDACTED]
E-Mail Address (if available)	[REDACTED]

8. Alternative address for correspondence (If you complete the details below, we will use this address to correspond with you)	
Post town	Post code
9. Alternative contact details (if applicable)	
Telephone numbers: Daytime	
Evening (optional)	
Mobile (optional)	
Fax number (optional)	
E-Mail Address (if available)	

2. The premises	
Please give the address of the premises where you intend to carry on the licensable activities or if it has no address give a detailed description (including the Ordnance Survey references) (Please read note 2)	
Alpha Works, Smeed Rd, Bow, London E3 2NR,	
Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so, please enter the licence or certificate number below.	
Premises licence number	
Club premises certificate number	
If you intend to use only part of the premises at this address or intend to restrict the area to which this notice applies, please give a description and details below. (Please read note 3)	
IT WILL ONLY BE APPLIED AT THE PREMISES BASEMENT – MAIN SPACE 1ST FLOOR – TOILETS 2ND FLOOR – CHILL OUR AREA	
Please describe the nature of the premises below. (Please read note 4)	
CREATIVE EVENTS SPACE	
Please describe the nature of the event below. (Please read note 5)	
IMMERSIVE EXPERICE EVENT	

3. The licensable activities	
Please state the licensable activities that you intend to carry on at the premises (please tick all the licensable activities you intend to carry on). (Please read note 6)	
The sale by retail of alcohol	<input checked="" type="checkbox"/>
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club	<input checked="" type="checkbox"/>
The provision of regulated entertainment (please read note 7)	<input checked="" type="checkbox"/>
The provision of late night refreshment	<input checked="" type="checkbox"/>
Are you giving a late temporary event notice? (Please read note 8)	<input checked="" type="checkbox"/>
Please state the dates on which you intend to use these premises for licensable activities. (Please read note 9)	
31 DEC - 1 JAN	
Please state the times during the event period that you propose to carry on licensable activities (please give times in 24 hour clock). (Please read note 10)	
10 PM – 5 AM	
Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 11)	499
If the licensable activities will include the supply of alcohol, please state whether the supplies will be for consumption on or off the premises, or both (please tick as appropriate) (Please read note 12)	On the premises only <input checked="" type="checkbox"/>
	Off the premises only <input type="checkbox"/>
	Both <input type="checkbox"/>

Please if the licensable activities will include the provision of relevant entertainment. If so, please state the times during the event period that you propose to provide relevant entertainment. (Please read note 13)
PERFORMERS, ART, DANCING AND DRINKING

4. Personal licence holders (Please read note 14)		
Do you currently hold a valid personal licence? (Please tick)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If "Yes" please provide the details of your personal licence below.		
Issuing licensing authority	[REDACTED]	
Licence number	[REDACTED]	
Date of issue	[REDACTED]	
Date of expiry		
Any further relevant details	n/a	

5. Previous temporary event notices you have given (Please read note 15 and tick the boxes that apply to you)		
Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the number of temporary event notices you have given for events in that same calendar year		
Have you already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

6. Associates and business colleagues (Please read note 16 and tick the boxes that apply to you)		
Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices your associate(s) have given for events in the same calendar year	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Has any associate of yours already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If answering yes, please state the total number of temporary event notices your business colleague(s) have given for events in the same calendar year.		
Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period: a) ends 24 hours or less before; or b) begins 24 hours or less after the event period proposed in this notice?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>

7. Checklist (Please read note 17)		
I have : (Please tick the appropriate boxes, where applicable)		
Sent at least one copy of this notice to the licensing authority for the area in which the premises are situated		<input checked="" type="checkbox"/>
Sent a copy of this notice to the chief officer of police for the area in which the premises are situated		<input checked="" type="checkbox"/>
Sent a copy of this notice to the local authority exercising environmental health functions for the area in which the premises are situated		<input checked="" type="checkbox"/>
If the premises are situated in one or more licensing authority areas, sent a copy of this notice to each additional licensing authority		<input checked="" type="checkbox"/>
If the premises are situated in one or more police areas, sent a copy of this notice to each additional chief officer of police		<input checked="" type="checkbox"/>
If the premises are situated in one or more local authority areas, sent a copy of this notice to each additional local authority exercising environmental health functions		<input checked="" type="checkbox"/>
Made or enclosed payment of the fee for the application		<input checked="" type="checkbox"/>
Signed the declaration in Section 9 below		<input checked="" type="checkbox"/>

8. Condition (Please read note 18)
It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.

9. Declarations (Please read note 19)	
<p>The information contained in this form is correct to the best of my knowledge and belief.</p> <p>I understand that it is an offence:</p> <p>(i) to make a false statement knowingly or recklessly in connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the standard scale; and</p> <p>(ii) to permit an unauthorised licensable activity to be carried on at any place and that a person is liable on conviction for any such offence to an unlimited fine, or to imprisonment for a term not exceeding six months, or to both.</p>	
Signature	KYRIAKOS POULOS
Date	22/11/2021
Name of Person signing	KYRIAKOS POULOS

For completion by the licensing authority

10. Acknowledgement (Please read note 20)	
<p>I acknowledge receipt of this temporary event notice.</p>	
Signature	On behalf of the licensing authority
Date	
Name of Officer signing	

NOTES

General

In these notes, a person who gives a temporary event notice is called a “premises user”.

The police and local authority exercising environmental health functions may intervene on the grounds of any of the four licensing objectives (the prevention of crime and disorder, public safety, the prevention of public nuisance, and the protection of children from harm) to prevent the occurrence of an event at which permitted temporary activities are to take place or to agree a modification of the arrangements for such an event. However, the licensing authority will intervene of its own volition in the cases described below.

First, it will issue a counter notice if there is an objection to a late temporary event notice (see note 8 below).

Secondly, it may issue a notice in relation to its decision to impose conditions on a temporary event notice (see note 2 below).

Thirdly, it will issue a counter notice if the first, second and fourth of the limits set out below would be exceeded. If any of the limits below are breached or if a counter notice has been issued, any licensable activities taking place would be unauthorised and the premises user would be liable to prosecution. The limitations apply to:

- the number of times a person may give a temporary event notice (50 times per year for a personal licence holder and 5 times per year for other people);
- the number of times a person may give a late temporary event notice (10 times per year for a personal licence holder and 2 times per year for other people);
- the number of times a temporary event notice may be given in respect of any particular premises (15 times or for event periods occurring wholly or partly in 2022 or 2023, 20 times a calendar year);
- the length of time a temporary event may last for these purposes (168 hours or 7 days);
- the maximum aggregate duration of the periods covered by temporary event notices at any individual premises (21 days or for event periods (or any part of those periods) occurring in 2022 or 2023, 26 days per calendar year); and
- the scale of the event in terms of the maximum number of people attending at any one time (a maximum of 499).

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. The limits applying to late temporary event notices are included within the overall limits applying to the total number of temporary event notices. Note 16 below explains the definition of an “associate”.

When permitted temporary activities take place, a premises user must ensure that either:

- a copy of the temporary event notice is prominently displayed at the premises; or
- the temporary event notice is kept at the premises either in his own custody or in the custody of a person present and working at the premises and whom he has nominated for that purpose.

Where the temporary event notice is in the custody of a nominated person, a notice specifying that fact and the position held by that person must be displayed prominently at the premises.

Where the temporary event notice or a notice specifying the nominated person is not displayed, a constable or an authorised person (for example, a licensing officer, fire officer or environmental health officer) may require the premises user to produce the temporary event notice for examination. Similarly, where the nominated person has the temporary event notice in his custody, a constable or authorised

person may require that person to produce it for examination. Failure to produce the temporary event notice without reasonable excuse would be an offence.

It should also be noted that the following, among other things, are offences under the Licensing Act 2003:

- the sale or supply of alcohol to children under 18 years of age (subject to an unlimited fine on conviction);
- allowing the sale of alcohol to children under 18 (subject to an unlimited fine on conviction);
- knowingly allowing the consumption of alcohol on the premises by a person aged under 18 (subject to an unlimited fine on conviction);
- allowing disorderly behaviour on the premises (maximum fine on conviction is a fine up to level 3 on the standard scale, on conviction);
- the sale of alcohol to a person who is drunk (maximum fine on conviction is a fine up to level 3 on the standard scale, on conviction);
- obtaining alcohol for a person who is drunk (maximum fine on conviction is a fine up to level 3 on the standard scale, on conviction);
- knowingly allowing a person aged under 18 to make any sale or supply of alcohol unless the sale or supply has been specifically approved by the premises user or any individual aged 18 or over who has been authorised for this purpose by the premises user (maximum fine on conviction is a fine up to level 1 on the standard scale, on conviction); and
- knowingly keeping or allowing to be kept on the premises any smuggled goods which have been imported without payment of duty or which have otherwise been unlawfully imported (maximum fine on conviction is a fine up to level 3 on the standard scale, on conviction).

In addition, where the premises are to be used primarily or exclusively for the sale or supply of alcohol for consumption on the premises, it is an offence to allow children under 16 to be present when the premises are open for that purpose unless they are accompanied by an adult. In the case of any premises at which sales or supplies of alcohol are taking place at all, it is an offence for a child under 16 to be present there between the hours of midnight and 5am unless accompanied by an adult. In both instances, the penalty on conviction is a fine not exceeding level 3 on the standard scale, currently £1,000.

Note 1

A temporary event notice may only be given by an individual and not, for example, by an organisation or club or business. The individual giving the notice is the proposed "premises user". Within businesses, clubs or organisations, one individual will therefore need to be identified as the proposed premises user.

If you include an e-mail address in section 1(7) or 1(9), the licensing authority may send to this the acknowledgement of receipt of your notice or any notice or counter notice it is required to give under sections 104A, 106A or 107 of the Licensing Act 2003.

Note 2

For the purposes of the Licensing Act 2003, "premises" means any place. Premises will therefore not always be a building with a formal address and postcode. Premises can include, for example, public parks, recreation grounds and private land.

If a premises licence or club premises certificate has effect in relation to the premises (or any part of the premises) which you want to use to carry on licensable activities, it is possible that any conditions which apply to the licence or certificate may be imposed on the temporary event notice if certain pre-conditions are met. These pre-conditions are that the police or the local authority exercising environmental health functions object to the notice and the licensing authority decides:

- not to give a counter notice under section 105 of the Licensing Act 2003;
- the conditions apply to the licence or certificate; and

- the imposition of the conditions on the notice would not be inconsistent with the carrying on of the licensable activities under the notice.

Note 3

A temporary event notice can be given for part of a building, such as a single room or a plot within a larger area of land. You should provide a clear description of the area in which you propose to carry on licensable activities. This is important as any licensable activities conducted outside the area of the premises protected by the authority of this temporary event notice would be unlawful and could lead to prosecution.

In addition, when holding the proposed event, the premises user would need to be able to restrict the number of people on the premises at any one time when licensable activities are taking place to less than 500. If more than 499 are on the premises when licensable activities are being carried on, the licensable activities would be unlawful and the premises user would be liable to prosecution. The maximum figure of 499 includes, for example, staff, organisers, stewards and performers.

Note 4

A description of the nature of the premises assists the chief officer of police and local authority exercising environmental health functions in deciding if any issues relating to the licensing objectives are likely to arise. You should state clearly that the premises to be used are, for example, a public house, a restaurant, an open field, a village hall or a beer tent.

Note 5

A description of the nature of the event similarly assists the chief officer of police and local authority exercising environmental health functions in making a decision as to whether or not to make an objection. You should state clearly that the event taking place at the premises would be, for example, a wedding with a pay bar, the supply of beer at a particular farmers' market, a discotheque, the performance of a string quartet, a folk group or a rock band.

Note 6

The licensable activities are:

- the sale by retail of alcohol;
- the supply of alcohol by or on behalf of a club to, or to the order of, a member of a club;
- the provision of regulated entertainment; and
- the provision of late night refreshment.

Note 7

Regulated entertainment, subject to specified conditions and exemptions, includes:

- (a) a performance of a play;
- (b) an exhibition of a film;
- (c) an indoor sporting event;
- (d) a boxing or wrestling entertainment;
- (e) a performance of live music;
- (f) any playing of recorded music;
- (g) a performance of dance;
- (h) entertainment of a similar description to that falling within (e), (f) or (g).

In terms of specific regulated entertainments please note that:

- Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
- Dance: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500. However a performance which amounts to adult entertainment remains licensable.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.

- **Boxing or Wrestling Entertainment:** no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
- **Live music:** no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- **Recorded Music:** no licence permission is required for:
 - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
- **Dance:** no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
- **Cross activity exemptions:** no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

If you are uncertain whether or not the activities that you propose are licensable you should contact your licensing authority for further advice.

Note 8

Late notices can be given no later than 5 working days but no earlier than 9 working days before the event in relation to which the notice is given. A late notice given later than 5 working days before the event to which it relates will be returned as void and the activities described in it will not be authorised.

The number of late notices that can be given in any one calendar year is limited to 10 for personal licence holders and 2 for non-personal licence holders. These count towards the total number of temporary event notices (i.e. 50 temporary event notices per year for personal licence holders and 5 temporary event notices for non-personal licence holders).

If there is an objection from either the police or local authority exercising environmental health functions, the event will not go ahead and a counter notice will be issued.

Note 9

The maximum period for using premises for licensable activities under the authority of a temporary event notice is 168 hours or seven days.

Note 10

You should state here the times during the event period, for example 48 hours, when you intend to carry on licensable activities. For example, you may not intend to carry on licensable activities throughout the entire 48 hour event period, and may intend to sell alcohol between 8.00 hrs and 23.00 hrs on each of the two days.

Note 11

No more than 499 may be on the premises for a temporary event at any one time when licensable activities are being carried on. If you intend to have more than 499 attending the event, you should obtain a premises licence for the event. Your licensing authority should be able to advise you. The maximum figure of 499 includes not only the audience, spectators or consumers but also, for example, staff, organisers, stewards and performers who will be present on the premises.

Note 12

If you indicate that alcohol will be supplied only for consumption on the premises, you would be required to ensure that no person leaves the premises with alcohol supplied there. If such a supply takes place, the premises user may be liable to prosecution for carrying on an unauthorised licensable activity. Similarly, if the premises user gives notice that only supplies of alcohol for consumption off the premises will take place, he/she must ensure that alcohol supplied is not consumed on the premises. The premises user is free to give notice that he/she intends to carry on both types of supplies. For this purpose the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

Note 13

Relevant entertainment is defined in the Local Government (Miscellaneous Provisions) Act 1982 ("the 1982 Act") as *any live performance or any live display of nudity which is of such a nature that, ignoring financial gain, it must reasonably be assumed to be provided solely or principally for the purpose of sexually stimulating any member of the audience (whether by verbal or other means)*. Relevant entertainment therefore includes, but is not limited to, lap dancing and pole dancing.

The 1982 Act requires premises which provide relevant entertainment to be licensed under that Act for this purpose. Premises at which there have not been more than eleven occasions on which such entertainment has been provided within a period of 12 months, no such occasion has lasted for more than 24 hours and there has been a period of at least one month between each such occasion are exempt from the requirement to obtain a licence under the 1982 Act. Such premises are likely instead to require an authorisation under the Licensing Act 2003 to be used for such activities as these are a licensable activity (the provision of regulated entertainment – see note 6 above). A temporary event notice may be given for this purpose.

Note 14

The holder of a valid personal licence issued under the Licensing Act 2003 may give up to 50 temporary event notices in any calendar year subject to the other limitations in the 2003 Act. A proposed premises user who holds such a licence should give the details requested.

Note 15

As stated under Note 14, a personal licence holder (issued under the Licensing Act 2003) may give up to 50 temporary event notices (including 10 late notices) in any calendar year. An individual who does not hold a personal licence may only give 5 temporary event notices (including 2 late notices) in England and Wales in any calendar year. A calendar year is the period between 1 January to 31 December inclusive in any year.

If an event straddles two calendar years, it will count against the limits on temporary event notices for each year. However, only one notice needs to be given. The limits are:

- i. for event periods occurring wholly or partly in 2022 or 2023, up to 20 times in the calendar year for each premises;
- ii. For other event periods, 15 times in a calendar year for each premises;
- iii. For event periods (or any part of a period) occurring in 2022 or 2023, 26 days in the calendar year for each premises;
- iv. For other event periods, 21 days in a calendar year for each premises;
- v. 50 per personal licence holder each calendar year; and
- vi. 5 for non-holders each calendar year .

For the purposes of determining the overall limits of 50 temporary event notices per personal licence holder (in a calendar year) and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count towards those totals. Note 16 below sets out the definition of an “associate”.

If a temporary event notice has been given for the same premises, by the same premises user, and would have effect within 24 hours before the start of the event period under the current proposal or within 24 hours after the end of that period, the temporary event notice given would be void and any licensable activities carried on under it would therefore be unlicensed.

For the purposes of determining whether or not the required gap of 24 hours is upheld, temporary event notices given by an associate or a person who is in business with a premises user (and that business involves carrying on licensable activities) count as if they had been given by the premises user. Note 16 below sets out the definition of an “associate”.

Note 16

An “associate” of the proposed premises user is:

- a. the spouse of that person;
- b. a child, parent, grandchild, grandparent, brother or sister of that person;
- c. an agent or employee of that person; or
- d. the spouse of a person within (b) or (c).

For these purposes, a person living with another as that person’s husband or wife is to be treated as that person’s spouse.

Note 17

It is a requirement that you send at least one copy of this notice to the licensing authority at least ten working days (or five working days for a late notice) before the commencement of the proposed licensable activities. The authority will give you written acknowledgement of the receipt of the notice. This will be important proof that you gave the notice and when you gave it for the purposes of the Act. Some premises may be situated in two licensing authority areas, for example, where a building or field straddles the local authority boundary. Where this is the case, at least one copy of the notice must be sent to each of the licensing authorities identified, together with the appropriate fee in each case. In such circumstances, you will receive acknowledgements from all the relevant licensing authorities.

One copy must be sent to each of the chief officer of police and the local authority exercising environmental health functions for the area in which the premises is situated at least ten working days for a standard notice (or five working days for a late notice) before the commencement of the proposed licensable activities. Where the premises are situated in two police areas or environmental health areas, a further copy will need to be sent to the second police force and local authority exercising environmental health functions.

Note 18

Under the Licensing Act 2003, all temporary event notices are given subject to a mandatory condition requiring that where the licensable activities involve the supply of alcohol, all such supplies must be made by or under the authority of the named premises user. If there is a breach of this condition, the premises user and the individual making the supply in question would be liable to prosecution. For this purpose the supply of alcohol includes both of the first two licensable activities listed in note 6 above.

Note 19

It is an offence knowingly or recklessly to make a false statement in, or in connection with, a temporary event notice. (A person is to be treated as making a false statement if he produces, furnishes, signs or otherwise makes use of a document that contains a false statement). To do so could result in prosecution and a fine not exceeding level 5 on the standard scale.

Note 20

You should not complete section 10 of the notice, which is for use by the licensing authority. It may complete this section as one means of giving you written acknowledgement of the receipt of the notice.

Advice for applicants:

Under the above Act, by applying for temporary events notice (TEN) and you are not a Personal Licence Holder you are limited to 5 standard TENs of which 2 can be Late TENs per calendar year (1st January to 31st December) although each event can last up to 168 hours (seven days).

Personal licence holders can apply for a maximum of fifty TENs of which 10 can be Late TEN per calendar year.

A venue can hold up to 15 TENs per year, subject to a maximum aggregate duration of the periods covered by TENs at any individual premises of 21 days in any year.

For the purposes of determining the overall limits of 50 temporary event notices in a calendar year and of 5 for a non-personal licence holder (in a calendar year), temporary event notices given by an associate or a person who is in business with a premises user (and that business also involves carrying on licensable activities) counts towards these totals.

Under 500 person capacity

If the proposed event has an invited or expected attendance of **no more** than 499 persons, including staff, stewards, organisers and performers who will be present on the premises, the ACT requires that at least 10 FULL working days notice is given to the Licensing Authority, the Met Police and Environmental health Noise Team for a standard TEN. (This does not include the day of submission or the day of the event)

LATE TENs should only be used in exceptional circumstances, at least 5 FULL working days notice is to be given to Local Authority, the Police and Environmental Protection. Please note: Should one of the responsible authorities object to a LATE TEN, a counter notice will be issued and the event will not be able to take place.

(Over 500 person capacity)

If the proposed event has an invited or expected attendance of **more** than 499 persons, You will need to apply for a premise licence. You will require forms for a premise licence. If you have not been sent these forms contact me urgently. The Act requires that at least two months notice and you will see from the application forms that the process is different to that of events under 500 capacity.

The completed notice should be returned to the Licensing Authority with any accompanying information, a photocopy of all and the relevant fee to the address given. The fee can be paid by cheque, to be made payable to the London Borough of Tower Hamlets, Telephone 020 7364 5008 or On-line:

<http://www.towerhamlets.gov.uk/pay>

The licensing authority will endorse one of the two copies you send us and return it to you as an acknowledgement of receipt. Should objections be received, conditions may be imposed on your TEN either through the hearing process or through negotiation with the responsible authorities. You will be issued with a "Statement of Conditions" and this is required to be kept with your copy of the Notice.

TENs are frequently sent by email to you so please ensure you check you inbox or spam for the notice.

You should keep a copy of the completed notice for your records. You must send the forms to the Licensing Authority, Metropolitan Police and Environmental Health Noise Team. The contact details are below:

The Chief Officer of Police

Metropolitan Police Service (MPS)
Central East Licensing Unit
Licensing Office
2nd Floor Stoke Newington Police Station
33 Stoke Newington High Street
London
N16 8DS

Tel: 07557 572 168

E: CEMailbox-TowerHamletsLicensing@met.police.uk

Environmental Protection

London Borough of Tower Hamlets
Administration Section
Mulberry Place
5 Clove Crescent
London
E14 2BG

Tel: 020 7364 5007

E: Environmental.Protection@towerhamlets.gov.uk

For any further enquiries please contact:

The Licensing Authority

Licensing Team
Environmental Health & Trading Standards
Place Directorate
Mulberry Place
5 Clove Crescent
London
E14 2BG

Tel: 020 7364 5008

Email: licensing@towerhamlets.gov.uk

Ibrahim Hussain

From: Mohshin Ali on behalf of Licensing
Sent: 30 November 2021 13:14
To: Ibrahim Hussain
Subject: FW: 143934 MAU REPRESENTATION TEN application for Algha Works, Smeed Road
Attachments: ALGHA DISPERSAL POLICY.docx.pdf; TENs_Fox&Bagde_31 Dec_ Algha Works_.docx; Covid 19 – Action plan_ ALGHA WORKS.docx

From: Kiri | | All Around Events [REDACTED] >
Sent: 30 November 2021 12:23
To: Nicola Cadzow [REDACTED] >
Cc: Licensing <Licensing@towerhamlets.gov.uk>; Mark Perry <[REDACTED]>; [REDACTED]
Subject: Re: 143934 MAU REPRESENTATION TEN application for Algha Works, Smeed Road

Dear Nicola,

Thank you so much for your email and your consideration for our TENs on the 31 Dec at Algha Works venue

Having taking into your consideration your feedback

I have attached for your consideration the **Dispersal Policy, Operational And Procedures Policy**

Convid19 - Action plan is attached as well

Also we have listed below the event that would be hosted at Algha Works on the 31 Dec

Event: Fox & Badge

Event details: https://drive.google.com/drive/folders/17dRXpsY3sGPGRUPVXL4ItOzEA6L_4GdR
<https://www.vessives.com/fox-badge-sin-event-photography-london>

Date: 31 Dec 2021

Time: 9 pm - 5 am

No of people: 499

Demographics: European crowd

Age: 25 - 50

FOX & BADGE

Fox&Badge create costumed events that aim to deliver a superlative social, cultural, and aesthetic experience.

We offer an immersive blend of melodic techno, performance, interactivity and exploration.

We build beautiful spaces and experiences, with high attention to detail.

We value beauty, elegance, sensuality, thoughtfulness, interaction and authenticity.

We strive to bring deep joy, hope, pleasure and meaning; to touch hearts, minds & souls.

We cultivate a warm, welcoming, generous, connective, creative, open-minded, open-hearted & loving community.

We prioritise all-female DJ lineups, and a minimum of 50:50 female:male involvement in all areas, from performances to security.

We love the planet, and strive to minimise our environmental impact.

NEW YEARS EVE EVENT

Dearest family,

We're very, very, very very excited to announce we'll be running a New Year's Eve event on the evening and night of Friday 31st, and of course we very much hope you'll join us. New Year's was how we really began - with "Moulin Noir" at the Boys Club, and then "Freaks" at Canal 125; it feels like we've come a long way, and we want to go so much further, and have some very exciting plans that we can't wait to share with you. New Year's Eve is such a profound annual moment, and so synchronised with our values & desires: an opportunity to collectively let go of the past and move confidently into the future - resilient, resolute, and resolved. We bid farewell to old constraints, and welcome new experiences, opportunities, and relationships. We'll thus be going beyond the usual simple countdown and confetti and fireworks to hold a very special collective ritual at midnight, where we all deeply connect as we let go and transit into the warm, uplifting glow of our lives ahead, together. Full details will be released 1 month in advance - on the evening of Tuesday 30th November, next week; 1st phase tickets go on sale at 6pm. Pass it on - & please get in touch if you'd like to get involved. We'll be working with a wonderful new venue - smaller scale than usual, to really help cultivate intimacy & connection. We'll host 2 contrasting dancefloors with beautiful melodic music, as well as a range of other secret spaces to explore, all saturated with provocative performances and powerful, immersive experiences. Come join us for an unforgettable journey into joy, beauty, and light.
<3 XXX F&B

LINKS

FACEBOOK COMMUNITY <https://www.facebook.com/groups/foxandbadge>
INSTAGRAM <https://www.instagram.com/foxbadge>
COMMUNITY VALUES <http://bit.ly/fandbblurb>
YOUTUBE VIDEOS <http://bit.ly/FandBvids>
YOUTUBE RUSHES <http://bit.ly/FandBrushes>

SOME PHOTOS FROM PREVIOUS RECENT EVENTS

Sept 2021 at the Steel Yard

Vessi <https://www.vessives.com/fox-badge-sin-event-photography-london>
Teodora https://drive.google.com/drive/folders/1-E7BUOWeTEPGp_iMLQVvHXtkHgnfDDRp?usp=sharing

July 2021 at the Steel Yard

Jake https://drive.google.com/drive/folders/17dRXpsY3sGPGRUPVXL4ItOzEA6L_4GdR?usp=sharing
Vessi <https://www.vessives.com/p/27474bhs/fox-badge-summer-un-masquerade>

Thanks

Kiri

On Fri, Nov 26, 2021 at 8:19 AM Nicola Cadzow <[REDACTED]> wrote:

Dear Licensing,

I have regarded the application for the Temporary Event Notice (TEN) for Algha Works, Smeed Road and the potential impact of public nuisance and measures to prevent noise generated from within the premises or outside it which could cause disturbance to people in the vicinity.

The applicant is proposing licensable activities:-

- the provision of regulated entertainment, late night refreshment and sale & supply of alcohol from 22:00 hours until 05:00 in the morning into New Year's Day

The applicant has not considered the potential music that may emanate from the premises or the potential behaviour of people arriving, leaving, drinking and congregating outside the event this may cause annoyance to some residents.

Sensitive premises: Residential and commercial premises in close proximity to the premises.

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

- Noise breakout from the venue affecting neighbouring residents.
 - Access & egress to and from the venue, of patrons, especially due to patrons likely to be in high spirits; and
 - The hours of operation (inclusive of proposals)

CONCLUSION

Environmental Protection **does not** support the TENs application for as there is insufficient information in the application to show how the applicant will promote the licensing objective for the prevention of public. There is a great likelihood of disturbance to residential premises at the noise sensitive hours sought. But I am willing to withdraw my objection if they agree to reduce their operating hours to 01:00 hours, and limit persons leaving the premises to drink or smoke outside throughout the event.

Kind regards

Nicola Cadzow

Environmental Health Officer

Environmental Protection Team

Place Directorate

London Borough of Tower Hamlets

Mulberry Place Town Hall

5 Clove Crescent

London E14 2BG



www.towerhamlets.gov.uk

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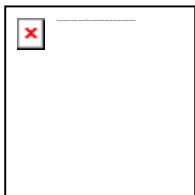
[Facebook](#) | [Twitter](#) | [Linkedin](#) | [Instagram](#)

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Kind Regards

Kiriakos Poulos (MSc, BEng, IOSH, PLH)
Managing Director || All Around Events Ltd

Mob/WhatsApp: 
Skype : allaroundevents



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#ComeWorkWithUs #AllAroundLondon #AllAroundEvents

ALGHA WORKS
22 Smeed Road, London, E3 2NR

Operational, Procedural and Dispersal Policies

31 December 2021

Contact: Kiri Polous

Tel: [REDACTED]

Email: [REDACTED]

www.allaroundevents.net

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Abbreviations:

DS – Door Supervisor

H&S – Health and Safety

SIA – Security Industry Authority

DPS – Designated Premises Supervisor

COSHH – Control of Substances Hazardous to Health

Door Entry and Removal Policy

1 Purpose and preamble

1.1 The aim of this document is to clarify Algha Works's Door Entry & Removal Policy and procedures for allowing access to Algha Works premises and events organised within its premises.

1.2 This policy should be used in conjunction with the Licensing Act, Social Club Rules, H&S policy, and the Safe Space Policy.

2 Guests

2.1 Guests must have a recognised proof of age to be allowed into Algha Works. This applies to ticket holders and bona fide guests of the event.

2.2 All guests must be over the age of 18.

3 ID

3.1. Driving licences, passports and other recognised proof of age will be accepted as ID for visitors.

4 Right of Refusal

4.1 Algha Works reserves the right to refuse entry to any person or persons at the discretion of the DPS or their nominee.

5 Right of Removal

5.1 Algha Works reserves the right to ask any guests to leave the premises at the discretion of the DPS or their nominee.

5.2 Anyone deemed to be acting inappropriately and breaking Algha Works Policy, or being violent, abusive or destructive to Algha Works property or property of other guests will be asked to leave the premises by the DPS or their nominee. The incident may be reported to the police as deemed necessary by the DPS or their nominee.

5.3 Algha Works staff or door staff may ask for proof of identity at any time.

5.4 Guests that are deemed to have been drinking excessively at Algha Works will be asked to leave the premises. The DPS or their nominee will ensure that the person is in a fit state to leave the premises safely.

5.5 Any incident must be reported, via an incident report, to the DPS or their nominee who will forward the information of the incident to the Event Organiser at the earliest opportunity.

6 Security & Door Staff

6.1 Security and door staff has the right to refuse entry and the right to remove persons.

6.2. In the case of an incident, the guest should be informed they are banned until

further notice and further action may be taken.

7 Entry Fee

7.1 Algha Works reserves the right to charge for admission to any event held on Algha Works premises or events organised by Algha Works.

8 Capacity

8.1 Algha Works will comply with the capacity limits of 499 set by the TENs application.

8.2 Security staff and bar staff should ensure the premises are not over capacity at any time. Counters must be used at all events, to ensure an accurate count of numbers.

8.3 Should there be a significant breach to the capacity limit, Algha Works reserves the right to ask guests to leave the premises and reimburse their entry fee.

8.4 For ticketed events, Algha Works will not pre sell more tickets than the total capacity of the event. However, if capacity is not reached, additional tickets may be sold on the night of the event when the total numbers in Algha Works premises falls below capacity, at the discretion of the DPS or their nominee.

8.5 Algha Works has its capacity limit of 499 customers including staff and guests which must be adhered to. On certain occasions, it may be necessary to operate within a comfort limit, for example, if a stage is to be used as part of the event. Where a comfort level is in place, the DPS or their nominee will ensure this is communicated as part of the pre-event briefing.

9 Further Restrictions of Entry.

9.1 Alcoholic drink may not be brought into Algha Works premises. Anyone found consuming alcohol not purchased from the counter at Algha Works will be asked to leave the premises, if they do not agree to temporary confiscation of the alcohol when requested.

9.2 Algha Works will refuse entry to anyone who is known to or suspected to be in possession of illegal, dangerous or hazardous substances, knives and other dangerous weapons, or alcohol not purchased from Algha Works counter.

9.3 Algha Works may operate a random stop and search process, including anyone in possession of large bags.

9.4 Searches will be undertaken by SIA trained members of staff of the same sex as the customer. Where a search is refused, entry to the venue will not be allowed.

10 Complaints

10.1 Any guest of Algha Works has the right to complain to the Algha Works in writing or via email to the Event Organiser if he feels they have been unfairly treated.

Door Supervisor Deployment, Queue Management and Capacity Management

During times where the DPS or their nominee deems it necessary to utilise door supervisors, there will be a minimum of two qualified Door Supervisors on duty registered with the SIA as frontline staff. Door Supervisors will be deployed in a manner that covers the whole of the venue space.

Total of 10 security, 3 female and 7 male and also 2 stewards will be deployed across the venue to ensure the safety of the guests.

Front door staff will be equipped with metal detectors to scan everyone coming into the venue.

At the start of each shift, Door Supervisors will report for a briefing with the duty manager/head Door Supervisor, where information will be disseminated about event details, deployment locations, entrance and exits, duty first aiders and capacities. Once the briefing has been carried out, each Door Supervisor will be given a start of shift check to carry out, these will include:

- Ensuring the fire exits are clear should they be needed during the event.
- Walking through the venue and toilets to check for items that may be a danger to patrons/planted in the venue (e.g. drugs).

Before the event, the DPS or their nominee should agree the deployment schedule with the head Door Supervisor to ensure staff is appropriately deployed. Deployment should be managed to ensure that resources are moved around as per demand, making sure that all entrances and exits are covered at all times. Redeployment of staff may be required during events to cover ingress, egress and high footfall locations. For example, more staff should be deployed to the entrance of an event at the beginning, and those staff redeployed to dance areas when the event is in full flow. At ingress staff should be deployed in a manner that allows a queue to flow including the provision for more than one queue, however the following procedures must take place:

- The checking of identification.
- The searching of patrons in accordance with Alpha Works Search Policy and individual event procedures.
- The checking of a valid ticket (if required).

Staff on entrance and exit are required to monitor levels of people entering and exiting the venue throughout the whole event. The event will be operated with one entrance and one exit. All others are to be utilised in an emergency only, however the DPS or their nominee may open up other entrances and exits in times of high ingress or egress. To monitor the entrance and exit, Door Supervisors will use manual counters (clickers) and count numbers in and out of the venue. This will be recorded in the Door Supervisor's log book.

The Door Supervisor's Log Book is to be in operation during all shifts where security staff are needed, and should record the following information:

- The names and badge numbers of all Door Supervisors on duty, including their start and finish times.
- All venue checks at opening, and a minimum of every half hour during the event, including capacity numbers, toilet and fire exit monitoring.

- Any persons ejected from the premises; their name (if given), time and reason for ejection.
- Any search that may have taken place during the event, apart from routine searches at ingress.
- Records of all special guests or entertainers attending an event.

Search Policy

Algha Works reserve the right to conduct searches prior to entry. Searches will be undertaken in a polite and respectful manner by trained full-time members of door staff of the same sex as the guest. Where this is refused, the guest will be denied entry to the venue.

Further to this, searches will be conducted with a minimum of two guards present and ideally in a well lit area. The guest should be informed (if the search is on entry) that they are being searched as part of our routine search policy. Searches should also be conducted where there is a reasonable belief that the guest has been using drugs, or may be in the possession of drugs or other illegal or offensive items.

The guest has the right to refuse a search, whereupon they should be advised that they will not be allowed onto the premises.

When searching, the guest should be asked if they have anything in their possession that they wish to hand over prior to the search, including sharp objects that may cause harm to themselves or security. The guest will then be asked to empty their pockets, after which they will be searched as per SIA guidelines.

Ejection Procedure

Please remember, in all cases of ejection, we have a duty of care over our guests. If a guest is removed for being too drunk, please make sure they have a friend with them to help them get home safely, or contact the Door Supervisor to escort them to a reputable mini cab company.

Procedure:

- A guest should be politely asked to leave the premises, and advised as to the reason why e.g. being too drunk.
- If a guest refuses to leave, they should be warned a minimum of twice that refusal to leave will result in an ejection by the door staff.
- If a guest still refuses to leave (or in the case of violence or serious offences), using a minimum of two door staff for their safety and that of the door staff, they should be escorted from the premises.
- If a struggle ensues, or if the door supervisor feels the safety of themselves or those around them is at threat, then the customer should be safely restrained.
- If the customer continues to struggle, backup should be called and they should be safely taken to the ground and fully restrained until they calm down or until the police arrive.

Note – in the case of an ejection for violence or other serious offences, the first two points should be omitted.

Note – the above is the ideal scenario, but it should be understood that in some cases it may not be possible to go through the procedure to the letter. We employ SIA trained staff, who should be trusted to deal with situations according to their training.

Where service has been refused at the bar (for example, if a customer is heavily under the influence of alcohol, or does not have a recognised proof of age), then a door supervisor or duty manager should be called, who will politely ask the customer to leave the premises. Any refusals of service should be logged in the back of the respective bar's wastage book.

Major Incident Procedure

A major incident includes a confirmed fire, bomb threat or other major evacuation, serious assault or other major crime.

What to do:

1. Initiate evacuation of the premises.
2. Alert the emergency services - call 999.
3. Contact DPS.
4. Duty Manager to manage the incident with DPS or follow DPS instructions.
5. DPS to inform Event Organisers at earliest opportunity.
6. Details to be recorded on an incident report form, and passed to the Event Organisers at the earliest opportunity.

Alcohol Policy and Code of Practice

Introduction

We recognise the need for social responsibility, and the fact that a large part of our commercial business is in entertainment and alcohol retail. The provision of a safe and secure environment during our event is a key business objective. We have a responsibility to provide this environment to our guests and wider customer base, and it is a commercial strength that we do so.

With regard to our trade operations, the issue of social responsibility is one inextricably linked with alcohol consumption. In response to this, we have developed policy in 6 key areas:

- 1. Responsible Retailing**
- 2. Health & Safety**
- 3. The Prevention of Crime & Disorder**
- 4. Community Engagement**
- 5. Dispersal**
- 6. Communication**

1. Responsible Retailing

Responsible retailing encompasses the key elements of our alcohol policy and considers the supply and demand for alcohol. On the supply side, we recognise that we have a responsibility to consider issues under our control such as a drinks service policy, pricing, promotions and advertising. On the demand side, our only real influence on consumer demand is the provision of information to consumers. Our main focus is in providing information to consumers and reminding them of issues related to the consumption of alcohol (and going out generally).

The advertising of alcohol, events, and promotions spans both the supply and demand side in the context that advertising is our opportunity as a supplier to influence customer demand. Given that the price of alcohol sold for consumption on the premises is far higher than customers could purchase alcohol for if they wished to (e.g. in supermarkets or off licences), we believe that control over advertising, and issues such as time-span of promotions, are far more effective levers than price to encourage responsible consumption. As such our drinks service policy and alcohol promotion policy are detailed and represent a level we believe is leading in the industry.

Drinks service policy:

1.1 We will not sell spirits in quantities greater than a double normal serve measure in one glass.

1.2 We will not mix spirits in the same glass other than as part of recognised cocktails.

1.3 We will not serve spirits into draught alcohol products e.g. put a whiskey in a pint of lager.

1.4 We will not normally stock any product over 50% ABV.

1.5 Staff involved in table service on any shift will be specifically reminded of their obligation not to serve those who appear to be excessively under the influence of alcohol.

Note: Table service is defined as the offering of further drinks service (away from the bar area) to customers, where drinks are prepared to order and subsequently delivered to the customer by a server.

1.6 We recognise that the mobile service of shooter drinks, for example the use of tequila belts, could be considered part of a binge drinking mentality. However, when used responsibly these add a fun element to events appreciated by the majority of customers. The following measures apply to this specific type of service:

- a) Staff (including external promotion teams) briefed to preclude those who have already consumed enough alcohol.
- b) Activity not to be undertaken after certain prescribed hours.
- c) Service limited to a single measure.
- d) There will be no competition elements that involve volume or speed drinking incentives.
- e) Staff and guests will be banned from dispensing alcohol straight into the mouth of another person e.g. a "dentist's chair".

Note: Mobile service is defined as the offering of a specific promoted drink brand away from the bar area, dispensed immediately by the server.

1.7 We will refuse service of alcoholic products to those who we suspect to have already drunk too much, and either ask them to leave the premises or encourage them to have a soft drink or water as appropriate, as stipulated under the Licensing Act.

1.8 Free drinking water will be available at our bar during the event.

1.9 We will not serve drinks which include ingredients with the potential to cause major harm e.g. dry ice or liquid nitrogen.

1.10 We will operate a Challenge 21 age verification policy. Anyone who appears to be under the age of 21 is asked to prove that they are over 18 (using either a passport, driving licence.

Alcohol Promotions Policy:

1.9 All promotional activity will comply with the Portman Group Code of Practice on the Naming, Packaging and Promotion of Alcoholic Drinks (4th edition), and therefore should not in any direct or indirect way:

- a) Have the alcoholic strength, relatively high alcohol content, or the intoxicating effect, as a dominant theme;
- b) Suggest any association with bravado, or with violent, aggressive, dangerous or anti-social behaviour;
- c) Suggest any association with, acceptance of, or allusion to, illicit drugs;
- d) Suggest that consumption of the drink can lead to social success or popularity;
- e) Encourage illegal, irresponsible or immoderate consumption, such as drink-driving, binge-drinking, or drunkenness;
- f) Urge the consumer to drink rapidly or to “down” a product in one;
- g) Have a particular appeal to under-18s;
- h) Incorporate images of people who are, or look as if they are, under twenty-five years of age, unless there is no suggestion that they have just consumed, are consuming or are about to consume alcohol;
- i) Suggest that the product can enhance mental or physical capabilities.

1.10 Promotions, or promotional materials, will not:

- a) Condone, encourage or glamorise excessive drinking or drunkenness or encourage anti-social behaviour. Effects of intoxication should not be referred to in any favourable manner.
- b) Be linked to sexual imagery implying sexual success or prowess;
- c) Refer to consuming alcohol to recover from previous overindulgence;
- d) Be disrespectful of contemporary, prevailing standards of taste and decency, and avoid degrading or gratuitously offensive images, symbols, figures and innuendoes. Promotional material should not be demeaning to any gender, race, religion, age or minority group.
- e) Appeal, through images / symbols, primarily to those under the legal purchase age. Characters should only be used if it is clearly established that their primary appeal is to adults. Use of any cartoon character popular with children is unacceptable.
- f) Contain any direct or indirect references to drug culture or illegal drugs.
- g) Have any association with violence or anti-social behaviour.

1.11 In addition, we will avoid:

- a) Any promotional activity which implies drinks being 'downed in one' or which incentivises speed drinking.
- b) Promotions that involve drinking games.
- c) All inclusive promotions – including large quantities of, or all drinks, in the admission fee.
- d) Promotional activity which includes cars in any way, including cars as prizes.
- e) Links with any tobacco related products in (drinks) promotions e.g. match boxes, cigarette lighters, ashtrays etc. (Note: we will provide for use but not as part of a drinks promotion).
- f) Activity which presents alcohol abstinence, or choosing soft drink alternatives in a negative light.
- g) Sampling activity involving staff under the age of 18.
- h) Sampling activity which offers more than 1.5 units of alcohol per person.

1.12 Examples of good promotions include:

- a) The inclusion of responsible drinking messages and alcohol units where appropriate.
- b) All promotional activity will incorporate a soft drinks offer.
- c) Any time-limited promotion should be for 2 hours or longer.

Consumer Safe Drinking:

1.13 Our main consumers are our guests. It is our view that they are responsible adults, and we are not here to dictate or control their actions or choices. We also recognise that there are plenty of alternatives. Our general policy is one of awareness. We do not wish to "preach" or take a "moral high ground". We aim to use our knowledge of how to market effectively to customers, to get key messages across regarding their safety and well-being, by providing relevant and timely information and reminders.

1.14 a) Customers observed by staff inside, outside or leaving our premises are informally assessed. If their demeanour causes sufficient concern; that person will be treated initially as a casualty, be assessed further, and given appropriate assistance. This could include first aid, assistance getting home, or locating a friend to accompany them. Aggravating features to cause concern are people leaving alone, or when challenged, the casualty cannot positively identify a companion. Where we suspect someone's drink may have been spiked we will also treat it as a criminal act, investigate further to gain evidence, and involve the emergency services.

Discouraging Drink Driving:

1.15 Drink Driving

Algha Works does not condone drink driving. A guest will not receive any advice to help them choose an alcoholic drink if the staff are aware that they are driving, and soft drinks will be recommended. There is no safe limit for driving while under the influence of alcohol and each person responds differently to the amount of alcohol that it takes to reach the legal drink drive limit.

Drugs Policy

1. Purpose and scope

This policy relates to the use of illegal drugs and misuse of alcohol or other harmful substances on Algha Works premises.

Its purpose is to:

- a) Comply with the Misuse of Drugs Act 1971 by ensuring that Algha Works does not knowingly permit use or supply of controlled drugs on its premises.
- b) Provide a safe environment for staff and guests.
- c) Minimise drug use at events.
- d) Prevent drug dealing on Algha Works premises.
- e) Safeguard guests who have used drugs or misused other substances.
- f) Support guests seeking help regarding their own or others' drug use.

2. Policy Statement

ALGHA WORKS:

- Will not condone the possession, use or supply of illegal drugs, nor the misuse of alcohol or other substances, on its premises.
- Will promote supportive and caring harm minimisation strategies which reduce the risks associated with drug use/misuse.
- Will provide a safe, healthy and supportive environment for staff and guests.
- Will promote knowledge, awareness and understanding to enable guests to make informed choices.

3. Policy in relation to Staff

All staff working at Algha Works venue will receive training on this policy as part of their induction process. Written procedures will be available to assist in implementing the policy.

4. Policy in relation to Guests

Algha Works responsibilities are to:

- Provide suitable advice and facilitate access to that advice.
- Provide information, to develop awareness and to support projects relating to drug prevention and harm minimisation.
- Liaise as appropriate with other organisations.

The policy will be communicated to guests by:

- Posting a copy on the event page / website.
- Raising awareness of the policy at entrances to venues and, when appropriate, on tickets.

5. Preventing drug use at venues

In order to prevent drugs being brought onto the premises, it will be a condition of entry to Algha Works that guests acknowledge the Algha Works right to conduct searches prior to entry. Searches will be undertaken in a polite and respectful manner by SIA trained members of staff of the same sex as the guest. Where this is refused, the guest will not be allowed entry to the venue.

6. Preventing drug dealing on Algha Works premises

All staff working at Algha Works will be vigilant in monitoring activity. Security staff will regularly monitor key areas within the premises for suspicious activity.

Where event staff suspect dealing may be taking place, guests will be asked to undergo a search. This will be conducted in the presence of another member of staff in a discreet area following the procedures outlined above. Anyone refusing to be searched will be asked to leave the premises.

7. Finding Drugs

The responsibility for decisions will rest with the duty manager. All suspected drugs incidents will be documented using an incident form, to include the names and addresses of all those involved.

Given that incidents may vary from finding drugs on the premises, finding customers in possession of a small amount of illegal drugs, or finding customers in possession of a large amount of drugs, the procedure to be followed will vary as follows:

- If a guest is in possession of what is thought to be a class A drug (Heroin, methadone, cocaine, Ecstasy, LSD, amphetamines (if prepared for injection) or magic mushrooms, regardless of the amount involved, the police will be called using the 999 system and the person found in possession of the drugs held under citizen arrest.
- If a guest is found in possession of a small amount of suspected illegal drugs not covered in the list above and those drugs are deemed to be for personal use, these will be confiscated, placed in a sealed bag, labelled and left in the drugs safe. The incident will be recorded on an incident report together with the guest's details, if they are given. Any suspected illegal drugs found, together with details of the incident, will be passed at an appropriate time to the police who will determine what further action will be taken. Where a guest refuses to hand over the suspected drugs, the police will be called immediately.
- If a guest is found in possession of what is believed to be nitrous oxide, the following will apply:
 - Whilst not an offence, if the guest is in possession of a small quantity (i.e. what could be deemed for personal use) then it will be a condition of entry that the item is confiscated. If confiscation is refused, then entry will be denied.
 - If in possession of a larger quantity, suspected to be for distribution, then the items will be confiscated and an incident form completed. Details of the incident, as well as the confiscated items, will be passed to the police.
- If a guest, staff or visitors find suspected illegal drugs on the premises, the drugs will be removed to the drugs safe, having first been bagged and labelled. Any drugs found, together with details (day/time etc), will at an appropriate time be passed to the police.
- If a large amount of suspected illegal drugs is discovered or staff have grounds for suspecting dealing may be taking place on Algha Works premises, the police will be called immediately.

8. Sanctions

Any guest or customer found to be in possession of illegal drugs will be subject to an immediate lifetime ban from Algha Works premises.

9. Keeping guests safe

Algha Works will have the following activities in place to keep guests safe and minimise harm related to drug use:

- Drinking water will be offered free of charge during the event.
- Staff will be vigilant in identifying anyone who is suffering from the effects of consuming an excessive amount of alcohol or from suspected drug use. In these circumstances, event staff will reserve the right to refuse further alcohol. Where staff believe a guest's well-being is at risk, that guest will be monitored and if necessary arrangements made either for their safe return home or for appropriate medical treatment.
- Sufficiently trained staff will be present during the event. In an emergency staff will call an ambulance and notify the Door Supervisor as appropriate. In all such circumstances an incident report form will be completed.
- A professional First Aid cover will be contracted for the event.

10. Record keeping/notification

Incident forms will be kept on file and details of any incidents will be made available to the police. After the event, where information is requested from Algha Works, the Event Organiser will provide statistics concerning the number and nature of incidents relating to drug use by guests but will not notify details of individual cases.

11. Feedback and complaints

Guests have the opportunity to give feedback on the Algha Works policy via individual members of Algha Works. Any complaints regarding the policy or its implementation will be pursued through the Algha Works complaints procedures.

12. Disclosure and access to information/advice

Algha Works will provide a supportive role to guests needing help and advice. Guests seeking help will have access to staff trained to offer advice in a non-judgemental way who will respect their confidentiality. The boundaries of confidentiality will be explained to customers in these circumstances.

Health & Safety

We are committed to the health and safety of all our staff, guests and visitors on Algha Works premises. Our responsibilities are further detailed in the H&S Policy.

Fire

Fire exits must be checked prior to opening to ensure they are not blocked and the routes of escape are clear. They should also be checked regularly throughout the event and obstructions cleared immediately. All staff must be trained in the role they will be expected to play in emergencies, congregation points etc.

Manual Handling

All are trained in manual handling. Items are to be stored correctly (positioned as per weight and frequency of use requirements), easily accessible, and equipment will be provided to aid movement in the form of trolleys, trucks etc.

Slips and Trips

All spillages and breakages are cleared immediately using appropriate equipment. Wet floor and hazard warning signs are used where appropriate; with all staff trained to be proactive in spotting potential hazards in advance.

First Aid

There will be one designated First Aid person on duty, and the contents of the first aid box should be checked before the event.

COSHH – Control of Substances Hazardous to Health

All cleaning products are stored in their original correctly marked containers (not decanted into other containers) and used according to the manufacturers' instructions. All staff are trained in the correct usage of the chemical products in their area of employment.

Risk Assessments

Risk Assessments will be reviewed before the event by the Event Organiser.

Workplace and equipment

Training is given for each piece of equipment according to manufacturer's guidelines, and all equipment is checked prior to use. Any faulty electrical equipment must be unplugged/switched off at the wall, staff notified not to use, 'out of order sign' attached and reported to the Event Organiser. All maintenance issues should be reported.

General

All rubbish must be placed into black sacks, tied and removed on a regular basis, to reduce the risk of fire, manual handling and trips. Recyclable items are to be placed in clear plastic sacks.

All accidents (staff and guests) must be reported via the incident forms.

Prevention of Crime & Disorder

The prevention of crime and disorder is one of the key licensing objectives. In that context, many of the other sections of this document aim to tackle issues relating to crime and disorder where there is a possible causal link to alcohol sales. The majority of specific crime and disorder issues are covered in our security procedures.

Theft Policy

Algha Works policy towards theft is the same as that of the Police or any security organisation, namely that:

- a) The primary objective is the prevention of crime and secondary objective is detection and punishment if a crime is committed.
- b) Vigilance and courtesy on the part of staff will often result in the recovery of stock which otherwise might have been stolen. As in the case of the police, action to be taken depends on the circumstances.
- c) If there is any doubt at all about the incident, a recovery in the venue is always the desired outcome.
- d) Police assistance should be sought only when there is sufficient evidence to justify stopping the suspected thief.

Customer's personal property

Algha Works does not accept responsibility for the loss of personal belongings sustained by guests while on our premises.

All staff must be made aware that they should not interfere in any way with guests belongings. They should not offer to "mind" or "keep an eye on them" or in any way accept responsibility for customers' belongings.

All lost property to be placed in the Manager's office. Property is to be kept securely, if high value (i.e. wallet / purse, Passport, mobile phone) - keep in the Managers safe.

Staff Personal Property

Algha Works does not accept responsibility for the loss of personal belongings sustained by members of staff while on our premises. Personal property is to be kept in the designated area.

Community Engagement

Community Engagement is about shared priorities, regular contact, and constructive communication with local community stakeholders. It is about having respect for the opinions and views of others. Community Engagement is also about ensuring we work effectively with local police and local councils.

Community Involvement:

Large Scale Events - All local residents receive advanced notification of any large scale events carried out.

Trade Representation:

Algha Works is not a member of any Trade Representatives.

Litter / Waste Control

Algha Works will take a proactive approach to removing litter generated by our activities in the immediate vicinity. This includes morning cleaning of the perimeter of our premises, and during-service cleaning.

Noise Breakout

Noise breakout is considered in three main areas as detailed below. There is arguably a fourth area of customer noise, primarily when leaving or after leaving our premises. The fourth noise area is considered in our Dispersal Procedure outlined below.

We have not identified a problem with noise breakout in the form of music from inside our outlets. Algha Works building is mostly of solid brick or concrete construction, and in general includes air conditioning systems that are acoustically sound. Where this is not the case, specific licensing conditions address the issue of noise.

Firstly we will only allow amplified music to be played on the basement level of the building. That level will be completely insulated: the windows will be blocked off with a double skin of 15mm sound board followed by draping a 30db sound curtain along the interior of the outside walls. Speakers will be focused in areas where doors to outside are not opened. All this will assure that no sound will leak out of the premises during the proposed event.

There are several sets of solid doors between basement and egress which further help prevent music / noise transmission.

All other floors will only be used as chill-out / relaxation spaces and for toilet access ensuring all windows are closed at all times.

Fire doors and building exits will be kept shut to prevent any sound leakage.

Smoking Area

The smoking area will be located on the side of Smeed Road where there are no occupied residential dwellings or businesses at present.

We will ensure a limited number of people are allowed in the smoking area at any one time.

Stewards and/or security staff will be placed outside to manage noise levels and limit the numbers of people allowed outside to smoke.

There guests will not be permitted to smoke outside after 1am.

Dispersal Procedure

It's acknowledged by the Event Organiser that there may be a conflict between the legitimate right of the Premises Licence holder to provide regulated entertainment and other licensable activities and equally legitimate right of neighbours to enjoy their homes and businesses without disturbance.

The Dispersal Procedure (around the terminal hour) is dedicated to make the maximum contribution by exercising proactive measures, towards and at the end of the event, to move guests from the venue and its immediate area in such a way as to cause minimum disturbance or nuisance to neighbours, both residential and businesses, and to make the maximum impact upon the rights of neighbour in relation to potential nuisance, antisocial behaviour and crime.

The relevance of the time closure is recognised as meriting this special attention and concern.

The procedure document is specific to this venue and its locality. Algha Works is currently surrounded by construction sites and uninhibited residential buildings. The nearest inhabited residential block is an unusually long distance away, at about 200 yards away from Algha Works building.

1. Relevance of Licensing conditions:

We will ensure that the conditions of the Premises Licence, around the terminal hour, are strictly adhered to. This will be operated to encourage the dispersal of guests gradually; both during the last part and following the end of the event.

During the last 30 minutes of bar service the point in each bar will be reduced and certain staff reallocated collecting glasses or offer customer service in the cloakroom to assist customer departure. A series of measures will be implemented to assist dispersal throughout this period and the drinking-up time.

Guests will be emailed prior to the event to remind them to keep noise levels down and be respectful of the neighbours upon arriving at and leaving the venue.

2. End of Night Operational Policies & Venue Dispersal

We use volume levels, type of music played and variation of lighting levels to encourage the gradual dispersal of patrons during the last part of the event. Gradual diminution of background music and gradual increase of lighting levels will be used to aid a dispersal procedure.

Information about local taxis and public transport will be available at the bar. Staff will aid customers in arranging taxis.

We propose a slow dispersal where we would allow guests to take their time vacating the building utilizing the 1st and 2nd floor (chillout rooms) for the guests to gather while encouraging them to have their means of transport ready before vacating the building, with a security presence front of house encouraging guests to leave quietly.

The door team will split into two, with one section staying inside the venue to encourage customers to drink up and leave the venue quietly and the second section of door supervisors going outside to encourage guests to keep the noise to a minimum, be considerate of the local resident and to move away from the area. Stewards will shepherd and manage all guests leaving Algha Works premises.

Two guards will work from the inside clearing the venue and checking the toilets. These two guards will also be assessing levels of intoxication and offering help or water to any guests that may need it. Once the last guest has left the building and all toilets are checked, section one of the door team moves outside to join section two.

They will actively encourage guests to leave the area quietly and peacefully. From that point on if further monitoring is necessary the door supervisors may move towards where congregation may be occurring.

The door supervisors will remain in the vicinity of the premises until at least 15 minutes after closing time.

Signage will also be available at the front door area, requesting guests to leave quickly and quietly respecting the local residents.

The venue manager remains on the front door to monitor the dispersal and help direct customers.

3. Cloakroom

The cloakroom is situated in order to assist the swift return of coats. Management and operation of the cloakroom plays a big part in the dispersal process. (Staffing and control systems are increased in the period prior to the bar closure.)

4. Notices at Exit

Highly visible notices will be placed in the foyer requesting exiting guests to leave quietly and to respect neighbours and their property.

5. Rubbish Patrols

The venue will send out a 'Rubbish Patrol' following the closure. They pick up bottles and food wrappings in a designated area of the premises (these are likely to be from sources other than our venue – but will be collected and disposed of). On rare occasions this patrol may be faced with the result of antisocial behaviour such as vomiting and urination. This will be washed down allowing it to be cleared /cleaned by the following day.

6. Management

The Dispersal Policy will be overseen on an operational night by the Duty Manager or DPS on duty at the premises.

7. Staff

Consideration is given to procedures for staff departures.

8. Training

Training at all levels will be conducted to ensure understanding and implementations of the venue's specific Dispersal Procedure.

9. Waste Management

All waste shall be removed and disposed of responsibly in accordance with the waste disposal systems in place. All waste will be removed at the first instance and shall not be left to accumulate. Such waste will be stored hygienically until removal by an appointed contractor.

Control of Substances Hazardous to Health (COSHH)

Purpose

The purpose of this document is to ensure that all Algha Works staff comply fully with the requirements of the COSHH Regulations and other applicable legislations.

Algha Works is committed to ensuring that use of potentially hazardous substances is minimised, and that when such substances are required to be used, that suitable and sufficient controls are put into place to ensure they can be used safely. This document will set out the procedures and policies that Algha Works will implement to achieve suitable and sufficient controls.

Scope

This guidance document applies to all Algha Works staff, including manager, staff and third parties such as visitors and sub-contractors who interact with Algha Works activities. This guidance document applies to Algha Works.

What Is A Hazardous Substance?

Hazardous substances are anything which have the potential to cause harm. The level of harm may range from minor irritation to death.

Hazardous substances can include:

- Substances used directly in work activities e.g. beer line cleaner.
- Substances generated during work activities e.g. oven cleaning-cycle fumes.
- Naturally occurring substances e.g. blood, bacteria.

For the vast majority of commercial chemicals, the presence (or not) of a warning label will indicate whether COSHH is relevant. For example, household washing up liquid doesn't have a warning label,

but bleach does - so COSHH applies to bleach but not washing up liquid, when used at work.

The term 'substance hazardous to health' includes any material, mixture or compound used at work,

or arising from work activities, that is harmful to people's health in the form in which it occurs in

work activity. Categories specifically mentioned are:

- Substances labelled as toxic, very toxic, harmful, corrosive and irritant e.g. cleaning agents and radiographic chemicals.
- Substances assigned a Workplace Exposure Limit (WEL) or a maximum exposure limit - airborne concentrations of chemicals e.g. silicone.
- Harmful micro-organisms, e.g. Hepatitis B, HIV and Tuberculosis.
- Substantial airborne quantities of dust e.g. plaster dust.

Substances Excluded From COSHH Regulations

The following substances are excluded from COSHH but covered by their own Regulations:

- Asbestos.
- Lead.
- Radioactive substances.
- Flammable or explosive substances.
- Substances used in medical treatment. The risk to the patient is excluded *but* the risk to the doctor or nurse handling the substance *is included*.

Management Responsibilities

Managers have a primary role in complying with these Regulations in the workplace. Their responsibilities will include:

- Ensure that the hazardous substance is accompanied by a Material Safety Data Sheet (MSDS)
 - Decide what precautions are needed before starting work with hazardous substances, giving preference to the hierarchy of controls and collective measures over individual protection and Personal Protective Equipment (PPE). - Eliminate.
 - Substitute.
 - Reduce Exposure.
 - Isolate Process.
 - Control Exposure.
 - PPE.

- Prevent people being exposed to hazardous substances, but where this is not reasonably practicable, control the exposure.
- Ensure control measures are used and maintained properly and that safety procedures are followed.
- If required, monitor exposure of employees to hazardous substances as identified.
- Establish a system for complying with the Regulations, including clear individual responsibilities and informing employees of these arrangements.
- Undertake COSHH Assessments to account for all work practices in which exposure to hazardous substances may occur.
- Ensure all employees receive appropriate information, instructions and training as required so that they are aware of the risks to health created by their exposure to hazardous substances and the precautions that must be taken.

Employee's Responsibilities

Employees have a legal responsibility to co-operate with Alpha Works to ensure its legal obligations are

met by attending instruction and training in the use of substances and wearing the appropriate

personal protective equipment when required to do so.

- Users of hazardous substances are required to report any symptoms arising from their work with materials to their manager.
- Users of hazardous substances are required to use all control measures (i.e. ventilation, personal protective equipment) provided in the interests of their Health, safety and Welfare in the manner shown in their training and systems of work.
- Assist the competent persons undertake workplace assessments.

Responsibility for Control Measures

Managers should be prepared to take disciplinary steps against individuals who endanger themselves or others by refusing to use, or not using, equipment or procedures correctly.

Employees have a duty to make full use of the control measures provided and to report immediately any defects discover

ALGHA WORKS

E: [REDACTED] || Tel: [REDACTED]

Covid 19 – Action plan

1. ORDER LATERAL FLOW TESTS FROM [GOV.UK](https://www.gov.uk) website to your home or collect from a local pharmacy.
2. Take the test up to 24 hours before the event and wait at least 30 minutes for the result. We recommend after you wake up, before eating or drinking.
3. Using your phone, take a photo of the test result alongside a passport or driving license with your photo clearly in view. (see example below).
4. Report the results of your test to the NHS online via the [Gov.uk](https://www.gov.uk) site in order to receive an official NHS email/SMS. We will match the time this is received with the time your photo was taken.
5. If you have a positive test – forward the NHS email plus the photo with ID attached and your RA reference number to: [REDACTED]
6. If you have a negative test, you will be permitted entry, but you MUST be able to provide BOTH of the following to enter:
(A) The photo showing your test next to clear ID (passport or driving license).
*The photo must be saved in the camera roll containing the time it was taken.
&
(The email or text confirmation from NHS)
This a 100% mandatory condition of entry that ALL customers, staff, and performers are required to follow.
7. Sanitiser will be placed around the venue for the patrons to use is during the events.
8. All surfaces are cleaned and sanities after each event
9. Temperature check of its patron entering the venue

Venue Action Plan

- Is specific to the workplace
- Identifies all areas and job tasks with potential exposures to COVID-19, and
- Includes control measures to eliminate or reduce such exposures

Plan how to decrease the spread of COVID-19 and lower the impact to the workplace.

This includes:

- Prevent and reduce transmission among employees
- Maintain healthy business operations
- Maintain a healthy work environment

Prevent and Reduce Transmission Among Staff

Symptoms of COVID-19

There are a wide range of symptoms reported in people with COVID-19 – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus.

Below is a list of possible symptoms.

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Actively Encourage Sick Employees to Stay Home

- Employees who have symptoms should notify the venue manager and stay home.
- Employees who are sick with COVID-19 should isolate and follow PHHE steps
- Employees who are asymptomatic (have no symptoms) or pre-symptomatic (not yet showing symptoms) but have tested positive for COVID-19 should isolate and follow PHHE Employees should not return to work until the criteria to discontinue home isolation are met, in consultation with healthcare providers.
- Staff who are well but who have a sick household member with COVID-19 should notify the venue manager and follow PHHE Guidance's

Daily In-Person Health Checks (Screenings)

ALGHA WORKS

E: [REDACTED] | | Tel: [REDACTED]

- Conduct screenings safely and respectfully, in a way that maintains social distancing of workers entering the screening area.
- Staff should not enter the worksite past the screening area if any of the following are present:
 - Symptoms of COVID-19
 - Fever of 100.4° F or higher or report feeling feverish
 - Undergoing evaluation for COVID-19 infection
 - Diagnosis of COVID-19 infection in the prior 10 days
 - Close contact to someone with COVID-19 infection during the prior 14 days
- To prevent stigma and discrimination, make employee health screenings as private as possible.
- Ensure personnel performing in-person screening activities are appropriately protected against exposure to potentially infectious workers entering the facility.

Venue Protocols

Disinfecting

Cleaning with products containing soap or detergent reduces germs on surfaces by removing contaminants and decreases risk of infection from surfaces.

When no people with confirmed or suspected COVID-19 are known to have been in a space, cleaning once a day is usually enough to sufficiently remove viruses that may be on surfaces and help maintain a healthy facility.

Routine Cleaning

- If less than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, clean and disinfect the space.
 - Determine what needs to be cleaned. Prioritize cleaning high-touch surfaces at least once a day. Generally, the more people who touch a surface, the higher the risk.
 - Consider the resources and equipment needed. Keep in mind the availability of cleaning products and the personal protective equipment (PPE) appropriate for the cleaners and disinfectants used using a HEPA filter
 - Ensure safe and correct use and storage of cleaning and disinfectant products
- If more than 24 hours have passed since the person who is sick or diagnosed with COVID-19 has been in the space, cleaning is enough.
- If more than 3 days have passed since the person who is sick or diagnosed with COVID-19 has been in the space, no additional cleaning (beyond regular cleaning practices) is needed.

Clean and Disinfect Your Facility When Someone is Sick

If there has been a sick person or someone who tested positive for COVID-19 in your facility within the last 24 hours, you should clean and disinfect the spaces they occupied.

ALGHA WORKS

E: [REDACTED] || Tel: [REDACTED]

- Before cleaning and disinfecting:
 - Close off areas used by the person who is sick and do not use those areas until after cleaning and disinfecting
 - Wait as long as possible (at least several hours) before you clean and disinfect
- While cleaning and disinfecting
 - Open doors and windows and use fans settings to increase air circulation in the venue
 - Wear a mask and gloves while cleaning and disinfecting

Focus on the immediate areas occupied by the person who is sick or diagnosed with COVID-19

- Vacuum the space if needed

Appendix 2



Council & Democracy

E3 2NR



Show search results for **E3 2NR**

7.2m



7.0m

Remus Road

LAP 5

Sneed Road

Monier Road

Wyke Road

Beachy Road

Warehouse

Warehouse

Warehouse

Stour Wharf

Bow East

Stour R.

Bream Street

Navigation Walk

Works

Works

40m

Monier Road

Harbour Cut



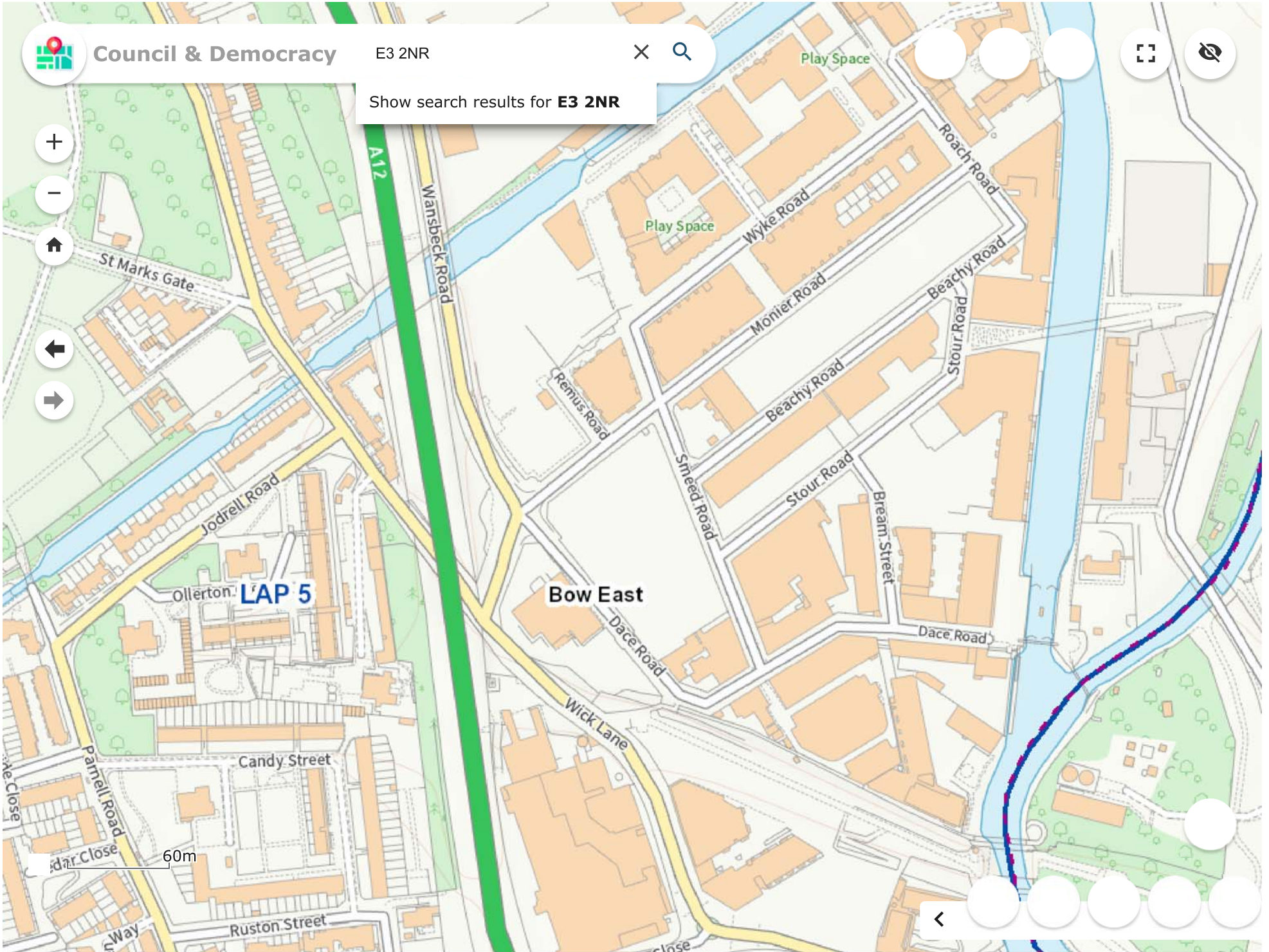


Council & Democracy

E3 2NR



Show search results for **E3 2NR**



60m

Ruston Street

Bow East

Ollerton LAP 5

St Marks Gate

Jodrell Road

A17

Wansbeck Road

Wick Lane

Dace Road

Smeed Road

Stour Road

Bream Street

Dace Road

Monier Road

Wyke Road

Beachy Road

Stour Road

Roach Road

Play Space

Play Space

Remus Road

Appendix 3

Ibrahim Hussain

From: Nicola Cadzow
Sent: 26 November 2021 08:20
To: Licensing
Cc: Mark Perry; [REDACTED]
Subject: 143934 MAU REPRESENTATION TEN application for Algha Works, Smeed Road

Dear Licensing,

I have regarded the application for the Temporary Event Notice (TEN) for Algha Works, Smeed Road and the potential impact of public nuisance and measures to prevent noise generated from within the premises or outside it which could cause disturbance to people in the vicinity.

The applicant is proposing licensable activities:-

- **the provision of regulated entertainment, late night refreshment and sale & supply of alcohol from 22:00 hours until 05:00 in the morning into New Year's Day**

The applicant has not considered the potential music that may emanate from the premises or the potential behaviour of people arriving, leaving, drinking and congregating outside the event this may cause annoyance to some residents.

Sensitive premises: Residential and commercial premises in close proximity to the premises.

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

- Noise breakout from the venue affecting neighbouring residents.
- Access & egress to and from the venue, of patrons, especially due to patrons likely to be in high spirits; and
- The hours of operation (inclusive of proposals)

CONCLUSION

Environmental Protection **does not** support the TENs application for as there is insufficient information in the application to show how the applicant will promote the licensing objective for the prevention of public. There is a great likelihood of disturbance to residential premises at the noise sensitive hours sought. But I am willing to withdraw my objection if they agree to reduce their operating hours to 01:00 hours, and limit persons leaving the premises to drink or smoke outside throughout the event.

Kind regards

[REDACTED]
Environmental Health Officer
Environmental Protection Team
Place Directorate
London Borough of Tower Hamlets
Mulberry Place Town Hall
5 Clove Crescent
London E14 2BG

[REDACTED]