

# Appendix 1



\* required information

**Section 1 of 21**

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

System reference  This is the unique reference for this application generated by the system.

Your reference  You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

- Yes  No

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

**Applicant Details**

\* First name

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

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

Are you:

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

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

**Applicant Business**

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

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

Registration number

Business name  If your business is registered, use its registered name.

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

Legal status

*Continued from previous page...*

Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Section 2 of 21**

**PREMISES DETAILS**

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

**Premises Address**

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

- Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

## Section 3 of 21

### APPLICATION DETAILS

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company / limited liability partnership
- A partnership (other than limited liability)
- An unincorporated association
- Other (for example a statutory corporation)
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales

### Confirm The Following

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities
- I am making the application pursuant to a statutory function
- I am making the application pursuant to a function discharged by virtue of Her Majesty's prerogative

## Section 4 of 21

### NON INDIVIDUAL APPLICANTS

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

#### Non Individual Applicant's Name

Name

#### Details

Registered number (where applicable)

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

*Continued from previous page...*

private limited company, a director and an initial shareholding person with significant control is Oyun Sukhbaatar.

**Address**

Building number or name	<input type="text" value="486"/>
Street	<input type="text" value="Roman road"/>
District	<input type="text" value="Bow"/>
City or town	<input type="text" value="London"/>
County or administrative area	<input type="text" value="Bow West Ward"/>
Postcode	<input type="text" value="E3 5LU"/>
Country	<input type="text" value="United Kingdom"/>

**Contact Details**

<input type="text"/>	
Telephone number	<input type="text"/>
Other telephone number	<input type="text"/>
* Date of birth	<input type="text"/>
	dd mm yyyy
* Nationality	<input type="text"/>

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

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**OPERATING SCHEDULE**

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

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

Provide a general description of the premises

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

E class commercial unit, 38sq.m, is in a ground floor of new development (with 4 flat and 2 commercial unit, including our premises); a planned business is all day bento and sushi bar, intending to sell Japanese alcoholic beverage from UK suppliers, such as Japanese traditional sake, rice wine, japan lager and japan whiskey those perfect match with our main sushi menu to our customers; a selling point is in kitchen area of total approx.13sq.m and a capacity of the restaurant is approx.15 seats; a working hour will be 09am - 09pm.

*Continued from previous page...*

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

### Section 6 of 21

#### PROVISION OF PLAYS

[See guidance on regulated entertainment](#)

Will you be providing plays?

- Yes  No

### Section 7 of 21

#### PROVISION OF FILMS

[See guidance on regulated entertainment](#)

Will you be providing films?

- Yes  No

### Section 8 of 21

#### PROVISION OF INDOOR SPORTING EVENTS

[See guidance on regulated entertainment](#)

Will you be providing indoor sporting events?

- Yes  No

### Section 9 of 21

#### PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS

[See guidance on regulated entertainment](#)

Will you be providing boxing or wrestling entertainments?

- Yes  No

### Section 10 of 21

#### PROVISION OF LIVE MUSIC

[See guidance on regulated entertainment](#)

Will you be providing live music?

- Yes  No

### Section 11 of 21

#### PROVISION OF RECORDED MUSIC

[See guidance on regulated entertainment](#)

Will you be providing recorded music?

- Yes  No

### Section 12 of 21

#### PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

Continued from previous page...

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

[See guidance on regulated entertainment](#)

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

- Yes  No

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**LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

- Yes  No

**Section 15 of 21**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

- Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

Continued from previous page...

SUNDAY

Start

End

Start

End

Will the sale of alcohol be for consumption:

- On the premises     Off the premises     Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

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

summer months the activity might be ended 23:00 on Thu-Fri-Sat

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

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

Christmas Eve, Lunar new year or specific celebration day the activity goes on longer until 23:00.

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

**Name**

First name

Family name

Date of birth   
dd      mm      yyyy



*Continued from previous page...*

**Enter the contact's address**

Building number or name

District

City or town

County or administrative area

Country

Personal Licence number (if known)

Issuing licensing authority (if known)

**PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT**

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

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

Reference number for consent form (if known)

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

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**ADULT ENTERTAINMENT**

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

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

the premises not provide adult entertainment or service or activities

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**HOURS PREMISES ARE OPEN TO THE PUBLIC**

**Standard Days And Timings**

MONDAY

Start

End

Start

End

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

*Continued from previous page...*

TUESDAY

Start	<input type="text" value="09:00"/>	End	<input type="text" value="21:00"/>
Start	<input type="text"/>	End	<input type="text"/>

WEDNESDAY

Start	<input type="text" value="09:00"/>	End	<input type="text" value="21:00"/>
Start	<input type="text"/>	End	<input type="text"/>

THURSDAY

Start	<input type="text" value="09:00"/>	End	<input type="text" value="21:00"/>
Start	<input type="text"/>	End	<input type="text"/>

FRIDAY

Start	<input type="text" value="09:00"/>	End	<input type="text" value="21:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SATURDAY

Start	<input type="text" value="11:00"/>	End	<input type="text" value="21:00"/>
Start	<input type="text"/>	End	<input type="text"/>

SUNDAY

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

State any seasonal variations

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

summer months the activity might be ended 23:00 on Thu-Fri-Sat.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

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

Christmas Eve, Lunar new year or specific celebration day the activity goes on longer until 23:00.

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**LICENSING OBJECTIVES**

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

a) General – all four licensing objectives (b,c,d,e)

**Continued from previous page...**

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

We, a Licensee and its premises supervisor, will ensure that all time when our premises are for alcohol selling activity, there are sufficient competent staff on duty at the premises for purpose of fulfilling the terms and conditions of the license and for preventing crime and disorder. The premises supervisor will ensure that all staff will undertake training in their responsibilities in relation to the sale of alcohol, particularly with regard to drunkenness and underage person and records will be kept of training and reschedule. The premises related all 4 licensing objectives compliance of related law and rules will be in place and the premises supervisor will ensure the premises fulfillment as specifically required by authorities.

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

Any incidents of a criminal nature that may occur on the premises will be reported to the Police. CCTV coverage is being installed with 4 cameras in service area, counter, entrance and exit; and it will be operated and maintained by rule and CCTV being used notice will be displayed at the entrance. Data protection fee will be in place and share images with authorities if required. The premises capacity limit will be monitored and irresponsible drinks promotions will not be permitted.

**c) Public safety**

Fire safety procedures are in place including fire extinguishers. In order to prevent fire from spreading the internal wall and ceiling fitted by plasterboards and internally illuminated fire exit sign is clearly visible placed in upper area of the door with installed emergency light for emergency exit that shall be kept free from obstruction at all times., 2 smoke detectors and an emergency lighting installed in place, in addition third emergency lighting is installed in the toilet for safety. All electric works had done by certified electrician. Emergency lighting and fire alarm will be tested at required timeline and all appliances' inspection will be held in its routine. Health and Safety rules and Allergy advices are in place and staffs trained.

**d) The prevention of public nuisance**

The premises will be closed before 11pm at all time. Noise or vibration from the premises will be managed in appropriate level as much as possible. in case of nuisance, a clear and legible notices will be prominently displayed to remind customers to leave quietly and have regard to our neighbours. The window is double glazed and optioned non-opening to minimise the breakout of the noise. The ventilation and extraction system are maintained to reduce smells. Appropriate waste collection contract will be organised.

**e) The protection of children from harm**

The premises will operate a Proof of Age policy for alcohol purchase and consumption. All staff will be trained for Underage Sales Prevention regularly and persons who appear to be under age of 21 will be asked to show photographic ID. The TV doesn't show any adult sensed entertainment at all times. The premises makes appropriate provision for child health and safety and raw fish will be not offered to kids under age of 5 unless parents responsibilities are taken in place.

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

*Continued from previous page...*

### **Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:**

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified), or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

### **Documents which demonstrate entitlement to work in the UK**

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

*Continued from previous page...*

- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 18(3) or 20(2) of the Immigration (European Economic Area) Regulations 2016, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on an immigration decision, such as an appeal or administrative review reference number.
- Reasonable evidence that a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
  - evidence of the applicant's own identity – such as a passport,
  - evidence of their relationship with the European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
  - evidence that the European Economic Area national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
    - (i) working e.g. employment contract, wage slips, letter from the employer,
    - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
    - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
    - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

**Original documents must not be sent to licensing authorities.** If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

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

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

**Home Office online right to work checking service**

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which, along with the applicant's date of birth (provided within this application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.

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**NOTES ON REGULATED ENTERTAINMENT**

*Continued from previous page...*

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

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

**Continued from previous page...**

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

**Section 21 of 21**

**PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4,300 = £100.00

Band B - £4,301 to £33,000 = £190.00

Band C - £33,001 to £8700 = 315.00

Band D - £87001 to £12500 = £450.00\*

Band E - £125001 and over = 635.00\*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then your are required to pay a higher fee

Band D - £7001 to £12500 = £900.00

Band E - £125001 and over £1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment only where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999 = £1,000.00

Capacity 10000 -14999 = £2,000.00

Capacity 15000-19999 = £4,000.00

Capacity 20000-29999 = £8,000.00

Capacity 30000-39000 = £16,000.00

Capacity 40000-49999 = £24,000.00

Capacity 50000-59999 = £32,000.00

Capacity 60000-69999 = £40,000.00

Capacity 70000-79999 = £48,000.00

Capacity 80000-89999 = £56,000.00

Capacity 90000 and over = £64,000.00

NOTE: From 1st January 2018 Licences if you are granted a Licence to permit the sale/supply of alcohol between midnight and 6am (00:00 and 06:00 hours) on any day you will be liable to pay the Late Night Levy charge. The charge must be paid 14 days after the grant of your Licence, unless you fall within one of the exemption categories. Non-payment of the levy can result in suspension of your licence, as per sections 55A and 92A of the Licensing Act 2003, as amended and section 229(6) of the Police and Social Responsibility Act 2011. For more information below visit <https://www.towerhamlets.gov.uk/latenightlevy>



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\* Fee amount (£)

190.00

## DECLARATION

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

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

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

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

\* Full name

Oyun Sukhbaatar

\* Capacity

20

\* Date

11 / 11 / 2021  
dd mm yyyy

Add another signatory

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

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

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

**IT IS AN OFFENCE LIABLE TO SUMMARY CONVICTION TO A FINE OF ANY AMOUNT UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

**IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED**

**OFFICE USE ONLY**

Applicant reference number	<input type="text" value="HO486R"/>
Fee paid	<input type="text"/>
Payment provider reference	<input type="text"/>
ELMS Payment Reference	<input type="text"/>
Payment status	<input type="text"/>
Payment authorisation code	<input type="text"/>
Payment authorisation date	<input type="text"/>
Date and time submitted	<input type="text"/>
Approval deadline	<input type="text"/>
Error message	<input type="text"/>
Is Digitally signed	<input type="checkbox"/>

## “HIKARU ONA’S LTD” COMPANY’S POLICY TO PROMOTE THE LICENSING OBJECTIVES

### 1. Purpose

- 1.1. The purpose of this policy is to promote the licensing objectives in our operating premises, to train our staffs and prevent Hikaru Ona Ltd (‘the company’) of a legal risk through demonstrating awareness and compliance of relevant legislation and local authority’s policy.

### 2. Policy Statement

- 2.1. The company sales alcohol under the granted premises licence only.
- 2.2. In prevention of a legal risk on a licensable activity of retail sale of alcohol on and off the premises, the company, determines (i) its reference to industrial good practices on Prevention of crime and disorder; (ii) its statement demonstrating awareness and compliance on Public safety; (iii) its outline measures on Prevention of public nuisance; at last (iv) its Policy statement on the admission of Protection of children from harm.
- 2.3. The company is in charge of appointing or changing qualified Designated Premises Supervisor, who is named on the premises licence and holds a personal licence. DPS is the single point of contact for the police and licensing authority. DPS’s role will be informed to all staffs.
- 2.4. The forced compliance documentation around this policy are Licensing Act 2003, The London Borough of Tower Hamlets Statement of Licensing Policy (2018-2023), the Portman Group Code and relevant sections of other legislations on health & safety, fire prevention, environmental and trading standards, child protections, crime and policing, anti-social behaviour and violent crime reduction.
- 2.5. The company adopts appropriate schemes organised by local authorities for preventing crime and disorder, protecting public safety, avoiding cause of public nuisance and encouraging protection of children from harm with robust procedure in place to prevent under age sales.

### 3. Operational objectives

- 3.1. The company operates a restaurant business serving Japanese food (sushi, bento, ramen, miso soup etc.) and drinks (tea, coffee, soft drinks) and alcoholic beverages (sake, rice wine, beer, whisky) on the premises, at 486 Roman road, Bow, London.
- 3.2. The company/DPS is in charge of the premises licence and it is prohibited to all staff in the restaurant to sale alcohol without valid licence and appropriate control of the appointed DPS.
- 3.3. The operating schedule is between 9am and 9pm Monday to Saturday, where alcohol sale time is between 11am and 9pm except Sunday. The time may vary extended up to 11pm on occasional such as Christmas, Lunar New Year and/or on summer season.
- 3.4. The company will ensure that all time when the premises are for alcohol selling activity, there are sufficient competent staff on duty at the premises for purpose of fulfilling terms and conditions of the license and for preventing crime and disorder.
- 3.5. The company not allows the deliveries of alcohol; and prohibits to associate with drug taking or dealing or gambling; and not allow to encourage irresponsible drinking on the premises.

### 4. The role of the DPS

- 4.1. Supervise operation of the premises.
- 4.2. Ensure that the licensable activities conducted in the premises are carried out lawfully.
- 4.3. Co-operate with the local licensing authorities, police and other local authorities.

- 4.4. Carry out a risk assessment and to assist in preventing crime, violence and disorder, and anti-social behaviour in and around the premises.
- 4.5. Make retail sales of alcohol, if necessary, to authorize the retail sale of alcohol to the staffs.
- 4.6. Ensure that no alcohol is dispensed directly by one person into the mouth of another.
- 4.7. Provide free tap water on request to customers ensuring staffs understand have to service it.
- 4.8. Establish a culture designed to persuade and assist people not to drink and drive:
  - Display Anti-Drink-Driving material (beer mats or window stickers etc.,) in the premises.
  - Manage internal merchandising as devoting some shelf space to creating a prominent display of alcohol-free and low-alcohol products.
- 4.9. Train all staffs, ensuring staff know the difference between alcohol-free and low-alcohol products and the basic understanding of the sensible drinking, including a unit of alcohol, alcohol by volume (ABV), blood alcohol content and different reactions need to consider.
- 4.10. Prevent Under Age Sales at all time on and off selling alcohol at the premises and ensure age verification is produced properly by staffs.
  - Demonstrate awareness of 'Challenge 25' retailing strategy.
  - Display 'Challenge 25' promotional materials ensuring its fulfilment.
  - Train the staffs and prepare themselves to be able to de-personalise the refusal making reference to professional and legal obligations.
  - Apply for proof of age's only acceptable forms of identification as follows:
    - Proof of age card with the PASS Hologram
    - A driving license
    - Passport
- 4.11. Manage buying alcohol from UK wholesalers those approved by HMRC under the Alcohol Wholesaler Registration Scheme (AWRS) and ensure buying stock from qualified traceability wholesalers or distributors with proper receipts, printed with:
  - Seller's name and address
  - Seller's company details, if applicable
  - Seller's VAT details, if applicable
  - Vehicle registration detail, if applicable
- 4.12. Ensure following drink measures provided to use properly by the staff for sale of alcoholic drink consumption on the premises to customers and make customers aware of the availability of these measures:
  - beer or cider: ½ pint
  - whisky: 25ml or 35ml
  - still wine in a glass: 125ml
  - sake in porcelain cap or vase: 36ml or 180ml (9%-16 % ABV, if aged 15%-20% ABV).

## 5. The role of the staffs

- 5.1. Ensure to follow the company's policy, DPS's supervising guidance and relevant legislations.
- 5.2. Learn and get proper understanding of the four licensing objectives in order to prevent yourself free from any cause of offence, penalty fine or legal sentences for prohibited actions such as unauthorized alcohol sale, sales to or knowingly allowing the consumption by underage person and/or drunk or disorderly conduct or use of illegal drugs on licensed premises.

## 6. Prevention of crime and disorder

- 6.1. Any incidents of a criminal nature that may occur on the premises will be reported to the Police by the DPS or by any staff member.
- 6.2. Closed circuit television cameras (CCTV) coverage operates in purpose of crime prevention and DPS ensures its operation, maintenance, displayed notice and data protection at all time.
- 6.3. The company may recognise best practices such as 'Pubwatch' scheme in order to help reduce crime and disorder. And the CCTV record will be kept for up to 30 days routine and if required the record will be provided to the police.
- 6.4. DPS monitors the premises capacity limit and follows industrial good practices to promote Responsible Drinks and prohibits irresponsible drinks promotions at the premises.

## 7. Public safety

- 7.1. Complying with Fire Safety procedures fire extinguishers with instructions placed in the premises and it should be examined at least annually.
- 7.2. DPS ensure all staffs have been provided work place's fire safety information and fire hazards training, if applicable.
- 7.3. At any case of interior and/or refurbishment work, it is not allowed to remove wall and ceiling fitted plasterboards.
- 7.4. DPS ensuring to test fire exit sign's emergency lightening and to keep the emergency exit, *which is only a door of the premises*, free from obstruction at all time.
- 7.5. The premises 2 smoke detectors/fire alarms, customer area's emergency light and toilet's emergency light should be tested, inspected, serviced and maintained in good working through industrial guidance and it is not allowed to remove or set dysfunction them, unless broken.
- 7.6. The company ensures to keep general incident log-book combined with Fire Log-book and DPS is in charge of control of each day's events' details are recorded properly.
- 7.7. DPS ensures that all necessary safety checks have been carried out before the admission of the public.

## 8. Prevention of public nuisance

- 8.1. The company ensures the premises is closed before 11pm at all times in order to avoid being cause a range of nuisances impacting on people living, working or sleeping in the vicinity of the premises.
- 8.2. In case of nuisance from customer egress, a clear and legible notices will be prominently displayed to remind customers to leave quietly and have regard to our neighbours. And noise or vibration from the premises will be managed in appropriate level as much as possible.
- 8.3. Tackling to a light pollution the company aims not to use unnecessary window or outdoor lightning, including the premises sign.
- 8.4. Ensuring no noxious smells on the premises and maintain appropriate ventilation and extraction system to reduce smell from the cooking.
- 8.5. The company is charge of appropriate waste collection contract and DPS and staffs ensuring an adequate number of waste receptacles for use by patrons put in appropriate position, where it is agreed with the Licensing Authority.

## 9. Protection of children from harm

- 9.1. The company ensures prevent children from harm includes the protection of children from moral, psychological and physical harm:

- protecting children from the harms associated directly with alcohol consumption the company operates Proof Age Policy.
  - all staffs are prohibited to sale of alcohol to children under age of 18.
  - DPS ensures Challenge 25 strategy is properly adopted in the premises and correctly checked by all staffs.
  - all staffs ensure to be informed and received a training about Challenge 25 process before getting DPS's authorisation to sell alcohol.
  - DPS and/or staff can be accepted to sell alcohol, If parents/adults pay to buy sake or beer with sushi/bento meal for under controlled alcohol consumption of their children age of 16-17 years old.
- preventing children from sexual exploitation DPS ensures that:
  - DPS ensures staffs understanding of criminal offences in relation to sexual exploitation of a child and train them a basic awareness of the signs of Child Sexual Exploitation (CSE) and reporting procedure.
  - DPS should report any concerns to the appropriate authorities or to the local Licensing Authority.
  - all staffs ensure that the premises TV not shows any adult sensed entertainment channels, including films and/or any records at all time.
- the company makes appropriate provision for children's health and safety, including its own perception on raw fish as it not to be offered to kids under age of 5 unless parents' responsibilities are taken in place.
- at any time, especially during the extended time of special occasional or summer, when the premises open to service, the children under age of 16 must be accompanied with adults after 21pm.

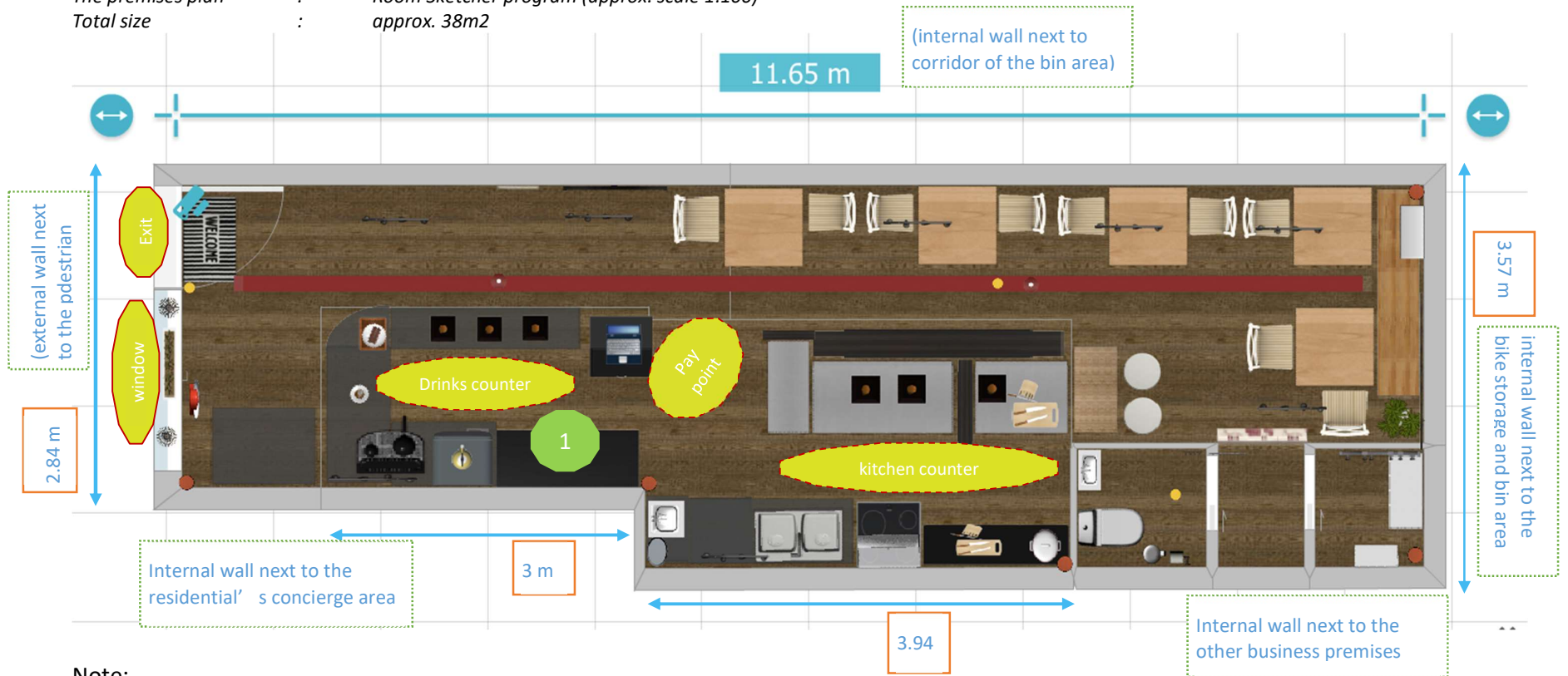
#### 9.2. The company applies Age verification system for preventing under age sales as follows:

- Before authorising to sell alcohol, DPS should ensure that every staff is being familiar with Challenge 25 age verification system and involved training, included a basic understanding of the law, seeking proof of age, verifying the authenticity of proof of age cards or other acceptable identifications and handling and recording refusals.
- DPS and/or staffs in a position to sale or refuse the sale of alcohol should follow the below process to verify and record when they doubt about age of the customers, who want to be served by any alcoholic drinks:
  - Require individuals who appear to be under 25 years of age to produce on request, before being served alcohol, identification bearing their photograph, date of birth and a holographic mark such as a driving licence or passport or proof of age card with the PASS Hologram.
  - Keep a record detailing all refused sales of alcohol. Ensure the record is included the date and time of the refused sale and the name of the member of staff who refused the sale and be available for inspection at the premises by the police or an authorised officer at all times whilst the premises is open.

Hikaru Ona Ltd,  
@2021

# Appendix 2

Company name : Hikaru Ona Ltd  
 Address : 486 Roman Road, Bow, E3 5LU  
 Business name : Ona's Bento & Sushi  
 Capacity : total capacity is approx. 20 with 14 sits  
 The premises plan : Room Sketcher program (approx. scale 1:100)  
 Total size : approx. 38m<sup>2</sup>

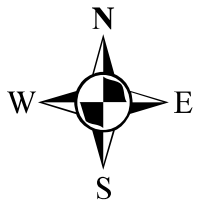


**Note:**

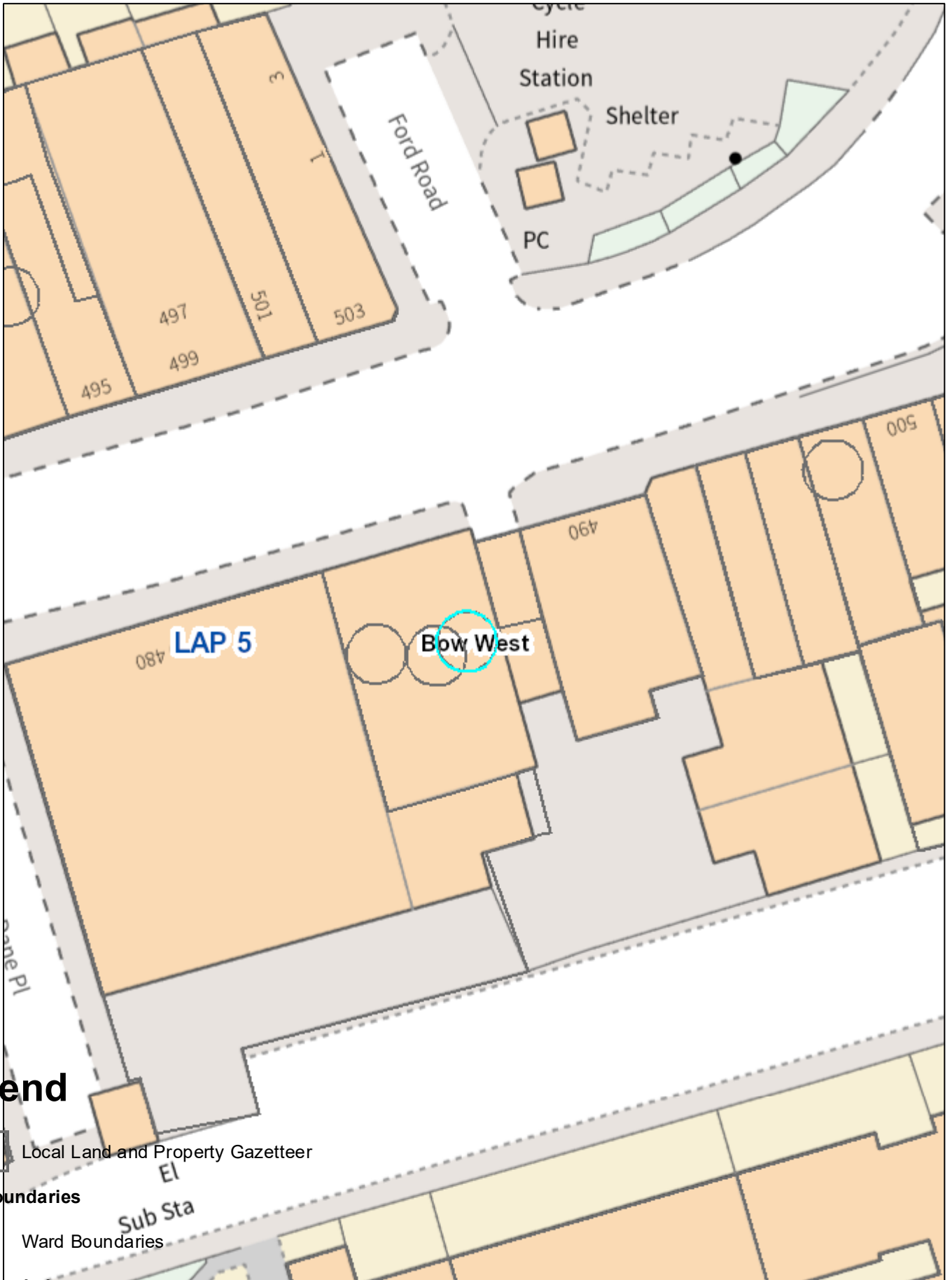
- Fire exit way imagination (the premises has only one door, which can access to Roman Road and one no-open window)
- Fire alarm (2 white dots in the fire exit way's red line), planning fire extinguisher is 2 (one is near the door another is in kitchen, no gas)
- Emergency lights (3 lights' positions are: entrance/fire exit, customer area and toilet)
- 1 Alcohol and alcohol-free beverage keeping fridge (w1350, d558, h900) and sale point



# Appendix 3

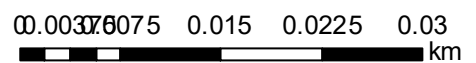


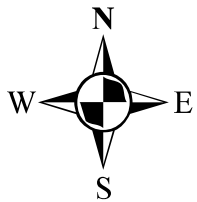
# Map1



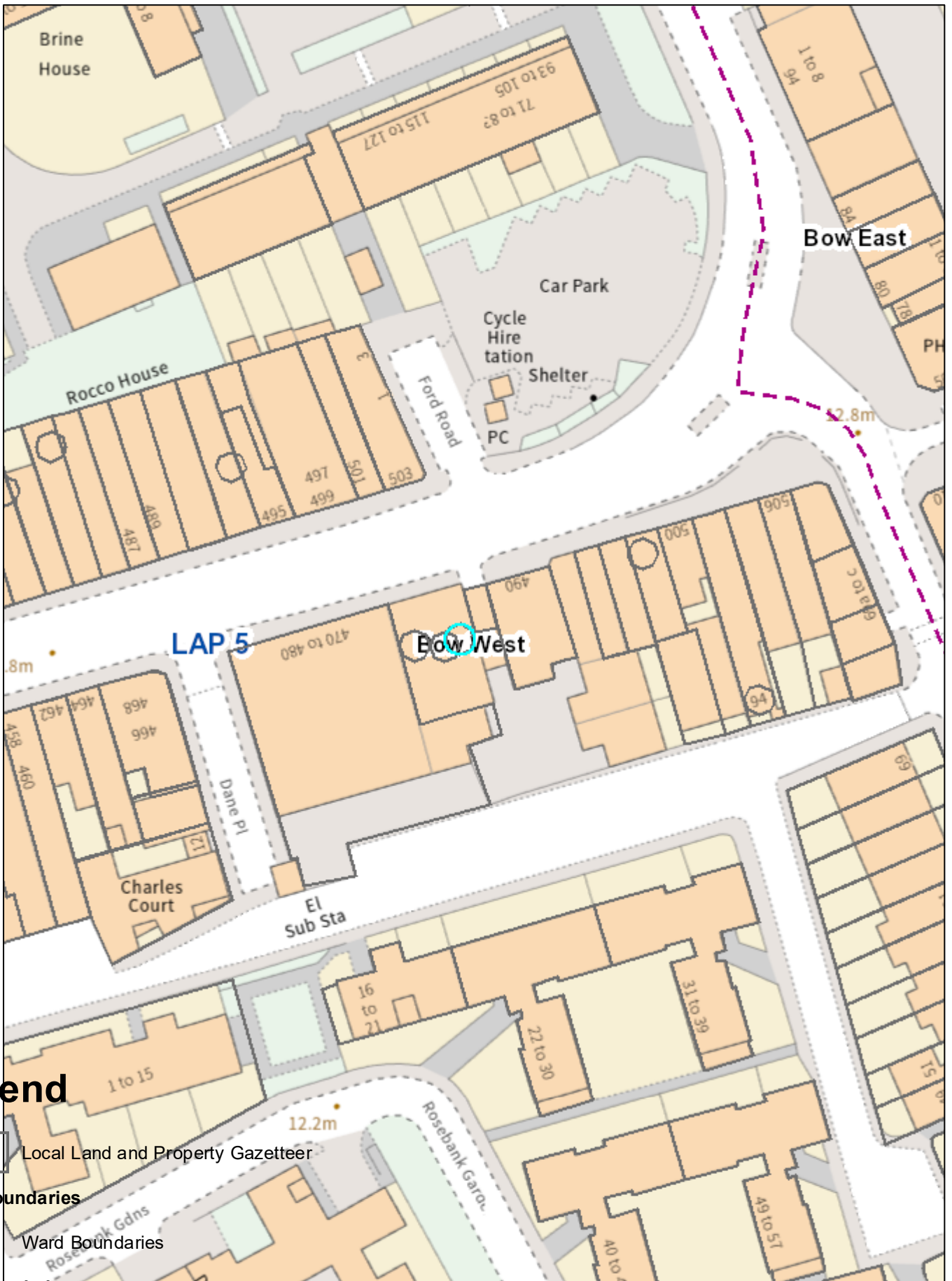
## Legend

- Local Land and Property Gazetteer
- Ward Boundaries**
  - Ward Boundaries
- LAP Boundaries**
  - LAP Boundaries







# Map2



## Legend

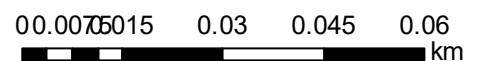
 Local Land and Property Gazetteer

 Ward Boundaries

 Ward Boundaries

 LAP Boundaries

 LAP Boundaries



Premises Pictures: 486 Roman Road



Premises Pictures: 486 Roman Road



# Appendix 4

486 Roman Road - Nearest licences

Name and address	Licensable activities and hours	Opening hours
<p><b>(Hiland Coffee)</b>  <b>467 Roman Road</b>  <b>London</b>  <b>E3 5LX</b></p>	<p><b>The sale by retail of alcohol (on sales only)</b></p> <ul style="list-style-type: none"> <li>• Monday to Tuesday, from 15:00 hours to 22:00 hours</li> <li>• Wednesday to Thursday, from 12:00 hours to 22:00</li> <li>• Friday, from 12:00 hours to 22:30 hours</li> <li>• Saturday, from 12:00 hours to 22:30 hours</li> <li>• Sunday, 12:00 hours to 21:00 hours</li> </ul> <p><b>The provision of regulated entertainment – indoors</b></p> <p><u>(Live music)</u></p> <ul style="list-style-type: none"> <li>• Friday to Saturday, from 18:00 hours to 22:00 hours</li> </ul> <p><u>(Recorded music)</u></p> <ul style="list-style-type: none"> <li>• Wednesday to Thursday, from 16:00 hours to 22:00 hours</li> <li>• Friday, from 16:00 hours to 22:30 hours</li> <li>• Saturday, from 15:00 hours to 22:30 hours</li> <li>• Sunday, from 15:00 hours to 21:00 hours</li> </ul>	<ul style="list-style-type: none"> <li>• Monday, from Thursday 08:00 hours to 22:00 hours</li> <li>• Friday, from 08:00 hours to 22:30 hours</li> <li>• Saturday, from 09:00 hours to 22:30 hours</li> <li>• Sunday, from 10:00 hours to 21:00 hours</li> </ul>
<p><b>(Vicolo Romano)</b>  <b>420 Roman Road</b>  <b>London</b>  <b>E3 5LX</b></p>	<p><b>The sale by retail of alcohol (on sales only)</b></p> <ul style="list-style-type: none"> <li>• Monday to Sunday from 11:00 hours to 22:30 hours</li> </ul>	<p>Monday to Sunday from 08:00 hours to 23:00 hours</p>
<p><b>(The Trader)</b>  <b>527 Roman Road</b>  <b>Old Ford</b>  <b>London</b>  <b>E3 5EL</b></p>	<p><b>Alcohol (On and off sales), Recorded Music</b>            (The use of the external drinking area will stop at 23:00 hrs)</p> <ul style="list-style-type: none"> <li>• Monday to Wednesday, 11:00 hrs to 23:00 hrs</li> <li>• Thursday, 11:00 hrs to 00:00 hrs</li> <li>• Friday and Saturday, 11:00 hrs to 01:00 hrs</li> <li>• Sunday, 12:00 hrs to 22:30 hrs</li> </ul> <p><b>Regulated Entertainment (live music)</b>            Amplified and/ or unamplified live music limited to three entertainers.</p> <ul style="list-style-type: none"> <li>• Monday to Wednesday, 11:00 hrs to 23:00 hrs</li> <li>• Thursday, Friday and Saturday, 11:00 hrs to 00:00 hrs</li> <li>• Sunday, 12:00 hrs to 22:30 hrs</li> </ul> <p><b><u>Non standard times</u></b></p>	<ul style="list-style-type: none"> <li>• Monday to Wednesday, 11:00 hrs to 23:30 hrs</li> <li>• Thursday, 11:00 hrs to 00:30 hrs</li> <li>• Friday and Saturday, 11:00 hrs to 01:30 hrs</li> <li>• Sunday, 12:00 hrs to 23:00 hrs</li> </ul> <ul style="list-style-type: none"> <li>• Note: However, New Years Eve is subject to the Regulatory Reform (Special Occasion Licensing) Order 2002. Which means that while that order is in effect the premises may remain open for the twelve hours</li> </ul>

486 Roman Road - Nearest licences

	<ul style="list-style-type: none"> <li>• A further additional hour into the morning following every Sunday and Monday for each May Bank Holiday, Spring/ Whitsun Bank Holiday and every August Bank Holiday weekend.</li> <li>• A further additional hour into the morning following every Thursday, Sunday and Monday for the Easter Bank Holiday Weekend.</li> <li>• A further additional hour every Christmas Eve.</li> <li>• A further additional hour every Boxing Day.</li> </ul>	<p>between 11pm on New Years Eve and 11am on New Years Day.</p>
<p><b>(Spice Hut)</b>  <b>457 Roman Road</b>  <b>London</b>  <b>E3 5LX</b></p>	<p><b>Late Night Refreshments</b></p> <ul style="list-style-type: none"> <li>• Sunday to Thursday, from 23:00 hours to 23:30 hours</li> <li>• Friday and Saturday from 23:00 hours to 00:30 hours</li> </ul>	<ul style="list-style-type: none"> <li>• Sunday to Thursday from 11:00 hours to 23:30 hours</li> <li>• Friday and Saturday from 11:00 hours to 00:30 hours</li> </ul>
<p><b>(Roman Empire)</b>  <b>485 Roman Road</b>  <b>London</b>  <b>E3 5LX</b></p>	<p><b>The provision of late night refreshment</b></p> <ul style="list-style-type: none"> <li>• Monday until 00:30 hours the following day</li> <li>• Tuesday until 00:30 hours the following day</li> <li>• Wednesday until 00:30 hours the following day</li> <li>• Thursday until 00:30 hours the following day</li> <li>• Friday until 00:30 hours the following day</li> <li>• Saturday until 00:30 hours the following day</li> <li>• Sunday until 00:30 hours the following day</li> </ul>	<p>Monday until 00:30 hours the following day          Tuesday until 00:30 hours the following day          Wednesday until 00:30 hours the following day          Thursday until 00:30 hours the following day          Friday until 00:30 hours the following day          Saturday until 00:30 hours the following day          Sunday until 00:30 hours the following day</p>
<p><b>(Pizza Brixton)</b>  <b>494-496 Roman Road</b>  <b>London</b>  <b>E3 5LU</b></p>	<p>The sale by retail of alcohol (on sales only)          Monday to Saturday 12:00 hours – 23:00 hours          Sunday 12:00 hours – 22:00 hours</p>	<p>Monday to Saturday 11:00 hours – 23:00 hours          Sunday 11:00 hours – 22:30 hours</p>
<p><b>(Tolga Supermarket)</b>  <b>493 Roman Road</b>  <b>London</b>  <b>E3 5LX</b></p>	<p><u>The sale by retail of alcohol (Off sales only)</u></p> <ul style="list-style-type: none"> <li>• Monday to Saturday 07:00 hours to 01:00 hours</li> <li>• Sunday 08:00 hours to 12:00 hours</li> </ul>	<p>Monday to Saturday 07:00 hours to 01:00 hours</p> <p>Sunday 08:00 hours to 12:00 hours</p>



486 Roman Road - Nearest licences

<p><b>(City Supermarket)</b>  <b>462 Roman Road</b>  <b>London</b>  <b>E3 5LU</b></p>	<p><b>The sale by retail of alcohol (Off sales only)</b></p> <ul style="list-style-type: none"> <li>Monday to Sunday, from 08:00 hours to midnight</li> </ul>	<p>Monday to Sunday, from 06:00 hours to midnight</p>
<p><b>(Dominos Pizza)</b>  <b>473 Roman Road</b>  <b>London</b>  <b>E3 5LY</b></p>	<p>The provision of late night refreshment  Monday to Sunday 23:00 hours - midnight  (Will not trade Christmas Day).</p>	<p>Monday to Sunday 23:00 hours – midnight  (Will not trade Christmas Day).</p>
<p><b>(Young Prince)</b>  <b>448 Roman Road</b>  <b>London</b>  <b>E3 5LU</b></p>	<p>Alcohol (<i>On sales only</i>) shall not be sold or supplied except during permitted hours.</p> <p>In this condition, permitted hours means:</p> <ol style="list-style-type: none"> <li>On weekdays, other than Christmas Day, Good Friday or New Year’s Eve, 11 a.m. to 11 p.m.</li> <li>On Sundays, other than Christmas Day or New Year’s Eve, 12 noon to 10.30 p.m.</li> <li>On Good Friday, 12 noon to 10.30 p.m.</li> <li>On Christmas Day, 12 noon to 3 p.m. and 7 p.m. to 10.30 p.m.</li> <li>On New Year’s Eve, except on a Sunday, 11 a.m. to 11 p.m.</li> <li>On New Year’s Eve on a Sunday, 12 noon to 10.30 p.m.</li> <li>On New Year’s Eve from the end of permitted hours to the start of permitted hours on the following day (or, if there are no permitted hours on the following day, midnight on 31st December).</li> </ol>	<p>There are no restrictions on the hours during which this premises is open to the public</p>
<p><b>(Laxmi News)</b>  <b>495 Roman Road</b>  <b>London</b>  <b>E3 5LX</b></p>	<p>For the Supply of Alcohol (Off sales only)</p> <ul style="list-style-type: none"> <li>Monday to Sunday inclusive 05 00 hrs to 22 00 hrs</li> </ul>	<p>Monday to Sunday inclusive 05 00 hrs to 22 00 hrs</p>

# Appendix 5

## **Section 182 Advice by the Home Office Updated on April 2018**

### Relevant, vexatious and frivolous representations

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

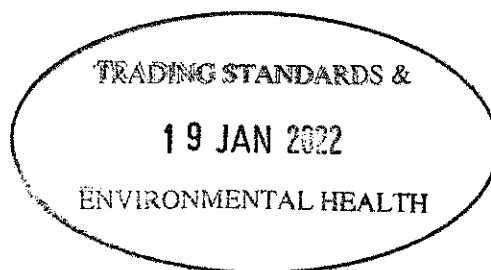
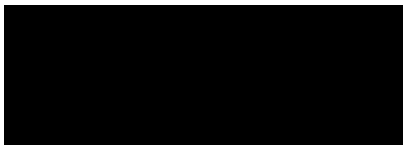
Guidance, an assessment should be prepared by officials for consideration by the sub-committee before any decision is taken that necessitates a hearing. Any councillor who considers that their own interests are such that they are unable to consider the matter independently should disqualify themselves.

9.9 It is recommended that, in borderline cases, the benefit of the doubt about any aspect of a representation should be given to the person making that representation. The subsequent hearing would then provide an opportunity for the person or body making the representation to amplify and clarify it.

9.10 Licensing authorities should consider providing advice on their websites about how any person can make representations to them.

# Appendix 6

The Residents



Licensing Section,  
Mulberry Place,  
5 Clove Crescent,  
London, E14 2BG

To Whom It May Concern,

On behalf of all residents at Flats [REDACTED] this letter is a formal contest of the alcohol licensing application made by Hikaru One Ltd company for 486 Roman Road, under the applicant name of Oyun S.

The four flats at [REDACTED] belong to the same newly built building, above the commercial space at 486 Roman Road which is owned by Hikaru One Ltd company. All residents at [REDACTED] purchased their flats in early 2021 under the government Help to Buy Scheme, on the premise that the commercial space below (486 Roman Road) would be Business Class B1, defined as *a use which can be carried out in any residential area without detriment to the amenity of that area by reason of noise, vibration, smell, fumes, smoke, soot, ash, dust or grit*. Class B1 has since been absorbed into Class E, which permits use as a restaurant. Serving alcohol in addition to food is a considerable change of use which is likely to have both noise and nuisance implications to the residents at [REDACTED] as well as the general public. All residents are reasonably concerned that granting alcohol license to the business of the commercial unit below can only result in a severe devaluation of four newly built and invested homes.

Besides, there are also reasonable fears that granting another alcohol license in the neighbourhood will have a negative impact on the public safety. There's already a pub at the roundabout serving alcohol at late hours. Permitting a 2nd alcohol license in such a vicinity will create a hub, attracting crowds enjoying their late-evening nights out. Roman Road has no overground or underground service nearby and no adequate space for parking, which both are likely to magnify the risk or loitering.

Another concern is the effects of allowing alcohol service on the neighbourhood's quietness. By and large, alcohol consumption as a social activity comes with increased levels of noise. The spatial characteristics and floorplan of the commercial unit - its space is narrow and generally small in both dimensions, there's only a single WC facility available etc - will further enhance the noise effects and public nuisance. People often tend to smoke outdoors or move outside with their alcohol when a space is too crowded and/or urinate outdoors when the WC facilities are inadequate. These aftermaths will weigh even more heavily on the residents of [REDACTED]. All residents are professionals in tech industry, engineering, journalism and,

through the undergoing transformative process of the workspace in the post-Covid era, they rely heavily or exclusively on the benefit of being able to work from home to increase their productivity. These houses now simultaneously serve both as homes and as offices or workspaces; risking the creation of a noisy environment will certainly have a negative impact not only on the residents' mental health and neighbourhood's tranquility, but it will also be counterproductive and disruptive.

Finally, it'd be worth considering the demographics of the residents in [REDACTED] All residents are new homeowners, young professionals and young families. Allowing an alcohol serving space underneath the homes of [REDACTED] with the flat entrances being so close to the shop's entrance will create a noisy, toxic and potentially hazardous environment for children.

In lieu of a conclusion, we sincerely hope that our doubts and concerns with respect to granting an alcohol license to the shop of 486 Roman Road are well-communicated and received. Paving the way of creating an alcohol serving enterprise under four newly built homes creates an inconvenient, noisy and potentially hazardous environment for the young professionals and families who have recently bought their flats in the building, while one would struggle to find any real advantageous argument in favour of granting such an alcohol license for the common good and the well-being of the broader neighbourhood.

.....

Sincerely,

[REDACTED]

Karina Hernandez-KIND  
Flat [REDACTED]

[REDACTED]

Michael Seraphine  
Flat [REDACTED]

[REDACTED]

MARKOS PAPADONIKHAKIS  
FLAT [REDACTED]

[REDACTED]

Isobel May  
flat [REDACTED]

[REDACTED]

Jonathan May  
Flat [REDACTED]

[REDACTED]

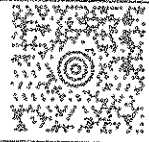
GRACE LEE  
FLAT [REDACTED]

KARINA NINO  
7920401155  
KARINA NINO  
FLAT 1  
LONDON E35LU

1 KG 1 OF 1

SHP#: 7E52 4XV8 DWQ  
SHP WT: 0.5 KG  
SHP DWT: 0.5 KG

SHIP TO:  
LICENCING SECTION  
7920401155  
LONDON BORDUGH OF TOWER HAMLETS  
CLOVE CRESCENT  
5 MULBERRY PLACE  
LONDON E142BG

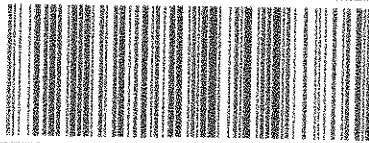


GBR 613 9-00



UPS STANDARD

TRACKING #: 1Z 7E5 24X 68 9689 6978



BILLING: P/P

EDI

Reference No. 1: Package



XPL 02-11-04 0045 00 0A 12/2021

lease do not bend





Your shipment  
1Z7E524X6896896978

Delivered On  
**Wednesday, December 22 at 9:00 at Met Customer**

Delivered To  
LONDON GB

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## Proof of Delivery



Dear Customer,

This notice serves as proof of delivery for the shipment listed below.

**Tracking Number**  
1Z7E524X6896896978

**Weight**  
0.30 KGS

**Service**  
UPS Standard®

**Shipped/Billed On**  
20/12/2021

**Delivered On**  
22/12/2021 9:00

**Left At**  
Met Customer

**Delivered To**  
LONDON, GB

Thank you for giving us this opportunity to serve you. Details are only available for shipments delivered within the last 120 days. Please print for your records if you require this information after 120 days.

Sincerely,

UPS

Tracking results provided by UPS: 24/01/2022 12:01 EST

[Print this page](#)

# Appendix 7

## Mohshin Ali

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**From:** Licensing  
**Sent:** 20 December 2021 11:42  
**To:** Mohshin Ali  
**Subject:** FW: 143576 - New premises license application for Ona's Bento & Sushi 486 Roman Road, London

---

**From:** Nicola Cadzow [REDACTED] >  
**Sent:** 20 December 2021 10:03  
**To:** Licensing <Licensing@towerhamlets.gov.uk>  
**Cc:** Mark Perry <[REDACTED]> Barry.D.Leban [REDACTED]; Oyun Sukhbaatar <[REDACTED]>  
**Subject:** 143576 - New premises license application for Ona's Bento & Sushi 486 Roman Road, London

Dear Licensing,

I have no objections to the premises license application for Ona's Bento & Sushi 486 Roman Road, London, ref 143576, following agreement by the applicant to the noise conditions as below (see also email trail):-

1. Loudspeakers shall not be located in the entrance lobby or outside the premise building.
2. No deliveries to the premises shall take place between 22:00 hours and 08:00 hours the following day.
3. Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall be limited to 5 persons at any one time.
4. No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.

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

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

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---

**From:** Nicola Cadzow  
**Sent:** 20 December 2021 09:57  
**To:** Oyun Sukhbaatar [REDACTED]  
**Cc:** Mark Perry [REDACTED]  
**Subject:** 143576 - New premises license application for Ona's Bento & Sushi 486 Roman Road, London

Hi Oyun,

Thank you for your prompt response,

I shall advise the Licensing Team that I have no objections to your application

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

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

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**From:** Oyun Sukhbaatar <[REDACTED]>  
**Sent:** 20 December 2021 09:29  
**To:** Nicola Cadzow <[REDACTED]>  
**Cc:** Mark Perry [REDACTED]; [REDACTED]  
**Subject:** Re: 143576 - New premises license application for Ona's Bento & Sushi 486 Roman Road, London

Dear Nicola Cadzow,

Thank you for your time and reviewing my application.  
We confirm to apply the above 4 conditions to the licensing objective for the prevention of public nuisance.

Regards,  
Oyun S  
Hikaru Ona Ltd

On Mon, Dec 20, 2021 at 8:13 AM Nicola Cadzow <[REDACTED]> wrote:

Dear Oyun Sukhbaatar,

I am reviewing your premises license application for Ona's Bento & Sushi 486 Roman Road, London, with particular attention to the licensing objective for the prevention of public nuisance, and wish for the following noise conditions to apply as below:-

1. Loudspeakers shall not be located in the entrance lobby or outside the premise building.
2. No deliveries to the premises shall take place between 22:00 hours and 08:00 hours the following day.
3. Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall be limited to 5 persons at any one time.
4. No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.

Await your confirmation at your earliest convenience.

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

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# Appendix 8

## Mohshin Ali

---

**From:** Licensing  
**Sent:** 08 December 2021 12:05  
**To:** Mohshin Ali  
**Subject:** FW: Premises License Application Hikaru Ona 486 roman road

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

---

**From:** MARK.J.Perry [REDACTED]  
**Sent:** 07 December 2021 17:32  
**To:** hikaruona [REDACTED]  
**Cc:** Licensing <Licensing@towerhamlets.gov.uk>  
**Subject:** RE: Premises License Application Hikaru Ona 486 roman road

Hi,

Thanks for getting back to me, the CCTV you describe sounds fine as it covers the inside of the premises.

Tower Hamlets Council Licensing please see conditions below agreed with the applicant.

Kind Regards  
Mark



PC Mark Perry  
Central East Licensing Unit  
Metropolitan Police Service (MPS)  
Email [REDACTED]  
A: Licensing Office, 1<sup>st</sup> Floor Stoke Newington Police Station



**From:** Oyun Sukhbaatar [REDACTED]  
**Sent:** 07 December 2021 16:38  
**To:** Perry Mark J - CE-CU [REDACTED]  
**Subject:** Re: Premises License Application Hikaru Ona 486 roman road

Dear Mark,

Thank you for your time and response to our application.

We confirm that all conditions are acceptable for us. Regarding CCTV kindly inform you that we just fitted CCTV system with 4 cameras and 2 tere bight recorder and please let us know if you need more detailed information of the technical specification.

Best regards,  
Oyun  
Hikaru Ona LTD

On Tue, 7 Dec 2021 at 14:49, [REDACTED] wrote:

Hi,

I am PC Mark Perry from Central East Police Licensing, I have no objection to the application in principle but would like the following conditions added to the license. Please let me know if these conditions are acceptable. If you can e-mail me to let me know I will contact Tower hamlets Council Licensing know we have agreed terms.

1. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Tower Hamlets Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31 day period.
  
2. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.
  
3. An incident log shall be kept at the premises, and be available on request to the Police or an authorised officer. It must be completed within 24 hours of any incident and will record the following:
  - a) all crimes reported to the venue;
  - b) all ejections of patrons;
  - c) any complaints received concerning crime and disorder
  - d) any incidents of disorder;
  - e) all seizures of drugs or offensive weapons;



- f) any faults in the CCTV system, searching equipment or scanning equipment;
- g) any refusal of the sale of alcohol;
- h) any visit by a relevant authority or emergency service.

Kind Regards

Mark



PC Mark Perry

Central East Licensing Unit



Metropolitan Police Service (MPS)

Email [REDACTED]

A: Licensing Office, 1<sup>st</sup> Floor Stoke Newington Police Station



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# Appendix 9

## Mohshin Ali

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**From:** Oyun Sukhbaatar [REDACTED]  
**Sent:** 26 November 2021 12:01  
**To:** Neville Williams  
**Subject:** Re: Premises Licence Ref. 143576  
**Attachments:** Hikaru Ona Ltd Policy 4 objectives.docx

Dear Neville Williams,

Thank you for your quick response and advice on proof of age verification 'Challenge 25' scheme.

According to your advice we have explored through your provided link and decided to adopt the Challenge 25 scheme.

Relating to this decision our company's policy, which includes Proof of Age Policy in it, has adjusted appropriately and is attached.

I appreciate your time and further advice on our policy and procedure.

Best regards,  
Oyun

*Oyun Sukhbaatar  
Director of  
Hikaru Ona Ltd  
486 Roman Road  
Bow, London E3 5LU*

On Tue, Nov 16, 2021 at 1:07 PM Neville Williams <[REDACTED]> wrote:

Dear Mr Sukhbaatar,

RE:486 Roman Rd

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

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

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

I have therefore considered section 18 of your application in which you describe the additional steps you will take to promote the Licensing objectives. Your comments that relate to the 'protection of children from harm' are stated as follows:

**The premises will operate a Proof of Age policy for alcohol purchase and consumption. All staff will be trained for Underage**

**Sales Prevention regularly and persons who appear to be under age of 21 will be asked to show photographic ID. The TV**

**doesn't show any adult sensed entertainment at all times. The premises makes appropriate provision for child health and**

**safety and raw fish will be not offered to kids under age of 5 unless parents responsibilities are taken in place.**

I regret to inform you that I do not consider this gives me sufficient information about your policy to prevent underage sales. Accordingly, I would be grateful if you could provide me with further details of your policy.

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

I would therefore be grateful if you would consider adopting the 'Challenge 25' policy.

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

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

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

I look forward to hearing from you.

Regards

Neville Williams

Principal Consumer Services  
Officer

Accredited Financial Investigator

London Borough of Tower Hamlets

Environmental Health and Trading Standards

2nd floor

Mulberry Place

5 Clove Crescent

London E14 2BG



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# Appendix 10

## **Noise while the premise is in use**

### General Advice

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

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

### Licensing Policy

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

The Licensing Authority expects the applicant to have addressed all nuisance issues relating to the premises in their operating schedule and to have sought appropriate advice from the Council's Environmental Health Officers. (**See Section 9.2 of the Licensing Policy**).

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

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

## Police Powers

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

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

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

Licence conditions should not duplicate other legislation (1.16).

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

## Other Legislation

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

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



# Appendix 11

## Access and Egress Problems

Such as:

- Disturbance from patrons arriving/leaving the premises on foot
- Disturbance from patrons arriving/leaving the premises by car
- Lack of adequate car parking facilities
- Close proximity to residential properties

### Comment

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

Egress only is referred to-if necessary access can be added or substituted in.

### General Advice

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

The hours of operation also need to be considered.

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

### Licensing Policy

The policy recognises that noise nuisance can be an issue, especially if a premises is open late at night. (**See Section 10 of the Licensing Policy**).

The Licensing Authority expects the applicant to have addressed all nuisance issues relating to the premises in their operating schedule and to have sought appropriate advice from the Council's Environmental Health Officers. (**See Section 10.2 of the Licensing Policy**).

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

However, while all applications will be considered on their merits, consideration will be given to imposing stricter conditions in respect of noise control where premises are situated close to local residents. (**See Section 15.5**)

The Council has adopted a set of framework hours (**See 15.8 of the licensing policy**). This relates to potential disturbance caused by late night trading.

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

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

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

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

Licence conditions should not duplicate other legislation (1.16).

Any conditions should be tailored to the type, nature and characteristics of the specific premises. Licensing authorities should be aware of the need to avoid inappropriate or disproportionate measures that could deter events that are valuable to the community, such as live music. Noise limiters, for example, are very expensive to purchase and install and are likely to be a considerable burden for smaller venues. (2.19)

Measures can include ensuring the safe departure of customers, these can include:

- Providing information on the premises of local taxi companies who can provide safe transportation home; and
- Ensuring adequate lighting outside the premises, particularly on paths leading to and from the premises and in car parks

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

# Appendix 12

## **Safety Problems**

### General Advice

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

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

### Licensing Policy

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

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

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

### Annex E

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

### Annex F

This concerns Theatres and Cinemas

## Annex J

The safe clubbing checklist

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

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

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

These may include:

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

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

### Other Legislation

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

### Other Guidance

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

# Appendix 13



## **Planning**

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

# Appendix 14

## **Licensing Policy Relating to Hours of Trading**

All applications have to be considered on their own merits.

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

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

(see 14.8 of the Licensing Policy)

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

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

(See 14.9 of the licensing policy)

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

- Theatres
- Cinemas
- Premises with club premises certificates