

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...

Limited Liability Company

Address

Building number or name	<input type="text" value="1st Floor"/>
Street	<input type="text" value="West Terrace"/>
District	<input type="text"/>
City or town	<input type="text" value="Folkestone"/>
County or administrative area	<input type="text"/>
Postcode	<input type="text" value="CT20 1TH"/>
Country	<input type="text" value="United Kingdom"/>

Contact Details

E-mail	<input type="text" value="REDACTED"/>
Telephone number	<input type="text" value="REDACTED"/>
Other telephone number	<input type="text"/>
* Date of birth	<input type="text" value="REDACTED"/>
	dd mm yyyy
* Nationality	<input type="text" value="REDACTED"/> Documents that demonstrate entitlement to work in the UK

Section 5 of 21

OPERATING SCHEDULE

When do you want the premises licence to start? / /

dd mm yyyy

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

dd mm yyyy

Provide a general description of the premises

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

90 White Post Lane is a cleared gravel yard bounded by 8ft site fencing on all sides. It is the site of the now demolished Lea Tavern public house and guest rooms, the site has been empty since the demolition of the public house building around 2012. The current landlord, Stewart Schwartz, has plans to redevelop the site in the near future, in the interim he has agreed to lease it to us so that we can relocate the Boat Live project which has been running at 66-78 White Post Lane for the last year. The previous site had to be closed to allow for handover from the LLDC to a housing association for development,

Continued from previous page...

leaving the project homeless.
Boat Live project is focused around a small mobile event space built inside an old canal boat, this space has primarily been used to showcase music from the vibrant east London electronic scene, facilitating recording and live broadcast of sessions. The boat has been soundproofed and managed well with no noise complaints from its time at 66-78 White Post Lane. The Boat Live project was previously operating on the Hackney Wick Underground licence on units 2-3 66-78 White Post Lane and was located in the outdoor front yard area to the north of the units. As with the previous licence we would add some temporary structures to facilitate a wc block , lounge, and bar area, most likely housed in shipping containers. We will have a central courtyard area with flexible seating, keeping a space to give us the option to bring in food trucks, similar to the previous premises. We will have a service window from the bar container direct to the street, this will only be used from early morning through the daytime for sales of coffee and smoothies, no alcohol will ever be sold from this window.

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

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

Continued from previous page...

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

Will the exhibition of films take place indoors or outdoors or both?

Indoors Outdoors Both

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

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

We would like flexibility for film screenings to take place at the premises, with a combination of both indoors and outdoors to allow the boat and yard to be fully utilised with the option to add temporary enclosures such as tents and marquees. Film will most likely be amplified.

State any seasonal variations for the exhibition of film

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

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

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

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

Continued from previous page...

[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

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

- Indoors Outdoors Both

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

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

The playing of recorded music such as vinyl or digital media, amplified indoors.

State any seasonal variations for playing recorded music

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

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

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

An extension of hours from closing time on new years eve until 04:00 on New Years Day, an extension of hours from closing time until midnight on days directly preceding a bank holiday.

Section 12 of 21

PROVISION OF PERFORMANCES OF DANCE

[See guidance on regulated entertainment](#)

Will you be providing performances of dance?

- Yes No

Section 13 of 21

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

[See guidance on regulated entertainment](#)

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

- Yes No

Section 14 of 21

LATE NIGHT REFRESHMENT

Will you be providing late night refreshment?

Continued from previous page...

Standard Days And Timings

MONDAY

Start

End

Start

End

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

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the provision of late night refreshment take place indoors or outdoors or both?

- Indoors Outdoors Both

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

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

State any seasonal variations

Continued from previous page...

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

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

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

An extension of hours from closing time on new years eve until 04:00 on New Years Day, an extension of hours from closing time until midnight on days directly preceding a bank holiday.

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.

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.

An extension of hours from closing time on new years eve until 04:00 on New Years Day, an extension of hours from closing time until midnight on days directly preceding a bank holiday.

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

PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

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

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

Reference number for consent form (if known)

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

Section 16 of 21

ADULT ENTERTAINMENT

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

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

Section 17 of 21

HOURS PREMISES ARE OPEN TO THE PUBLIC

Standard Days And Timings

MONDAY

Start

End

Start

End

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

Continued from previous page...

TUESDAY

Start End

Start End

WEDNESDAY

Start End

Start End

THURSDAY

Start End

Start End

FRIDAY

Start End

Start End

SATURDAY

Start End

Start End

SUNDAY

Start End

Start End

State any seasonal variations

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

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.

An extension of hours from closing time on new years eve until 04:00 on New Years Day, an extension of hours from closing time until midnight on days directly preceding a bank holiday.

Section 18 of 21

LICENSING OBJECTIVES

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

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

Continued from previous page...

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

The numbered conditions below are the conditions from the licence that the Boat Live project was operating on at 66-78 White Post Lane (lic no 138632 - Tower Hamlets), We have left them numbered so that they can be easily identified. In light of the slightly later times requested Thurs-Saturday we welcome input from the responsible authorities to evolve a set of satisfactory conditions for the revised times. We have added additional suggested conditions based on the outcome of consultations with the Tower Hamlets Police and Environmental Health teams that our proposed D.P.S. underwent for a recent premises application in the local area.

The times applied for in this application represent a general overall reduction from the hours permitted on the licence at the previous premises, where there were operational hours of 06:00 to 23:59 daily with both on and off sales of alcohol.

Our approach to licensable hours and hours the premises would be open to the public has been to allow for an additional 30 minutes beyond the last licensable activities to assist in a more regulated departure of customers, giving them opportunity to drink up and wait for ordered taxis etc inside the premises.

We have also changed the request for supply of alcohol to on sales only to better reflect the operation of the Boat Live Works project over the last year at 66-78 White Post Lane.

Additional suggested conditions have been prefixed with a dash -

b) The prevention of crime and disorder

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 visit by a relevant authority or emergency service.

- In the event that a serious assault is committed on the premises (or appears to have been committed) the management will immediately ensure that:

- a) the police (and, where appropriate, the London Ambulance Service) are called without delay;
- b) all measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police;
- c) the crime scene is preserved so as to enable a full forensic investigation to be carried out by the police; and
- d) such other measures are taken (as appropriate) to fully protect the safety of all persons present on the premises.

- The premises must have a detailed documented security plan that must include but is not limited to an ejections policy, search policy and queue management policy, this document must be made available to police upon request.

Continued from previous page...

c) Public safety

- A record shall be kept detailing all refused sales of alcohol. The record should include the date and time of the refused sale and the name of the member of staff who refused the sale. The record must show the outcome of the person who was intoxicated. The record shall be available for inspection at the premises by the police or an authorised officer at all times whilst the premises is open.

- The premises shall have a welfare policy that will show how venue staff will manage customers who become vulnerable through intoxication or drugs, such a policy will include but is not limited to the use of dedicated "welfare officers" at peak times who will be easily identifiable, to customers, their role will be to monitor the welfare of customers, including identifying any customers who may be at risk of becoming overly intoxicated and liaising with management/security staff to assist them where necessary. staff training on customer welfare such as "WAVE" and availability of free water to customers. The policy must be written, reviewed yearly, and made available to Police upon request

- The premises must risk assess all events taking place at the venue, this will include but is not limited to:

- Contacting venues where artists / performers / promoters have performed to see if there have been any issues.
- Looking at social media sites of artists / performers / promoters etc to check that they are consistent with booking detail
- Identifying risks such as potential drug use, underage attendees, violence and disorder

Once potential risks have been identified then mitigation measures must be put in place and documented. The risk assessments must be written down, kept for 1 year and made available to Police upon request.

d) The prevention of public nuisance

4. Monitoring Db readings from several locations in the area including at residencies and it will not exceed 65Db at those residencies.

5. Notices shall be prominently displayed requesting patrons to respect the needs of local residents and businesses and leave the area quietly.

6. During the hours of operation of the premises, the licence holder shall ensure sufficient measures are in place to remove and prevent litter or waste arising or accumulating from customers in the area immediately outside the premises, and that this area shall be swept and or washed, and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements by close of business.

- The premises shall have a written egress policy, that includes but is not limited to, a premises wind down plan (music turned down and lights turned up prior to closing time), and customer dispersal plan. The policy is to be made available to Police upon request.

- All windows and external doors shall be kept closed after 22:00 hours, or at any time when regulated entertainment takes place, except for the immediate access & egress of persons.

- No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises, which gives rise to a public nuisance.

e) The protection of children from harm

7. 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

- Children under the age of 16 will not be allowed on the premises unless they are accompanied by someone 18 or over.

Section 19 of 21

NOTES ON DEMONSTRATING ENTITLEMENT TO WORK IN THE UK

Continued from previous page...

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

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

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

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

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

Documents which demonstrate entitlement to work in the UK

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

Continued from previous page...

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

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

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

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

Continued from previous page...

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

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

Home Office online right to work checking service

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

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

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

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

Section 20 of 21

NOTES ON REGULATED ENTERTAINMENT

Continued from previous page...

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

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

Continued from previous page...

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

Section 21 of 21

PAYMENT DETAILS

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

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

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

Band A - No RV to £4,300 = £100.00

Band B - £4,301 to £33,000 = £190.00

Band C - £33,001 to £8700 = 315.00

Band D - £87001 to £12500 = £450.00*

Band E - £125001 and over = 635.00*

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

Band D - £7001 to £12500 = £900.00

Band E - £125001 and over £1,905.00

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

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

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

Capacity 5000-9999 = £1,000.00

Capacity 10000 -14999 = £2,000.00

Capacity 15000-19999 = £4,000.00

Capacity 20000-29999 = £8,000.00

Capacity 30000-39000 = £16,000.00

Capacity 40000-49999 = £24,000.00

Capacity 50000-59999 = £32,000.00

Capacity 60000-69999 = £40,000.00

Capacity 70000-79999 = £48,000.00

Capacity 80000-89999 = £56,000.00

Capacity 90000 and over = £64,000.00

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

Continued from previous page...

* Fee amount (£)

100.00

ATTACHMENTS

AUTHORITY POSTAL ADDRESS

Address

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

United Kingdom

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

* Capacity

Date (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.

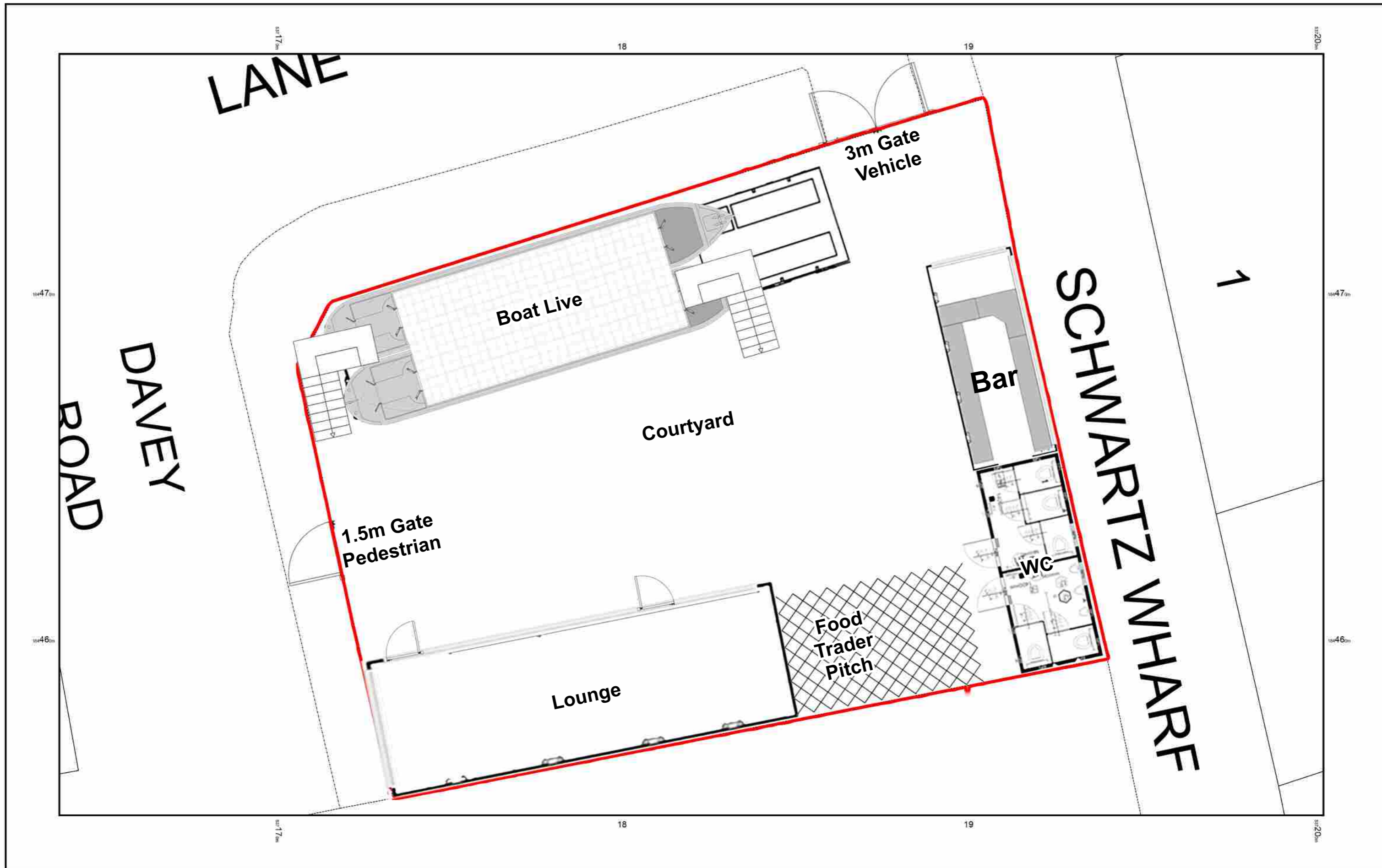
Continued from previous page...

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

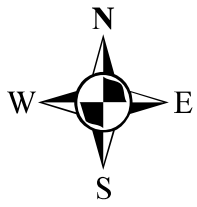
Appendix 2

Boat Live Works Redline Site Plan 1:100 @ A3

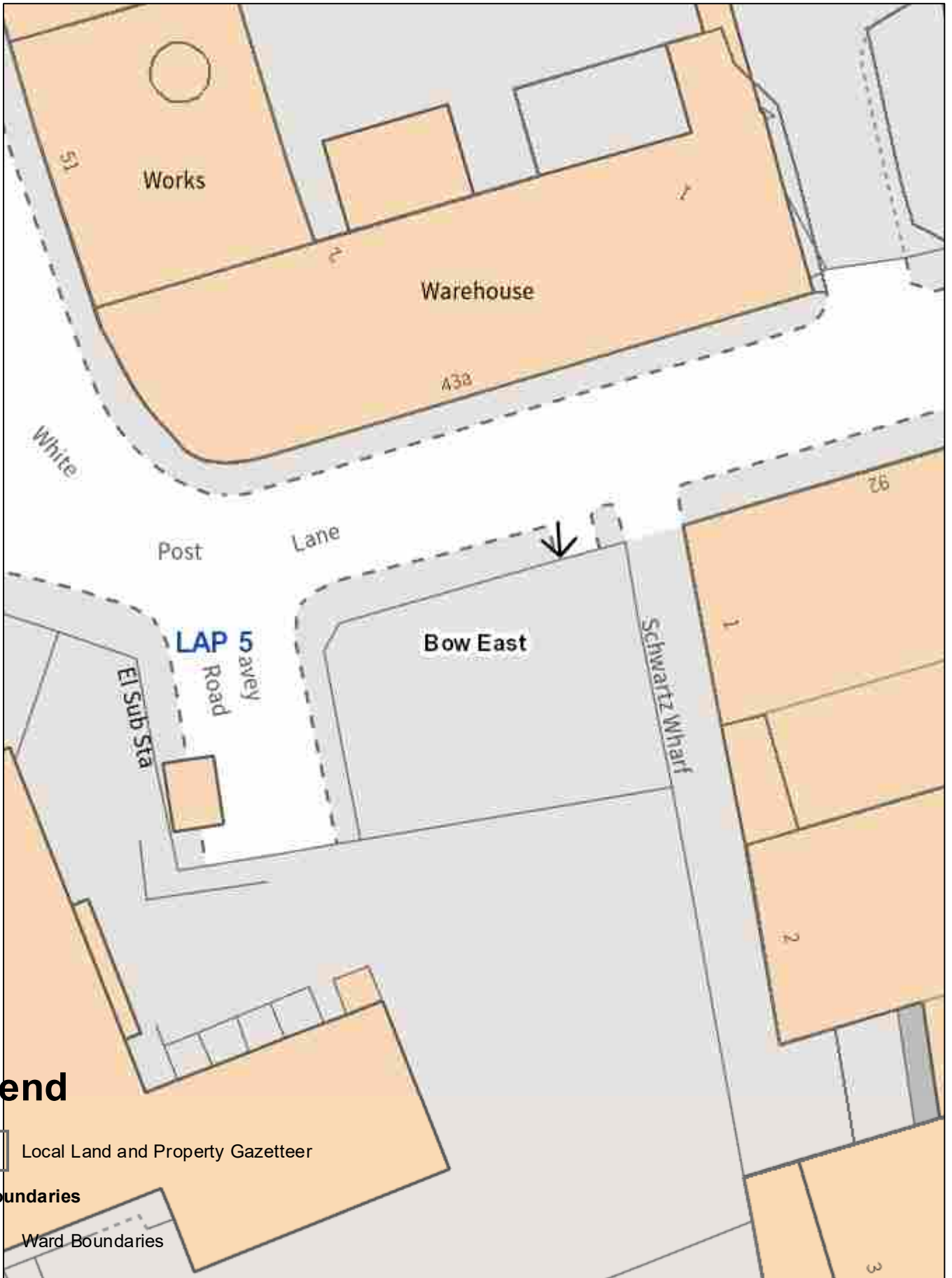


0m 1cm = 1m 5m
Scale 1:100


Appendix 3



90 White Post Lane



Legend

 Local Land and Property Gazetteer


Ward Boundaries

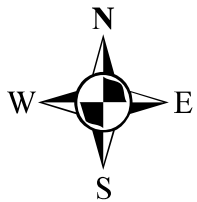
 Ward Boundaries

LAP Boundaries

 LAP Boundaries

0.00375 0.0075 0.015 0.0225 0.03 km







90 White Post Lane



Legend

 Local Land and Property Gazetteer


Ward Boundaries

 Ward Boundaries

LAP Boundaries

 LAP Boundaries

0 0.015 0.03 0.06 0.09 0.12 km



Appendix 4

Nearest licences: (Boat Live), 90 White Post Lane, London E9 5EN

Name and address	Licensable activities and hours	Opening hours
<p>Howling Hops Unit 9 Queens Yard White Post Lane London E9 5EN</p>	<p><u>The Supply of Alcohol (both on and off premises)</u></p> <ul style="list-style-type: none"> • Sunday to Thursday from 12:00hrs (midday) to 23:00hrs • Friday to Saturday from 12:00hrs Midday) to 01:30hrs <p><u>Provision of Regulated Entertainment: Plays, Films, Indoor Sporting Events, Live Music (indoors), Recorded Music (indoors), Performance of Dance, Anything of a similar Description</u></p> <ul style="list-style-type: none"> • Sunday to Thursday from 12:00hrs (midday) to 23:00hrs • Friday and Saturday from 12:00hrs (midday) to 01:30hrs <p><u>The Provision of Late Night Refreshments</u></p> <ul style="list-style-type: none"> • Friday and Saturday 23:00hrs – 0200hrs 	<p>Sunday to Thursday from 12:00hrs to 23:30hrs</p> <p>Friday to Saturday from 12:00hrs to 02:00hrs (the following day)</p>
<p>(The Yard Theatre) Unit 2a Queens Yard White Post Lane London E9 5EN</p>	<p><u>The supply of alcohol (on sales only)</u></p> <ul style="list-style-type: none"> • Sunday to Wednesday from 12:00hrs (midday) to 00:00hrs (midnight) • Thursday from 12:00hrs (midday) 02:00hrs (the following day) • Friday to Saturday from 12:00hrs (midday) to 03:00hrs (the following day) <p><u>The provision of regulated entertainment in the form of plays (indoors), films (indoors), performances of dance (indoors)</u></p> <ul style="list-style-type: none"> • Monday to Sunday from 12:00hrs (midday) to 23:00hrs <p><u>The provision of regulated entertainment in the form of live music (indoors), recorded music (indoors)</u></p> <ul style="list-style-type: none"> • Sunday to Wednesday from 18:00hrs to 00:00hrs (midnight) • Thursday from 18:00hrs to 02:00hrs (the following day) • Friday to Saturday from 18:00hrs to 03:00hrs (the following day) <p><u>The provision of late night refreshment</u></p> <ul style="list-style-type: none"> • Sunday to Wednesday from 23:00hrs to 00:00hrs (midnight) 	<p>Sunday to Wednesday from 12:00hrs (midday) to 00:00hrs (midnight)</p> <p>Thursday from 12:00hrs (midday) to 02:00hrs (the following day)</p> <p>Friday to Saturday from 18:00hrs to 03:00hrs (the following day)</p> <p><u>Non-Standard Times</u> 40 nights per year opening times and licensable activities extended until 6am</p>

Nearest licences: (Boat Live), 90 White Post Lane, London E9 5EN

	<ul style="list-style-type: none"> • Thursday from 23:00hrs to 02:00hrs (the following day) • Friday to Saturday from 23:00hrs to 03:00hrs (the following day) <p><u>Non-Standard Times (supply of alcohol, late night refreshment and recorded music only)</u></p> <ul style="list-style-type: none"> • 40 nights per year opening times and licensable activities extended until 6am 	
<p>Wicked Fish Queens Yard White Post Lane London E9 5EN</p>	<p><u>Late Night Refreshment</u> Sunday to Thursday from 23:00 -01:00 HRS Friday to Saturday from 23:00 - 04:00 HRS</p> <p>Non-standard timing Christmas Eve and New Year's Eve Christmas Eve and Christmas Day 23:00 hours to 05:00 hours New Years Eve 23:00 hours to 05:00 hours (the day following), New Year's Day 23:00 hours to 05:00 hours</p> <p>The sale by retail of alcohol (<u>on sales only</u>)</p> <ul style="list-style-type: none"> • Monday to Sunday 12:00 – 23:00 hours 	<p>Sunday – Thursday from 06:00 hours to 01:30 hours Friday -Saturday from 06:00 hours to 04:30 hours</p> <p>Non-standard timing Christmas Eve and Christmas Day 23:00 hours to 05:00 hours New Years Eve 23:00 hours to 05:00 hours (the day following), New Year's Day 23:00 hours to 05:00 hours</p>
<p>(Colour Factory) Unit 8a, Queens Yard White Post Lane London E9 5EN</p>	<p>The sale by retail of alcohol (on & off sales)</p> <ul style="list-style-type: none"> • Monday to Thursday 09:00 hours to 23:00 hours • Friday & Saturday 09:00 hours to 03:30 hours the following day • Sunday 09:00 hours to 00:00 hours (midnight) <p>The provision of late-night refreshment – Indoors and outdoors</p> <ul style="list-style-type: none"> • Friday and Saturday, from 23:00 hours to 02:00 hours the following day <p>The provision of regulated entertainment (Plays, Performances of Dance) – indoors</p> <ul style="list-style-type: none"> • Monday to Thursday 09:00 hours to 23:30 hours • Friday & Saturday 09:00 hours to 04:00 hours (the following day) • Sunday, from 09:00 hours to 00:00 hours (midnight) <p><u>(Films) - indoors</u></p>	<p>Monday to Thursday 09:00 hours to 23:30 hours</p> <p>Friday & Saturday 09:00 hours to 04:00 hours (the following day)</p> <p>Sunday, from 09:00 hours to 00:00 hours (midnight)</p> <p><u>Non-standard timings:</u> For the 20 occasions per year for Live music, recorded Music, later night refreshment until 02:30 am, closing at 03:00 am, including the New Year's Eve closing at 04:00 am that the Police and Environmental Health are informed of each of these events at least 10 working days before they occur, so that they may consider each event, and if there is any reason to believe that the</p>

Nearest licences: (Boat Live), 90 White Post Lane, London E9 5EN

	<ul style="list-style-type: none">• Monday to Thursday 09:00 hours to 23:30 hours• Friday & Saturday, from 09:00 hours to 04:00 hours the following day• Sunday 09:00 hours to 00:00 hours (midnight) <p><u>(Indoor Sporting Event)</u></p> <ul style="list-style-type: none">• Monday to Thursday, from 09:00 hours to 23:30 hours• Friday & Saturday 09:00 hours to 04:00 hours (the following day)• Sunday, from 09:00 hours to 00:00 hours (midnight) <p><u>Live Music & Recorded Music (indoors & outdoors) – Live music cease 23:00 hours outside)</u></p> <ul style="list-style-type: none">• Monday to Thursday 09:00 hours to 23:30 hours• Friday & Saturday 09:00 hours to 04:00 hours (the following day)• Sunday 09:00 hours to 00:00 hours (midnight) <p><u>Anything of a similar description to Live Music, Recorded Music or Performance of Dance – indoors and outdoors</u></p> <ul style="list-style-type: none">• Monday to Thursday 09:00 hours to 23:30 hours• Friday & Saturday 09:00 hours to 04:00 hours (the following day)• Sunday, from 09:00 hours to 00:00 hours (midnight) <p><u>Non-standard timings:</u> For the 20 occasions per year for <u>Live music, recorded Music, late night refreshment</u> until 02:30 hours the following day, closing at 03:00 hours the following day, including the New Year's Eve closing at 04:00 hours the following day that the Police and Environmental Health are informed of each of these events at least 10 working days before they occur, so that they may consider each event, and if there is any reason to believe that the Licensing Objectives will not be met, have the right to refuse an event.</p>	<p>Licensing Objectives will not be met, have the right to refuse an event.</p>
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Nearest licences: (Boat Live), 90 White Post Lane, London E9 5EN

<p>(Old Street Brewery) Unit 1, Queens Yard White Post Lane Hackney Wick London E9 5EN</p>	<p>The sale by retail of alcohol – On and off sales</p> <ul style="list-style-type: none"> Monday to Sunday, from 10:00 hrs to 00:00 hrs (midnight) <p>The provision of late night refreshments – Indoors and outdoors</p> <ul style="list-style-type: none"> Sunday to Wednesday, from 23:00 hrs to 23:30 hrs Thursday to Saturday, from 23:00 hrs to 00:00 hrs (midnight) <p>The provision of regulated entertainment – Indoors and outdoors <u>(Recorded Music only)</u></p> <ul style="list-style-type: none"> Sunday to Wednesday, from 10:00 hrs to 00:00 hrs (midnight) Thursday to Saturday, from 12:00 hrs to 00:30 hrs the following day 	<p>Sunday to Wednesday, from 10:00 hrs to 00:00 hrs (midnight)</p> <p>Thursday to Saturday, from 10:00 hrs to 00:30 hrs the following day</p>
<p>(Crate Bar & Pizzeria) White Building Unit ,7 Queens Yard White Post Lane London E9 5EN</p>	<p>Sale by retail of alcohol (on and off sales)</p> <ul style="list-style-type: none"> Monday to Wednesday, from 09:00 hours to 23:30 hours Thursday to Sunday, from 09:00 hours to 01:30 hours the following days <p>The provision of late night refreshment – Indoors</p> <ul style="list-style-type: none"> Monday to Wednesday, from 23:00 hours to 23:30 hours Thursday to Sunday, from 23:00 hours to 01:30 hours the following days <p>The provision of regulated entertainment – Indoors and outdoors Plays, Films,</p> <ul style="list-style-type: none"> Monday to Wednesday, from 09:00 hours to 00:00 hours (midnight) Thursday to Sunday, from 09:00 hours to 02:00 hours the following days <p>Live Music, recorded music (outside only until 21:00 hours)</p> <ul style="list-style-type: none"> Monday to Wednesday, from 09:00 hours to 00:00 hours (midnight) Thursday to Sunday, from 09:00 hours to 02:00 hours the following days <p>Performance of dance</p> <ul style="list-style-type: none"> Monday to Wednesday, from 09:00 hours to 23:30 hours Thursday to Sunday, from 09:00 hours to 01:30 hours the following days 	<p>Monday to Wednesday, from 09:00 hours to 00:00 hours (midnight)</p> <p>Thursday to Sunday, from 09:00 hours to 02:00 hours the following days</p>

Appendix 5

Section 182 Advice by the Home Office Updated on December 2022

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

Mohshin Ali

From: Lavine Miller-Johnson on behalf of Licensing
Sent: 06 April 2023 08:55
To: Mohshin Ali
Subject: FW: Objection to premises license

From: Lindsey Marie [REDACTED] >
Sent: 05 April 2023 23:54
To: Licensing <Licensing@towerhamlets.gov.uk>
Subject: Objection to premises license

Dear Sir / Madam,

I would like to make a representation in opposition to the application for a license to supply alcohol late night at:

Boat Live Works
90 Whitepost Lane
E9 5EN

I do not think Hackney Wick needs another late night venue for the reason of prevention of crime and disorder, public safety and the prevention of public nuisance in the area.

Trei Daley was fatally stabbed in February right outside of the venue, and I think that too many clubs and bars are being opened in the area and it's making a public nuisance with an increasing amount of loud noise late at night, loud music, drunk & disorderly behaviour, drug dealers offering you drugs openly on the street and laughing gas sellers touting for business in the area, that there is residents living nearby with children and single females affected the most, with lots of people having to walk from the station home late at night, it's making the area unsafe and unpleasant to walk through at night for residents and in the morning with all the mess and broken glass, drug baggies and laughing gas canisters regularly littering the street.

When the boat live works was a venue last summer the music was incredibly loud and disruptive to residents.

As a long term resident I would ask you please not to give a late night alcohol licence to another venue, it's making Hackney Wick unsafe and increasingly lawless.

Many thanks for your consideration
Lindsay Whatters

[REDACTED]

Appendix 7

Mohshin Ali

From: Nicola Cadzow
Sent: 27 March 2023 12:24
To: Licensing
Cc: 'MARK.J.Perry [REDACTED]'; Boat Live
Subject: 157940 MAU REPRESENTATION for Boat Live 90 White Post Lane London E9 5EN

Good afternoon Licensing,

I have considered the new premise licence application for Boat Live 90 White Post Lane, London and the potential impact of public nuisance and measures to prevent noise generated from within the premises and increased external area, which could cause disturbance to people in the vicinity.

The applicant is proposing licensable activities: Regulated Entertainment, Late night refreshment, Sale of Alcohol:

- with non-standard timings on new year eve until 04:00 hours in the morning and an extension of an hour on days preceding a bank holiday

Whilst the applicant has provided noise conditions in the operating schedule of their application for the prevention of public nuisance I am concerned that the applicant has asked for "flexibility* for film screenings both indoors and outdoors with the option to have tents and marques "most likely amplified", which is general statement .

Also, I refer to Boat live at its previous location at 66-68 White Post Lane a short distance from their new location, which received noise complaints regarding loud amplified music. The boat has poor sound insulation, and local residents reported loud amplified music and a "lack of soundproofing".

I do not believe that by moving the venue on to another site on White Post Lane, particularly with poor sound insulation, that the applicant will promote the licensing objective for the prevention of public nuisance, under the Licensing Act 2003.

Noise Sensitive premises: residential premises in close proximity to 90 White Post Lane, London including Omega Works, White Post Lane, Hepscott Street.

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

- Noise breakout from the venue affecting neighbouring residents, including the external
- Access & egress to and from the venue, of patrons, especially due to patrons likely to be in high spirits
- Hours of operation including use of the external area, and the non-standard timings applied for.

CONCLUSION

Environmental Protection **does not** support the application for Boat Live 90 White Post Lane, London as I do not believe that by granting the license as it stands, that the applicant will promote the licensing objective for the prevention of public nuisance, including use of the external space.

Kind regards

Nicola Cadzow

Environmental Protection Officer (Noise Team)
Environmental Health and Trading Standards
4th Floor, Tower Hamlets Town Hall
160 Whitechapel Road
London, E1 1BJ



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Please note: all s61 consents, dispensations and variations must be submitted [online](#).

Housing Licensing Consultation

We are currently consulting on the smaller HMO property licensing scheme (additional licensing), whether to renew the designation and extend it boroughwide. Please let us have your views at [Additional Licensing Scheme consultation](#) | [Let's Talk Tower Hamlets](#) and complete the questionnaire – Thank you

Appendix 8

Mohshin Ali

From: Licensing
Sent: 11 April 2023 16:31
To: Mohshin Ali
Subject: FW: Ref 157940 Boat Live 90 White Post Lane

From: Geraldine O'Grady <[REDACTED]>
Sent: 11 April 2023 16:09
To: Licensing <Licensing@towerhamlets.gov.uk>
Cc: Sonia Joseph <[REDACTED]>
Subject: Ref 157940 Boat Live 90 White Post Lane

Dear Sir/ Madam,

I wish to make a representation against the licence application on the ground's public safety.

On reviewing the application, I have concerns regarding the means of escape from the boat and the site in the case of an emergency.

My representation may be lifted details if capacity calculations are calculated for the boat and the site as per the company's fire safety risk assessment. The routes for foot traffic but be designed and constructed to ensure safe passage of staff and customers around the site.

Kind regards,

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

Telephone: [REDACTED]

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Appendix 9

Mohshin Ali

From: Lavine Miller-Johnson
Sent: 09 June 2023 17:31
To: Boat Live
Cc: Nicola Cadzow; 'MARK.J.Perry'; Mohshin Ali
Subject: RE: New Premises Licence - Boat Live 90 White Post Lane E9 5EN MA/159556

Dear Licensing,

Please note that my previous objection still stands. Further to the below, the applicant has continually applied for a number of TEN's to which have been withdrawn by the applicant and refused following objections from the Police and Environmental Protection. To date, the responsible authorities have not been given any reassurance in that, the granting of this licence will not undermine any of the four licensing objectives.

Kind Regards

Lavine Miller-Johnson
Licensing Officer - Licensing and Safety
Environmental Health and Trading Standards
Place Directorate
4th Floor Tower Hamlets Town Hall
160 Whitechapel Road
London E1 1BJ

020 7364 5008
www.towerhamlets.gov.uk | licensing@towerhamlets.gov.uk

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From: Lavine Miller-Johnson
Sent: 06 April 2023 3:07 PM
To: Boat Live
Cc: Nicola Cadzow; 'MARK.J.Perry'; Mohshin Ali
Subject: New Premises Licence - Boat Live 90 White Post Lane E9 5EN MA/157940

Dear Applicant,

I am the officer from this Licensing Authority, acting as Responsible Authority making an objection against your application for, Boat Live at 90 White Post Lane E9 5EN.

As Mark Perry noted when he visited on 29th March 2023, there were no provisions for water or electric supply, the ground was uneven and had piles of rubbish. The land were they wish to have the premises licence is not fit for purpose, and would undermine the public safety objective.

Images taken by Mark Perry on 29th March 2023 – location for Boat Live premises licence.



There currently is no permanent structure and I understand that the applicant wishes to use a shipping container and a boat to host the events none of which would have the correct sound insulation to prevent noise traveling through to the nearby residents.

The applicant has asked for the ability to provide outdoors and indoors film screenings (most likely amplified), having the options to use tents and marquee. The noise from the tent/marquee would potentially create a noise nuisance to local residents.

The Licensing Team had received the following complaints whilst the premises was located at 66-78 White Post Lane E9

31/10/2022 –resident complaint- Playing music beyond licence timings of 10pm

14/06/2022 – resident complaint– Evening and weekend noise levels very unsettling for the residents

The premises would undermine the licensing objectives, prevention of public nuisance and public safety and therefore this responsible authority does not support the granting of this application.

Kind Regards

Lavine Miller-Johnson

Licensing Officer - Licensing and Safety
Environmental Health and Trading Standards
4 th Floor Tower Hamlets Town Hall
160 Whitechapel Road
London E1 1BJ

 020 7364 5008

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Tower Hamlets is reviewing its Licensing Policy to take part in the consultation visit the below link:
<https://talk.towerhamlets.gov.uk/statement-of-licensing-policy-review-consultation-2023>

Appendix 10



**METROPOLITAN
POLICE**

Working together for a safer London

TERRITORIAL POLICING

Tom Lewis
Head of Licensing
Tower Hamlets Council

HT - Tower Hamlets Borough

Licensing Office
Shoreditch Police Station

Email: [REDACTED]
www.met.police.uk

3 April 2023

Dear Sir,

Central East Police Licensing formally object to the application for a Premises License Application for Boat Live, at 90 White Post Lane E9 5EN. This objection is on the grounds of preventing crime and disorder, public safety and public nuisance.

Central East Police Licensing object to this application as we believe it will lead to increased crime and disorder and public nuisance, as well as a public safety risk. Firstly when the applicant operated from 66 – 78 White Post Lane, not only were there noise complaints from local residents, when Police visited the site we found a poorly run venue with intoxicated customers, and open use of drugs. Management were not running the premises effectively as they had allowed customers to become drunk and there was no sense that anyone was in charge.

The applicant states that he intends to run events and music from the “Electronic Music scene”. We know that from various other operators in the borough that run these events that some customers use illegal drugs and try to take them into the venue. Such premises all have detailed security plans including search, drugs and ejections policies.

Given the poor running of the venue at the last address including the open use of drugs we would of expected the applicant to have included a comprehensive security plan, including policies on both searching customers and dealing with drugs. Yet the applicant has supplied only a basic set of intentions, with little detail on how these policies will operate in reality.

From looking at the plan, the venue is made up of three separate areas, the "Boat", the "Lounge" and the outside area, how many SIA security does the applicant believe they will need to effectively look after the separate areas? Where will the security be placed to both observe customers and respond, as well as monitoring the entrance and searching customers?

The applicant has said that security will conduct random searching, we believe this is not sufficient when dealing with promoted music events as we know there is likely to be social drug use. It is therefore important to search all people entering the venue as not only does it prevent people bringing drugs into the venue, it also acts as a deterrent.

We also know that customers are vulnerable when leaving a venue after the event has finished as if they have consumed alcohol then their decision making is impaired and they are more likely to be either victims of or instigators of alcohol related crime and disorder. The applicant has stated that the capacity is around 200 people. We believe that this will lead to an increased risk of alcohol related crime and disorder as they congregate in what is a small area, next to the entrance of a residential block. The risk of disorder taking place as customers wait for friends or Ubers, while residents try to enter the block, especially under the influence of alcohol is simply too high.

We also believe that this event will lead to noise nuisance, as the venue is so close to local residents. The applicant has stated that there were no noise complaints about the venue they previously operated from. This is not the case, local residents suffered from noise nuisance from Boat Live and complaints from residents were received by Tower Hamlets Council's Noise Team.

Police witnessed noise nuisance from the boat when conducting a late night Patrol in Hackney Wick in the summer of 2022. The music was so loud it could be heard from the street outside. This was raised by Police to the operator who insisted that the boat was sound proofed. This may be the case but it did not stop Police hearing the loud music, or local residents having their sleep disturbed by it.

Given the plan for the venue incorporates two separate structures and two outside areas, how will the venue manage to contain the noise from amplified music events from disturbing local residents who are in such close proximity? What sound proofing will they have for the shipping container converted into a bar? How will they manage to sound

proof these structures when people will be moving from one area to another? What ventilation will they have for the shipping container and how will they work, especially in the summer when temperatures rise and the bar is in essence a large metal container? Where will the guests be, and is this area sound proofed?

In looking at this application I visited the premises on Wednesday the 29th March and although I could not enter the site I was able to look inside, and was very concerned by what I found (please see attached photographs). The site appears to have no power, water or waste water extraction facilities. The boat appears to be mounted on a trailer and the only other structure is a large tent. The ground is uneven and strewn with rubbish. I have serious concerns that the venue will be able to host people without them being at risk from being injured.

We believe that this event will cause alcohol related crime and disorder, noise nuisance and is a health and safety risk. We therefore ask that this application is rejected.

Kind Regards

Mark



PC Mark Perry
Central East Licensing Unit
Metropolitan Police Service (MPS)
T: [REDACTED]
A: Licensing Office, 2nd Floor Stoke Newington Police Station



WDS 6

thebreadcompanion.com

MAXIMUM SPEED 10 MPH



WZ 64





Mohshin Ali

From: MARK.J.Perry [REDACTED]
Sent: 31 May 2023 11:04
To: Mohshin Ali
Cc: Licensing
Subject: : Boatlive 90 White Post Lane - images 30.5.23
Attachments: IMG-20230530-WA0006.jpg; IMG-20230530-WA0005.jpg; IMG-20230530-WA0004.jpg; IMG-20230530-WA0003.jpg; IMG-20230530-WA0002.jpg; IMG-20230530-WA0001.jpg; IMG-20230530-WA0000.jpg

Dear all,

Please can these photographs be added to my premises license objection to Boat Live.

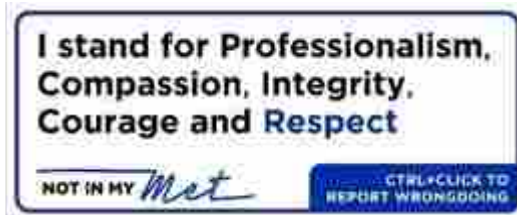
Kind Regards

Mark



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

Email [REDACTED]
A: Licensing Office, 1st Floor Stoke Newington Police Station



From: Nicola Cadzow <[REDACTED]>
Sent: 31 May 2023 10:46
To: Perry Mark J - CE-CU [REDACTED]
Subject: FW: Boatlive 90 White Post Lane - images 30.5.23

Nicola Cadzow
Environmental Protection Officer (Noise Team)
Environmental Health and Trading Standards
4th Floor, Tower Hamlets Town Hall
160 Whitechapel Road

London, E1 1BJ



www.towerhamlets.gov.uk

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Please note: all s61 consents, dispensations and variations must be submitted [online](#).

Housing Licensing Consultation

We are currently consulting on the smaller HMO property licensing scheme (additional licensing), whether to renew the designation and extend it boroughwide. Please let us have your views at [Additional Licensing Scheme consultation](#) | [Let's Talk Tower Hamlets](#) and complete the questionnaire – Thank you

From: Nicola Cadzow

Sent: Tuesday, May 30, 2023 12:24 PM

To: Licensing <Licensing@towerhamlets.gov.uk>; Tom Lewis <[redacted]>; Ibrahim Hussain <[redacted]>; Geraldine O'Grady <[redacted]>

Cc: 'MARK.J.Perry@met.police.uk' <[redacted]>; Paul Murphy <[redacted]>

<[redacted]>; Onuoha Olere <[redacted]>

Subject: Boatlive 90 White Post Lane - images 30.5.23

Good Afternoon All,

Please see images from Mark's visit this morning (30.5.23) to the site of Boatlive 90 White Post Lane,

regards

Nicola Cadzow
Environmental Protection Officer (Noise Team)
Environmental Health and Trading Standards
4th Floor, Tower Hamlets Town Hall
160 Whitechapel Road
London, E1 1BJ



www.towerhamlets.gov.uk

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Please note: all s61 consents, dispensations and variations must be submitted [online](#).

Housing Licensing Consultation

We are currently consulting on the smaller HMO property licensing scheme (additional licensing), whether to renew the designation and extend it boroughwide. Please let us have your views at [Additional Licensing Scheme consultation](#) | [Let's Talk Tower Hamlets](#) and complete the questionnaire – Thank you

From: Nicola Cadzow <[redacted]>

Sent: Tuesday, May 30, 2023 12:18 PM

To: Nicola Cadzow <[REDACTED]>

Subject: Boatlive- images 30.5.23

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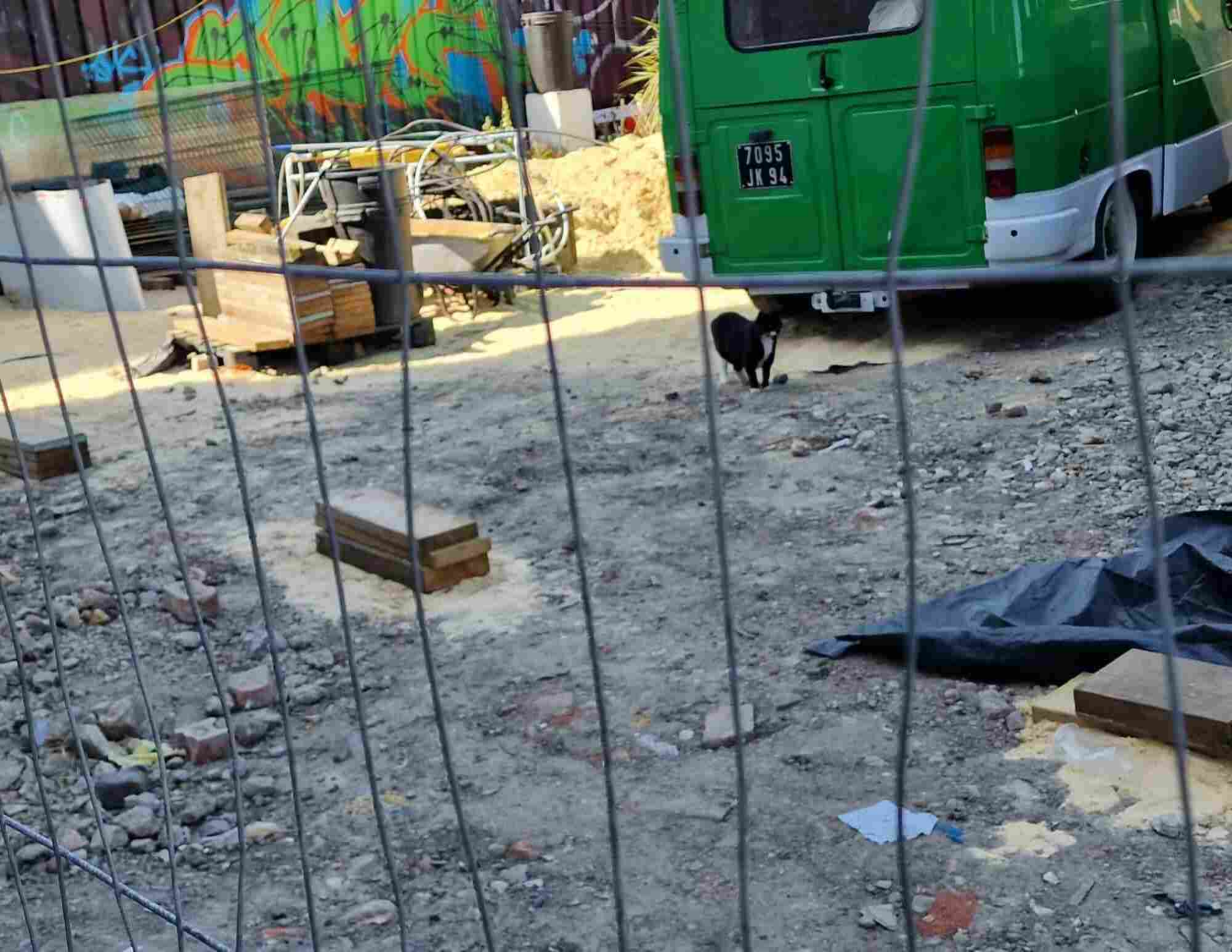






ИКОРАТИ

7095
JK 14



Mohshin Ali

From: MARK.J.Perry [REDACTED]
Sent: 24 August 2023 11:02
To: Licensing; Farzana Chowdhury
Cc: Tom Lewis
Subject: Additional evidence Wicked Fish

Follow Up Flag: Follow up
Flag Status: Completed

Dear all,

Central East Police Licensing would like the following added to our evidence for the review of Wicked Fish, and its application for an extension to its hours.

One of the key arguments of our application is the risk that people leaving late night venues will become involved in alcohol related crime and disorder, either because they have impaired decision making due to having consumed alcohol or because they become vulnerable to criminals. Alternatively they may engage in criminal activity themselves. We know that when late night venues close they attract criminals, like those selling illegal drugs like nitrous oxide to people as they leave and those who look to rob or assault them.

When customers from venues are distracted from going home, buy food from venues like Wicked Fish then the chances of them becoming victims of alcohol related crime and disorder increases, sometimes with tragic consequences. The victim of the tragic murder in Queens Yard at 4:36am on Saturday the 11th February 2023 had been eating food from Wicked Fish (when) prior to the deadly assault that took place. We are not saying that Wicked Fish is in anyway responsible for the crime, but it is an extreme example that highlights the risks of people not dispersing quickly.

Such are the problems of people not dispersing that Tower Hamlets Council and Central East Police have conducted joint operations to deal with illegal food sellers and Nitrous Oxide Dealers which prevent dispersal. As can be seen from the report below from the enforcement activity on the 28 and 29 July that targeted the late night food vendors had the effect of “Subsequently significantly lowered the crowd over both nights and lowered the demand / crowd for NOX (Nitrous Oxide)”

Subject: Licensing Tasking 28/29th July 2023

Hi All,

I just wanted to pass on my appreciation for your hard work on the tasking event this weekend targeting NOx and unlicensed food stalls. Our aim was to disrupt the sale of NOx, unlicensed food vendors as well as by being there prevent VAWG offences, violent crimes and drugs/asb. I'd say we achieved that aim and then some.

There were some learning points and take away thoughts for myself and from a licensing perspective, and hopefully we can build on that and improve next time but overall I think it was definitely a success at causing a disruption in these areas.

If you could pass my thanks on to the other THEO's that were on for the night, CCTV officers and also the licensing team at Tower Hamlets.

I'm keen to organise more tasking's around licensed premises/venues in the future so any feedback/ideas feel free to let me know. If anyone has or wants to submit any crimints relating to the events of the night please send me through the references for future tasking's or operations.

Below are the returns overall. Pictures courtesy of the PTF and photographer.

FPN NOX/Traders- 11

ASB warning - 6 ASBW

40 NOX cylinders sized.

2 Food stalls were shut down and issued fines at Hackney Wick which subsequently significantly lowered the crowd over both nights and lowered the demand/crowd for NOx.

1 Group selling NOx were disrupted and the canisters seized.

1 Dispersal issued

Several people dispersed with the warning of a dispersal

2 Arrests – 1 For Nox/Sec 50 and 1 for Drink/Drug Drive.

Also proud to state we didn't end up with any hot dog stalls or food trucks inside Bethnal Green by the end of the night! Not a fun thing to transport!

← Tweet



Tower Hamlets Police
@MPSTowerHam




[#PartnershipTaskForce](#) officers have been busy working through the night all weekend supporting [@TowerHamletsNow](#) THEOs and licensing officers deal with Nox related ASB. Night time economy venues and residential areas were both targeted



Tower Hamlets Police @MPSTowerHam · 2m

Unlicensed street traders and people breaching the PSPO were all dealt with by way of Fixed Penalty Notices and large quantities of Nitrous Oxide were seized. 1 male was arrested and a potential anti social UME was also shut down in Shoreditch



Kind Regards,



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



Email [REDACTED]
A: Licensing Office, 1st Floor Stoke Newington Police Station



**I stand for Professionalism,
Compassion, Integrity,
Courage and Respect**

NOT IN MY *Met*

CTRL+CLICK TO REPORT WRONGDOING

Appendix 11

Mohshin Ali

From: Rhys Rose <[REDACTED]>
Sent: 29 August 2023 11:51
To: Licensing; Environmental Protection; Health and Safety; alcohol_homeoffice_ov.uk; CEMailbox-.TowerHamletsLicensing@met.police.uk; MARK.J.Perr[REDACTED]
Nicola Cadzow; Geraldine O'Grady; Lavine Miller-Johnson
Cc: Boat Live
Subject: New Premises Licence - Boat Live 90 White Post Lane E9 5EN MA/159556
Attachments: 90 White Post Lane RA 11.07.2023 V1.1 R1.docx; Bar staff Training_Complete_Form.docx; Appendix 4 - Managers Fire Training Brief - Boat Live Works.pdf; Boat Live register of refusals.xls; Boat Live Staff Handbook revision Aug 23.docx; EIC182C_27569092 - electrical Certificate.pdf; SSMRT RA Customer Ejection.docx; Emergency Evacuation Plan 90 White Post Lane v1.2.docx; SSMRT Search Policy .pdf; P5000-R1 - Boat Live - Noise Assessment.pdf; Boat live Security Duties, Dispersal plan & Noise and Nuisance Management v1.3.docx

Follow Up Flag: Follow up
Flag Status: Completed

Dear Licensing, Police and Environmental health teams,

I am writing to you regarding the upcoming hearing for the full premises licence applied for at 90 White Post Lane the 12th of September at 18:30.

As this has been such a long drawn out process I thought it might make sense for us to reopen discussions to address the reps made and try to provide evidence to clear as many of the issues raised as possible to reduce the time it would take to do this in the hearing.

The original licence submission was way back in early March, this was delayed repeatedly as a result of the Docklands advertiser changing hands and it proving almost impossible for us to get an advert placed in the paper. The initial Blue notice period was restarted twice with reps coming in in April and May from Council Licensing, Police Licensing, and Council EHO Safety & Noise teams.

This original application was rejected on May 4th and an updated application was submitted on May 11th with the newspaper advert appearing in The Docklands and East London Advertiser on the 25th May. I was asked by the TH Licensing Team if we would let the representations from the original previous application stand, I said we were happy to do this but a lot had already changed at the premises, at the closure of the representation period on the 9th June it is my understanding that the only reps were the same as previously received with no additional reps from the general public.

If there were any additional reps or changes to reps for the 9th June deadline date I am unaware of them and would appreciate having copies forwarded.

At the time of the original application the premises was a derelict vacant lot and the condition of the site was the source of a large number of the concerns in the reps.

In the last six months we have had multiple meetings and discussions with Mark Perry from the met police licensing team and Nicola Cadzow from the council Noise Team.

We have refined many of the original documents and produced many more as requested to address ongoing concerns, creating and introducing matching operational procedures to monitor and control these concerns.

I have attached 11 updated documents to this email for review and consideration as part of this licence application.

Staff Handbook
Staff Training Complete Form
Register of refusals
Emergency Evacuation Plan
Managers Fire Training Brief & Log
Risk Assessment
Electrical Install Certificate
Noise Assessment Report
Security Duties & Dispersal
Search Policy
Ejection RA

From the start of this application there has been an ongoing confusion as to my role, it seems that an assumption has been made early on that I was acting as an agent for Boat Live Works Ltd solely for the purpose of applying for this premises licence. I would like to clear this up, In February 2023 Antonio discussed licensing the proposed new premises for the boat live project with me and asked me if I would come on board as Operations Director for Boat Live Works Ltd. The focus of this role would be to help him with the new premises project and to generally improve the operations side of the business, utilising my 20 years of experience in the entertainment industry to review the businesses documents & procedures then update them to deliver a higher standard of operational practice.

I accepted the position of Operations Director at Boat Live Works Ltd in March 2023, starting with preparing the new premises licence for submission and taking on the role of D.P.S.

I would like to present details of my vocational qualifications and industry experience to provide an indication of my competence to deliver the operational improvements outlined above as it was brought into question at a previous tens hearing.

My professional qualifications are as follows:

Level 2
IOSH - Managing safely
Chartered Managers Institute - Managing People
BIIAB - personal alcohol licence
Door Supervision
Food Hygiene

btec - audios systems & certificate in sound recording
Dife - Audio systems

First person Fire Responder
First aid at work
Mental Health First Aid

These are working qualifications and have been regularly used over the last 20 years. I have been responsible as dps for over 10 licences in the last 14 years with the largest being a 33000 capacity festival site, I was originally trained at a university running their venues and events and take my duty of care very seriously. I have delivered over 5000 events, with at least 500 days of those on temporary event notices.

Alongside this Operations Director role I am an industry consultant working on many complex projects a year, advising on licensing, fire planning and safety, operations, project management, & event live management. I'm also recognised as a competent person by the LFB.

Whilst managing the alcohol retail & licence compliance at "The Common" field for 4 years as part of Glastonbury festival I have had my best practice documents adopted by the in house Glastonbury Festival compliance team. I also have a track record of building strong working relationships with the relevant Responsible Authorities at all of

the premises where I have been the D.P.S., communicating quickly and clearly and often improving on operational procedures before requested whilst always taking any RA's advice and concerns into consideration.

In the past I have found the use of temporary event notices as a means to test new premises to be extremely useful, generally utilising them to try out proposed timings, event areas and operational procedures throughout the planning, application / reps, & where required subsequent wait for a hearing when applying for a new premises licence.

In this instance I started to apply for tens to take place in early April and met with a large resistance from the TH Noise Team and Met Police, in line with my personal policy of communicating with and accommodating the views of the local responsible authorities I submitted and cancelled 9 weekends of proposed tens, each time taking on board the objections made and working towards improving the site, documents & procedures. By the time there was a hearing for the 1st of July notice I felt that it was time to present our case to a sub committee at hearing. This was counter noticed and as a result we cancelled the following weeks notice to address the points raised. Both the 14th and 20th of July notices were also counter noticed at hearing, requiring that we produce a greater set of documentary evidence to satisfy the committee that we were capable of delivering a safe, well managed project that would not contribute to the crime and disorder or public nuisance already existing in Hackney Wick.

Finally at the hearing for the 28th July tens notice, after the improvement and creation of 11 additional documents, we were granted permission to run the ten.

We have now run 5 weeks of standard trade (limited to Thursday-Sunday), and have another weeks tens approved before our full premises licence hearing.

We have utilised these tens to introduce operational procedures and carry out ongoing noise monitoring.

It would be good to discuss the remaining relevance of your representations and try to reach a mutual agreement before the committee hearing for the full premises licence.

I look forward to you response,

Yours,

Rhys John Rose
D.P.S. (Proposed)
Boat Live Works

VENUE RISK ASSESSMENT – PUBLIC

Version 1 Revision 1.1

90 White Post Lane

Location: Boat Live Works

Site address:

90 White Post Lane

London E9 5EN

Client: Rhys Rose

Principal designer: Boat Live Works

Principal contractor: Boat Live Works

Document created: 07 May 23

Document updated: 11 June 23

Prepared by: Rhys John Rose

Important Note

This Venue Risk Assessment has been prepared by RJR Consultancy Ltd in conjunction with the Client. The content is based on the discussions and information provided by the Client, but does not include any areas, activities or processes that RJR Consultancy Ltd was not made aware of or where information was not provided prior to the issue of this Risk Assessment.

RJR Consultancy Ltd have no liability for matters or information that have not been provided by the Client or which when asked by RJR Consultancy Ltd, the Client did not make RJR Consultancy Ltd aware. Nothing in this statement is intended to exclude RJR Consultancy Ltd's liability for negligence in preparing this Risk Assessment or where the information was provided by the Client but not included or omitted by RJR Consultancy Ltd.

This Risk Assessment document should not be reviewed in isolation. It should be read in conjunction with all other applicable documentation, which includes but is not limited to the Client Health and Safety Management Policies and Procedures, any relevant standards i.e. BS's or ISO, HSE guidance, industry best practice guidance and manufacturer's instructions. It is essential that the Client applies, as applicable, the information set out in the Risk Assessment and ensures that they utilise the control measures to control and / or minimise the identified risks.

A copy of this Risk Assessment should be distributed to all stakeholders.

This document should become part of the induction process for new staff moving forwards.

A copy should be always made available in the venue office(s).

RJR Consultancy Ltd will not be held responsible for a failure by the Client to follow any agreed Risk Assessment control measures or where they are simply ignored.

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Revision History

Revision	Date	Details
V1 R0	07/03/2023	Draft document issued for consideration by the client
V1.1 R1	11/07/2023	Document update following internal review

		SEVERITY / CONSEQUENCE					
		1 Minimal	2 Minor	4 Moderate	6 Significant	8 Major	10 Catastrophic
LIKELIHOOD	Almost Certain 10	10	20	40	60	80	100
	Probable 8	8	16	32	48	64	80
	Possible 6	6	12	24	36	48	60
	Unlikely 4	4	8	16	24	32	40
	Very unlikely 2	2	4	8	12	16	20
	Rare 1	1	2	4	6	8	10

RISK RATING		
0 - 10	Very Low	Monitor and review
11 - 31	Low	Monitor and review, additional risk reduction measures should be considered
32 - 59	Medium	Additional risk reduction measures should be considered and implemented where practical
60 - 79	High	Additional risk reduction measures are required along with strict control systems and procedures
80 - 100	Very High	Manage with very strict control systems and procedures

Risk	Likelihood	Severity	Risk	Mitigation	Likelihood	Severity	Residual Risk
Threat to public safety from terrorism	8	10	80	<ul style="list-style-type: none"> Event and Venue Security Plans to be followed Clear entry policy in place prohibiting unauthorised access to the venue Detailed prohibited items list made visible at entry Security to be positioned at all emergency exits All doors and windows to be closed, except as required for access or egress ID's to be checked on entry. All attendees and bags to be searched on entry. Regular security and crowd management checks throughout the course of an event. Security secure the venue and conduct a close of venue clearance patrol to ensure no unauthorised persons remain inside the venue after it has closed. 	4	10	40
Fire outbreak; Emergency Evacuation Procedures	4	10	40	<ul style="list-style-type: none"> Managers and designated fire safety staff to be trained in accordance with the venue's full Fire Risk Assessment and Emergency Evacuation Plan. Fire plans to be always made available in the venue's office(s). Constant checks to ensure all assessment and plan control measures are in place for public opening. Emergency Exit signage to be located around the venue and made visible through back lighting or spotlights. Identify combustible materials (including LPG, diesel, helium gas, trees/shrubs, dry grass, wood, awnings/marquees, litter, vehicles, goods etc) & sources of oxygen & sources of ignition before open Check that people including persons with disabilities, who may be in the building/marquee/area, can get out safely Check that people at risk know what to do if there is a fire Ensure there is adequate fire safety equipment according to the size/nature of the event. 	2	10	20

Risk	Likelihood	Severity	Risk	Mitigation	Likelihood	Severity	Residual Risk
Violence & crime	6	8	48	<ul style="list-style-type: none"> Security are conflict management trained to defuse confrontational situations and trained to use physical intervention under the 'Criminal Law Act 1967 Section 3:1 Security will try to calm aggressive customers and will not ban them if the situation is resolved, however if they continue to be aggressive they will be banned from the venue Security operating the venue ejection policy and arrest procedure will detain offenders in a designated holding room or outside the venue if safe to do so Management will call the Police should an Arrestable Offence be committed Duty Manager and Body Cam Operator should be present during incident ejections, if possible Security involved in incidents will complete a written Incident Report as soon as is reasonably practicable Offenders details will be recorded and they will be banned from the venue Security will exercise a duty of care to its customers, but will not leave the venue to intervene in incidents outside the venue unless assistance is requested by the Police or if their involvement will prevent serious crime to be committed. 	6	6	36
Failure of venue management to protect public from known and recognised potential danger	8	8	64	<ul style="list-style-type: none"> Robust crowd management, health and safety, crowd density, medical and capacity plans in place and operated at the event. 	2	8	16
Over crowding issues	8	8	64	<ul style="list-style-type: none"> In cases of overcrowding, areas would need to be partially or totally closed to alleviate people traffic and disperse crowds Internal patrols and constant security communication with updates on areas of concern for crowding and pinch points. 	2	8	16
Public Entrances and Exits	6	4	24	<ul style="list-style-type: none"> Entrances / exits constructed to allow easy access for disabled people Entry supervised by identifiable security carrying mobile radios to summon assistance if required First Aiders to be made aware of all entrance / exit points. 	2	4	8

Risk	Likelihood	Severity	Score	Mitigation	Likelihood	Severity	Score
Electrical equipment and fittings	4	8	32	<ul style="list-style-type: none"> • Ensure lights, light switches and sockets are in good conditions and fully working before any event • Ensure equipment is well maintained and in good state of repair • PAT testing to be carried out by qualified person(s) on all electrical equipment • Local voltage not be exceeded beyond the venue's capacity • Ensure that all fixed electrical installations have been checked and certificated by a competent person as per current legal requirements • Equipment should be visually inspected prior to use to ensure that it has not been damaged and that there are no obvious defects. 	2	8	16
Slips, trips and falls	4	6	24	<ul style="list-style-type: none"> • Emergency routes to be of adequate width and kept clear at all times • Any uneven or damaged surfaces must be appropriately highlighted usually by means of a physical barrier or hazard tape to warn others of the risks until it can be suitably repaired or replaced • All working at height must be avoided wherever possible; where not, it must be risk assessed, properly planned and organised. Any equipment used (e.g. ladders, cherry pickers) must be properly inspected and maintained in accordance with the Work at Height Regulations (2005) and the Lifting Operations and Lifting Equipment Regulations (1998) • Security and/or stewards to be deployed into positions around the venue • Regular patrols will ensure thoroughfares and stairways are clear to reduce risk • Floor conditions to be inspected and cleaned before opening • All doorways, corridors and stairways to be inspected before opening, with regular checks held throughout the course of any event. • Duty Manager to carry out walk through visual inspection (prior to start of event) to ensure access/egress routes are unobstructed, free from slip and trip hazards and lighting levels are adequate. 	2	6	12

Risk	Likelihood	Severity	Score	Mitigation	Likelihood	Severity	Score
First Aid and Medical	6	6	36	<ul style="list-style-type: none"> Operations Manager to ensure that adequate first aid arrangements have been provided, including adequate numbers of first aiders (proportionate to the level of risk e.g. size of event, type of activities, audience profile) Event Safety Guide states that for small events this “should never be less than two first aiders, to allow for contingencies” Ensure that first aid provision is clearly signposted Where necessary, liaise with the Emergency Services to ensure that adequate emergency arrangements are in place and that all involved are informed. 	4	6	24
Storage at height	6	6	36	<ul style="list-style-type: none"> Do not store anything at height within public areas Venue checks to be carried out before public opening. 	1	6	6
Sanitation	8	4	32	<ul style="list-style-type: none"> Levels of sanitation should be suitable for capacity to prevent queues and overcrowding Security/stewards to regularly patrol and check sanitation areas Regular cleaning to be carried out to ensure supplies and available and services in full working order. 	4	4	16
Waste Management	8	4	32	<ul style="list-style-type: none"> Ensure that details are given to the waste contractor concerning estimated audience size. The collection company must be a registered waste carrier or exempt from registration. Vehicles used to help with the collection of waste must be mechanically sound and be accompanied with the relevant test certificates including an MOT if appropriate Ensure there are sufficient numbers of waste receptacles positioned within and around the perimeter of the event Ensure suitable type of waste receptacles are selected (e.g. wheeled containers or similar receptacles appear to be the most versatile as they can be easily positioned and manoeuvred as required Ensure that special attention is made to areas such as: Approach to the venue (e.g. surrounding streets and/or land), Entrances/Exits, Performance Areas and public seating areas with tables. 	4	4	16

Risk	Likelihood	Severity	Score	Mitigation	Likelihood	Severity	Score
Contractors	8	4	32	<ul style="list-style-type: none"> Ensure that any contractors or subcontractors hired are competent in managing their own health and safety on site Request copies of the contractors' safety policies & risk assessments for their work, safety method statements and public liability insurance prior to employment Ensure contractors are given adequate safety information regarding the venue. 	6	4	24
Manual handling	6	6	36	<ul style="list-style-type: none"> Avoid manual handling where possible Where significant manual handling will be involved, carry out a manual handling risk assessment and provide suitable information and training Employees/volunteers should be informed of the dangers of manual handling and instructed to assess loads before handling Minimise repetitive bending wherever possible and ensure employees take regular breaks Use individuals who have been trained in techniques or provide basic training in manual handling techniques. 	4	6	24
Noise	6	6	36	<ul style="list-style-type: none"> Staff might suffer permanent or temporary hearing damage from long-term exposure to loud music All staff assumed to be at risk, particularly DJ and bar staff Noise limiter fitted to sound system and DJ informed Regular check of sound systems to ensure balance/proper control Quiet areas to be provided Staff rotation between quiet and noisy areas Staff trained in noise risks and the protective measures needed Staff considered to be particularly at risk identified and provided with ear plugs Health surveillance, including hearing tests, for 'at risk' staff. 	4	6	24

Risk	Likelihood	Severity	Score	Mitigation	Likelihood	Severity	Score
Temperature Control	6	6	36	<ul style="list-style-type: none"> Staff and the public may suffer from dehydration or fainting if it is too hot Adequate ventilation to supply fresh air to public areas at a rate of 8 litres/sec/person Air conditioning and floor fans to be used in hot conditions Bar Managers to ensure free drinking water is made available at the end of all bars. 	4	4	16
Lasers	6	8	48	<ul style="list-style-type: none"> Not to be used without permission of licensing authority Assessment of suitability to be carried out by a competent and qualified person Full risk assessment and compliance with HSE guidelines to be carried out. 	2	8	16
Smoke, fog and haze machines	4	8	32	<ul style="list-style-type: none"> Staff may suffer skin damage from handling dry ice Fumes and mists can cause irritation to eyes, nose and breathing Only trained workers have access to the products, which are kept in a locked container Only workers trained in the risk of the product, use the products, following safe systems of work – including wearing appropriate gloves, as recommended by the manufacturer. 	2	8	16
Hanging, drapes and venue decoration	4	8	32	<ul style="list-style-type: none"> Must be flame retardant Must not be hung anywhere that hides exit routes. 	2	8	16
General control of Covid-19 transmission	6	8	48	<ul style="list-style-type: none"> Staff to not visit site/premises if they are experiencing Covid-19 symptoms or have a positive test Staff to consider their safest travel route to/from venue Good hygiene measures are encouraged at all times Ensure the workplace has adequate ventilation. 	4	8	32

Further Actions

A process of continuous assessment and reassessment is to be undertaken, to ensure that the control measures identified within this risk assessment are implemented as required, monitored for effectiveness and that dynamic risk controls are put in place to reflect any changes and/or those additional developing or emerging hazards or risks not already captured within this assessment.

A full review of the assessment is to be made annually or, should further information be received which suggests that the documented control measures are found to be unsuitable, insufficient, ineffective, where there is a significant change in working practices, or an incident occurs.

This risk assessment has been produced by RJR Consultancy Ltd for and on behalf of the Client and is based on the information provided. The content of this assessment has been reviewed by the Client and approved for implementation, as applicable.

Approved by _____

Signed _____

Date _____

Staff Training Complete Form – Boat Live

This form is to sign off the completion of the Venue Induction and forms the record of training.

Once complete, this **MUST** be filed in staff personal folder in Management Office.

<u>Personal Details</u>	
Full Name (please print):	
Job role:	
Primary Area:	Duty Manager:
Date work started:	Date of completion:

1.

Section	Completed	Section	Completed
Challenge 25 & ID checking		Noise protection & earplug demo	
Fire safety & evacuation		Laws relating to serving alcohol	
Responsible alcohol retailing		Smoking policy	
Recording drinks & wastage		Phones/ personal belongings	
Refusing service, drinks not drunks		Drugs policy & drink spiking	
Security of stock areas		Serving perfect products	
Off duty behaviour		Opening & Closing checks	
Theft including free drinks		Front of house areas	
Uniform & personal hygiene		Rotas & availability	
Covid 19		Lost property	
Ask for Angela & W.A.V.E.		Punctuality, lateness and absence	
Cash handling & tills			

2.

ISSUES DISCUSSED WITH THE MEMBER OF STAFF:

3.

DOES THE MEMBER OF STAFF HAVE ANY ISSUES TO RAISE?

4. TRAINING STATEMENTS

1. I have received a staff handbook and have been through the staff induction.

Staff Member _____ **Signed:** _____ **Date** _____

2. I have received information and understand my legal responsibilities when selling alcohol.

Staff Member _____ **Signed:** _____ **Date** _____

3. I understand the importance of being in place, ready to work, in clean uniform, for shift start time.

Staff Member _____ **Signed:** _____ **Date** _____

4. I have received information about hearing protection, and know when to use it.

Staff Member _____ **Signed:** _____ **Date** _____

5. I have received information on fire safety and know the fire evacuation procedure.

Staff Member _____ **Signed:** _____ **Date** _____

6. I am happy with the training for my job role, and feel confident in what is expected of me.

Staff Member _____ **Signed:** _____ **Date** _____

Witnessed by Duty Manager: _____

Signed: _____ **Date** _____

Boat Live Works - Managers Fire Training Brief

(to be used in conjunction with evacuation plan)

- Go over the fire evac procedure and meeting point details explaining the role of evac controller and the importance of the fire signing in sheet.
- Show the trainee around the site, clearly showing fire exit doors, manual call points and extinguishers.
- It is important that each new employee is told that all final exit fire doors must be unlocked at the start to each trading session.
- Cover **M.O.P.** the priorities in a fire evac situation, look after **MYSELF**, **OTHERS** and then **POSSESSIONS**. Always make sure you are safe, never put yourself into a situation that is more dangerous than the one you are in now, never walk towards smoke or fire, only use extinguishers if you have been trained and remember **M.O.P.**
- Upon hearing the Fire Alarm you prepare to take up designated marshal duties
- Upon hearing the Evacuation call "**FULL EVACUATION**" you should begin evacuation immediately.
- Put on a Hi-Viz vest located in each area of work, this will instantly give you more authority in the eyes of patrons.
- Exit the space via the nearest fire escape, guiding patrons as you go.
- Do not delay your escape by collecting belongings.
- Listen to any instructions given to you by the security team, radio holders or your manager.
- Make your way to the meeting point as quickly as possible.
Remain calm, when exiting the building assume the role of Fire Marshal & direct customers in a calm but firm manner, you know the site better than them and can show them the quickest route out. "This is an evacuation, this way to the nearest exit" is a useful phrase. You should repeat this message to patrons three times, if they refuse to exit with you move on to the next patrons on your route out, remember the location and number of any patrons who refuse to leave so that you can inform the Evacuation Controller once clear of the premises. Do not use the word fire.

If you discover a fire:

- **Do not panic – All radio holders switch to channel 1 (security channel)**
- **Operate the nearest manual call point & inform the nearest radio holder/member of the security team.**
- **Only tackle the fire if you are sure you are able to and have received training, ensuring you are not in any way at risk.**

Go over Fire Marshal tasks, there are High Viz Vests for staff to put on to assist in clearing the venue.

FIRE MARSHAL TASK LIST

1. **Routine Activities:** Make regular checks on the fire safety provisions with their designated area.
To ensure the following are in place:
 - Fire exits and escape routes are clear of obstructions and fire exit doors are free to open.
 - Fire doors are kept shut or are held open by automatically released or easily removable devices.
 - Fire extinguishers are in place with tamper proof seal intact
 - Fire extinguishers have been serviced within the last 12 months.
 - New members of staff are given fire safety information as part of their induction.
 2. **Non-Routine Activities:** In the event of a fire alarm:
 - Remind all occupants in the Fire Marshals designated area to leave the building, indicating the nearest fire exit.
 - Conduct a sweep search of their area to ensure that no one is left, particularly in areas such as toilets & store rooms.
 - Report that their area is clear, or not, to the Evacuation Controller.
 - Assist in guiding visitors and event attendees to the meeting points located across White Post Lane in Queens Yard, this includes keeping them off the road and on the sidewalk to allow access for emergency vehicles.
- Any Questions?

BOAT LIVE STAFF TRAINING HANDBOOK

Mana in Director – Boat Live: Antonio Miranda –
[REDACTED]

O erations Manager – D.P.S. – Rhys John Rose – [REDACTED]
[REDACTED]

Venue Manager – T.B.C.

Introduction

Welcome to Boat Live where you are part of a team that shares the goal of ensuring our customers have a great experience.

The handbook will provide all new members of staff, with an understanding of what we expect of you as part of our team, the handbook will also always be available in a folder the bar if you ever need a reminder of your training. It is intended to answer questions that might arise, covers some essential safety information and will help you understand how we operate.

We are committed to your training and the information in this handbook will help you on your way through our training and development programme. The training you will receive will make your job easier, help overcome any initial worries and make you an effective part of the team.

Once you have read and understood this handbook you will be required to complete the employee training complete form with a member of the management team. This must be completed within two weeks of your employment date and is made up of questions that you must answer to demonstrate that you have read and understood the handbook followed by a number of statements that confirm you have been trained in key areas and are happy with the training. The record of the training complete form will be kept in your personal file.

The handbook will not answer all the questions you will have; learning whilst you work will be an important part of your development. It is important that if you are in a situation that has not been covered here, are presented with a task that you have not been trained for or you are faced with a problem you do not feel happy dealing with that you ask for help. Your Supervisors and Managers are here to assist you at all times and you won't be judged for asking questions.

Have fun, work hard

Contents

1 Understanding where you are	6
1.1 The Customer & your behaviour	6
Positive & Professional	6
Be Helpful	6
“I don’t know” is not a good response.....	6
Difficulties	6
Ask for Angela	7
W.A.V.E. Wellness And Vulnerability Engagement	8
Lost or found person procedure.....	8
1.2 The Venue	8
2 Important Information	8
2.1 Your Contract of Employment	8
2.2 Payroll Arrangements	9
2.3 Personal Details	9
2.4 Confidential Information	9
2.5 Staff Shift system & Rota	9
2.6 Attendance	10
2.7 Sickness	10
2.8 Standard of Dress	11
2.9 Personal Property.....	11
2.10 Company Property, Facilities and Equipment	11
2.11 Use of the Telephone	12
2.12 Breaks	12
2.13 Smoking	12
3. Health & Safety	12
3.1 Your Responsibilities as an Employee	12
3.2 Our Responsibilities as your Employer	13
3.3 Manual Handling (Lifting & Moving)	13

Initial Precautions	13
Plan the lift.....	13
Lift.....	14
3.4 Slips & Falls.....	14
3.5 Hazardous Substances (COSHH).....	15
What Is COSHH?.....	15
How can I be exposed?	15
3.6 Accidents & First Aid at Work.....	16
Minor Injuries to Staff.....	16
First Aiders.....	16
Accidents Involving Staff or Customers	16
3.7 Fire safety.....	17
On Discovering a Fire	17
On Hearing the Fire Alarm.....	17
Fire prevention	18
Fire Extinguishers.....	19
3.8 Noise	19
Why bother about noise?	19
4. Licensing.....	21
4.1 Premises Licence	21
4.2 Personal Licence Holders	22
Underage Drinking.....	22
Challenge 25.....	22
We serve drinks, not drunks	22
Passing Off	23
Credit	23
Weights & Measures.....	23
4.3 Illegal Drugs – Zero Tolerance	23
5. Discipline & Appeals	24
5.1 General Rules & Regulations	24

Misconduct..... 24
Gross Misconduct 24

1 Understanding where you are

1.1 The Customer & your behaviour

Customers at our venue are made up mostly of people like yourselves; they want good customer service and it's our job to give it to them!

Positive & Professional

The first point of customer contact is the most important place to show professionalism and positivity, obviously a warm welcome can make a big difference to a night out. Treat everybody efficiently and equally, there is no room for favours to friends and chatting anybody up. All shifts will bring you into contact with customers and it is also important that we have a consistently positive approach.

More often than not customers will reflect the image they perceive of you in their behaviour. If your body language is negative, you will unwittingly encourage a negative response. We will expect you to sound good, look good & acknowledge people.

Be Helpful

Customers will come and ask you for help or assistance, as they will identify you as someone who can offer it. Always make sure you know what is going on and when/where things are and where further assistance can be found. Ask questions.

“I don't know” is not a good response.

If you cannot help someone refer them to someone that can, never just cut people off.

Difficulties

If you are dealing with a customer who is being difficult in any way, you should act assertively, never aggressively.

Should you have customers that wish to make a complaint, please

refer them directly to your Supervisor/Manager, who should be able to resolve it. Should the customer wish to make a formal complaint, offer them the email address [REDACTED] whereby the Management will follow complaints up to a resolution.

We do not tolerate any form of abusive behaviour directed towards any member of staff or customer. If any person is rude, abusive or acts in an inappropriate manner towards you or anyone else in any way, find your Supervisor/Manager immediately and let them know.

It is unacceptable to get in arguments, behave aggressively or be rude to a customer or another member of the team - regardless of what they say. You are a professional.

Ask for Angela

Ask for Angela is a national campaign that allows anyone to discreetly approach a member of staff in a bar, restaurant or club if they are having a bad time. It is important that you remember this as you will be their get out of jail free card.

What to do:

If someone Asks for Angela respond with something like “Angela, yeah, I’ll just see If I can find her”. Whilst doing this assess the situation around you. You are always going to act on this so you will need to decide what action to take, the thing you are trying to do is get the person who’s asked away from the situation they are in.

If your look at the situation identifies a threat that you don’t feel comfortable dealing with then ask the person to wait a moment, go to the bar radio and radio security saying clearly “front door front door, do you have Angela working down there, I have her friend at the bar in (clearly state your location) can you confirm?” if for some reason the security doesn’t get this then you can repeat “No – They’re Asking for Angela. A member of security or a manager should turn up and walk them away. Good work, you’ve done your bit! If you do not have a radio, the area that you are working in isn’t

busy, you have other staff with you to cover and there is no immediate threat to you you could simply say “Angela is working on the door, come with me and we’ll find her” Walk the person to the door and pass them on to security or welfare. Great Job!

W.A.V.E. Wellness And Vulnerability Engagement

WAVE is an initiative launched by the police all across the UK, it is training to help you identify and assist vulnerable people, you will be asked to attend a WAVE training session and will receive a certificate on completion. In the meantime, remember that you can change a person’s whole night by looking out for them. There is all of our customers and staff, if you see something that you don’t like or that makes you feel off report it to your supervisor or manager.

Lost or found person procedure

If someone reports a person lost or you find a person who appears lost you should report it to your supervisor, manager or any member of security as soon as possible.

1.2 The Venue

Whether you spend time at Boat Live, or any future sites it is important that you get to know the venues well. You will be expected to be able to provide basic information to customers such as room names, toilet facilities, entry and exit points, security locations, welfare areas and smoking areas etc. You will be expected to know this information for any space you are working in.

2 Important Information

2.1 Your Contract of Employment

All staff, whether they be full or part-time, will be issued with a contract stating the terms and conditions of their employment.

If you wish to stop working for us, you will be required to give the notice detailed in your employment contract, and to give back any company property, such as a uniform shirt. Failure to hand back

your uniform may result in the cost being deducted from your final pay.


2.2 Payroll Arrangements

All staff are paid by BACS payment. Payment is usually made on or around the 5th of each month and the payment will be for the calendar month preceding the payroll date. Payslips and other important payment information, such as your P60, will be sent to your email address, so please ensure it is kept up to date.

Signing in for work is done using the fire signing in sheet, usually kept at the front door or bar. Failure to sign in and out correctly may lead to problems with your pay, so please ensure you sign in and out every time you work.

In the event of a fire, the signing in system is used to check that no one is left in the building, so failure to accurately sign in or out could endanger lives.

2.3 Personal Details

We need to have accurate details of your name, address and telephone number, in case you need to be contacted. You will be asked to fill out a form with these and other details as part of your induction. If any of your personal details change let us know immediately by emailing .

2.4 Confidential Information

You must not use for your own benefit or gain, divulge to any person(s), firm, company or other organisation, any confidential information belonging to Boat Live Works Ltd or relating to their affairs or dealings.

2.5 Staff Shift system & Rota

It is extremely important that you know when you are expected to be at work, i.e. – when your shifts are. We will expect you to know when, where, what time and what you are doing.

The Staff Rota is completed weekly by your manager based on the availability information you have given to them. We will ask you to provide details of when you are available to work and will allocate shifts based on this availability. We aim to provide shifts at least a week ahead. We will always endeavour to be as flexible as possible, and will always try and fulfil any requests; in return we ask that you be flexible at times and assist each other in covering shifts (you never know when you might need to ask for help with shifts, so try to be understanding if you are asked for help).

Once you have been allocated a shift, that shift then becomes your responsibility. If you are unable to work a shift that you have been allocated you should inform a member of the management team as soon as possible and try to find somebody else to cover it. If you cannot find cover, you will be expected to work.

2.6 Attendance

If it is impossible for you to get to a shift at the right time, use the phone and let your manager know when you will arrive. Punctuality is expected, remember that the time specified on the rota is when your shift starts, not the time you are expected to arrive. We recommend planning to arrive 15 minutes before your scheduled shift time. Persistent lateness or unreliability will result in disciplinary action and possibly having your shifts cut.

Attendance is also required at staff meetings and training sessions; we try to keep these to a minimum and will do our best to give you plenty of notice of meetings and training. Staff meetings are your chance to give feedback and influence how we operate, this is why your attendance is required, appreciated and also, we'll do our best to make it rewarding.

2.7 Sickness

If you are ill and are unable to work, please phone us as soon as possible to let us know so that cover can be arranged. If you feel ill during the day do not leave it until the last minute to let us know you won't be there for a shift in an hour! You **MUST** call as soon

as you feel unwell and let us know, that way we can try to find cover and allow you time to recover.

2.8 Standard of Dress

You are expected to provide your own work clothes. These may be smart casual, no scruffy or dirty clothing please, e.g., Clean plain t shirt & dark trousers or dark jeans (if you are working an event with a dress code then this code must be followed). You are encouraged to wear fancy dress when appropriate, but please remember you must still be able to work comfortably!!

Long hair must be tied back.

Staff T shirts must never be worn when not on duty.

You will be expected to wear sensible shoes for working in most areas, do not wear any shoes with open toes, slippery soles, or loose laces.

If you are loading equipment, moving barrels or other heavy objects you must wear protective shoes.

2.9 Personal Property

Do not keep personal property in work areas, it is insecure and could cause a hazard. Any property found behind the bar will be removed. There is space provided at Boat Live for you to store your bags and coats whilst on shift. If you are not happy with this level of security speak to your Supervisor/Manager and they will lock valuables away for you until you finish work.

2.10 Company Property, Facilities and Equipment

Property must be used with due care and consideration. Breakages from misuse are unacceptable and may present operational difficulties as well as the cost of repair. Nothing may be removed from the premises.

2.11 Use of the Telephone

Use of the telephone whilst on shift is prohibited without explicit permission of your Supervisor/Manager and should be limited to breaks. Mobile phones these days can be very expensive and we are happy for you to keep your phone on you when you work but it must be in silent or airplane mode, incoming messages on social media are not a valid reason for you to stop what you are doing. We accept that in certain extenuating circumstances you may need to have your phone on for contact, if this is the case, please inform your Supervisor/Manager and give the reason. You should never leave your area of work unattended to answer your phone, even after being given permission to keep your phone on for an extenuating reason.

2.12 Breaks

If you work for a period of 6 or more hours you will be entitled to a 20 minutes unpaid break. Cigarette breaks should be included within these times only. Your manager will ensure you are able to take your breaks at appropriate times; if you have specific requests, please make them at the start of your shift. Do not wander off and take your break without permission!

2.13 Smoking

The law requires that there is no smoking indoors in any place of work, signage is up around the venues, if you see someone smoking inside report it to a member of security or your manager.

3. Health & Safety

Health and Safety at Work Act (HASAW)

The Health & Safety at Work Act states that both we as your employer and you as our employee have legal responsibilities. It is designed to protect both you and us.

3.1 Your Responsibilities as an Employee

- Take care of your health and safety whilst at work.

- Take care of the health and safety of others at work.
- Co-operate with us to reduce risks
- Not to interfere with, misuse or damage anything that is provided for health & safety purposes.

3.2 Our Responsibilities as your Employer

- Provide and maintain premises, equipment and systems of work, which are safe and healthy. e.g., Earplugs.
- Make arrangements for the safe handling, storage and transport of stock and other substances (including chemicals).
- Provide information, training and supervision.
- Provide a health and safety policy statement.

We must also ensure that our work activities do not put visitors and the public at unnecessary risk.

3.3 Manual Handling (Lifting & Moving)

Every year over a third of reported accidents result from moving, lifting or carrying things at work. The damage you can do to your back can be severe and precautions should always be taken.

Initial Precautions

If at all possible, use something to take the strain – sack truck, trolley, pallet truck, a box on wheels.

Wear protective shoes when moving heavy objects.

Make the object lighter.

Plan the lift

How heavy, hot, cold or unstable is the object?

Is the route clear of obstructions?

Is there enough space, light and grip?

Lift

Share the load, count into the lift.

Feet apart, one leg forward, weight evenly spread.

Carefully select a grip, keeping heaviest part of load closest to you.

Lift with your legs, slowly bending your knees, keeping your back straight.

Keep your shoulders level, bring the object up to waist height.

Move your feet only (don't twist), make sure you can see where you are going.

Lower the load in the same way as you picked it up, taking care of your fingers and toes, only reposition the load after putting it down.

Never lift something that is uncomfortable or feels too heavy for you, it is ok to ask for assistance.

3.4 Slips & Falls

Slips and falls cause 20% of accidents; the consequences of a fall, even to young people can be serious.

Common Causes:

- Poor cleaning - wet or greasy floors
- Poor housekeeping - rubbish left on floors
- Spillages - water, beer or food.

Remember:

- Clean up any spillage immediately
- Ensure that warning signs are put in these areas

3.5 Hazardous Substances (COSHH)

What Is COSHH?

The Control of Substances Hazardous to Health are regulations that have been brought in protect everyone from potentially hazardous chemicals at work, these include: beer line cleaner, smoke machine fluid, glass washer chemicals and even washing up liquid.

How can I be exposed?

Through the inhalation of vapours, contact with skin, splashes to eyes or ingestion. Incorrect use of a chemical could significantly increase the risk you could face, whereas following simple precautions will minimise any risk.

- Identify the substance – label on a container, data sheet in the store cupboard and then assess the risk of using it.
- Never mix substances or store them in anything other than its original container
- Use protective equipment where necessary – gloves, eye protection
- Store chemicals in the cupboard in the storeroom

Report any ill effects after using chemicals immediately, be sure you know where the data sheets are if first aid or hospital treatment is needed

Warning symbols to look for:



Toxic: Cause death or chronic damage to health, take extra precautions

Corrosive: Destroys skin on contact



Harmful: Treat as toxic

Irritant: Can cause problems through repeated or prolonged contact

3.6 Accidents & First Aid at Work

Minor Injuries to Staff

If you sustain a minor injury at work of the sort that you would normally attend to yourself at home, then you may wash your hands and apply a small-sterilised dressing from the first aid kits. No matter how small, all accidents must be reported to your manager and be recorded in the incident book held either at the front door or by your manager. If an accident is any more serious you need a first aider or emergency services, again this is to be recorded on an incident record form.

First Aid kits and hand wash handwash are available at every bar.

First Aiders

Your manager is your contact for the provision of first aid.

Accidents Involving Staff or Customers

On discovering or being told of an accident some simple procedures can in the long run save a lot of pain and possibly a life. The seriousness of an accident should immediately be assessed and help called for straight away. Inform a manager, supervisor or member of security immediately.

Do not panic or do anything reckless

First aid kits are situated at the bar and with the security team at the front door (make sure you know where they are). Try to assimilate the circumstances of the accident from witnesses or anyone else involved, keep it clear and simple - don't make assumptions.

If somebody is hurt let him or her have plenty of space (stop people from crowding round), and if they can walk get them to the front door to recover.

Remember: remain calm; act quickly, if in any doubt call 999

If you cut yourself: Contact appointed First Aider for suitable dressing.

If a customer cuts themselves:

Act as above but be sure that you are wearing protective disposable gloves. Do not let anyone else touch this spilled blood. If applying a dressing, keep these gloves on. Dispose of all items, in a separate biological waste bin bag.

If required to clear vomit, or urine, protect yourself again by wearing gloves and dispose of the waste in a biological waste bin bag.

3.7 Fire safety

On Discovering a Fire

On discovering a fire, immediately raise the alarm by activating a break glass.

Never attempt to tackle a fire. Raise the alarm immediately.

On Hearing the Fire Alarm

On hearing the fire alarm immediately evacuate the building by the nearest exit route. Leave the building swiftly and orderly, never stop to collect any belongings.

When evacuating everyone must leave the premises, this will include Customers, Performers, Contractors, staff and finally security. The Kitchen/bar will close immediately, make sure the tills are closed and locked off. Security, Management & the staff team (you guys) will oversee the evacuation of customers before leaving themselves.

If working on the bar/door/cloakroom etc, follow the instructions of your manager.

If you are working on the technical crew, ensure all the music and soundsystems are stopped when an evacuation is called. All house lights are on and technical equipment safely secured before leaving, when possible, without any personal danger. Turn off any smoke or haze.

The meeting point for all staff, once they have left the premises is as described in the site-specific evacuation plan, you will receive fire training on your first shift and a record of this training will be kept on site. Once you are outside report to the Evacuation Controller or Duty manager (senior member of front of house staff wearing a high viz with the fire clipboard) who will take a roll call of all staff, then proceed to the meeting point.

All of our premises are capable of being emptied quickly (within a few minutes) and safely if everyone remains calm and moves immediately. As crew and staff, you are a role model to other customers and you should act promptly.

On being given the all clear, all the staff will be readmitted to the premises by the front doors, in order to set up for the return of the customers.

Fire prevention

A fire needs three ingredients:

oxygen – heat – fuel

Remove any one of these and the fire will go out!

Reduce the risk of fire:

- Don't leave rubbish lying around
- Don't store combustible material on electrical appliances
- When emptying ashtrays make sure they do not contain anything that is still alight
- Don't use electrical equipment that is faulty

Fire Extinguishers.

WATER - Works by cooling the fire.

Used on paper, wood, cardboard and fabric

Do not use on fat or electrical fires

Positioned behind bars, outside cloakrooms

CO2 - Works by smothering the fire with gas.

Used on electrical fires

Do not use on fat fires

Positioned in DJ booths, by cloakrooms

DRY POWDER - Works by smothering the fire with a blanket of powder. Used on electrical and fat fires

Positioned in the kitchen

From January 1st, 1997, all new extinguishers will be red so if you ever need to use an extinguisher make sure that it is the correct one, the labels are colour coded.

3.8 Noise

Why bother about noise?

Sounds and noises, if too loud, can permanently damage your hearing. The danger depends on how loud the noise is and how long you are exposed to it. The damage builds up gradually and

you may not notice changes from one day to another, but once the damage is done, there is no cure.

There are two main action levels, measured in dB (decibels)

80 dB - First action level. This will cover every public area and behind the bars when the premises is busy. There will be some risk to hearing and you can use the earplugs supplied if you wish, but you are not required to do so. You should inform your manager if you think your hearing is being affected.

85 dB - Second action level. This is actually twice as loud as the first action level and will be where the music is loudest, i.e., on the dance floor, in the DJ booth, on and around the stage areas. You have a duty to use the earplugs provided and we can require you to wear earplugs. Also, we provide a quiet rest area for you to go to on your break so that you are not exposed to noise constantly.

I find the earplugs are hard to use and don't make much difference?

You must make sure that you insert the earplugs correctly. Follow the instructions on the packet. Ask for help from a manager if you are not sure.

Don't they stop us from hearing the customer?

No. The earplugs act as attenuators and cut a few decibels off the sound level that you are exposed to – they do not stop you hearing. If anything, they will protect you from customers shouting loudly directly into your ear. They take away all the 'extra' noise, you are still able to hear the music, hear customers and have a good time.

On our part, we try to control noise at work. The best way to reduce exposure to noise is to turn the volume down and we set the sound levels to peak well below maximum. It is stressful to be exposed to constant uncontrolled noise, especially when trying to concentrate. However, we are in the business of late-night entertainment where music is expected to be loud by our customers, so the bars, stage,

DJ booth and other public areas are designated noisy areas. A balance has to be struck between a high sound level for the public and a controlled level for the staff.

The Control of Noise at Work Act (2005) means that we, as your employer, are obliged to look out for your hearing when you are at work. This means that during very loud events we may insist that you wear hearing protection; otherwise you will not be able to work. If you have trouble wearing the earplugs provided, or find them uncomfortable, you must speak with a manager before you are exposed to high volumes.

Remember that for ear protection to be effective, you should use it for all of the time that you are exposed. It only takes one unprotected exposure to do the damage.

4. Licensing

Under the Licensing Act 2003, we are required to have a premises licence allowing us to operate as both an entertainment venue and to sell intoxicating liquor. The licence is essential to our operation and without it we would be in breach of the law. It is therefore essential that we protect our licence to the full. As a member of our staff, we will expect you to adhere to the company rules and encourage others to. We cannot afford to risk our licence and your support in its protection is important. This does not mean that you have to have any in depth knowledge of it but just to understand why we have to have such rules.

4.1 Premises Licence

The premises has a licence issued by the local Borough Council and allows us to open as an entertainments venue at the times stated & sell alcohol, providing it has been authorised by a Personal Licence Holder. The licence governs times that we can carry out a variety of licensable activities. The council take into consideration many other factors in granting the licence, including how we will help prevent crime and disorder, how we will protect

public safety, prevent public nuisance and protect children from harm. If we breach any conditions they lay upon us we can lose our licence, be fined up to £20,000 and risk up to six months in jail.

The contact details of the designated premises supervisor and licensee are clearly displayed at front door.

4.2 Personal Licence Holders

All sales of intoxicating liquor must be authorised by someone who holds a personal licence. Your D.P.S./Manager holds a personal licence. Actual opening times will depend on the event.

Underage Drinking

It is illegal to serve anyone under the age of 18.

If you have any doubt there are only 3 acceptable proofs of age.

- PASS accredited proof of age card.
- Passport
- A Photo Driving Licence

It is your responsibility to ensure everybody you serve alcohol is over the age of 18. The police can, and do, bring children into the premises to make a test purchase, and **if caught you will face a fixed penalty of £90 and a prosecution. Boat Live is not allowed to pay this for you.**

Challenge 25

We will be operating a challenge 25 policy at our premises, if they look younger than 25 ask for I.D. any challenge on id must be recorded on the challenge sheet.

We serve drinks, not drunks

It is illegal to serve anyone that is drunk. Use your common sense and if you feel someone has had too much to drink tell your

manager who will deal with each customer appropriately.

By law, you are responsible for those drinking in the bar. To discourage drunkenness it is our policy that the following drinks are not served:

Spirits added into pints of beers
Only 2 shots of spirit in 1 glass

Passing Off

Passing off is selling something different to what the customer asked for. You must not substitute an alternative to what a customer has ordered or paid for without informing them.

Credit

We do not offer any type of slate or tab unless it has been arranged in advance with the Manager. Boat Live accepts credit cards at certain bars; ask your supervisor how to do this.

Weights & Measures

It is a legal requirement that alcohol must be sold in the appropriate measure, i.e., spirits through optics or with the measures provided (all 25ml or 50ml). Wine by the glass (125ml, 175ml or 250ml). Draught beverages in half and pint glasses.

4.3 Illegal Drugs – Zero Tolerance

We do not tolerate the use, sale or possession of any illegal drugs. Anyone found in possession of an illegal drug will be immediately asked to leave, in line with our zero-tolerance policy.

Random searches DO take place.

Never come to work under the influence of illegal drugs. Any staff found in possession of illegal drugs will be dismissed.

5. Discipline & Appeals

5.1 General Rules & Regulations

Employment Rights Act 1996 ACAS Code of Practice on Disciplinary and Grievance Procedures

Please read the lists below.

They give some indication of conduct that is liable to cause the disciplinary rules and procedures to be enacted. These lists are not intended to be exclusive or exhaustive.

Misconduct

Depending on the severity of the case this could lead to verbal or written warnings.

- Absence without leave
- Poor timekeeping
- Poor work performance or work capability
- Violation of safety rules of a minor nature
- Improper or negligent use of care of property and equipment
- Smoking in prohibited areas
- Violation of hygiene regulations of a minor nature

Gross Misconduct

Depending on the severity of the case this could lead to summary dismissal.

- Serious negligence or breach of safety or hygiene rules potentially causing unacceptable loss, damage, or injuries
- Deliberate damage to property belonging to the Company, staff or visitors
- Assault on or fighting with fellow members of staff, or visitors whilst on duty
- Deliberate falsification or misrepresentation of records

- Theft, misappropriation or unauthorised possession of the assets, funds, equipment and/or property of the Company, staff or visitors
- Serious incapability at work or on duty through alcohol or the use of illicit drugs
- Use of profane or abusive language
- Prolonged absence from work without notification
- Divulging confidential information to interested parties
- Serious insubordination, including flagrant refusal to comply with a reasonable instruction
- Committing an act outside work or being convicted for a criminal offence that affects adversely or is liable to affect adversely the performance of the contract of employment and/or the relationship between the Company and a member of staff, and/or brings the reputation of the Company into disrepute.

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EIC18.2C

ELECTRICAL INSTALLATION CERTIFICATE

Issued in accordance with BS 7671: 2018+A2:2022 – Requirements for Electrical Installations



PART 1 : DETAILS OF THE CONTRACTOR, CLIENT AND INSTALLATION

DETAILS OF THE CONTRACTOR

(*Where applicable)

Registration No. 610714000

Branch No*, 000

Trading Title: PK Electrics

Address: [Redacted]

Postcode: [Redacted]

Tel No: [Redacted]

DETAILS OF THE CLIENT

Contractor Reference Number (CRN): N/A

Name: Boat Live works Ltd

Address: 1st Floor West Terrace, Aspen House, Weststreet Terrace, Folkestone, Kent

Postcode: CT20 1TH

Tel No: N/A

DETAILS OF THE INSTALLATION

Occupier: Boat Live works Ltd

Unique Property Reference Number (UPRN): N/A

Address: 90 White Post Lane, London

Postcode: E9 5EN

Tel No: N/A

PART 2 : DETAILS OF THE ELECTRICAL WORK COVERED BY THIS INSTALLATION CERTIFICATE

Date works completed: 04/07/2023

The installation is

New:

An addition: (N/A)

An alteration: (N/A)

Replacement of a distribution board: (N/A)

Description and extent of the installation covered by this certificate: Supplying 3 phase power to a container opposite the road/intake room. From the busbar distribution box to the meter and to the isolator with 2.5mm tails. On this EIC we cover the supply SWA 25mm2 glanded to a 100A isolator switch to the container, glanded to 63 Isolator Switch.

Where necessary, continue on a separate numbered page: Page No(s) (6)

PART 3 : COMMENTS ON THE EXISTING INSTALLATION (in the case of an addition or alteration see Regulation 644.1.2)

None

Where necessary, continue on a separate numbered page: Page No(s) (N/A)

PART 4A : DECLARATION FOR THE ELECTRICAL INSTALLATION WORK (use where the design, construction, inspection & testing have been the responsibility of one person)

DESIGN, CONSTRUCTION, INSPECTION & TESTING (the extent of liability of the signatory is limited to the work detailed in PART 2)

I, being the person responsible for the design, construction, inspection and testing of the electrical installation, particulars of which are described in PART 2, having exercised reasonable skill and care when carrying out the design, hereby CERTIFY that the design, construction, inspection and testing for which I have been responsible is to the best of my knowledge and belief in accordance with BS 7671: 2018+A2:2022 except for the departures, if any (Regulations 120.3, 133.4.3 and 133.5), detailed as follows:

N/A

where required, continued on attached separate page(s) (N/A)

Permitted exception applied (411.3.3): Yes/N/A (N/A) Risk assessment attached: N/A Page No(s) (N/A)

I, being the designer of the electrical installation, also RECOMMEND that this installation is further inspected and tested by: 04/07/2024 (date)

The proposed date for the next inspection should take into consideration any legislative or licensing requirements and the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The period should be agreed between relevant parties

Name (capital): PERPARIM KUSHI Organisation: PK Electrics Registration No*: 610714000

Address: [Redacted]

Signature: [Redacted] Date: 04/07/2023 Postcode: NW9 5UD

REVIEWED BY QUALIFIED SUPERVISOR

Name (capital): PERPARIM KUSHI Signature: [Redacted] Date: 04/07/2023

This certificate is based on the model forms shown in Appendix 6 of BS 7671: 2018+A2:2022 Enter a (✓) or value in the respective fields, as appropriate. Where an item is not applicable insert N/A

Please see the 'Notes for Recipients'



27569092

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EIC18.2C

ELECTRICAL INSTALLATION CERTIFICATE

Issued in accordance with BS 7671: 2018+A2:2022 – Requirements for Electrical Installations

PART 4B : DECLARATION FOR THE ELECTRICAL INSTALLATION WORK (to be completed where different parties are responsible for the design, construction, inspection & testing)

DESIGN (The extent of liability of the signatories is limited to the work detailed in PART 2)

I/we being the person(s) responsible for the design of the electrical installation, particulars of which are described in PART 2, having exercised reasonable skill and care when carrying out the design, hereby CERTIFY that the design work for which I/we have been responsible is to the best of my/our knowledge and belief in accordance with BS 7671: 2018+A2:2022 except for the departures, if any, detailed on attached page(s) (N/A) (Regulations 120.3, 133.13 and 133.5).

- Permitted exception applied (411.3.3): N/A Risk assessment attached: (N/A) Page No(s) (N/A)

DESIGNER 1 Name (capitals): N/A Signature: N/A Date: N/A

DESIGNER 2 (where there is divided responsibility for design) Name (capitals): N/A Signature: N/A Date: N/A (*Where applicable)
The proposed date for the next inspection should take into consideration any legislative or licensing requirements and the frequency and quality of maintenance that the installation can reasonably be expected to receive during its intended life. The period should be agreed between relevant parties.

Organisation (Designer 1): N/A Organisation (Designer 2): N/A Registration No*: N/A

Address: N/A Address: N/A

Postcode: N/A Postcode: N/A Tel No: N/A Tel No: N/A

CONSTRUCTION (The extent of liability of the signatory is limited to the work detailed in PART 2)

I, being the person responsible for the construction of the electrical installation, particulars of which are described in PART 2, having exercised reasonable skill and care when carrying out the construction, hereby CERTIFY that the said work for which I have been responsible is, to the best of my knowledge and belief, in accordance with BS 7671: 2018+A2:2022 except for the departures, if any, detailed on attached page(s) (N/A) (Regulations 120.3 and 133.5).

Name (capitals): N/A Organisation: N/A Registration No*: N/A

Address: N/A Address: N/A

Signature: N/A Signature: N/A Date: N/A Date: N/A Tel No: N/A Tel No: N/A

INSPECTION & TESTING (The extent of liability of the signatory is limited to the work detailed in PART 2)

I, being the person responsible for the inspection and testing of the electrical installation, particulars of which are described in PART 2, having exercised reasonable skill and care when carrying out the inspection and testing, hereby CERTIFY that the said work for which I have been responsible is, to the best of my knowledge and belief, in accordance with BS 7671: 2018+A2:2022 except for the departures, if any, detailed on attached page(s) (N/A) (Regulations 120.3 and 133.5).

Name (capitals): N/A Organisation: N/A Registration No*: N/A

Address: N/A Address: N/A

Signature: N/A Signature: N/A Date: N/A Date: N/A Tel No: N/A Tel No: N/A

REVIEWED BY QUALIFIED SUPERVISOR (for the Contractor detailed in PART 1)

Name (capitals): N/A Signature: N/A Date: N/A

Where the electrical work to which this certificate relates includes the installation of a fire alarm system and/or an emergency lighting system (or a part of such systems), this electrical safety certificate should be accompanied by the particular certificate(s) for the system(s).

This certificate is based on the model forms shown in Appendix 6 of BS 7671: 2018+A2:2022
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Enter a (✓) or value in the respective fields, as appropriate.
 Where an item is not applicable insert N/A



APPROVED CONTRACTOR

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EIC18,2C

ELECTRICAL INSTALLATION CERTIFICATE

Issued in accordance with BS 7671: 2018+A2:2022 – Requirements for Electrical Installations

PART 5 : SUPPLY CHARACTERISTICS AND EARTHING ARRANGEMENTS

System type and earthing arrangements TN-C: (N/A) ✓ TN-S: (N/A) TT: (N/A) IT: (N/A)		Number and type of live conductors AC 1-phase, 2-wire: (N/A) 3-phase, 3-wire: (N/A) DC 2-wire: (N/A) 3-wire: (N/A) Confirmation of supply polarity: Other sources of supply (Schedule of Test Results)		Nature of supply parameters Nominal voltage between lines, U_{ll} : (400) V Nominal line voltage to Earth, U_0 : (230) V Nominal frequency, f : (50) Hz Prospective fault current, I_{pf} : (33) kA Earth fault loop impedance, Z_e : (0.09) Ω	
Supply protective device BS EN: (88-2) Type: (E) Rated current: (100) A		2-phase, 3-wire: (N/A) 3-phase, 4-wire: (N/A) ✓ Other: (N/A)		Page No: (N/A)	

PART 6 : PARTICULARS OF INSTALLATION REFERRED TO IN THIS CERTIFICATE

Main protective conductors Earthing conductor: (material) Copper csa (N/A) mm ²		Main protective bonding connections Water installation pipes: (N/A) Gas installation pipes: (N/A) Structural steel: (N/A) Oil installation pipes: (N/A) Lightning protection: (N/A) Other (state): (N/A)		Main switch / Switch-fuse / Circuit-breaker / RCD Location: (N/A) BS EN: (5419) No. of poles: (2) Current rating: (100) A Voltage rating: (230) V Where an RCD is used as the main switch RCD rated residual operating current, $I_{Δn}$: (N/A) mA Rated time delay: (N/A) ms Measured operating time: (N/A) ms	
Maximum demand (load): (100) kVA (delete as appropriate)		Connection/continuity verified: (✓)		Connection/continuity verified: (✓)	
Means of Earthing Distributor's facility: (N/A) ✓ Installation earth electrode(s): (N/A) Earth electrode type – rod(s), tape, etc.: (N/A) Location: (N/A) Electrode resistance to Earth: (N/A) Ω		Connection/continuity verified: (✓)		Connection/continuity verified: (✓)	

PART 7 : SCHEDULE OF ITEMS INSPECTED (enter ✓ or N/A, as applicable)

Item	Outcome	Outcome	Outcome
1. Condition of consumer's intake equipment (visual inspection only)	(✓)	(✓)	(N/A)
2. Parallel or switched alternative sources of supply	(N/A)	(✓)	(N/A)
3. Protective measure: Automatic disconnection of supply (ADS)	(✓)	(✓)	(N/A)
4. Basic protection	(✓)	(N/A)	(N/A)
5. Protective measures other than ADS	(✓)	(✓)	(N/A)
6. Additional protection	(N/A)	(N/A)	(N/A)
7. Distribution equipment	(N/A)	(N/A)	(N/A)
8. Circuits (distribution and final)	(N/A)	(N/A)	(N/A)
9. Isolation and switching	(N/A)	(N/A)	(N/A)
10. Current-using equipment (permanently connected)	(N/A)	(N/A)	(N/A)
11. Identification and notices	(N/A)	(N/A)	(N/A)
12. Location(s) containing a bath or shower	(N/A)	(N/A)	(N/A)
13. Other special installations or locations	(N/A)	(N/A)	(N/A)
14. Prosumer's low voltage installation(s)	(N/A)	(N/A)	(N/A)

Schedule of Circuit Details and Schedule of Test Results for the installation (PARTS 9A & 9B) Page No(s): (4 & 5) Page No(s): (6)		Schedules relating to Prosumer's installations (indicated in item 14 of PART 7) Page No(s): (None) Page No(s): (7-9)	
Additional pages, including data sheets for additional sources Page No(s): (6) Page No(s): (6)		Continuation sheets Page No(s): (7-9)	

*Where the installation is supplied by more than one source, the higher or highest values of prospective fault current, I_{pf} , and external earth fault loop impedance, Z_e , must be recorded.

This certificate is based on the model forms shown in Appendix 6 of BS 7671: 2018+A2:2022

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Enter a (✓) or value in the respective fields, as appropriate.
 Where an item is not applicable insert N/A

Signature: [Redacted] Date: 04/07/2023

Page 3 of 9



ELECTRICAL INSTALLATION CERTIFICATE

Issued in accordance with BS 7671: 2018+A2:2022 – Requirements for Electrical Installations

PART 9A : SCHEDULE OF CIRCUIT DETAILS (GO TO PART 9B 'Schedule of Test Results' to enter test results for the corresponding circuit listed in this part)

Circuit number	Circuit description	Type of wiring (see footer to PART 9B)	Reference Method (BS 7671)	Number of points served	Circuit conductor (number & csa)		Max. disconnection time (BS 7671) (s)	Overcurrent protective device						RCD			
					Live (mm²)	opc (mm²)		BS (EN)	Type	Rating (A)	Short-circuit capacity (kA)	Maximum permitted Z _s [*] (Ω)	BS (EN)	Type	Rating (A)	Operating current, I _{in} (mA)	
1	Main Isolator Switch	F	B	1	25	25	N/A	5419		100	80	N/A	N/A	N/A	N/A	N/A	N/A
L1	Main Isolator Switch at the Container	F	D	1	25	25	N/A	5419		63	80	N/A	N/A	N/A	N/A	N/A	N/A
L2	Main Isolator Switch at the Container	F	D	1	25	25	N/A	5419		63	80	N/A	N/A	N/A	N/A	N/A	N/A
L3	Main Isolator Switch at the Container	F	D	1	25	25	N/A	5419		63	80	N/A	N/A	N/A	N/A	N/A	N/A

DISTRIBUTION BOARD (DB) DETAILS (complete in every case)

DB designation: Isolator

Location of DB: In The Container

Z_{db}: 0.09 I_{pr} at DB†: 4.29 (kA)

Confirmation of supply polarity: () Phase sequence confirmed†: ()

SPD Details** Types: T1 () T2 (N/A) T3 () T4 (N/A) N/A ()

Status indicator checked (where functionality indicator is present): ()

****SPD Type.**
Where combined T1 + T2 or T2 + T3 device is installed, indicate by ticking both Type brackets.
Where T3 devices are installed on a circuit to protect sensitive equipment, enter details in 'Comments' (PART 9B). (See Section 534 for further details).
Note that not all SPDs have visible functionality indication.

TO BE COMPLETED ONLY IF THE DB IS NOT CONNECTED DIRECTLY TO THE ORIGIN OF THE INSTALLATION
Supply to DB is from: N/A

Overcurrent protective device for the distribution circuit
BS (EN): () Type: () Nominal voltage: () V Rating: () A No. of phases: ()

Associated RCD (if any)
BS (EN): () RCD Type: () I_{Δn}†: () mA No. of poles: () Operating time: () ms

This certificate is based on the model forms shown in Appendix 6 of BS 7671: 2018+A2:2022 Enter a (✓) or value in the respective fields, as appropriate. Where an item is not applicable insert N/A
© Copyright Certsure LLP (March 2022) † Where applicable. **Where figure is not taken from BS 7671, state source: ()



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N18.2C

GENERAL CONTINUATION SHEET

Issued in accordance with BS 7671: 2018+A2:2022 – Requirements for Electrical Installations

NOTES

Extent Of Electrical Installation Covered

Supplying 3 phase power to a container opposite the road/intake room. From the busbar distribution box to the meter and to the isolator with 25mm tails. On this EIC we cover the supply SWA 25mm² glanded to a 100A isolator switch to the container glanded to 63 Isolator Switch.

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GENERAL CONTINUATION SHEET

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NOTES





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GENERAL CONTINUATION SHEET

Issued in accordance with BS 7671: 2018+A2:2022 – Requirements for Electrical Installations

NOTES



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GENERAL CONTINUATION SHEET

Issued in accordance with BS 7671: 2018+A2:2022 – Requirements for Electrical Installations

NOTES



NOTES FOR RECIPIENT

THIS CERTIFICATE IS AN IMPORTANT AND VALUABLE DOCUMENT WHICH SHOULD BE RETAINED FOR FUTURE USE

This safety certificate has been issued to confirm that the electrical installation work to which it relates has been designed, constructed, inspected and tested in accordance with the national standard for the safety of electrical installations, *BS 7671: 2018+A2:2022* - Requirements for Electrical Installations.

You should have received the certificate marked 'Original' and the contractor should retain a duplicate. If you were the person ordering the work, but not the owner or user of the installation, you should pass this certificate, or a full copy of it, immediately to the owner or user of the installation.

The 'Original' certificate should be retained in a safe place and shown to any person inspecting, or undertaking further work on the electrical installation in the future. If you later vacate the property, this certificate will demonstrate to the new user that the electrical installation works complied with the requirements of *BS 7671: 2018+A2:2022* at the time the certificate was issued.

The Construction (Design and Management) Regulations require that, for a project covered by those Regulations, a copy of this certificate, together with schedules, is included in the project health and safety documentation.

For safety reasons, the complete electrical installation will need to be inspected and tested at appropriate intervals by a skilled person or persons competent in such work. The maximum interval recommended before the next inspection is stated in PART 4A or 4B. With the exception of domestic (household) premises, there should be a notice at or near the main switchboard or distribution board indicating the date when the next inspection is due.

Only a NICEIC* contractor responsible for the construction of the electrical installation is authorised to issue this NICEIC Electrical Installation Certificate.

This certificate is intended to be issued only for a new electrical installation or for new work associated with an addition or alteration to an existing installation, or for the replacement of a distribution board (or consumer unit). It should not have been issued for the inspection of an existing electrical installation. An 'Electrical Installation Condition Report' should be issued for such a periodic inspection.

The certificate, which consists of at least five numbered pages, is only valid if the Schedule of Items Inspected has been completed to confirm that all relevant inspections have been carried out and the Schedule of Circuit Details and Test Results is attached. The certificate has a unique serial number which is traceable to the contractor to which it was supplied by NICEIC.

For installations having more than one distribution board (or consumer unit) or more circuits than can be recorded on Page 5, one or more additional Schedules of Circuit Details and Test Results, should form part of the certificate.

This certificate should not have been issued for electrical work in a potentially explosive atmosphere (hazardous area) unless the contractor holds an appropriate extension to their NICEIC registration for such work.

Page 1 and 2 of this certificate provide details of the electrical installation, together with the name(s) and signature(s) of the person(s) certifying the three elements of installation work: design, construction and inspection and testing, and page 3 identifies the organisation(s) responsible for the work certified by their representative(s).

Certification for inspection and testing provides an assurance that the electrical installation work has been fully inspected and tested, and that the electrical work has been carried out in accordance with the requirements of *BS 7671: 2018+A2:2022* (except for any departures sanctioned by the designer and appended to the certificate).

Where responsibility for the design, the construction and the inspection and testing of the electrical work is divided between the contractor and one or more other bodies, the division of responsibility should have been established and agreed before commencement of the work. In such a case, NICEIC considers that the absence of certification for the construction, or the inspection and testing elements of the work would render the certificate invalid. If the design section of the certificate has not been completed, NICEIC recommends that you question why those responsible for the design have not certified that this important element of the work is in accordance with *BS 7671: 2018+A2:2022*.

Where the installation includes a residual current device (RCD) it should be tested every six months, by pressing the button marked "T" or "Test". The device should switch off the supply and should then be switched on to restore the supply. If the device does not switch off the supply when the button is pressed, seek expert advice. For safety reasons it is important that this instruction is followed.

Where the installation includes an arc fault detection device (AFDD) having a manual test facility, it should be tested six-monthly by pressing the test button. Where an AFDD has both a test button and automatic test function, manufacturer's instructions should be followed with respect to test button operation.

Where the installation includes a surge protection device (SPD) the status indicator should be checked to confirm it is in operational condition in accordance with manufacturer's information. If the indication shows that the device is not operational, seek expert advice.

Where a number of sources are available to supply the installation, and where the data given for the primary source may differ from other sources, an additional page should have been provided which gives the relevant information relating to each additional source, and to the associated earthing arrangements and main switchgear.

Where the electrical work to which this certificate relates includes the installation of a fire alarm system and/or an emergency lighting system (or a part of such systems) in accordance with British Standards *BS 5839* and *BS 5266* respectively, this electrical safety certificate should be accompanied by a separate certificate or certificates as prescribed by those standards.

Should the person ordering the work (e.g. the client, as identified on Page 1 of this certificate), have reason to believe that any element of the work for which the Contractor has accepted responsibility (as indicated by the signatures on this certificate) does not comply with *BS 7671: 2018+A2:2022*, the client should in the first instance raise the specific concerns in writing with the contractor. If the concerns remain unresolved, the client may make a formal complaint to NICEIC, for which purpose a standard complaint form is available on request. The complaints procedure offered by NICEIC is subject to certain terms and conditions, full details of which are available upon application. NICEIC does not investigate complaints relating to the operational performance of electrical installations (such as lighting levels), or to contractual or commercial issues (such as time or cost).

For further information about electrical safety and how NICEIC can help you, visit:

www.niceic.com

* NICEIC is operated by Certsure LLP, a partnership between the Electrical Contractors' Association and the charity, Electrical Safety First. NICEIC maintains and publishes registers of electrical contractors that it has assessed against particular scheme requirements (including the technical standard of electrical work).

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 - RISK ASSESSMENT

TASK/SITUATION ASSESSED			RISK ESTIMATION															
Description: Customer Ejection			LIKELIHOOD					Risks are adequately controlled (Yes or No) See over for details	Y	N								
			Certain (5)	Very likely (4)	Likely (3)	May happen (2)	Unlikely (1)		Y									
Definitions: Hazard: Potential to cause injury or loss Risk: Function of the likelihood of the injury or loss occurring and the severity of its consequences			SEVERITY	Death (5)	25	20	15	10	5 C	RISK EVALUATION			√/*					
HAZARDS IDENTIFIED					✓	Ref	1. Current Task/Situation acceptable – no further action			✓								
Animals				Major injury (4)	20	16	12	8	4	2. Improve preventative measures required - see Action Plan over								
Biological					Relevant Specific Assessments													
Broken glass					Over 3 day injury	15	12	9 C	6 A, B,	3	STATUT E	Required Y/N	Completed Y / N	Ref No				
Confined space entry				Under 3day		10	8	6	4	4	COSHH Regs	N	N/A					
Congestion/obstruction						Minor injury (1)	5	4	3	2	1	Manual Handling Regs	N	N/A				
Entrapment					Overall average risk rating of task /situation Medium (7)													
Electrical				Definitions High: The likelihood of severe consequences is unacceptable; strict controls measures necessary. Medium: Serious injury or loss is a definite possibility. Low: The adverse outcome will be minor although not unlikely to occur.					Completed By: G.Wright									
Environment (hot/cold)									Date:									
Fire/Emergency incident									Risk Assessment produced by G.Wright									
Flammable liquids/gasses																		
Hand tools																		
Hazardous substances																		
Hot fluids/surfaces																		
Machinery																		
Manual handling																		
Noise																		
Operational mistakes			✓						A									
Pressure systems/bottled gas																		
Racking/storage																		
Slips/trips/falls																		
Steam/fumes/vapour/smoke																		
Stress/fatigue/illness/injury			✓	B														
Vehicles																		
Violence/crime			✓	C														
Working at heights																		
Insert Detail Overleaf			PTO															

Hazard Ref	Hazard	Should the Hazard Arise	Existing Controls	Adequate
------------	--------	-------------------------	-------------------	----------

		Persons Affected *	Numbers Affected #		Y/N
A	Operational mistakes	S, M, V	5-15	Guards trained and operating to Security Deployment Plan and Mode of Operation.	Y
B	Stress, fatigue, illness and injury	S, M, V	<5	Duty First Aiders on duty will be supported by Guards when tending to injured customers.	Y
C	Violence and crime	S, M, V	5-15	Guards trained and operating to Security Deployment Plan and Mode of Operation. Guards are conflict management trained to defuse confrontational situations and trained to use physical intervention under the 'Criminal Law Act 1967 Section 3:1. Security will try to calm aggressive customers and will not ban them if the situation is resolved, however if they continue to be aggressive they will be banned from the venue. Guards operating to the venue ejection policy and arrest procedure will detain offenders in a designated holding area. Control Room will call the Police via Joint Control should an Arrestable Offence be committed. Team leader and Body worn CCTV Operator should be present during incidents ejections. Guards involved in incident will complete a written Incident Report as soon as is reasonably practicable. Offenders will their details will be recorded and they will be banned from the venue. Guards will exercise. If the Police are not required then the Team along with a TL and Body worn CCTV will remove the aggressor via the nearest exit Gate. This will be monitored by event control along with cctv control to obtain a facial image of aggressor to ban and prevent further entry. CCTV will also monitor the incident to protect the Security dealing with the incident.	Y

Key: * E = Engineers/Maintenance H = Hygiene/Cleaners S = Staff/Guards C = Contractors V = Visitors M = Members of Public A = Admin/Office Staff
R = Reception Staff
Score (<5) (5-15) (16-25) (25+)

ACTION ARISING FROM RISK ASSESSMENT					
Hazard Ref	Risk H/M/L	Action(s) Required	Person(s) Responsible	Target Date	Date Completed

Boat Live Works

EMERGENCY FIRE EVACUATION PLAN

**90 White Post Lane, Hackney Wick,
E9 5EN**

ON HEARING FIRE ALARM

(Continuous two tone siren)

Leave by the **nearest** exit

Do not delay your escape by collecting belongings

Do **not** use lifts

Go to the assembly point – The opposite side of White Post Lane in Queens Yard

THE EVACUATION CONTROLLER IS the DUTY MANAGER or the HEAD of SECURITY

Do not re-enter the building until instructed to do so by the Evacuation Controller

ON DISCOVERING A FIRE

Immediately raise the alarm

Alert anyone nearby

Operate the nearest break glass call point

Leave the building by the **nearest** exit

Do not attempt to fight the fire unless you have been trained to do so

Report location of the fire to the first radio holder you see on your way out

Do not re-enter the building until instructed to do so by The Evacuation Controller

When calling the emergency services state clearly you require the "FIRE" service and that the fire is at:

**90 White Post Lane, Hackney Wick,
E9 5EN**

EVACUATION PROCEDURE

Summoning Assistance.

On activation of the fire alarm the Evacuation Controller will give the radio call “**MR SANDS IS IN THE BUILDING**” repeated three times slowly and clearly, from this point on all radio holders should maintain radio silence and await further instruction from the EC or Duty Manager.

Once the Mr Sands radio call has been made the Duty Manager should check the alarm panel/s (location T.B.C.), the DM will forward the location of the alarm activation to the EC and will attend the location and if safe to do so investigate the indicated location to determine if there is a fire. For any fire alarm activation in the Boat area it should be evacuated immediately as there is only one fire exit, all activities and music in the boat should be switched off at once and attendees should be directed to the fire exit. If the Duty Manager fails to identify a false alarm at any other zone within 3 minutes or radio contact is lost between the DM & EC the EC should initiate a full evacuation. If a fire is discovered or it is not possible to safely confirm that there is no fire the Duty Manager will call for a full evacuation on the two way radio system.

During the 3 minute investigation period all radio holders should ensure that all other staff are aware of the Mr Sands incident and are preparing for a full evacuation.

A full evacuation will be initiated by the radio call “**FULL EVACUATION, FULL EVACUATION, FULL EVACUATION**” this call should be calm and clear, repeated at 10 second intervals by the EC to allow time for feedback from radio holders inside the premises.

When a full evacuation is called all activities will cease, house lights should be switched on throughout & all entertainment be stopped, all in house staff should begin to assist in the clearance of the site by taking up their role as Fire Marshals.

Once the decision has been made to call a full evacuation or the 3 minute investigation time has expired it will be the responsibility of the EC or DM to contact the fire brigade. 999 should be called & the fire service requested,

Confirmation should indicate that the Fire Service should attend

**90 White Post Lane, Hackney Wick,
E9 5EN**

The Role of Designated Persons

At Boat Live Works the designated persons will be comprised of any staff who are working directly for Boat Live Works. All staff will receive fire awareness and evacuation training on their first day at work, they will then form part of the Fire Marshals team in conjunction with the sia security team.

Role of Evacuation Controller

The Evacuation Controller (EC) will be a senior member of the management Team (The Duty Manager or Head of Event Security) with sufficient knowledge of the premises to advise the fire service on best access routes to the incident and of any significant hazards in the building. The EC will be the main contact point for the attending fire service.

The EC will receive and note reports of areas evacuated from designated persons; people remaining in the building (for whatever reason); location, evacuation route and any assistance

required for any disabled occupants; any injuries or any other relevant information to be conveyed to the fire service.

When a full evacuation is underway and/or the fire brigade have been called the EC will put on a high visibility tabard, The EC will go to the vehicle gate on White Post Lane. On the arrival of the fire service EC will make contact with the officer in charge to relay any relevant information.

Role of Fire Marshals

Fire Marshals will be all members of Boat Live Works staff and any sia front of house team. Their role is to guide occupants to the assembly point and to keep fire brigade access routes clear. They will also relay relevant information to the EC as necessary.

In the event of a fire alarm they will put on high visibility tabards and take up predetermined marshalling duties.

Communications

Designated Persons & Fire Marshals must relay any relevant information passed to them to the EC. All two way radio holders must maintain radio silence to allow the EC/Duty Manager to coordinate the evacuation, they should however listen to the radio carefully for instructions and may respond if addressed directly by the EC or Duty Manager. During an evacuation radio requests may be made to locations from either the EC or Duty Manager when looking for information, e.g. "any radio holder in the reception area please respond". When responding to a radio call remember to stay calm and speak slowly & clearly.

The exception to the radio silence rule is that any radio holder can contact the EC in the event of them having important new information about the fire/evacuation situation. An example of this is that a radio holder attempting to exit the building finds a fire in a fire exit route, in this instance they should double back and attempt to prevent anyone else using the route, ensuring that they are moving away from danger throughout. Only after they have reached a place of safety should they call in the information. The radio holder should attempt to remain calm, speak slowly and clearly identifying the location and delivering the information as concisely as possible during a break in the repeated full evacuation message, for example "EC, THERE IS A FIRE IN THE COURTYARD BY THE TOILETS, THIS ROUTE IS UNSAFE, COPY MESSAGE?" . The radio holder should continue to make their way to an alternative escape route, directing others away from the danger where possible.

FIRE MARSHAL TASK LIST

1. **Routine Activities:** Make regular checks on the fire safety provisions with their designated area. To ensure the following are in place:
 - Fire exits and escape routes are clear of obstructions and fire exit doors are free to open.
 - Fire doors are kept shut or are held open by automatically released or easily removable devices.
 - Fire extinguishers are in place with tamper proof seal intact
 - Fire extinguishers have been serviced within the last 12 months.
 - New members of staff are given fire safety information as part of their induction.

2. **Non-Routine Activities:** In the event of a fire alarm:
 - Remind all occupants in the Fire Marshals designated area to leave the building, indicating the nearest fire exit.
 - Conduct a sweep search of their area to ensure that no one is left, particularly in areas such as toilets & store rooms.
 - Report that their area is clear, or not, to the Evacuation Controller.
 - Assist in guiding visitors and event attendees to the meeting point on the opposite side of White Post Lane in Queens Yard, this includes keeping them off the road and on the sidewalk to allow access for emergency vehicles.

Notes.

- a) All Fire Marshals must receive fire training at the start of their first shift.
- b) Fire Marshals will put on high viz tabards in an evacuation situation.

Fire Alarm Failure - Contingency Plans

Occupants of any building must always be made aware of fire in the building. If a fault on the fire alarm system prevents this, a **contingency plan** must be put in place. This is the responsibility of the venue management. Options that will be considered by the team are initiating a fire watch with temporary fire alarms/loud hailers, closing the affected part of the building or as a last resort closing the whole building. All contingency plans will be subject to dynamic risk assessment by the venue managers.

Training.

All staff must be given a basic fire safety induction on their first day of work at Boat Live Works. A record of this training should be kept in the fire safety log book.

A fire evacuation drill should be carried out at least once every six months.

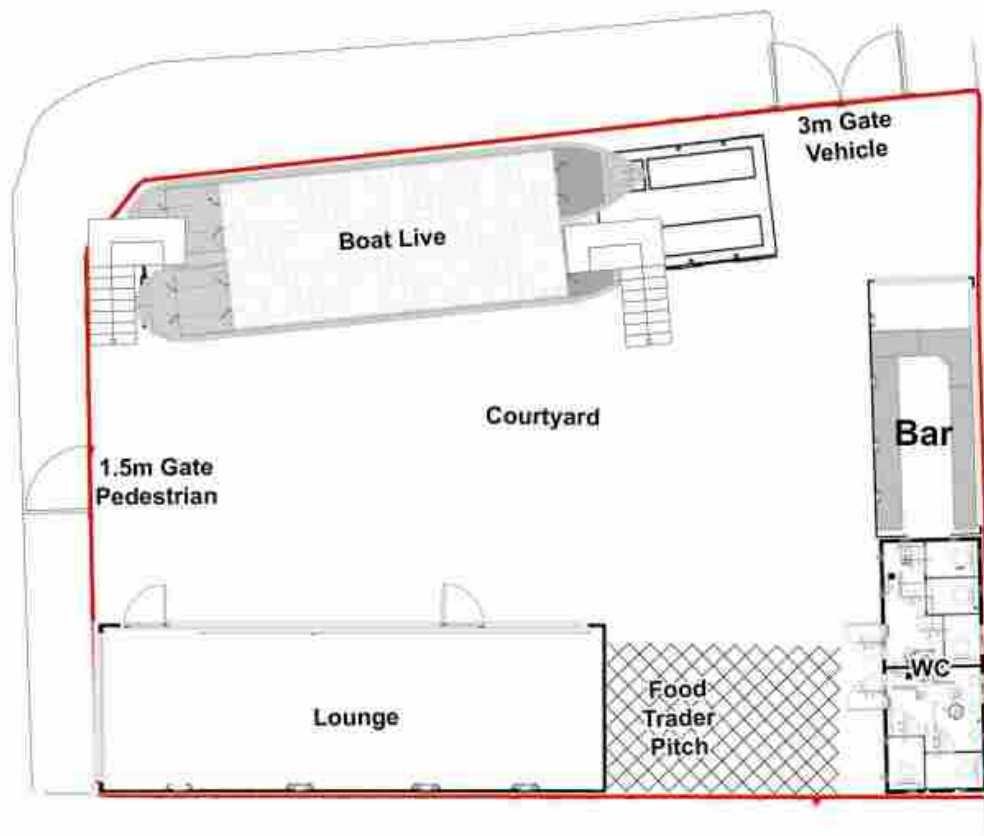
The following map shows the location of the meeting point and the fire evacuation routes around the premises.



The following floor plan will be updated to show the locations of Manual Call Points (MCP indicated by red diamonds) and Fire Fighting Equipment (FFE) within Boat Live Works when the construction of the site is completed.

All areas of the site will be equipped with the appropriate firefighting equipment to BS5306. A fire detection and notification system shall be installed throughout the site to BS 5839-1:2017 and BS 5839-6:2019+A1:2020.

Premises plan Boat Live Works



Capacities Calculations

This section outlines the safe exit capacity based on the division of the premises into areas, each area will have capacity calculations which are based on the smaller outcome of the maximum occupancy by floor space and the final exit width calculations for fire doors serving that area. Finally, a summary of the whole premises will be given which will justify a maximum capacity after considering the interaction of evacuation flows from each area, in particular where combined flows may occur.

The Safe capacity for the premises is 300 people determined by exit width as explained below.

Area Capacity Calculations

All occupancy density calculations are based on the approved document b fire safety volume 2 2019 – table D1, Floor Space Factors utilising points:

- 1 Standing spectator areas, bar areas (within 2m of serving point), .3m² per person.
- 2 Events area without fixed seating, .5m² per person.
- 4 for a lounge/bar area, 1m² per person.

Occupancy calculations by area:

The Lounge – 100 people by floor space

The Lounge area has no fixed seating and can be used as a performance area, there will be a bar counter along the 3.95m west internal wall. It is assumed that a performance area set up at the east end of the room would reduce the audience floor space by 2.44m from the east wall. This would leave an audience area of 9.5m x 3.95m. Within 2m of the bar and stage floor space factor 1 of .3m²pp (15.8m² / .3) 52 people. The 5.5m area between these spaces calculated using floor space factor 2 of .5m²pp (21.73m² / .5) gives an additional 43 people. Allowing for 5 performers on stage this gives a maximum occupancy by floor space of 100people.

There are two exit doors of 850mm width, each allowing for 110 people to evacuate, the final exit calculations from the lounge area are as follows:

- Door 1 850mm = 110people.
- Door 2 850mm = 110people.
- Door 1+2 – widest door = 110people.

Boat Live – 50 people

The boat live space has previously been agreed at a capacity of 50 people with LFB, I would recommend reviewing this figure with accurate measurements and calculations once the installation at the premises is completed.

Courtyard – 156 people

The courtyard has an area of 78m², it will have non fixed seating and as such a maximum occupancy capacity has been calculated using floor space factor 2 of .5m²pp (78m² / .5) which equals 156people.

Final Exits to the street – 300 people

The premises has two gated final exits to the street, using the formula of 5mm per person for exit routes intended to accommodate more than 200 people the calculations are as follows:

- 1.5m pedestrian gate = 300people.
- 3m vehicle gate = 600people.
- Gate 1+2 – widest gate = 300people.

This should also be considered the safe maximum capacity for the whole premises including customers, staff, security, performers and any other persons on site.

Exit width capacities are derived using the formula 5mm per person for widths over 1100mm. This is taken from table 2.3 Widths of escape routes and exits from section B2 of the building regulations 2010 Fire Safety Approved Document B Volume 2 – Buildings other than dwellinghouses 2019 edition incorporating 2020 amendments (copied below)

Maximum number of people	Minimum width (mm) ⁽¹⁾⁽²⁾⁽³⁾
60	750 ⁽⁴⁾
110	850
220	1050
More than 220	5 per person ⁽⁵⁾

NOTES:

1. See Appendix D for methods of measurement.
2. Widths may need to be increased to meet guidance in Approved Document M.
3. Widths less than 1050mm should not be interpolated.
4. May be reduced to 530mm for gangways between fixed storage racking, other than in public areas of 'shop and commercial' (purpose group 4) buildings.
5. 5mm/person does not apply to an opening serving fewer than 220 people.

Crowd control and entry arrangements

This section details the entry arrangements and crowd control for queuing and any action to be taken in an evacuation situation.

Any area to be used as an entry point is to be staffed by sufficient staff to clear the area of queuing customers and crowd control barriers in an evacuation and will be staffed with extra as required to quickly and efficiently process any access queue. The queuing system will be made up of sections of tensa barrier and lo-ped barrier. The security team are instructed to release the tensa barrier and move the posts in the event of a potential emergency evacuation. They are also instructed to move any queuing guests to the muster point across the street in Queens Yard on the opposite side of White Post Lane.

As the site has multiple areas that can be used for events there is no single set up that suits every occasion, a simple access statement for the site is as follows:

Access to the site will be arranged to ensure good crowd control at any chosen entry point, a combination of lo ped barriers and tensa barrier will be deployed as required to ensure the best crowd control possible. There will be sufficient security at the access point to ensure that any crowd control devices can be removed and any queue cleared in the event of an emergency evacuation.

Set up of each entry system will be by ongoing dynamic risk assessment of the requirements of each event and is likely to change throughout each event, assessments will be made by the venue management and the head of SIA door security team.



SSMRT

SPECIALIZED SECURITY, MEDICS, RESPONSE + TRAINING

Search Policy

Version 1 date 17/05/2023 Gary Twining-Wright M.ISRM .FPMemNFPS. MCoROM

Policy Statement: At SSMRT Ltd, we prioritise the safety and security of our customers, staff, and buildings as integral to our mission. To maximise safety precautions and adapt to changing circumstances and venue instructions, we may introduce additional security measures, including body and bag searches. The methodology applied to these searches ensures the following:

1. Lawful and Consensual Search:

- All searches will be conducted lawfully and with the explicit consent of the individual being searched.
- Customers will be fully informed and aware of the search procedure before it takes place.

2. Appropriate and Thorough Search:

- Searches will be conducted in an appropriate and thorough manner, ensuring that prohibited items are identified
- The purpose of the search is to prevent the presence of items such as alcohol not purchased on the premises, substances suspected to fall under the Misuse of Drugs Acts 1977-2015, weapons, or potential weapons.

3. Use of Personal Protective Equipment (PPE):

- Staff conducting searches will be required to wear appropriate personal protective equipment (PPE) during the process.
- This measure aims to enhance the safety of both staff and customers and mitigate potential health risks.

4. Video Documentation:

- *Body-worn cameras will be switched on and functioning properly to record the search process if required.*
- This measure ensures transparency, accountability, and provides a record for reference if needed.

5. Presence of Management Team or Senior Supervisor:

- A member of the management team or a senior supervisor will be present during the search procedure to oversee and provide guidance.

6. Clear Location:

- Searches will be conducted in designated areas that provide privacy while maintaining safety and security.

7. Gender-Specific Searches:

- ***If a search needs to be conducted by a staff member of the opposite sex, a witness of the same sex will be present.***
- ***The availability of CCTV footage or body-worn camera recordings will further ensure staff protection and prevent false allegations.***

8. Requests from Police or Licensing:

- Bag or body search procedures may be requested by the police or licensing authorities for certain events or Temporary Event Notices (TENs).
- The final decision regarding additional security measures rests with the site or venue manager, in consultation with the relevant head of security (Venue Safety Officer - VSO).

Purpose of Search:

- *The purpose of a search is to ensure the prevention of prohibited items, such as alcohol not purchased on the premises, substances falling under the Misuse of Drugs Acts 1977-2015, and weapons or potential weapons. All instances of implementing bag or body search procedures will be managed by the site or venue manager.*

Refusal to be searched may result in ejection from the site/venue based on the 4 licensing objectives and with confirmation from the manager.

Training:

- Staff responsible for conducting bag or body searches will receive comprehensive training following the content outlined in this document and its appendices.

Related Policies:

- Security staff have the responsibility to maintain a welcoming, safe, and secure environment in line with the current venue policies.

Implementation and Review:

- The methodology for performing searches has been approved by the Senior Management Team, and staff will be appropriately trained.
- Complaints from the public will be initially handled by the Supervisor and, if necessary, escalated to the Head/Deputy Head of Security. Supervisors will maintain complaint records, which will be monitored by the Head of Department.

- The policy will be subject to review by the Head of Operations every two years, with accompanying procedures reviewed as required by changing circumstances and at least every two years.

Equalities Impact:

- An equalities impact assessment has been conducted on this policy and the accompanying procedures. Measures to

Contact and Further Information:

***For additional information regarding this policy and its implementation, please contact the Head of Operations at [REDACTED].
Venue Safety Officers are responsible for the day-to-day operation of the procedures outlined in this policy.***



BOAT LIVE

90 WHITE POST LANE, HACKNEY WICK,
LONDON

24 July 2023

AEC REPORT: P5000/R1/WJK

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CONTENTS

	Page
1.0 INTRODUCTION	3
2.0 SOUND PROPAGATION TESTS	4
3.0 ASSESSMENT OF NOISE LEVELS	6
4.0 NOISE MANAGEMENT	7
5.0 CONCLUSIONS	7

APPENDIX A – Acoustic Terminology in Brief

DOCUMENT STATUS

Prepared by:  Warren King BSc (Hons) MIOA

Revision	Date	Document Details	Author	Checked By
-	24/07/23	Original Document		

1.0 INTRODUCTION

- 1.1 Acoustic & Engineering Consultants Limited (AEC) has been appointed to undertake a sound propagation test and set a noise limiter in relation to amplified music at the Boat Live premises at 90 White Post Lane, Hackney Wick, London.
- 1.2 This report details the results of the sound propagation tests that were carried out to set the internal operating noise limits for amplified music at the premises, along with a subjective assessment of music noise levels at nearby noise sensitive properties, which were considered appropriate for the area.
- 1.3 The London Borough of Tower Hamlets have requested the following in relation to the operation of the premises:

'The noise assessment report is for the applicant to show how they are going to mitigate noise nuisance.

*Applicant needs to employ a noise consultant, who must be IOA or ANC registered (institute of Acoustics and/or Association of Noise Consultants) to undertake the report.
A sound limiter will be required on the music system to ensure noise levels are not increased during the night, and the limiter will need to be locked with a key or keypad.'*

- 1.4 Acoustic terminology used throughout this report is described in Appendix A.

Boat Live

- 1.5 The premises is proposed multi-use event space consisting of a boat structure and small external seating area. It is proposed that amplified music is to be played within the boat structure only through a permanently installed sound system. All DJ's are to play through the sound system which includes a noise limiting device. The external area is to be used for activities such as yoga classes and art exhibitions.
- 1.6 The premises will serve coffee in the mornings and food during the day in the external area and hold events such as livestreams with amplified music during the evening/night-time periods.
- 1.7 The proposed terminal hours for the premises are as follows:

Sunday to Wednesday - 0800 - 2330h (background music only)
Thursday to Saturday - 0800 - 0030h

Sale of alcohol, food and regulated entertainment to cease 30 minutes before the terminal hour to assist with a soft dispersal
- 1.8 The London Borough of Hackney Wick is a vibrant mixture of residential apartments, commercial and licensed premises providing late night entertainment. There are numerous licensed premises in the immediate vicinity as shown in the following Figure 1.1.

Figure 1.1 – Site Location Plan



- 1.9 The hours sought are in line with the earlier closing licensed premises in the immediate vicinity
- 1.10 The nearest noise sensitive properties are located on the corner of Schwartz Wharf which overlook the premises as shown in Figure 1.1. The apartments are a similar distance to a number of other larger premises operating within the immediate area.

2.0 SOUND PROPAGATION TESTS

Sound Propagation Test

- 2.1 A sound propagation test was carried out on the evening of Tuesday 18 July 2023. The sound system was operated at the intended level on Thursday to Saturday nights and then reduced to be representative of the background music noise level intended on Sunday to Wednesday nights. The music was of a similar level and genre as proposed for events at the venue.
- 2.2 No other premises in the immediate area were operating as would do later in the week, so noise levels from the Boat Live premises only were able to be assessed.
- 2.3 Continuous noise measurements were recorded inside the venue using a Cirrus type 1 integrating sound level meter. A subjective assessment of noise levels from the premises was made from inside the nearest noise sensitive properties on Schwartz Wharf.
- 2.4 It was not possible to have access to the apartments overlooking the premises themselves, but noise levels were assessed in the stairwell next to windows on the southern elevation, which were open in a typical manner for ventilation. In addition, one of the residents living in an apartment with windows on the western elevation overlooking the premises was able to provide feedback in terms of what they could hear within their apartment and a subjective comparison of noise levels with the other venues in the area when operating on a typical night.

2.5 A summary of the internal music noise levels and corresponding subjective assessment inside the apartment building on Schwartz Wharf is shown in the following Table 2.1.

Table 2.1 – Summary of Sound Propagation Tests

Time	Noise Level, dB L _{eq} at Octave Band Centre Frequency, Hz							dBL _{Aeq}	Comments	
	63	125	250	500	1k	2k	4k			
Thursday to Saturday Intended Music Noise Level										
21:28	85	95	99	96	86	88	87	97	Music noise in stairwell by open window was audible at low level, along with road traffic noise on the surrounding roads.	
21:29	85	95	99	96	85	83	85	96		
21:30	84	95	100	92	84	86	87	96		
21:31	82	93	98	89	87	88	86	95		
21:32	84	93	101	93	90	89	85	97		
21:33	85	93	101	94	92	93	87	99		
21:34	84	92	101	91	88	88	83	95		
21:35	82	92	100	94	91	91	86	97		
21:36	83	93	98	96	85	85	84	96		
21:37	83	93	99	96	86	85	85	96		
21:38	84	92	98	98	84	85	84	96		
21:39	90	91	100	94	84	85	83	95		
21:40	88	92	102	97	83	85	83	96		
21:41	90	93	100	93	84	85	83	94		
21:42	88	96	100	90	81	83	83	94		
21:43	86	96	100	87	79	81	83	93		
21:44	86	97	101	88	80	81	83	93		Resident compared music noise levels inside apartment with a party in the distance. Comparable with noise from Howling Hops premises on a typical Thursday afternoon with window open.
21:45	85	96	100	88	80	82	84	93		
21:46	86	96	97	86	80	81	81	91		
21:47	85	96	95	90	80	79	78	91		
21:48	85	96	95	90	81	79	78	91		
21:49	86	97	101	95	84	81	83	95		
21:50	86	98	101	93	86	85	83	95		
21:51	86	97	100	93	89	88	86	96		
21:52	87	97	101	92	86	86	86	96		
21:53	84	92	97	91	87	89	87	95		
21:54	85	94	98	100	88	90	89	99		
21:55	85	93	97	98	92	94	89	100	Resident commented that music noise levels were much lower (subjectively around 1/4 of the noise level) than the Yard and Colour Factory on a Friday and Saturday night.	
21:56	85	93	97	94	88	89	85	96		
21:57	85	95	100	93	92	90	87	98		
21:58	86	95	100	91	88	88	85	96		
21:59	87	97	102	91	84	86	84	95		
22:00	84	94	100	93	85	87	81	95		
22:01	85	97	104	92	85	87	85	97		
22:02	84	97	104	90	86	86	85	96		
22:03	84	97	104	93	89	88	87	98		

22:04	83	95	103	95	89	90	89	98	
22:05	83	94	101	92	87	89	88	97	
Sunday to Wednesday Music Noise Level									
22:09	69	81	92	91	81	75	76	90	Music noise levels reduced in premises. Music noise in stairwell by window inaudible above background noise with window open.
22:10	64	75	89	94	75	74	63	90	
22:11	61	75	89	93	76	75	63	90	The resident commented that music noise was not audible in the apartment above road traffic with the window open.
22:12	61	77	93	94	77	78	73	92	
22:13	69	82	92	93	78	78	77	91	
22:14	79	91	94	90	80	79	76	90	
22:15	80	91	94	90	83	81	78	91	

2.6 No noise complaints were received during sound propagation tests.

3.0 ASSESSMENT OF NOISE LEVELS

- 3.1 The noise assessment was carried out when the other premises in the immediate vicinity were closed in order to establish the likely contribution to the prevailing noise climate from the Boat Live premises only. Music noise levels were audible at low level inside the apartment block with windows open in a typical manner for ventilation, however road traffic noise from the surrounding area was also audible at a similar level. In addition, the subjective opinion provided by the resident in the apartment block indicated that the higher noise levels were significantly lower than when the other venues in the area were open, and the lower music noise levels were inaudible within the property with the window open.
- 3.2 Furthermore, based on a previous site visit carried out by AEC on a typical Saturday night and the proximity, sizes and construction of the existing premises it is considered unlikely that music noise from those sources would not be audible within the apartments.
- 3.3 Given the existing noise climate, it is considered that a reasonable approach would be to limit amplified music noise from the premises to achieve a condition of no increase in the prevailing ambient or background noise levels.
- 3.4 Therefore, based on the above, noise levels should not exceed those shown in Table 3.1, below. The setting and operation of the noise limiting device was witnessed at the noise limits specified below.

Table 3.1 – Internal music noise limits

Period	dBL _{Aeq}	Noise Level, dB _{Leq,1min} at Octave Band Centre Frequency, Hz						
		63	125	250	500	1k	2k	4k
Thursday to Saturday	96	86	95	100	94	87	88	85
Sunday to Wednesday	91	74	86	92	93	79	78	75

4.0 NOISE MANAGEMENT

- 4.1 In addition to the noise limiter discussed above, the following measures should be considered to minimise noise from the premises when operating. These include but are not limited to:
- Provide residents in the local area a means by which noise complaints can be made directly to the premises so that they can be dealt with quickly and efficiently.
 - Manage and limit the number of people in external areas. Practical measures may include preventing patrons from taking drinks out into these areas.
 - Provide clear and legible signage at the exit point, requesting that they respect the local neighbourhood and keep noise to a minimum by refraining from shouting. As far as is reasonably practicable, door staff and venue management will encourage customers leaving the premises to do so quickly and quietly and act responsibly.
- 4.2 A log of any noise monitoring and subjective assessments of music noise levels should be kept and maintained for all events.

5.0 CONCLUSIONS

- 5.1 Acoustic & Engineering Consultants Limited has been appointed to undertake a sound propagation test and set a noise limiter in relation to amplified music at the Boat Live premises at 90 White Post Lane, Hackney Wick, London, in accordance with the requirements of the London Borough of Tower Hamlets.
- 5.2 Sound propagation tests have been carried out to set internal noise limits for the premises based on subjective assessments from inside the closest noise sensitive properties on Shwartz Wharf by AEC and a resident living in an apartment overlooking the premises, who was also able to provide a comparison with the other venues in the vicinity.
- 5.3 Based on the subjective noise assessments, previous site visits, proximity, size and constructions of the other premises in the immediate vicinity, an internal noise level has been set for Thursday to Saturday nights, which is anticipated would not result in any increase in the prevailing ambient and background noise levels on those nights.
- 5.4 A further noise limit has also been set that equates to an inaudible condition inside the closest noise sensitive properties with windows open in a typical manner for ventilation for Sunday to, Wednesdays.
- 5.5 In addition to the setting of the noise limiter to the levels specified in this report, the premises will be subject to additional noise management measures to minimise the potential noise impact as a result of amplified music.

APPENDIX A - Acoustic Terminology in Brief

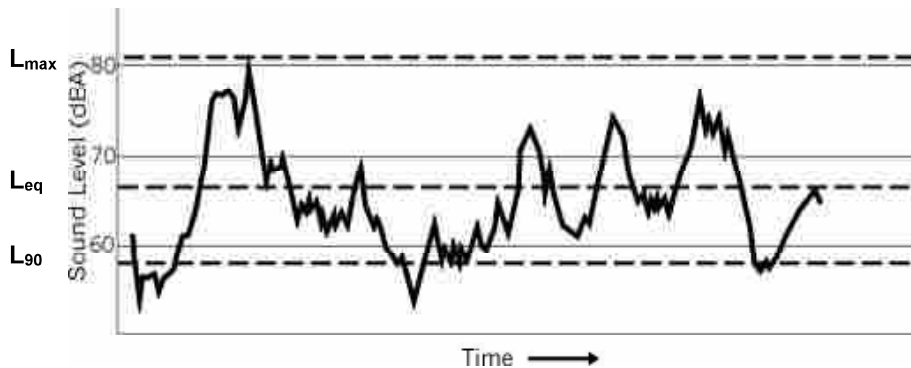
Sound is produced by mechanical vibration of a surface, which sets up rapid pressure fluctuations in the surrounding air. The rate at which the pressure fluctuations occur determines the pitch or *frequency* of the sound. The frequency is expressed in Hertz (*Hz*), that is, cycles per second. The human ear is sensitive to sounds from about 20 Hertz to 20,000 Hertz. Although sound can be of one discrete frequency - a 'pure tone' - most noise is made up of many different frequencies.

The human ear is more sensitive to some frequencies than others, and modern instruments can measure sound in the same subjective way. This is the basis of the A-weighted sound pressure level *dBA*, normally used to assess the effect of noise on people. The *dBA* weighting emphasises or reduces the importance of certain frequencies within the audible range.

Noise Units

In order to assess environmental noise, measurements are carried out by sampling over specific periods of time, such as fifteen minutes or one hour, the statistically determined results being used to quantify various aspects of the noise.

The figure below shows an example of sound level varying with time. Because of this time variation the same period of noise can be described by several different levels. The most common of these are described below.



Example of Sound Level Varying With Time

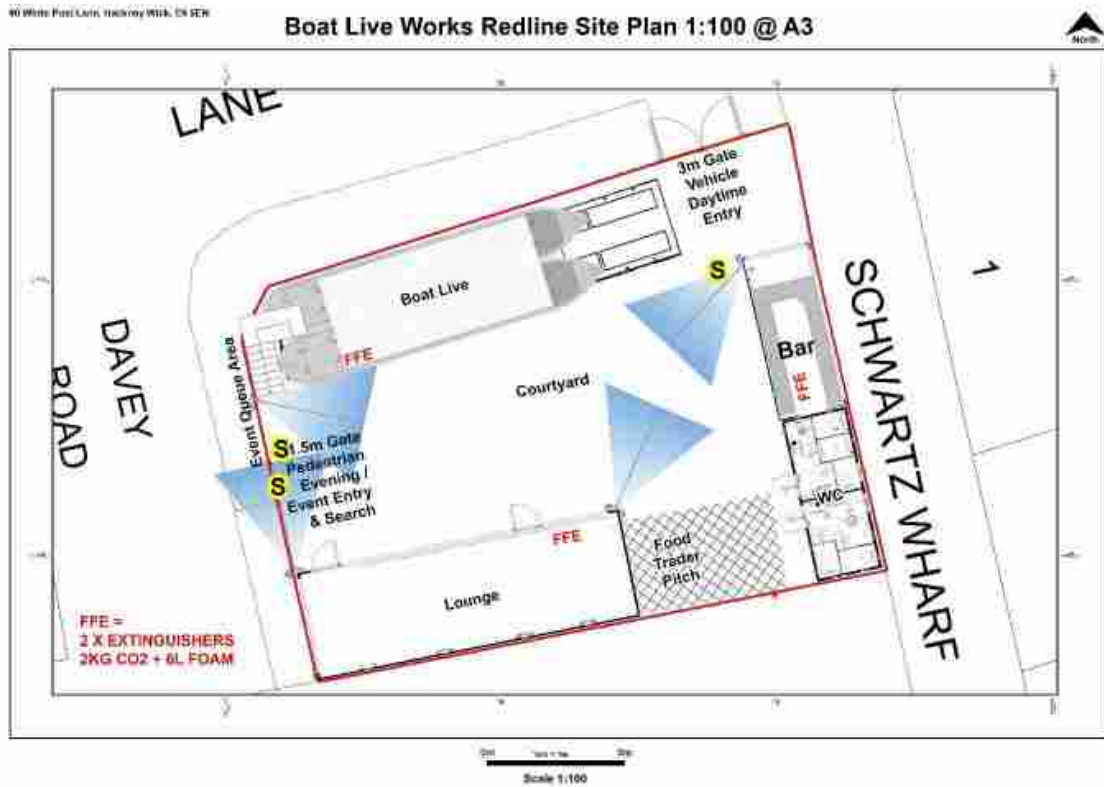
- $L_{Aeq,T}$** The equivalent continuous (A-weighted) sound level. May be thought of as the "average" sound level over a given time, *T*. It is used for assessing noise from various sources: industrial and commercial premises, construction sites, railways and other intermittent noises and can be considered as the "ambient" noise level.
- L_{A90}** The (A-weighted) sound level exceeded for 90% of a measurement period. It is the value used to describe the "background" noise.
- L_{Amax}** The maximum (A-weighted) sound level during a measurement period.
- Free-field Level** This refers to the sound level measured outside, away from reflecting surfaces.
- L_{AE}** The A-weighted sound exposure level is the equivalent noise level of an event as if the event was of one-second duration and allows the overall average, L_{Aeq} , level to be determined over different time periods for a number of events. L_{AE} is a mathematical unit which cannot easily be described in terms of perception.

Security Duties Music Event Plan Boat Live Works, Hackney Wick, 90 White Post Lane

SIA Security will be provided by SSMRT my regular security team for the last 4 years at all of my previous premises and events. Security will provide medical and welfare cover with the assistance of myself as Management.

The planned entertainment use of the site will be regular artist residencies booked and promoted by boat live with customers made up from walk up trade and our regular clientele, as a policy we will not have externally booked or promoted events. We do intend to continue to book out the boat space providing live streaming and recording facilities for dj's and electronic music. We will not exceed the safe premises capacity identified in the emergency plans of 300. The demographic of the attendees is expected to be our more usual local clientele aged 20-45 made up from the wide demographic of people who live in Hackney Wick. The offer will be food, drinks and resident artists playing music.

There will be up to three security booked at a ratio of 1:100 guests expected, one static on front door, two to float internally, one for each area, who can assist front door as required. Shown on the site plan below:



Security Duties

Security will carry out mandatory searches on entry at all publicised events in the search area covered by CCTV (blue triangles above) (not daytime yoga etc), record attendance with mechanical clickers, sweep the premises regularly checking: fire exits, customer noise levels in outdoor areas, toilets and customer welfare, paying particular attention to the possibility of vulnerable people from recreational drug use and drunkenness.

Security will also take up appointed roles in an evacuation, & provide medical and welfare assistance.

Security will ensure that doors and windows are kept shut after 22:00 and that during dispersal customers leaving the premises are asked to do so quietly with respect for our neighbours.

Welfare

We will provide drinking water for free and have signage at the bars, there will be a first aid kit at each bar, security will carry out welfare checks on their patrols and we have in place ask for Angela signage with staff training to support this.

Dispersal plan

1. All patrons will be reminded to leave the area quietly and signage stating "please respect our neighbours and leave the area quietly" will be in place.
2. Sia security will monitor the street and front door and will be on site until the site is clear.
3. No open containers of alcohol will be permitted to be removed from the site.
4. Security will prevent people staying on the street after leaving the premises by asking them to move along politely.
5. Visitors will be encouraged to wait inside the premises if they have ordered a taxi until it arrives to reduce the impact on the street.
6. Security will assist in the management of taxis on the street, reminding them not to use their horns and marshalling vehicle movement if required.

Noise & Nuisance Management

Throughout any event we will use an acoustic level spectrometer to look for peaks in noise frequencies that may be causing nuisance around the perimeter of the site. These reads will be digitally documented.

The outcome of any reading identifying nuisance noise will allow us to take action during the events to minimise the sound breakout and to will provide notes to allow for better design of acoustic sound reduction treatments that we could install moving forwards.

We will provide a copy of these logs to the Environmental Health Enforcement team should they so wish.

After 9pm the security team and management will remind customers to keep the noise down in the outdoor areas. We will also have signage to reinforce this, "Please Keep the noise down outdoors after 9pm"

The boat has been subject to a sound survey and report and the Acoustician set levels for use Thursday to Saturday and Sunday to Wednesday. The report detailing this is held on file and shared with the responsible authorities.

Additional security details

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.

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.

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 visit by a relevant authority or emergency service.

In the event that a serious assault is committed on the premises (or appears to have been committed) the management will immediately ensure that:

- a) the police (and, where appropriate, the London Ambulance Service) are called without delay;
- b) all measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police;

Appendix 12

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 13

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 14

Anti-Social Behaviour on the Premises

Licensing Policy

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

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

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

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

Police Powers

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

Guidance Issued under Section 182 of the Licensing Act 2003

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

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

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

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

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

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

Guidance Issued under Section 182 of the Licensing Act 2003

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

Guidance Issued by the Office of Fair Trading

This relates to attempts to control minimum prices.

Other Legislation

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

Appendix 15

Anti-Social Behaviour from Patrons Leaving the Premises

General Advice

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

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

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

Licensing Policy

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

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

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

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

Cumulative Impact

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

Police Powers

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

Guidance Issued under Section 182 of the Licensing Act 2003

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

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

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

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

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

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

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

Other Legislation

Crime and Disorder Act 1998

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

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

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

Appendix 16

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 17

Planning

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

Appendix 18

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 framework hours to any particular application regard should be had to the following

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

(See 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