

# **Camden Statement of Licensing Policy**

**2024-2029**

**Licensing Act 2003**

**DRAFT**

# Camden’s Statement of Licensing Policy 2024-2029

## Table of Contents

<b>Foreword</b> .....	<b>5</b>
<b>Chapter One</b> .....	<b>6</b>
Introduction .....	6
Licensing hierarchy .....	7
Camden’s strategies and plans .....	9
<b>Evening and Night Time Strategy</b> .....	9
<b>Camden 25</b> .....	9
<b>Camden Local Plan</b> .....	10
<b>Camden’s Joint Health and Wellbeing Strategy 2022-2030</b> .....	10
<b>Public Health priorities</b> .....	11
<b>Community Safety Partnership priorities</b> .....	11
<b>Children and Young People’s Plan</b> .....	12
<b>Camden’s Equality Policy</b> .....	13
<b>Late night levy</b> .....	15
<b>Controlled drinking zone</b> .....	15
General .....	15
Community involvement in this Statement .....	16
Consultation on this Statement.....	16
<b>Chapter Two</b> .....	<b>18</b>
Welcome to the London Borough of Camden .....	18
Overview .....	18
<b>Chapter Three</b> .....	<b>19</b>
Purpose of this Statement of Licensing Policy .....	19
<b>Glossary</b> .....	20
<b>Chapter Four</b> .....	<b>26</b>
Preparation and submission of applications .....	26
<b>Introduction</b> .....	26
<b>Pre-application Advice service</b> .....	27
<b>Negotiation and compromise</b> .....	28
The licensing objectives .....	29
Prevention of crime and disorder .....	29
<b>Women’s Safety</b> .....	29
<b>Drink Spiking</b> .....	29
<b>Hate and intolerance</b> .....	31
<b>Psychoactive substances</b> .....	32
<b>Capacity</b> .....	33
<b>Outside drinking</b> .....	33
<b>Crime and disorder risks</b> .....	33
<b>Measures to address crime and disorder risks</b> .....	34
Public safety.....	36
<b>Possible measures to ensure public safety</b> .....	36
Public nuisance .....	37
<b>Possible causes of public nuisance</b> .....	38

<b>Possible measures to address public nuisance</b> .....	39
Protection of children from harm.....	40
<b>Measures to protect children from harm</b> .....	40
Public Health .....	41
Shadow licences .....	42
Planning consent.....	43
Agent of Change Principle.....	43
<b>Chapter Five</b> .....	<b>44</b>
Framework hours .....	44
The policy .....	45
Reasons for the policy approach.....	45
General.....	45
Deciding on hours .....	46
<b>Chapter Six</b> .....	<b>48</b>
Cumulative impact assessments .....	48
The cumulative impact assessment .....	48
General.....	49
Other mechanisms for controlling cumulative impact .....	49
How we manage Camden's Evening and Night Time Economy .....	50
<b>Chapter Seven</b> .....	<b>52</b>
Licensing principles and best practices .....	52
<b>Chapter Eight</b> .....	<b>54</b>
Premises policies .....	54
General considerations .....	54
Premises category.....	54
<b>Restaurants, cafes and coffee houses</b> .....	54
<b>Premises supplying hot food and drink between 11:00 pm and 05:00 am</b> ....	55
<b>Pubs and bars</b> .....	55
<b>Premises providing music, dance and similar entertainment</b> .....	56
<b>Nightclubs</b> .....	57
<b>Off licences</b> .....	57
<b>Theatres, cinemas, qualifying clubs and community premises</b> .....	58
<b>Hotels</b> .....	58
<b>Premises providing nudity, striptease and other adult entertainment</b> .....	60
Large temporary events .....	61
<b>Chapter Nine</b> .....	<b>63</b>
Licence variations.....	63
Full variations .....	63
Minor variations .....	63
<b>Relevant considerations</b> .....	64
<b>Chapter Ten</b> .....	<b>66</b>
The responsibilities of licence holders and reviews .....	66
Responsibilities of licence holders .....	66
Reviews .....	66
<b>Shadow licences</b> .....	67
<b>Expedited reviews</b> .....	67

<b>Chapter Eleven .....</b>	<b>76</b>
Temporary event notices .....	76
<b>Objections to a TEN .....</b>	<b>77</b>
<b>Nudity, striptease and other adult entertainment .....</b>	<b>77</b>
<b>Hearings to impose conditions.....</b>	<b>78</b>
<b>Temporary event notices for large events.....</b>	<b>78</b>
<b>Chapter Twelve.....</b>	<b>79</b>
Personal licences .....	79
Renewal of personal licence .....	79
<b>Chapter Thirteen .....</b>	<b>81</b>
Designated premises supervisors .....	81
Applications .....	81
The DPS at community premises .....	82
<b>Chapter Fourteen .....</b>	<b>85</b>
Enforcement and monitoring .....	85
<b>Annual fees and suspension of premises licence.....</b>	<b>88</b>
<b>Chapter Fifteen .....</b>	<b>89</b>
Film classification .....	89
<b>Appendix One .....</b>	<b>90</b>
Licensing Charter .....	90
<b>Appendix Two .....</b>	<b>95</b>
Responsible authorities and any other persons.....	95
<b>Appendix Three .....</b>	<b>97</b>
Scheme of Delegation .....	97
<b>Appendix Four.....</b>	<b>98</b>
Dispersal policies .....	98
Drunkenness .....	98
Drug and psychoactive substance use .....	98
Transport.....	99
“Soft” finishes .....	99
Signage .....	99
CCTV.....	100
Radio schemes .....	100
Pub watch.....	100
Door supervisors .....	101
Legal considerations .....	101
<b>Appendix Five.....</b>	<b>102</b>
Licensing Act 2003 mandatory conditions .....	102
<b>Appendix Six .....</b>	<b>106</b>
Example conditions.....	106
<b>Appendix Seven.....</b>	<b>121</b>
Alcohol related Harm .....	121

# Foreword

Camden is at the heart of London's diverse hospitality and cultural economy. Our artistic and globally acclaimed music venues attract visitors from across the country and beyond. Camden has over 1800 venues licensed under the Licensing Act 2003 and a vibrant Evening and Night time Economy.

This Statement of Licensing Policy sets out how the council will continue to promote our licensing objectives whilst protecting residential amenity and supporting businesses. To assist us in this task, the policy will operate alongside Camden's new evening and night time strategy which was developed to provide an overarching vision on how the council will like to manage its evening and night time economy.

In producing this revised Statement of Licensing Policy, we have carried out extensive consultation and engagement with all stake holders to understand and promote the needs of Camden.

In response to the changing licensing landscape as a result of the impact of the pandemic, the cost of living crisis and current situation, a cumulative impact report was commissioned, and the recommendations of the report have been carefully considered in revising this Statement of Licensing Policy.

This revision introduces policies that enable businesses to develop their business models in a sustainable way, promoting women's safety, diversity and promoting economic growth whilst protecting residential amenity. The Licensing Authority's Statement of Licensing Policy will enable the hospitality and entertainment sectors to thrive, whilst maintaining the necessary protections for our residents and promoting the licensing objectives. It will seek to ensure that our residents can peacefully enjoy their homes and environment whilst also encouraging responsible and positive business investment and economic growth.

I would like to thank our Licensing Officers, the Police Licensing Unit, and all the other responsible authorities, the many businesses, amenity groups, residents and organisations that took the time to join discussions and to respond extensively to the consultations on this statement and its revision and who actively engage with the council to ensure we are aware of necessary developments. These contributions have been invaluable to the council when reviewing our Statement of Licensing Policy.

We move forward with the London Borough of Camden, the Licensing Committee, and all those mentioned above, entering the next five years hopeful for the future, and with the continued promotion of the four licensing objectives at the forefront of our work to support all those that work, live and visit the London Borough of Camden.

Jonathan Simpson MBE  
Chairman, Licensing Committee

# Chapter One

## Introduction

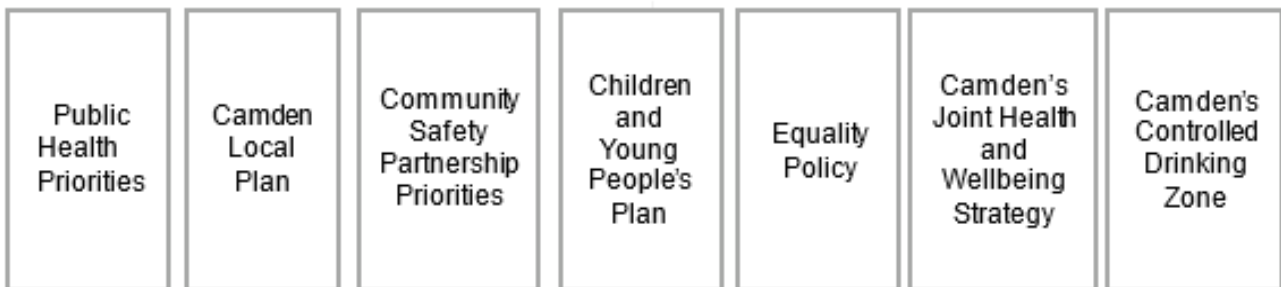
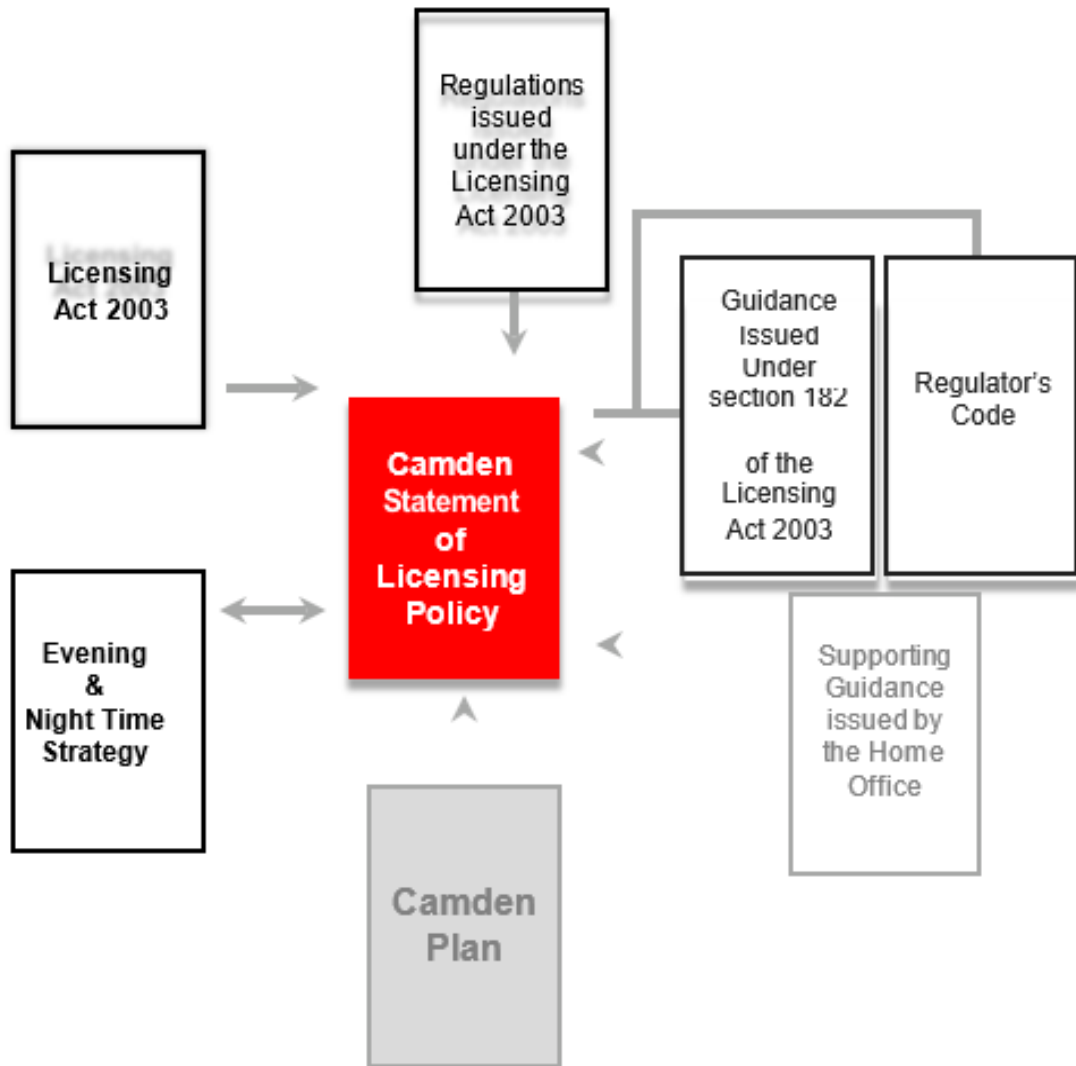
- 1.1 This Statement outlines the approach, principles, and objectives adopted by Camden Council when regulating and managing various licensable applications. The primary purpose of this Statement of Licensing Policy is to provide guidance and transparency on the licensing process and decision-making. It ensures that we have effective and appropriate licensing policies that respond to the borough's unique characteristics while helping to deliver the Camden Plan and other local priorities, further details are given in **Chapter Three**.
- 1.2 This Statement replaces the interim Statement of Licensing Policy published on 31 January 2022 and covers the period from 2024 to 2029.
- 1.3 This Statement aims to promoting the four licensing objectives set out in the Licensing Act 2003 (the 2003 Act), which are:
- the prevention of crime and disorder
  - public safety
  - the prevention of public nuisance
  - the protection of children from harm
- 1.4 The 2003 Act is clear that the promotion of the four licensing objectives is paramount at all times. The Secretary of State's Guidance issued under section 182 of the 2003 Act ([section 182 Guidance](#)) also identifies a number of other key aims and purposes which are vitally important including:
- protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises
  - giving the police and licensing authorities the powers they need to effectively manage and police the night-time economy and take action against those premises that are causing problems
  - recognising the important role which pubs and other licensed premises play in our local communities by minimising the regulatory burden on business, encouraging innovation and supporting responsible premises
  - providing a regulatory framework for alcohol which reflects the needs of local communities and empowers local authorities to make and enforce decisions about the most appropriate licensing strategies for their local area; and
  - encouraging greater community involvement in licensing decisions and giving local residents the opportunity to have their say regarding licensing decisions that may affect them.

## Licensing hierarchy

- 1.5 Camden's Licensing Authority must carry out its licensing functions in accordance with the 2003 Act and has a legal duty to take into account Guidance issued by the Secretary of State under section 182 of the 2003 Act, the Regulator's Code and this Statement of Policy. From time to time, the Home Office may issue supporting 'good practice' guidance.

Local Authorities do not have the same legal duty to comply with supporting guidance but may refer to it when making decisions or reviewing this Statement. The diagram below shows the relationship between the 2003 Act, its associated Regulations, the S182 Guidance, the Regulator's Code, this Statement, the Camden Plan and the Evening and Night Time Strategy.

Statement of Licensing Policy hierarchy





## Camden's strategies and plans

- 1.6 This Statement addresses the needs of the community within the licensing framework and the Council's relevant strategies and policies.

## Camden's Evening and Night-time Strategy

- 1.7 This strategy recognises the importance of the evening and night-time to Camden's economy and the experience of residents, workers, visitors and businesses.

- 1.8 Five themes contribute to a vision for Camden in the evening and night time, which are:

- Inclusivity and working together
- Supporting the economy
- Liveability and wellbeing
- Culture
- Places at night

- 1.9 By aligning the licensing policy with the visions of the Evening and Night Time Strategy, this policy creates a regulatory framework that fosters a vibrant, safe, and inclusive community during evening and night-time. This integration supports economic development, cultural enrichment, and a positive overall experience for residents, visitors and workers during the evening and night-time.

## Camden 2025<sup>1</sup>

- 1.10 This Statement will play an essential role in the delivery of Camden 2025, the Council's vision for the borough, in particular creating conditions for and harnessing the benefits of economic growth, investing in our communities to ensure sustainable neighbourhoods and delivering value for money services and health.

- 1.11 We will aim to deliver this by

- creating stronger partnerships with the responsible authorities and other partners to deliver outcomes for Camden
- promoting local businesses, supporting job creation, and fostering economic growth in the borough.
- supporting and preserving the Camden's cultural assets, heritage sites and artistic community.
- improving community involvement in relation to licensing decisions
- working for businesses by providing easy access to appropriate advice and information and
- ensuring Camden is a safe place for everyone by reducing anti- social behaviour and using licensing functions to maintain a night- time economy that is safe and vibrant

## Camden Local Plan<sup>2</sup>

1.12 The Camden Local Plan sets out the Council's planning policies and is a key document in Camden's development plan (the name given to a group of documents that set out our planning policies).

1.13 The Local Plan contains a number of policies relevant to licensing which we have considered when producing this Statement, including:

### Protecting amenity

- Policy A1 Managing the impact of development
- Policy A2 Open space
- Policy A4 Noise and vibration

### Community, health and wellbeing

- Policy C2 Community facilities
- Policy C3 Cultural and Leisure facilities
- Policy C4 Public houses
- Policy C5 Safety and security
- Policy C6 Access for all

### Design and heritage

- Policy D3 Shop fronts

### Town centres and shops

- Policy TC1 Quantity and location of retail development
- Policy TC2 Camden's centres and other shopping areas
- Policy TC4 Town centre uses

## Camden's Joint Health and Wellbeing Strategy 2022-2030<sup>3</sup>

1.14 Camden's Health and Wellbeing Board (The Board) has developed a strategy, which aims to improve health and wellbeing and reduce health inequalities in Camden.

1.15 The strategy has five priority areas. The relevant priority for licensing policy is 'reducing alcohol related harm'. The Board takes a partnership approach to reducing alcohol related harm and achieving an overall improvement in health and wellbeing as well as a reduction in inequalities, crime, disorder and offending.

---

<sup>1</sup> <https://www3.camden.gov.uk/2025/camden-2025/>

<sup>2</sup> <https://www.camden.gov.uk/local-plan-documents>

<sup>3</sup> <https://www.camden.gov.uk/health-decision-making>

## Public Health priorities

1.16 In April 2012 Public Health for Camden and Islington ('Public Health') became a responsible authority for licensing. One of public health's key priorities is reducing the adverse impacts of alcohol on health and wellbeing in the borough.

1.17 We recognise that it is important to consider health-related harms that are relevant to the promotion of the licensing objectives. Public Health will make a vital contribution to promoting the licensing objectives by providing information about acute health alcohol related harms, which will help us exercise our functions under the 2003 Act.

1.18 As a responsible authority Public Health may also:

- contribute to the development and review of this Statement
- have a key role in identifying and interpreting health data and evidence
- make representations relating to new applications and major licence variations
- request a review of an existing licence

In developing this Statement, we have considered health data related to alcohol related acute events such as ambulance callouts and admissions to hospital.

1.19 Public Health will work with our partners to promote sensible drinking messages and support managing the local availability of alcohol. Public Health will also ensure that the links between the density of licensed premises, alcohol availability and indicators of health related harm inform licensing decisions. Further details are given in Chapters Four and Six of this Statement.

## Community Safety Partnership priorities<sup>4</sup>

1.20 The Community Safety Partnership<sup>5</sup> (CSP) ensures that statutory and voluntary agencies work together with our communities to tackle crime and increase community safety. The CSP Delivery Plan 2022-2023 sets out five strategic priorities

- Youth Safety
- Drug Related Activity
- Domestic & Sexual Violence
- Anti-social behaviour
- No Place for Hate

1.21 We have had regard to the priorities of the CSP Delivery Plan relevant to licensing:

- Making child sexual exploitation victims safer through education by developing links with the police “Make Safe” operations covering
  - hotels
  - off licences
  - pubs
- Making the night-time economy safer
  - Ensuring women's safety in licensed premises
  - Encouraging the use of plastic glasses
  - Influencing licensing policy
  - Tackling nuisance related to public urination
- Improving networks
  - Understanding and influencing the attitude and behaviour of customers and visitors
  - Coaching network to get licensees to help each other
  - Being part of the wider night-time economy management strategy
  - Licensing enforcement and noise
  - Developments around the late night levy
- Increasing awareness and reporting of hate incidents
- Identifying vulnerability and risk including hate crime
- Building community resilience

## **Children and Young People’s Plan<sup>6</sup>**

1.22 Camden’s Children’s Trust Partnership Board will deliver on the strategic objectives in the Camden Plan to improve outcomes for children, young people and families in Camden. This is set out in the ‘Change for Children and Families’ plan.

1.23 The key factor relevant to licensing is ‘reducing crime and anti-social behaviour’.

---

<sup>4</sup> <http://camden.gov.uk/ccm/content/council-and-democracy/plans-and-policies/camden-strategies-&-partnerships/safer-camden-strategy/>

<sup>5</sup> <http://www.camden.gov.uk/ccm/navigation/policing-and-public-safety/community-safety-partnership/>

<sup>6</sup> [http://www.camden.gov.uk/ccm/cms-service/download/asset?asset\\_id=2952454](http://www.camden.gov.uk/ccm/cms-service/download/asset?asset_id=2952454)

## Camden's Equality Policy<sup>7</sup>

1.24 We have an ambitious equality agenda to address the needs of people who have traditionally been disadvantaged or treated less favourably based on their race, sex, disability, age, gender reassignment, marriage and civil partnership, pregnancy and maternity, sexual orientation or religion/belief.

We are committed to ensuring that our:

- services give satisfaction to all
- policies and procedures do not have any unintended adverse impacts
- workforce is representative at all levels

1.25 Our objectives are to:

- protect the social mix of the borough, supporting all our communities to get on well together
- improve the economic chances for Camden's most disadvantaged groups
- prioritise support to those most in need, informed by a greater understanding of our communities
- ensure all residents have access to the help they need
- increase the opportunity for all Camden residents to fulfil their potential and participate in the renewal of the borough

1.26 We have had regard to Camden's Equality Policy that are relevant to licensing:

- celebrating and respecting the diversity of our community
- working with others to ensure that Camden is a safe place in which to work, study or visit
- listening and responding to the views of our communities through appropriate consultation and participation mechanisms which are accessible to all
- ensuring that all communities are able to visit our public buildings and open spaces
- consulting and involving all sections of our community in the development and monitoring of our policies and services in ways which enable people to participate

1.27 We want to ensure that our borough is open and accessible to all. It is unlawful for any venue to discriminate against anyone based on race, sex, sexual orientation, age or any of the protected characteristics under the Equality Act 2010.

---

<sup>7</sup> <https://www.camden.gov.uk/equality>

## Equality & Inclusion in Licensed Venues

### Legal Context Licence Holder Duty

- 1.28 Applicants and licensees must make themselves familiar with the law and their responsibilities set out within the Equality Act 2010 and relevant guidance for businesses, which can be found on the [Equality & Human Rights Commission website](#).
- The Act makes discrimination against any person (including employees and customers) unlawful.
  - Section 149 (7) of the Act defines the relevant protected characteristics as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
  - Any activity in breach of the Act may be considered an offence and will lead to enforcement by the Equality and Human Rights Commission Public Sector Duty
- 1.29 The council must have regard to its public sector equality duty under section 149 of the Equality Act 2010.
- 1.30 In summary a Public Authority must, in the exercise of its functions, have due regard to the need to:
- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act.
  - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
  - Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

## Promoting Equality & Inclusivity in Licensed Venues

- 1.31 Each licence holder will need to make an assessment of their own practices and policies to make a venue inclusive.
- 1.32 However, the following are common and best practice examples that could be considered:
- **Inclusive and transparent policies** for example admittance policies may clearly stipulate adherence to a dress code and refusal if someone presents as intoxicated; however, they must not prevent admittance based on perceived attractiveness, size, or against any of the protected characteristics.
  - **Robust complaints** procedures that make it easy for customers who feel they have been discriminated against to raise their concerns and understand how this will be investigated or managed.
  - **Accessible venue layouts** that make venues welcoming.
  - **Comprehensive training** on equality and inclusion for all staff. It is

important that any training is regularly refreshed.

## Late night levy

- 1.33 In January 2016, the Council introduced the late-night levy (LNL) which took effect from 28 April 2016. The LNL allows the Council to charge premises that sell alcohol late at night, a contribution towards managing the evening and night-time economy (ENTE). The LNL covers the whole borough and applies to all licensed premises including pubs, clubs, supermarkets and off-licences who supply alcohol after midnight and before 6am. The LNL only applies to take-away premises if they also supply alcohol during this period.
- 1.34 The Council and its partners use the revenue raised through the LNL to provide additional services and activities to deal with crime and disorder, litter waste and noise and ensuring women's safety in the ENTE.

## Controlled drinking zone

- 1.35 A controlled drinking zone (CDZ) means that it is an offence for a person to drink alcohol in any public place after a police officer (or police community support officer), asks that person not to do so. The officers can:
- ask a person to stop consuming alcohol
  - confiscate alcohol from that person
  - dispose of any alcohol in that person's possession
- 1.36 We have introduced a CDZ through a Public Spaces Protection Order that covers the whole of the Borough of Camden excluding the parks of Hampstead Heath, the Regent's Park and Primrose Hill.
- 1.37 We aim through the CDZ, to target those involved in alcohol related anti-social behaviour, this does not mean that a person cannot drink alcohol responsibly in a public place.

## General

- 1.38 In preparing this Statement, we have had regard to the S182 Guidance, Regulators Code and our own strategies as set out above. We seek through this Statement to contribute to a safe, sustainable and thriving economy, that people of all ages and from all sections of the community can enjoy.
- 1.39 We acknowledge that when we exercise our licensing functions under the 2003 Act, we must have regard to the S182 Guidance; Regulator's Code and apply the standards and policies set out in this Statement. However, in some rare cases, the promotion of the licensing objectives may lead us to make exceptions to our policies or to depart from the S182 Guidance. We also acknowledge that the S182 Guidance and this Statement cannot anticipate every possible scenario or set of circumstances that may arise and that exceptions will be rare. If we do make an exception, we will give full reasons for doing so.



- 1.40 In deciding whether we should make an exception to this Statement, we will consider our reasons for the specific policy and determine whether we would undermine the objectives of this Statement by making an exception to it.
- 1.41 We do not seek to undermine the right of any individual to make an application and to have that application considered on its individual merits, nor to override the right of any person to make representations about an application, or to seek a review of a licence we have issued.
- 1.42 We will not use this Statement to attach conditions that duplicate other regulatory regimes or try to impose standard conditions on licences without regard to the merits of the individual application and the promotion of the licensing objectives.
- 1.43 We will formally review this Statement every five years as required by the 2003 Act, and we will keep it under constant review to allow us to make any revisions we may consider appropriate.

## Community involvement in this Statement

- 1.44 In preparing this Statement, we carried out engagement with residents, businesses and responsible authorities throughout 2022 and 2023. The comments we received have been taken into account when preparing this Statement, which we consulted on in 2024.

## Consultation on this Statement

- 1.45 The statutory consultation ran from [date] **January 2024** until [date] **April 2024**.
- 1.46 The 2003 Act sets out that we must specifically consult residents, licence holders and businesses (or their representatives) and public bodies. We consulted the following :
- the chief officer of police
  - the fire authority
  - representatives of holders of existing premises licences, personal licences and club premises certificates in the borough
  - representatives of businesses and residents in Camden.
- 1.47 In addition to the groups at 1.43 above, we extended the scope of the consultation to include the following:
- residents' groups
  - community associations
  - ethnic group associations



- faith groups
- trader's associations
- neighbouring licensing authorities
- relevant Council teams
- all responsible authorities
- Camden Lesbian, Gay, Bisexual and Transgender Forum
- Camden Community Safety Partnership Board
- Mayor's Office for Policing and Crime
- all Camden Ward Councillors

## Chapter Two

### Welcome to the London Borough of Camden

This chapter gives an overview of the London Borough of Camden

#### Overview

- 2.1 The London Borough of Camden covers an area of 22 square kilometres (2,180 hectares) of inner London, to the north of the West End and City of London.
- 2.2 The area covered by the London Borough of Camden extends from Hampstead Heath through Camden Town, Euston and Kings Cross to areas including parts of Holborn, St Giles and Covent Garden.
- 2.3 The borough is well served by public transport, including major mainline rail terminals at Euston, Kings Cross and St Pancras International as well as extensive bus and London Underground coverage.
- 2.4 Camden has a rich architectural heritage, with many buildings and places of architectural or historic importance. It has many residential areas, each with its own distinctive identity and characteristics. There are numerous parks and open spaces within the borough, including Hampstead Heath, Primrose Hill and Regents Park.
- 2.5 Camden also has a wide range of shopping centres and districts, including Camden Town, Finchley Road, Kilburn High Road, Tottenham Court Road, West Hampstead and the Seven Dials area of Covent Garden.
- 2.6 The borough is home to University College London, and major teaching hospitals including University College Hospital and the Royal Free, as well as many of the country's legal practices at Chancery Lane and Holborn.
- 2.7 Camden's cultural and leisure activities include the British Museum, the British Library and well known theatres, in addition to many smaller museums and galleries, cinemas, pubs and music venues. Camden also offers a variety of indoor and outdoor sport facilities, enjoyed by both residents and visitors.
- 2.8 Approximately 221,000<sup>8</sup> residents live in the London Borough of Camden. There are around 38,165 businesses situated in Camden the second highest in London, ranging from international organisations to small businesses, with an estimated 390,000 workers in the borough.
- 2.9 Camden is a borough of diversity and contrasts, with some of the wealthiest areas in England, as well as some of the most deprived. Although it is a small borough in terms of size, Camden is the fourth largest contributor to London's economy and accounts for around 1.7% of Britain's economic output.

---

<sup>8</sup> [Camden Profile \(latest\) | Open Data Portal](#)

## Chapter Three

### Purpose of this Statement of Licensing Policy

This chapter explains the role our Statement plays in the licensing process

- 3.1 Licensing is about regulating licensable activities on licensed premises, qualifying clubs and temporary events within the terms of the 2003 Act.
- 3.2 The following activities are subject to licensing control:
  - the sale of alcohol by retail, or the supply of alcohol by a qualifying club to its members and their guests
  - the provision of recorded music
  - the provision of live music
  - performance of dance
  - indoor sport
  - boxing and wrestling exhibitions
  - the performance of plays
  - film exhibitions
  - the provision of late-night refreshment, i.e. the sale of hot food and/or hot drinks between 2300 hours and 0500 hours
- 3.3 We are responsible for issuing a range of 'permissions' to cover these activities, namely:
  - personal licences
  - premises licences
  - club premises certificates
  - temporary event notices
- 3.4 When we carry out our licensing functions, we must follow the law and have regard to the S182 Guidance and this Statement.'
- 3.5 Each local authority area will have different characteristics and must take account of a wide range of factors, data and information that are relevant to its specific area. We acknowledge the general licensing aims but recognise they may at times conflict and that local circumstances may require different solutions.
- 3.6 Whilst the 182 Guidance aims to ensure consistent application of licensing powers across England and Wales, this Statement aims to ensure that we are consistent in carrying out our licensing functions in Camden.
- 3.7 We recognise the wish of local people to live and work in a safe and healthy environment, and the importance to the local economy and community of well-run leisure and entertainment premises.

- 3.8 To this end, we aim to strike a balance between competing interests and have set out our policies in this Statement that we will apply in Camden to achieve that balance. We intend this Statement to help those who run licensed premises, their advisers and the public, to understand our policies. The Magistrates' Court will also have regard to this Statement when considering appeals made against our decisions.

## Glossary

### Adult Entertainment

It is not possible to give an exhaustive list of what amounts to entertainment or services of an adult or sexual nature. Applicants and responsible authorities need to apply common sense to this matter. However, such entertainment or services, for example, would generally include topless staff, striptease, lap dancing, table dancing or pole dancing, performances involving significant violence or horrific incidents, feigned or actual sexual acts or fetishism, or entertainment involving strong and offensive language.

### Children

There are several definitions of children under the Licensing Act 2003. A child is defined for the purposes of Section 145 of the Act as an individual aged under 16. For the purposes of the Act, children are considered to be unaccompanied if they are not in the company of an individual aged 18 or over. The Act makes it an offence to allow unaccompanied children on premises used exclusively or primarily for the supply of alcohol for consumption on the premises. It is also an offence to allow unaccompanied children under 16 at other premises supplying alcohol for consumption on premises with a premises licence, club premises certificate or temporary event notice between 12am and 5am. Section 146 of the Licensing Act 2003 on sale of alcohol to children makes it clear that the sale of alcohol to any individual under 18 is an offence. In Section 20, for the purposes of the exhibition of film, children means persons under 18.

### De-regulated entertainment

The Legislative Reform (Entertainment Licensing) Order 2014 came into force on 6 April 2015 with the effect that no licence is required for the following activities:

- Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.
- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.
- 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 an event between 08.00 and 23.00 on any day, provided that those present do 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.
  
- Live music: no licence permission is required for:
  - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that does not have a licence, provided that the audience does not exceed 500.
  - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
  
- Recorded Music: no licence permission is required for:
  - any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
  - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
  - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.
  
- Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
  - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority

- any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider
- any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
- any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.

### **Licensing Authority**

In the Licensing Act 2003 licensing authorities in London are defined as the Councils of London Boroughs. For the purposes of this statement this is Camden Council.

### **On and Off sales of alcohol**

For the purposes of this policy and conditions attached to a licence, an on sale of alcohol is a sale of alcohol intended for consumption on the licensed premises. An off sale occurs where the alcohol supplied is intended for consumption off the licensed premises. This may include the consumption of alcohol on an area of the highway where that area has been appropriately authorised for the use of tables and chairs the relevant authorities.

### **Other Persons**

There is no restriction under the Act on who may make a representation in respect of an application or apply to review a licence. Other Persons are anyone other than responsible authorities.

### **Personal Licence**

This is a licence which:

- Is granted by a Licensing Authority to an individual in the local authority area where they usually reside.
- Authorises that individual to supply alcohol, or authorise the supply of alcohol, in accordance with the premises licence (Part 6, Section 111(1), Licensing Act 2003).

The Licensing Act 2003 specifies the tests that may be applied when determining an application for a Personal Licence (Part 6, Section 120). An individual is only permitted to hold one Personal Licence (Part 6, Section 118 Licensing Act 2003).

### **Private events**

It may be important to determine whether an event is private either because it is relevant to determining whether an entertainment activity is regulated entertainment and therefore licensable under the Act, or to understand the extent of a condition which restricts access to a premises and which purports to operate to the exclusion of the general public. Events can only be considered bona fide private if persons attending the event have been personally invited or belong to a distinct class of persons so invited and who were directly connected to the organiser of the event.

This would include persons working together, or friends and relatives of an individual holding a celebratory event but would not include persons who registered themselves on a “guest list” or took up some form of membership mainly for the purpose of gaining admission to the event.

### **Regulated Entertainment**

Schedule 1 of the Licensing Act 2003 sets out what activities are regarded as the provision of regulated entertainment and when they are licensed and those activities which are not and therefore exempted from the regulated entertainment regime. The descriptions of entertainment activities licensable under the Act are:

- A performance of a play
- An exhibition of a film
- An indoor sporting events
- A boxing or wrestling entertainment (indoors and outdoors)
- A performance of live music
- Any playing of recorded music
- A performance of dance
- Entertainment of a similar description to that falling within the performance of live music, the playing of recorded music and the performance of dance

To be licensable, one or more of these activities need to be provided for the purpose of entertaining an audience; has to be held on premises made available for enabling that activity; and must either (i) take place in the presence of a public audience, (ii) be provided exclusively for members of a qualifying club and their guests, or (iii) in any other case, be the subject of a charge made with a view to profit.

Since the 2003 Act came into force further exemptions have been introduced through the deregulation of entertainment in certain circumstances and where different criteria apply. (See de-regulated entertainment above).

### **Relevant representation**

A representation on the likely effect of the grant of an application or the operation of an existing licence on the licensing objectives may be made a responsible authority or other person.

Other persons can submit their relevant representations to the licensing authority. The authority will consider these representations when deciding whether to grant, vary, or revoke a license. The representations should focus on how the licensing application affects the promotion of the licensing objectives. A representation may be made in favour or as an objection to an application.

### **Responsible authorities**

#### **These include:**

- The Licensing Authority
- The Chief Officer of Police
- The Fire Authority
- The enforcing authority for health and safety at work
- The Planning Authority

- The local authority responsible for minimising or preventing the risk of pollution or harm to human health
- The recognised body responsible for the protection of children from harm
- The local authority's Director of Public Health
- The Trading Standards Authority
- Home Office Immigration Enforcement (on behalf of the Secretary of State)

### **Security Industry Authority (SIA)**

The Security Industry Authority was set up by the Private Security Industry Act 2001. The key role for the SIA involves the managing and issuing of licences for people working in particular areas of the private security business. Another crucial area for the future is developing an approved contractor scheme. More details are available at [the-sia.org.uk](http://the-sia.org.uk).

### **Sex Establishments**

These are defined in Schedule 3 of the Local Government (Miscellaneous Provisions) Act 1982. Licences are required for sex shops, and for sex cinemas, that are not providing regulated entertainment or late-night refreshment authorised under the Licensing Act 2003, and for sexual entertainment venues.

### **Street drinking controlled zone**

Under Section 13 (2) of the Criminal Justice and Police Act 2001 in designated areas, the police have the power to require a person not to drink alcohol there and to surrender any alcohol or containers, including sealed containers. It is only an offence to fail to comply with a Police officer's requirements.

### **Substantial Meal**

A meal such as might be expected to be served as the main midday or main evening meal, or as a main course at such meal.

### **Substantial Table Meal**

For the purposes of any references to a substantial table meal this means a meal such as might be expected to be served as the main midday or main evening meal, or as a main course at either such meal and is eaten by a person seated at a table, or at a counter or other structure which serves the purposes of a table and is not used for the service of refreshments for consumption by persons not seated at a table or structure serving the purposes of a table.

### **Table Meal**

A table meal is a meal eaten by a person seated at a table, or at a counter or other structure which serves the purposes of a table and is not used for the service of refreshments for consumption by persons not seated at a table or structure serving the purposes of a table.

### **Variations**

A variation is a material change to a premises licence and would include an increase in the capacity of the premises, a change in the hours of operation of the premises, a change to the way the premises is to operate in regard to the Operating Schedule or a request to vary an existing condition attached to the premises licence. Policies relating to variations do not apply to applications to



change the name or address of someone named in the licence or an application to vary the licence to specify a new individual as the designated premises supervisor. Where a licence holder wishes to make small variations to their licence which would not adversely impact on the licensing objectives a simplified “minor variation” process will apply.

### **Vessels**

The Maritime and Coastguard Agency (MCA) is the lead responsible authority for public safety, including fire safety, affecting passenger ships (those carrying more than 12 passengers) wherever they operate and small commercial vessels (carrying no more than 12 passengers) which go to sea.

Merchant Shipping legislation does not apply to permanently moored vessels. So, for example, restaurant ships moored on the Thames Embankment, with permanent shore connections should be considered by the other responsible authorities concerned with public safety, including fire safety. Vessels carrying no more than 12 passengers which do not go to sea are not subject to MCA survey and certification but may be licensed by the local port or navigation authority.

DRAFT

## Chapter Four

### Preparation and submission of applications

This chapter explains our approach to the submission of applications and gives information on risk assessments, the four licensing objectives, Public Health concerns and shadow licences.

#### Introduction

- 4.1 This chapter sets out our licence application requirements. It is important that applicants address the issues we expect them to consider and structure their applications accordingly. Applicants should consider the guidance on our website<sup>11</sup> and if necessary, seek our advice prior to preparing the operating schedule. In some cases, it will be appropriate for the applicant and expected that the applicant will consult with local people, responsible authorities and any other persons in order to establish whether they have any concerns before submitting an application.
- 4.2 Being a licence holder carries extensive responsibilities. We expect all applicants to demonstrate that they will run licensed premises responsibly. It is essential that applicants make a realistic effort to assess the impacts of their proposals and, having regard to the terms of this Statement and this chapter in particular, include measures and conditions to manage such impacts in their operating schedule. Where an applicant fails to propose adequate measures to deal with relevant concerns arising from the licensing objectives, Council officers will bring this to the Licensing Panel's attention at hearings.
- 4.3 Responsible authorities and any other persons may examine applications for club premises certificates and premises licences, and may make representations to us where they consider the application undermines one or more of the licensing objectives.
- 4.4 It may be difficult for responsible authorities and any other persons to understand the potential impacts of applications that are not properly structured and presented. Applications that are not properly structured and presented are more likely to attract representations. In many cases, it will be impractical for the Licensing Panel to draft extensive additional conditions during a panel hearing. The Licensing Panel is more likely to refuse applications that include an inadequately drafted operating schedule. It is in the best interests of all parties for the applicant to ensure they properly draft operating schedules prior to submitting an application. Applicants are strongly advised to reference this Statement when preparing their applications. Responsible authorities or any other persons should also reference this Statement when making representations.

---

<sup>11</sup> [www.camden.gov.uk](http://www.camden.gov.uk)

- 4.5 Officers will grant applications which do not attract relevant representations under delegated powers and the operating schedule may provide conditions of the premises licence or club premises certificate, together with mandatory conditions imposed by law.
- 4.6 If we receive relevant representations, a Licensing Panel of elected Councillors will determine the application. The Licensing panel may:
- amend the conditions volunteered in the operating schedule
  - restrict the hours during which licensable activities may take place
  - limit the type of licensed activities that may be carried out
  - impose further conditions on the licence or certificate
  - refuse the application.

## Pre-application Advice

- 4.7 Camden Council offer a [pre-application advice service](#) to support applicants who are considering making an application for a licence.
- 4.8 We encourage applicants to utilise this service to better understand local and policy considerations that may affect the outcome of their application. The advice provided will be tailored to your business requirements, to enable you to make the best application.
- 4.9 The pre-application service aims to support applicants to understand:
- the right type of licence to apply for
  - that the application form is completed correctly
  - what policies may be applied to an application and why
  - the needs of the local area where the proposed premises is situated
  - any specific measures that may need to be considered when submitting an application
  - if specialist input may be required, for example an acoustician, a security specialist.
- 4.10 We also expect applicants to seek guidance and more information from this service in relation to the Licensing Charter at **Appendix 1** and Licensing Principles and Best Practices listed in **Chapter 7**.

## Negotiation and compromise

- 4.11 We strongly encourage a spirit of negotiation and compromise between parties. Where an application attracts representations, these can often be fully or partially, addressed through an applicant engaging in dialogue with the parties making the representations prior to the Licensing Panel hearing. Licensing issues can sometimes be emotive, so when an applicant does seek to negotiate, it is imperative that such negotiations are conducted in a courteous, sensitive and respectful way.
- 4.12 Negotiation can lead to parties withdrawing representations or agreeing conditions to address concerns, we encourage applicants to engage in 'positive' negotiations with parties. This may help to demonstrate that the applicant is reasonable and responsible and has sought to listen to and address concerns. Where negotiations would clearly have been helpful and an applicant has not sought to initiate them, the Licensing Panel may have regard to this in their determination.
- 4.13 [The Licensing Team](#) can offer impartial advice on how to conduct negotiations.
- 4.14 The Licensing Authority expect applicants to ensure that negotiations take place well in advance of the Licensing Panel hearing. The applicant should seek to involve all (and not just some) of the parties who have made representations in the negotiations, or at the very least keep all parties informed in writing on progress and outcomes. In order for the Licensing Panel to consider negotiations, the applicant must inform the Licensing Authority in writing of the outcome of any negotiations at least 48 hours before the scheduled Licensing Panel hearing.
- 4.15 The Licensing Authority also expect that applicants engage with local community groups to discuss their proposals and understand local concerns prior to submitting their application so that any concerns can be addressed in the operating schedule.

# The Licensing Objectives

## Prevention of crime and disorder

- 4.16 We are committed to reducing crime and disorder across the borough and ensuring that Camden is a safe place that is a vibrant part of London. The Council's vision is to reduce crime and the fear of crime across the borough by working with partners and the communities we serve.
- 4.17 National and local crime statistics and research indicate that alcohol is often a significant contributory factor to levels of crime and disorder. We recognise that impacts of licensed premises differ according to their styles and characteristics.

## Women's Safety

- 4.18 The Mayor's office has created a [Women's Safety Charter](#). The charter is based on a set of key principles to ensure that all staff working in licensed premises act in a responsible and supportive manner, taking all reports on women's safety seriously.
- 4.19 All women have the right to feel safe and we want to ensure that women visiting Camden's licensed premises and evening and night economy are safe. The issue of women's safety has been pushed to the forefront of society and we want to ensure that this issue is highlighted and addressed.
- 4.20 Below are some common elements contained in the Women's Safety Charter:

**Zero Tolerance for Violence:** A commitment to zero tolerance for any form of violence or harassment against women

**Prevention and Awareness:** Initiatives to raise awareness about gender-based violence/ harassment and methods to prevent it, such as educational programs and campaigns like "Ask for Angela".

**Promotion of Gender Equality:** A commitment to promote gender equality, including education, employment, and leadership positions.

- 4.21 To support the Women's Night Safety Charter (WNSC) we expect all organisations that operate in the evening and at night to do the following:
- nominate a champion in your organisation who actively promotes women's night safety
  - demonstrate to staff and customers that your organisation takes women's safety at night seriously, for example through a communications campaign

- adopt the 'Ask for Angela' scheme and volunteer staff to receive [Welfare And Vulnerability Engagement \(WAVE\) training](#).
- remind customers and staff that London is safe, but tell them what to do if they experience harassment when working, going out or travelling
- encourage reporting by victims and bystanders as part of your communications campaign
- train staff to ensure that all women who report are believed
- train staff to ensure that all reports are recorded and responded to
- design your public spaces and work places to make them safer for women at night.

## Drink spiking

4.22 Drink spiking is a serious and illegal act that involves adding drugs or alcohol to someone's drink without their knowledge or consent. This can lead to a range of harmful consequences, including sexual assault, robbery, or even health risks.

4.23 This Statement of Licensing Policy plays a crucial role in preventing drink spiking and other related issues by setting clear expectations for licensed premises and promoting a safe and responsible drinking environment.

- Staff Training:** Properly train staff to recognize the signs of drink spiking and to be vigilant about customer behaviour. They should know how to respond if they suspect a drink has been tampered with, such as informing security or management.
- Secure Drink Preparation:** Ensure that all drinks are prepared and served by trained and responsible staff. Limit access to the bar area to authorized personnel only to prevent unauthorized individuals from tampering with drinks.
- Use Tamper-Evident Packaging:** Consider using tamper-evident lids or seals on drinks that are served in containers with openings, such as bottles or cans. This makes it more difficult for someone to spike a drink without it being obvious.
- Bartender Awareness:** Bartenders should always keep an eye on the drinks they are preparing and should not leave them unattended. If they do, a customer could easily slip something into a drink.
- Watch for Suspicious Behaviour:** Train your staff to look out for customers who may be acting unusually, such as overly aggressive or insistent behaviour towards others, or trying to get others to drink something they didn't order themselves.

- ❑ **Offer Drink Awareness Information:** Consider having posters or information available in the premises to educate patrons about the risks of drink spiking and what they can do to protect themselves.
- ❑ **Encourage Responsible Drinking:** Promote responsible drinking within your premises. Offer a range of non-alcoholic beverages and encourage patrons to pace themselves.
- ❑ **Drink Tracking:** Encourage patrons to keep track of their drinks and to never leave them unattended. Offer drink spiking awareness messages on menus, signage, or coasters.
- ❑ **Surveillance and Security:** Implement security measures such as surveillance cameras in key areas, especially near the bar and restroom entrances. Visible security personnel can also deter potential offenders.
- ❑ **Safe Transport Options:** Offer information about safe transportation options for patrons who have consumed alcohol, such as taxi services or designated drivers.
- ❑ **Report Suspected Incidents:** Encourage both staff and patrons to report any suspected incidents of drink spiking immediately to management and, if necessary, to the Police.
- ❑ **Collaborate with Local Authorities:** Work closely with the Police and community organizations to share information and coordinate efforts to prevent drink spiking.
- ❑ **Promote a Safe Environment:** Foster a culture of safety and mutual respect within your premises to discourage harmful behaviours, including drink spiking.

4.24 By implementing these preventive measures, licensed premises can significantly reduce the risk of drink spiking and create a safer and more enjoyable environment for their patrons. It's essential to be proactive and prioritize the safety and well-being of everyone in licensed premises.

## Hate and intolerance

4.25 It's important to recognize that addressing hate and intolerance is an ongoing process that involves individuals, communities, and businesses working together. Promoting diversity, equity, and inclusion is not only a matter of social justice but also essential for building harmonious, respectful, and progressive societies. It requires a commitment to empathy, education, and the active rejection of hatred and intolerance in all their forms.

- 4.26 We expect licence holders to consider carefully, the possible impact on the local community of allowing their premises to be used by performers or organisations that promote messages of hate or intolerance.
- 4.27 Licensees should make themselves familiar with the requirements of the Equalities Act 2010 for the access and provision of services for persons within the protected groups identified by the legislation. The Act makes it unlawful to discriminate against anyone because of:
- Age
  - Being or becoming a transsexual person
  - Being married or in a civil partnership
  - Being pregnant or on maternity leave
  - Disability
  - Race including colour, nationality, ethnic or national origin
  - Religion, belief or lack of religion/belief
  - Sex
  - Sexual orientation.
- 4.28 Camden recognises the importance of LGBTQ+ venues and the vibrancy and cohesion they bring to the borough. All our licence holders should take the necessary measures to ensure that these venues are a safe place for all.
- 4.29 Licensees can promote inclusivity by creating an environment that welcomes people from diverse backgrounds and ensuring that all customers feel safe and respected while on the premises.
- 4.30 We will notify licence holders of our concerns if an event appears to be in some way detrimental to equalities, local community cohesion and local public order. We also remind licence holders of their responsibility to uphold the licensing objectives, and that crime or disorder resulting from an event, could lead to a review of the premises licence.

## **Psychoactive substances**

- 4.31 The UK has seen a rise in new substances and products that mimic the effects of traditional drugs such as cannabis, cocaine, amphetamine and ecstasy. The Psychoactive Substances Act 2016 came into effect in May 2016 and bans these substances.
- 4.32 We expect licence holders to consider the risk associated with psychoactive substances on their premises and recommend that measures to deal with these risks are included within their existing drug policies or a separate psychoactive substances policy.



## Capacity

4.33 For the purposes of this Statement, the capacity of a premises is defined as the number of people who can use the premises at any one time and in some circumstances, may include the number of people that can use the premises throughout the whole period that the premises provides licensable activities.

## Outside drinking

4.34 Some premises may wish to supply alcohol for consumption in an outside area such as a beer garden or on the pavement adjacent to the premises. In such circumstances, we expect applicants to indicate the location of all outside areas within their proposed premises plan (whether or not they are to be used for the provision of licensable activities), and to consider the risk associated with outside drinking and include measures in their operating schedule to uphold the licensing objectives. We also expect licence holders to exercise supervision of their customers, particularly in instances where the outside drinking takes place on the pavement to which the public has access. If the licence holder fails to exercise adequate supervision Council officers may apply to review the premises licence.

## Crime and disorder risks

4.35 The following provides a non-exhaustive list of risks associated with the crime and disorder licensing objective that applicants should consider (where relevant) when preparing their operating schedule:

- Crime and disorder near the premises: this may include the risk of crime and disorder arising from persons queuing to enter the premises, persons exiting the premises and customers smoking eating or drinking in outdoor areas and on the highway outside the premises. This can also include crime arising from pickpockets and bag snatchers, particularly in open spaces or crowded areas where alcohol is being consumed.
- Crime and disorder in the premises: drugs, psychoactive substances, weapons and violence.
- Event type: in some cases, the type of regulated entertainment proposed could increase the possibility of violence and/or disorder occurring in, or near, the premises. For example, some externally promoted live music events carry an increased risk of violent crime and disorder. It may be appropriate to carry out a risk assessment of the activities proposed and share these with us, in some cases, to provide such risk assessment to the Clubs and Vice Unit of the Metropolitan police Service before the event is agreed.
- The risk associated with selling alcohol for consumption on or off the premises:

- what measures are necessary to prevent underage or proxy sales? Proxy sales are when a person who is 18 years or older buys alcohol for a person who is underage.
  - what measures are necessary to prevent alcohol from being sold outside permitted hours where the operating hours of the premises exceed those for the sale of alcohol
  - whether there are procedures in place to prevent sales of alcohol to intoxicated persons (with particular attention to street drinkers).
  - steps must be in place to ensure that any designated premises supervisors and members of staff involved with the delivery of alcohol to residential addresses are made fully aware of their responsibilities to ensure that no alcohol is sold to persons underage.
- Licensed premises and late-night refreshment: applicants should demonstrate they have assessed the risk of intoxicated persons congregating in large numbers near their premises. Where appropriate, applicants should demonstrate suitable measures to address this problem.
  - Premises environment: applicants should consider the physical environment of the premises and have regard to issues that could increase the likelihood of customers becoming agitated or aggressive. This may include procedures regarding door supervision, identification and management of drunken customers and issues of overcrowding and capacity

## Measures to address crime and disorder risks

4.36 In proposing steps or conditions to be included in the operating schedule, we expect applicants to consider the following non-exhaustive list of measures that we consider may be relevant to licence applications:

**alternatives to glass:** restricting the use of glass bottles and drinking vessels to customers in preference for containers made from soft and environmentally friendly materials, polycarbonates, shatterproof or toughened glass that comply with weights and measures legal requirements.

**CCTV:** using CCTV inside and/or outside the premises together with appropriate procedures and staff training for the maintenance and operation of such systems

**dispersal procedures:** establishing appropriate dispersal procedures to minimise the potential for crime and disorder when customers are leaving the premises (see Appendix Five)

**dealing with and reporting crime and disorder:** training for staff and door security aimed at reducing crime and disorder in the premises and its vicinity and dealing with and reporting incidents if they occur

**door staff:** considering whether the premises employs sufficient numbers of Security Industry Authority (SIA) registered door staff

**drinks promotions:** adopting policies to discourage excessive drinking. This might include adherence to good practice guides and industry codes on drinks promotions such as happy hours, buy one get one free and so on, in addition to adherence with the mandatory licensing condition regarding irresponsible promotions.

**Drugs, psychoactive substances and weapons:** applicants should pay attention to search procedures, procedures for the safe storage and surrender of seized drugs, psychoactive substances and weapons and consideration given to adoption of a “zero tolerance” policy in this area

**Incident and occurrence book:** keeping an incident book on the premises so staff can record any instances of crime, disorder, refused sales, ejections and intimidating behaviour

**Promotion/event risks:** ensuring compliance with guidance from the police relating to specific event risk assessments for externally promoted live music events well in advance of the event. The police licensing team can supply risk assessment forms.

**Excessive drinking:** training for staff to recognise when customers are becoming drunk and adopting appropriate ‘cut off’ procedures for drunken customers, to reduce the likelihood of fights or aggressive behaviour

**Getting home safely:** providing information to customers and staff (including contact telephone numbers) regarding safer options available for travelling home late at night - including night buses, night tube, licensed taxis and private hire (mini-cabs)

**Local schemes:** joining and attending meetings of the local Pubwatch, Clubwatch, Radio scheme if applicable

**Overcrowding** developing policies and procedures regarding capacity to prevent overcrowding and customers becoming aggressive

**Prevention of theft:** using bag hooks and signage to warn customers of pickpockets and bag snatchers

**Queue management:** establishing appropriate procedures to avoid the need for customers to queue before entering the premises or, where queuing cannot be avoided, to manage customers in the queues to minimise the potential for crime and disorder

**Sales for consumption off the premises:** applicants should consider:

- using shutters to prevent alcohol from being selected in non- licensed periods

- having appropriate numbers of staff on duty to deal with possible 'intimidation' to sell alcohol
- restricting the sale of high strength beer/drink promotions
- using an incident log book to record incidents

**Football Supporters** - while the vast majority of football supporters are well-behaved, licensed premises that are commonly frequented by football supporters on match days are expected to manage the additional risk that admitting football supporters to their premises may create. Licence holders and applicants for licences should be aware of the potential impact on the local community, and in particular should consider:

- not serving alcohol to football supporters that are, or appear to be, travelling to attend a football match before 11 am on any day, unless otherwise agreed with the police
- the number of football supporters that may be safely admitted to the premises, and employ door supervisors to ensure this limit is not exceeded
- the risk associated with admitting rival groups of supporters, and consider only admitting supporters from one group
- only serving drinks in plastic or polycarbonate drinking vessels commencing four hours before the advertised start time of the game and until one hour after the game finishes.

## Public safety

4.37 Public health is covered by separate legislation. Public safety relates to licensable activities which may involve potential risks to the safety of performers and public attending licensed premises.

4.38 The Authority expect visitors and performers to be kept safe on licensed premises. Accordingly, where other legislation (such as the Regulatory Reform (Fire Safety) Order, or the Health and Safety at Work Act) fails to make suitable provision to ensure public safety, the Authority will exercise its licensing functions to secure the safety of members of the public and performers.

4.39 The steps required to ensure public safety vary according to the individual style and characteristics of the premises, the nature of the proposed licensable activities/regulating entertainment, and the anticipated number of people attending the premises.

## Possible measures to ensure public safety

4.40 In proposing steps or conditions to be included in the operating schedule, the Authority expect applicants to consider the following non-exhaustive list of measures that the Authority consider may be relevant to licence applications:

**blocking off public areas:** this may apply to both inside and outside areas. For example, applicants may need to consider the possible impact of customers congregating in areas close to the premises and the safety risk arising from customers or others having to walk on roads as a result

**emergencies:** issues in relation to fires, bomb threats, emergency management, contingency planning and evacuation

**environment:** an environment that is too hot or too cold can make customers uncomfortable, and can make them become irritable and less likely to exhibit desirable behaviour. Operators should adequately heat and ventilate premises to avoid this. If premises are located in a residential area, the Authority does not recommend keeping doors and windows open as a means of ventilation due to public nuisance considerations, and licence conditions may even prohibit this. In such cases, operators should provide some form of mechanical ventilation to ensure comfort levels are maintained

**safe capacity:** The Authority does not necessarily set safe capacity limits for premises. For many, the venue risk assessment will determine the premises safe capacity. The risk assessment should consider factors such as floor space, numbers of toilets, potential queuing time, and available fire exits. Consideration should be given to the number of staff necessary to deal comfortably with the needs of persons attending the premises. If the venue has a capacity limit, operators should ensure it is not exceeded by putting a counting mechanism in place.

**special effects:** if special effects are used on the premises such as flame, lasers, pyrotechnics, smoke, fog, foam or firearms, the Authority encourages risk assessments to be carried out for each activity, detailing the steps to be taken to prevent and control risk to customers and staff. Generally, operators should not use special effects without our prior consent.

## Public nuisance

- 4.41 The Authority expect the operation of licensed premises not to unreasonably interfere with the personal comfort or amenity of immediate neighbours or the nearby community.
- 4.42 It is important to remember that the public nuisance could include low-level nuisance, perhaps affecting a few people living locally, as well as major disturbance affecting the whole community. It may also include, in certain circumstances, the reduction of the living and working amenity and environment of other persons near licensed premises.
- 4.43 In recent years, the impact of increasing night-time activity has seriously concerned some residential and business communities in the borough. Licensing law can help to prevent these problems arising at licensed premises.

## Possible causes of public nuisance

4.44 The Licensing Authority expect applicants to consider the following non-exhaustive list of risks associated with the public nuisance licensing objective when preparing their operating schedule:

**amplified music:** noise from music played on the premises

**customer noise:** this can be in many forms, but the following are of particular concern:

- customers queuing to enter or leave the premises
- customers loitering outside the premises waiting for transport
- alcohol-related drunken behaviour and shouting
- customers eating, drinking or smoking in external areas such as beer gardens, forecourts and other open areas adjacent to the premises
- car horns/car radios/slamming of car doors late at night in the vicinity of licensed premises

**deliveries:** deliveries outside daytime hours, especially early morning and late evening or night

**collections:** early morning and late night clearing up and collection of waste. The Authority is particularly concerned about the noise associated with the movement and collection of glass waste as this may cause significant noise nuisance and can be heard over a wide area

**lighting:** excessive artificial lighting near licensed premises

**litter/waste:** litter and waste generated by the carrying out of licensable activities, for example, food wrappers and cigarette butts

**obstruction:** customers blocking footpaths when eating, drinking and smoking near to the premises

**plant and machinery:** noise from plant and machinery, including air conditioning units, refrigeration units and kitchen extractors. This may include smell nuisance from ventilation ducting and kitchen extractors.

4.45 The Environmental Protection Act 1990 provides powers to control these matters. Although this legislation empowers Environmental Health Officers to take pre-emptive action in appropriate cases, there is no statutory requirement for operators to notify us about activities that might give rise to problems. Furthermore, there are limits on the action Environmental Health Officers can take in respect of problems on the adjacent highway.

## Possible measures to address public nuisance

4.46 The Licensing Authority expect applicants to consider the following non-exhaustive list of measures in their operating schedule:

**deliveries:** ensuring arrangements are in place to prevent unreasonable disturbances caused by delivery of goods and services to the premises

**collections:** ensuring arrangements are in place to prevent unreasonable disturbances caused by collections, especially of glass waste. For example, these collections could be restricted so that they only take place at certain times, such as Monday to Saturday 08:00 to 20:00 and Sunday 10:00 until 20:00

**litter:** where licensable activities give rise to the risk of customers dropping litter in the vicinity of the premises, whether adequate arrangements are in place to prevent littering and/or clearing it up

**noise or vibration:** the Authority will be particularly concerned with premises located close to residential properties who propose to provide music and entertainment. We encourage applicants to supply an acoustic report confirming there will be no noise breakout from the premises that is likely to cause public nuisance to persons living or working in the vicinity of the licensed premises

**plant and equipment:** applicants should demonstrate that plant and equipment (air handling units, ventilation/extraction ducting and other equipment) is suitable and sufficient for the purpose intended without causing nuisance to local residents by way of noise, odours or vibration

**people entering and leaving:** consider possible public nuisance issues caused by customers and staff entering and leaving the premises. The Authority will pay particular regard to queuing arrangements and arrangements for the orderly dispersal of customers

**customers smoking, eating and drinking in outdoor areas and on the highway:** possible measures that may address this issue include:

- providing prominent signage asking customers to keep noise to a minimum when using outdoor areas
- restricting the number of customers permitted in certain outside areas and/or at certain times
- using door supervisors and employees to monitor public nuisance issues
- not allowing customers who are smoking to take drinks outside with them
- closing external areas at a certain time



- removing furniture from smoking areas after a certain time to discourage smokers from loitering outside the premises
- locating smoking areas away from residential premises
- using portable ashtrays to prevent cigarette litter
- only allowing seated customers to use external areas that are authorised to be used by a tables and chairs licence

**queuing:** whether there is an effective door and queuing policy to encourage good behaviour outside the premises. This might include training for door staff to deal with conflict and drunkenness

**signs:** whether there are signs encouraging customers to leave the area quietly, to minimise rowdy behaviour whilst waiting for transport and to minimise nuisance and/or disturbance to residents

**vehicles:** whether there are measures to reduce the impact of customers and staff parking vehicles in the vicinity of the premises and measures taken to minimise noise generated by other vehicles attending the premises, for example minicabs

## Protection of children from harm

- 4.47 Activities associated with premises that sell alcohol or provide regulated entertainment may in certain circumstances, give rise to concerns for the health and welfare of children (a child is any person under the age of 18).
- 4.48 The Licensing Authority is committed to protecting children from harm and applicants need to demonstrate how they will promote this licensing objective. Where appropriate, the Authority will impose conditions preventing or restricting the admission of children. We will not however impose any condition that requires the operator to admit children to licensed premises.

## Measures to protect children from harm

- 4.49 The Licensing Authority expect the applicant to consider the following non-exhaustive list of measures/issues to ensure the protection of children from harm:

**prevention of underage sales:** this may include:

- operating a 'challenge 25' policy
- requirements for adults to accompany a person under 18 at all times
- having a recognised proof of age scheme in place and training all staff in its implementation, displaying posters advertising the scheme and giving details of acceptable identification
- providing regular staff training on the sale of alcohol. Maintaining a written staff training record. Not allowing staff to sell alcohol until they have completed the training.



- keeping a refusals book on the premises and ensuring it is completed whenever sales are refused to a person who appears to be under the age of eighteen
- displaying posters stating that it is an offence to purchase alcohol on behalf of an underage person (proxy sales)
- ensuring alcohol is displayed in an area where access to it can be monitored and controlled by members of staff, for example behind the counter
- for off-licensed premises, not selling individual cans and bottles of beer, cider, alcopops or mixed alcoholic drinks
- use of till prompts

**access to premises:** restricting access for children to licensed premises:

- limitations on the hours when children may be present
- limitations which exclude the presence of children under certain ages when specified activities are taking place
- limitations on the parts of the premises to which children might be given access
- age limitations (not below 18)

**unaccompanied children:** where unaccompanied children are to be present at public entertainment, the Authority will expect the venue to provide a member of adult staff (over 18 years of age) for every 50 (or part 50) children present, whose sole responsibility and purpose is to protect those children from harm and to control access and egress

**child performers:** where children are present at an event as performers or entertainers, there should be a nominated adult responsible for those children in order to protect them from harm. Where necessary the Authority will apply conditions to prevent harm to children who are performing

**age restricted films:** where appropriate, applicants should detail their arrangements for restricting children from viewing age-restricted films classified according to the British Board of Film Classification (BBFC) or by the Council.

## Public Health

4.50 Although 'protecting and improving public health' is not a licensing objective, alcohol related harm is a particular concern in Camden. The Licensing Authority will always consider health related harms where they are relevant to the promotion of the licensing objectives. When making representations, Public Health will demonstrate a link between health concerns and the licensing objectives and may provide information such as ambulance call-outs and admissions to hospital specifically caused by alcohol.

4.51 Public Health will also use powers available to them as a responsible authority, to work with our partners to promote sensible drinking messages and support measures to manage the local availability of alcohol,

ensuring the links between density of licensed premises, alcohol availability and indicators of health related harm to inform licensing decisions.

4.52 The Licensing Authority recognises that licensees are generally supportive of the need to address health issues related to alcohol. The authority expects applicants to consider the health impacts of their proposed activities in relation to the licensing objectives, and set out below, some best practice for applicants to consider when completing their operating schedules.

- restricting special offers such as cheap shots, 'happy hours', 'buy one, get one free', 'buy two glasses of wine and get the whole bottle'. This slows down consumption, the rate at which blood alcohol concentrations increase and the peak levels are reached by drinkers. Rapidly ascending and high blood alcohol concentrations are shown to be associated with violence and uninhibited behaviour.
- aligning price with alcohol by volume (ABV), and ensure that non-alcoholic drinks are much cheaper than alcoholic drinks
- increasing seating for customers to reduce intensive drinking
- reducing the volume of music as loud music can increase alcohol consumption.
- actively promoting designated driver schemes where a driver is offered discounted or free non-alcoholic drinks
- making food available in late venues
- starting the sale of alcohol later in the day and not aligning it purely with opening hours
- not advertising alcohol in the shop window
- storing alcohol behind the shop counter
- not using display boards or other advertising on the shop floor
- not selling single cans of alcohol
- not selling single bottles of beer, and other alcohol beverages such as cider, under 1 litre
- not selling beer or cider over 5.5% ABV
- not selling alcohol where they could attract under age purchasers

## Shadow licences

4.53 A shadow licence is a second or subsequent licence for premises where a licence already exists. A "shadow licence" may replicate the authorised licensable activities, hours and conditions of an existing licence or it may be different.

4.54 A reason for holding a "shadow licence" could be in the event of an existing premises licence being revoked, suspended, surrendered or lapsing, the holder of the "shadow licence" can use the "shadow licence" immediately to continue operating the premises. The holder of the "shadow licence" could be the freeholder of the premises, the existing premises licence holder or any other person.

4.55 The existence of a shadow licence may lead to confusion as to which licence is being used at the premises at any given time. We would therefore, expect applicants for shadow licences to consider the following non-exhaustive list of conditions and to include them in the operating schedule:

- The premises licence holder will not trade from or operate the premises under this premises licence, for a period of three months after the revocation of premises licence number: [insert licence number] which exists for the same premises
- The premises licence holder shall hold a notification of interest in respect of premises licence [insert licence number] under section 178 of the Licensing Act 2003
- The premises licence holder will hold quarterly meetings with the holder of premises licence number [insert number] to discuss any issues arising or relating to the premises and the operation of premises licence number [insert number]
- The shadow licence will not authorise licensable activities while premises licence [insert number] has effect.

4.56 We have set out our approach to review applications in respect of shadow licences, in **Chapter Nine**.

## Planning consent

4.57 Licensing and planning are two separate regimes. The law does not allow us to refuse an application because premises do not have the appropriate planning consent.

4.58 However, the Authority strongly advise the applicants to obtain planning permission, listed building consent or building regulations approval where appropriate. Applicants should contact our [Planning team](#) for advice.

## Agent of Change Principle

4.59 The "Agent of Change" principle in this Licensing Policy refers to the concept that the responsibility for mitigating and adapting to changes in the surrounding environment falls upon the entity introducing the change.

4.60 This principle is applied to address issues such as noise complaints or other disruptions, emphasizing that the party initiating a change, like a new venue or development, should be responsible for implementing measures to minimize any adverse impact on the existing community or environment. This is intended to protect existing land uses against complaints from incoming users, e.g., an historic pub from noise complaints from a new residential block (or vice versa).

# Chapter Five Hours

## Framework hours

This chapter explains our policy in respect of licensing hours

5.1 Our policy set out in this chapter applies to applications for:

- a new premises licence
- a new club premises certificate
- variation of a premises licence
- variation of a club premises certificate
- reviews
- provisional statements

## The policy

5.2 Licensable activities are more likely to cause disturbance to residents during the night and early morning. For this reason, we expect applicants to propose additional measures if they intend to operate beyond certain time periods, which we call ‘framework hours’.

5.3 The framework Hours for applications for each premises use type as defined within this policy are:

Premises Type	Framework Hours
Pubs and Bars	Monday to Thursday: 10am to Midnight. Friday and Saturday: 10am to 1am. Sunday: Midday to 10.30pm.
Restaurants and Fast Food outlets	Monday to Thursday: 9am to Midnight. Friday and Saturday: 9am to 1am. Sunday: 9am to 10.30pm.
Night clubs, Music and Dance venues	Monday to Thursday: 9am to Midnight. Friday and Saturday: 9am to 2am. Sunday: 9am to 10.30pm.
Cinemas, Cultural Venues and Live Sporting Premises	Monday to Saturday: 9am to 2am. Sunday: 9am to Midnight.
Hotels	Monday to Thursday: 10am to Midnight. Friday and Saturday: 10am to 1am. Sunday: Midday to 10.30pm.  No restriction for residents
Shops (off-sales of alcohol)	Monday to Saturday: 8am to 11pm. Sunday: 9am to 10.30pm.
Delivery Led Outlets	Monday to Saturday: 8am to 11pm. Sunday: 9am to 10.30pm.

Festivals and outdoor events	Monday to Saturday: 10am to 11pm. Sunday: 10am to 10.00pm.
------------------------------	---

The Council recognizes the decline of LGBTQ+ venues in the borough in recent years. This policy plays a pivotal role in fostering and supporting a broader range of opportunities that these venues offer. Consequently, Camden has established the following framework hours to encourage applications for such establishments.

Premises Type	Framework Hours
LGBTQ+ Venues	Monday to Thursday: 9am to Midnight. Friday and Saturday: 9am to 2am. Sunday: 9am to 10.30pm.

## Reasons for the policy approach

- 5.4 Camden has a large number of licensed premises. Many of these premises sell alcohol late at night and into the early hours of the morning. Camden also borders other London boroughs that have high concentrations of licensed premises with late night/early morning hours. Against this background, we consider that the possibility of residents being disturbed late at night and in the early hours of the morning, and the effect that such disturbance may have, is a proper matter for us to consider when considering the hours for licensable activities.
- 5.5 In considering suitable times for framework hours, we have had regard to concerns expressed by residents, the licensed trade and the police. We acknowledge that different risks are associated with selling alcohol for consumption on and off the premises or where alcohol is not provided and the premises only provide regulated entertainment.

## General

- 5.6 The framework hours are a guide for applicants when preparing their operating schedules. However, if we do not receive any relevant representations about the proposed application, the law requires us to grant the licence as requested and applied for.
- 5.7 The end time for the framework hours on any given day is not (and should not be regarded as) the 'usual' or 'normal' terminal hour for licensable activities in the borough. Instead, the framework hours serve to identify applications where we will pay particular attention to the likely effect on the local neighbourhood when carrying out the proposed licensable activities outside the framework hours.
- 5.8 Where applications propose licensable activities outside the framework hours, we expect the applicant to consider the risk and volunteer

appropriate conditions in their operating schedule to promote the licensing objectives and in particular to prevent crime and disorder and public nuisance.

5.9 We also expect applicants to provide appropriate conditions in their operating schedule to prevent public nuisance where customers will use external areas of premises such as gardens and patios.

5.10 In preparing the operating schedule, applicants seeking to provide licensable activities outside the framework hours should have particular regard to:

- the location of the premises and the character of the area in which they are situated
- the proposed hours during which licensable activities will take place and the proposed hours during which customers will be permitted to remain on the premises
- the adequacy of the applicant's proposals to prevent crime and disorder and prevent public nuisance
- any relevant issues that may have arisen where the premises were previously licensed
- whether customers have access to public transport when arriving at or leaving the premises at night-time and in the early hours of the morning
- the proximity of the premises to other licensed premises in the vicinity and the hours of operation of those other premises
- policies and proposals for the orderly dispersal of customers

5.11 The following also applies:

- if an application is for hours within the framework hours, there is no presumption that the application will automatically be granted
- in all cases where relevant representations are made, we will pay particular attention to conditions relating to any external areas of the premises
- where relevant representations are made, we will consider each case on its merits

5.12 Any licence condition setting out the hours refers to the hours during which licensable activities may take place at the premises. We expect premises to close thirty minutes after the terminal hour for licensable activities.

## Deciding on hours

5.13 Applicants should consider the following when deciding on the hours they propose to operate:

- to limit their applications to the hours they genuinely intend to operate
- when completing the operating schedule, to carefully

consider the crime and disorder and public nuisance licensing objectives. Relevant representations are more likely to be received where inadequate regard is given to the need to promote these licensing objectives

- where relevant representations are made, the Licensing Panel shall determine whether the proposals in the operating schedule address the issues underpinning the policy on framework hours. As each application will be determined on its own merits, the individual circumstances will vary between each application
- this policy applies to all licensable activities, however we will have regard to the proposed use of the premises when considering whether and how this policy should apply in any given case

DRAFT

## Chapter Six

### Cumulative impact assessments

This chapter explains cumulative impact and sets out the Council's approach

#### **S5A of the Licensing Act 2003 states that**

(1) A licensing authority **may** publish a document (“a cumulative impact assessment”) stating that the licensing authority considers that the number of relevant authorisations in respect of premises in one or more parts of its area described in the assessment is such that it is likely that it would be inconsistent with the authority's duty under section 4(1) to grant any further relevant authorisations in respect of premises in that part or those parts.

(2) A cumulative impact assessment must set out the evidence for the authority's opinion as set out in the assessment in accordance with subsection (1) above

- 6.1 In line with statutory requirement, in 2022 the Council commissioned independent consultants to carry out a cumulative impact review of the borough. The independent review was carried out from November 2022 to September 2023.

### Cumulative impact and its effect

- 6.2 Cumulative impact is the potential negative effect on the promotion of the licensing objectives of a significant number of licensed premises concentrated in one area.
- 6.3 We acknowledge that cumulative impact can apply at all times, not just at night and can apply to any licensed premises not just those that supply alcohol. The cumulative impact of licensed premises on the promotion of the licensing objectives is a proper matter for us to consider in this Statement.
- 6.4 The Licensing Authority will consider whether the grant of further premises licences or variations to a licence in an area, or club premises certificates, would undermine one or more of the licensing objectives.
- 6.6 Applications will be determined on the individual merits of each application and, if the application is likely to significantly add to any cumulative impact (which must be evidenced), the licence may not be granted. If the application is unlikely to significantly add to the cumulative impact, then the licence may be granted.



## General

- 6.5 We will consider each case on its merits, regard will be given to the individual characteristics of the premises concerned and the impact it may have on the local community.
- 6.6 All aspects of this Statement Policy will apply in particular the hours policy will apply and for applications with hours beyond the framework hours applicants will have to demonstrate that the operations of the premises will not have an adverse effect on the licensing objectives.
- 6.7 The absence of a cumulative impact assessment for an area does not prevent a responsible authority or any other persons making representations on the ground that the premises may give rise to a negative cumulative impact on the area in question.
- 6.8 Where we receive relevant representations on the grounds that the premises may give rise to negative cumulative impact, it would be incumbent on the person making the representation to provide relevant evidence of cumulative impact.
- 6.9 If we do not receive any relevant representations against the proposed application, the law requires us to grant the application as requested.
- 6.10 We will continue to ensure that premises are compliant and do not cause a nuisance to our residents through robust enforcement and monitoring, more details of our enforcement protocol and monitoring can be found at chapter 13.

## Other mechanisms for controlling cumulative impact

- 6.11 We will also consider other mechanisms both within and outside the licensing regime that are available for addressing such issues. For example:
- Planning control
  - Positive measures to create a safe and clean town centre environment in partnership with local businesses, transport operators and other departments of the local authority, including best practise schemes such as Best Bar None, Pubwatch or BIDs
  - Community Protection Notices
  - The provision of CCTV surveillance in town centres, taxi ranks, provision of public conveniences open late at night, street cleaning and litter patrols

- Powers of local authorities to designate parts of the local authority area as places where alcohol may not be consumed publicly
- The confiscation of alcohol from adults and children in designated areas
- Police enforcement of the general law concerning disorder and anti-social behaviour, including the issuing of fixed penalty notices
- Prosecution for the offence of selling alcohol to a person who is drunk (or allowing such a sale)
- Policing the late-night economy through the Late-Night Levy.

## How we Manage Camden's Evening and Night Time Economy

### The Licensing Charter

- 6.15 The Council acknowledges and appreciates the commitment of our licence holders to uphold exemplary standards in the operation of their businesses through effective management and best practices. In line with our commitment to promoting responsible business conduct, we actively endorse and support these principles within our comprehensive licensing policy. As an extension of our dedication to fostering excellence, we have introduced a Licensing Charter aimed at recognising businesses consistently demonstrating adherence to these high standards.
- 6.16 This recognition programme serves as a formal acknowledgment of businesses that go above and beyond in maintaining best practices. For those establishments that following assessment and also fulfil their responsibility by paying the Late-Night Levy (LNL), will be eligible for a substantial 25% reduction in their levy fee. This not only serves as a tangible recognition of their commitment to excellence but also provides a practical benefit, fostering a positive and mutually beneficial relationship between the council and responsible businesses in the community. More information on the Licensing Charter and how you can sign up is available on our website.

### Partnerships

- 6.17 The Licensing Authority will take a partnership approach in addressing issues. Regular dialogue will be held to discuss and mediate solutions to issues such as noise, litter and general compliance matters to foster common understanding between businesses, residents, statutory bodies and other relevant stakeholders. This would be through a forum hosted by the local authority. Introducing and resourcing night-time partnerships that have responsibility for managing the night-time economy locally.

### Regular, location-specific communication

- 6.18 Monthly emails with specific information will be sent to help businesses plan and make them aware of emerging issues. These newsletters will include information from the wider partnership group such as details of relevant BID initiatives and licensing related updates.

## Safe places

6.19 The Council will continue the Camden Town Safe Space and look to expand in other areas. The benefits of this scheme include safety and support for patrons, supporting the Violence against Women and Girls agenda, reducing the strain on blue light services, and many more.

## Vulnerability Training

6.20 The Licensing Authority will support the cohesive roll out of [Ask for Angela](#) vulnerability training campaign across the borough. The Council will also explore other initiatives such as [Transport for London's bystander intervention campaign](#) to residents, visitors, workers and other communities in Camden.

## Street drinking

6.21 The Licensing Authority alongside its partners will implement targeted initiative to reduce street drinking, such as bottle marking, training and the prevention of some alcohol types being sold e.g., white ciders. Campaigns whereby retailers are encouraged to not stock strong high strength lagers, beers and ciders (usually associated with street drinking).

## A targeted approach to enforcement

6.22 The Licensing Authority has a robust enforcement process and premises that are not compliant can expect to be placed on a monitoring list. Badly managed venues may be subject to reviews and the range of enforcement options available. Refer to Chapter 13 to view our enforcement protocol.

# Chapter Seven

## Licensing Principles and Best Practice Guide

### Principles and guidelines

- 7.1 These principles and guidelines cover various aspects of the licensing process, they include the responsibilities of licensees and our expectations on how to promote the licensing objectives and implement safe practices.
- 7.2 The aim is to provide applicants and licensees with guidance on the promotion of the four licensing objectives which are paramount considerations at all times. It outlines what the licensing authority and its responsible authority partners expect from applicants when completing their operating schedules and from licensees when operating their premises.
- 7.3 While the specific details can vary by location and type of premises, below are some common best practices for licensed premises:
- **Responsible Alcohol Service:** Train staff to serve alcohol responsibly, including checking IDs to prevent underage drinking, recognizing signs of intoxication, and refusing service when necessary.
  - **Security Measures:** Implement security measures such as CCTV cameras, security personnel, and entry/exit controls to maintain a safe environment for patrons and staff.
  - **Staff Training:** Ensure that all employees receive proper training on alcohol awareness, customer service, and how to respond to various situations, including ensuring women's safety and potential drink spiking incidents.
  - **Drink Spiking Prevention:** Educate staff and patrons about the risks of drink spiking and how to prevent it, such as by not leaving drinks unattended and being vigilant about their surroundings.
  - **Noise Control:** Manage noise levels to prevent disturbances and noise complaints from neighbours, especially during late hours.
  - **Promote Responsible Drinking:** Offer a variety of non-alcoholic drink options, promote responsible drinking, and consider offering free water to patrons.
  - **Security of Alcohol Supply:** Ensure that alcohol supplies are securely stored to prevent theft and unauthorized access.
  - **Regular Maintenance:** Keep the premises in good repair and ensure that safety features like fire exits, alarms, lighting and CCTV are regularly maintained.
  - **Smoking Areas:** If applicable, designate a smoking area outside the premises and limit the numbers permitted at any one time to prevent obstruction and nuisance.
  - **Hygiene and Health Standards:** Maintain high hygiene standards in food preparation areas and ensure that staff comply with health and safety regulations.

- **Fire Safety:** Comply with fire safety regulations, including the provision of fire exits, fire extinguishers, and fire alarm systems.
- **Identification and Record-keeping:** Keep records of incidents, refusals of service, and any other relevant information to assist in compliance monitoring and potential investigations.
- **Community Engagement:** Build positive relationships with the local community and address any concerns or complaints promptly.
- **Alcohol-Free Events:** Consider hosting alcohol-free events or promotions to cater to a wider range of patrons.
- **Social Responsibility:** Encourage responsible behaviour among patrons and staff, such as not serving alcohol to visibly intoxicated individuals.
- **Emergency Response:** Have clear procedures in place for handling emergencies, including medical emergencies, fights, or other disturbances.
- **Regular Reviews:** Periodically review and update your operational procedures, training, and policies to adapt to changing circumstances or regulations.

DRAFT

## Chapter Eight

### Premises policies

#### General considerations

- 8.1 This chapter outlines our policies for different types of venue that applicants should consider when preparing their operating schedule. It is not exhaustive, and does not cover every type of venue, or every possible situation. Applicants should read this chapter in together with the chapters above relating to the Licensing Objectives, Risk Assessments, Operating Schedules (Chapter 4), framework hours (Chapter 5) and cumulative impact (Chapter 6).

#### Premises category

##### **Restaurants, cafes and coffee houses**

- 8.2 The Council's view is that these types of premises when well managed provide a valuable contribution to the community, including its residents, visitors and workers.
- 8.3 For the purposes of this policy, premises are a restaurant or cafe if the sale of alcohol is to seated customers who are taking a meal on the premises. If alcohol is sold to any other person who is not seated and taking a table meal, we will regard the premises as a pub or bar. Late night refreshment venues that do not sell alcohol but serve hot food and drink to standing customers or for customers to take away should refer to the section "Premises supplying hot takeaway food and drink".
- 8.4 If the tables are cleared at a certain time to create the provision of an area to be used for dancing or other regulated entertainment, we will not consider the premises to be used primarily as a restaurant. Restaurants wishing to provide entertainment should consider this section in conjunction with the section relating to premises providing music and dance.
- 8.5 Premises used primarily as restaurants as defined in this policy are not generally associated with high levels of crime, disorder, anti-social behaviour and nuisance. However, operators should take extra care where customers use external areas of the premises for dining or smoking.
- 8.6 Some restaurants allow customers to bring their own alcohol to the premises to drink with a meal. Although the licence holder does not need a licence for the consumption of alcohol, we would expect operators to consider the risk associated with allowing this. We also expect the applicant or licence holder to pay greater attention to the prevention of crime and disorder and prevention of public nuisance objectives and ensure they have prepared a robust operating schedule in this respect.

A list of conditions that are generally relevant to restaurants can be found in Appendix 8.

### **Premises supplying hot food and hot drink between 11:00 pm and 05:00 am (Late night refreshment venues)**

- 8.7 This policy applies to late night refreshment venues whose activities include supplying hot food and hot drink between the hours of 11:00 pm and 05:00 am. Such premises can attract large groups of customers who have come from pubs, bars and clubs in the area and who have consumed quantities of alcohol. These customers can be noisy and cause disturbance in the area long after other nearby licensed premises have closed.
- 8.8 The consumption of hot food and hot drink away from the premises can lead to litter which also causes a public nuisance in the area.
- 8.9 Customers of these venues can often be intoxicated and may be difficult to control. We strongly recommend that operators provide appropriate training for their staff, to ensure they can deal with such situations effectively and fully uphold the licensing objectives.
- 8.10 Late night refreshment venues will generally operate outside framework hours. They are therefore, expected to provide an operating schedule outlining in detail how they will promote the prevention of crime and disorder and public nuisance licensing objectives.
- 8.11 Late night refreshment venues may allow customers to bring their own alcohol to the premises to drink with a meal. Although the licence holder does not need a licence for the consumption of alcohol, we expect operators to consider the risk associated with allowing this activity.
- 8.12 Conditions that may be relevant to late night refreshment venues are listed in Appendix 8.

### **Pubs and bars**

- 8.13 This policy applies to premises where the sale of alcohol is the primary licensable activity. It also applies to proprietary clubs (i.e. members' clubs run for the benefit of the owner not the members) and restaurants where the sale of alcohol is not restricted to seated customers who are taking table meals at the premises.
- 8.14 Pubs and bars provide a valuable service to people living in, working in, and visiting the borough. However, they may also contribute to crime, disorder, anti-social behaviour and nuisance in an area due to customers consuming excessive quantities of alcohol on the premises.
- 8.15 Pubs and bars, including those only operating within framework hours, need to address a) how they will avoid the sale of alcohol to children, b) how they



will control potential nuisance from customers drinking and smoking in gardens and on pavements, and c) how they will reduce the risk of causing nuisance to their neighbours when customers leave the premises at night.

- 8.16 We expect premises selling alcohol to have a proof of age policy in place (such as Challenge 25), but it is important that all staff responsible for selling alcohol are trained to ask for, and recognise, acceptable means of identification, and are aware of the proof of age policy.
- 8.17 Particular care should be taken where customers use pavement areas to consume alcohol or smoke. A licence may be required for tables and chairs that are used on pavement areas and [Licensing Team](#) can offer advice on this issue. Additionally, customers congregating outside licensed premises can block pavements and cause considerable public nuisance without necessarily behaving in a rowdy manner.
- 8.18 We expect licensees to monitor the use of such areas carefully and be aware of any situations where the licensing objectives are not being upheld. We note this is of particular concern in areas of the borough, where pavements are narrow and can quickly become blocked by even a small congregation of drinkers.
- 8.19 If premises are not authorised to supply alcohol for consumption off the premises, we expect the licence holder to ensure that customers do not take their drinks from the premises into any external area that is not authorised for the provision of licensable activities and identified on the premises plan. This may include the pavement immediately outside the premises.
- 8.20 Premises operating outside framework hours should pay even greater attention to the prevention of crime and disorder and prevention of public nuisance objectives and ensure they have prepared a robust operating schedule in this respect.
- 8.21 Conditions that may be relevant to pubs and bars are listed in Appendix 8:
- 8.22 For premises wishing to operate as proprietary clubs, the relevant conditions can be found in Appendix 8:

## **Premises providing music, dance and similar entertainment**

- 8.23 We recognise the cultural importance and significance of premises providing live music, dance and similar entertainment. We encourage diverse forms of entertainment throughout the borough, but recognise that this can, if not properly managed, give rise to public nuisance concerns that impact adversely on people who live near licensed premises.
- 8.24 The conditions suggested in this section apply to any premises providing recorded music, live music, dance performance, or provision of facilities for music and dancing as part of their licensable activities.



- 8.25 Generally, where an applicant seeks to provide these activities, we expect the applicant to appoint a qualified noise consultant to carry out a noise impact assessment to identify any structural weaknesses in the building, such as open vents, poor quality glazing or party wall issues. Any noise assessment should also give professional guidance on how to avoid causing noise nuisance from such activities to people living nearby.
- 8.26 Where the applicant does not submit a noise impact assessment with their application, our Environmental Health Department may make a representation concerning the prevention of public nuisance objective, unless the applicant can demonstrate in their operating schedule that they are able to operate the premises without causing public nuisance.
- 8.27 Examples conditions that may be relevant to premises providing music, dance and similar entertainment can be found in Appendix 8:

## **Nightclubs**

- 8.28 Statistics show that nightclubs and late-night dance venues generally contribute far higher levels of alcohol related violence per premises than other licensed venues. As a result, we expect nightclub and late-night dance venue operators to pay particular attention to the prevention of crime and disorder licensing objective when preparing their operating schedule.
- 8.29 It is extremely important that operators of nightclubs prepare a risk assessment before considering appropriate conditions for their operating schedule.
- 8.30 Applicants should consider the conditions in this section in conjunction with the section applicable to premises providing music and dance and similar entertainment listed in Appendix 8.

## **Off licences**

- 8.31 This policy applies to premises selling alcohol solely for consumption off the premises such as supermarkets, convenience stores and traditional off-licences. These premises can contribute to anti-social behaviour and disorder through the consumption of alcohol on the street and in open spaces by groups of drinkers, through selling alcohol to children, and through the sale of alcohol to street drinkers and persons who are already drunk.
- 8.32 We expect off licences to show particular diligence in areas where these problems are prevalent, and to strictly monitor the way they sell alcohol where the premises are located close to schools and hostels and similar premises that may provide shelter or services to alcohol dependent persons.

- 8.33 It is important that staff working at off licences receive suitable training on the 2003 Act and can discharge their duties in full compliance with the licence conditions and the law. This includes the ability to verify customers' identification where necessary.
- 8.34 It is compulsory for premises selling alcohol to have a proof of age policy such as Challenge 25 in place, but it is important that all staff responsible for selling alcohol, are trained to ask for and recognise acceptable means of identification and are aware the proof of age policy exists.
- 8.35 Examples of conditions that may be appropriate to off licences are listed in Appendix 8:

### **Illicit Goods: Alcohol and Tobacco**

- 8.36 We will review a premises licence where there is evidence that illicit alcohol has been offered for sale on the premises. Where other illicit goods, such as tobacco, have been found we may consider this as evidence of poor management and have the potential to undermine the licensing objectives.
- Illicit alcohol means alcohol that is, counterfeit, bears counterfeit duty stamps and/or smuggled
  - Illicit tobacco means, counterfeit, and/or non UK duty paid tobacco products
  - Illicit goods mean articles that are counterfeit, that do not comply with the classification and labelling requirements of the Video Recordings Acts and/or that breach other trading standards legislation such as consumer safety and unfair commercial practices

We are mindful of the advice provided in the S182 Guidance in respect of "Reviews arising in connection with crime" and may consider the following conditions in such circumstances:

- 1) The premises licence holder shall not purchase any goods from door-to-door sellers unless a valid receipt is supplied at the time of the purchase
- 2) The premises licence holder shall ensure that receipts for all stock purchased include the following details:
  - Seller's name and address
  - Seller's company details, if applicable
  - Seller's VAT details if applicable
  - Full details of products purchased

- Vehicle registration detail, if applicable
- 3) Legible copies of the documents referred to above shall be retained on the premises and made available to police officers or authorised council officers on request
  - 4) The premises licence holder shall obtain and use a UV detection device to verify that duty stamps are valid

## **Theatres, cinemas, qualifying clubs and community premises**

8.37 We welcome the contribution that theatres, cinemas and community premises make in providing diverse entertainment for people of all ages in Camden.

8.38 Similarly, qualifying clubs such as working men's clubs and other affiliated social clubs have strong membership conditions that also tend to discourage alcohol related crime, disorder and anti-social behaviour.

8.39 However, where such premises provide regulated entertainment in the form of music and dance, they should refer to the relevant section in this chapter on music and dance venues.

8.40 A club premises certificate permits only the supply of alcohol to club members and sale to their bona fide guests. Clubs cannot sell alcohol to members of the public unless they are guests of a member. Clubs who wish to let rooms out for private hire with a paid bar, or who provide entertainment facilities to members of the public such as the provision of a sound system or dancing facilities, must give a temporary event notice or obtain a premises licence.

8.41 Other conditions relevant to these venues are listed in Appendix 8.

## **Hotels**

8.42 Hotels often provide a range of licensable activities that may include entertainment for guests as well as providing a venue for private parties such as weddings and corporate hospitality.

8.43 Hotels wishing to provide regulated entertainment in the form of music and dance should follow the guidance in the appropriate section of this chapter.

8.44 Showing films in hotel bedrooms is a regulated activity and applicants should address film exhibitions in their operating schedule.

8.45 Where hotels have a bar that is open (and advertised) to the public, we will consider this in the same manner as a pub or bar.

8.46 In all cases, we will generally expect hotels to propose example conditions listed in Appendix 8:

## Premises providing nudity, striptease and other adult entertainment

- 8.47 If the applicant proposes to provide “relevant entertainment” at the premises on a “frequent” basis, they should also apply for a sex establishment licence and refer to our Sex Establishment Policy<sup>15</sup>.
- 8.48 Relevant entertainment is any live performance or live display of nudity for the purpose of sexually stimulating one person and includes:
- 1) Lap dancing
  - 2) Pole dancing
  - 3) Table dancing
  - 4) Strip shows
  - 5) Peep shows
  - 6) Live sex shows
- 8.49 Frequent means the relevant entertainment is to be provided:
- 1) more than 11 times in a 12 month period
  - 2) there is less than one month between each occasion
  - 3) occasions last longer than 24 hours
- 8.50 Where the applicant proposes to offer adult entertainment on an infrequent basis (including the showing of R18 certificate films) we expect the applicant to complete Box N of the operating schedule and give details of the proposed entertainment. If the applicant leaves Box N blank, we will include a condition (consistent with the operating schedule) that no adult entertainment shall be provided on the premises.
- 8.51 Applicants, who propose to offer infrequent adult entertainment, should read this section in conjunction with other relevant sections of this policy such as nightclubs and music and dance venues where appropriate.
- 8.52 Poorly run venues that provide adult entertainment are sometimes associated with issues such as prostitution and touting near to the licensed premises.
- 8.53 We expect venues wishing to provide this kind of entertainment on an infrequent basis to offer conditions in their operating schedule that are listed in Appendix 8:

---

<sup>15</sup> <http://www.camden.gov.uk/ccm/content/business/business-regulations/licensing-and-permits/licences/sex-establishment/sex-shop-and-sex-cinema-licence/>

## Large temporary events

- 8.54 This section relates to applications for large events that are temporary in nature but cannot be authorised under a temporary event notice (TEN) because of the number of persons who will be present or because the event spans more days than permitted by a TEN.
- 8.55 Generally, we will consider licensing these events under a time limited premises licence lasting for the duration of the event.
- 8.56 We advise persons wishing to hold such events to contact the [Licensing Team](#) for advice prior to making an application.
- 8.57 We also advise applicants to read "[The Purple Guide to Health, Safety and Welfare at Music and Other Events](#)"<sup>16</sup> which replaces "The Event Safety Guide" (HSG195) published by the Health and Safety Executive.
- 8.58 Usually, we will ask applicants seeking a time limited premises licence for a large event to attend a meeting of the Safety Advisory Group (SAG).
- 8.59 The SAG consists of officers from responsible authorities such as the police, our noise and health and safety teams, the fire authority. Officers from other relevant departments and agencies such as the London Ambulance Service, Transport for London and our highways team may also attend from time to time, where it is considered appropriate in the circumstances.
- 8.60 Where we consider a SAG meeting is necessary, our health and safety team will contact the applicant to advise them of the requirement for a meeting and arrange a suitable date, and time for the meeting.
- 8.61 We will invite applicants to present their application and details of their event to the SAG. We expect the applicant to bring a draft Event Management Plan (EMP) with them to the meeting so the members can consider whether the event is being run safely and will cause minimum disruption to the environment in terms of nuisance, traffic management and so forth.
- 8.62 The SAG does not determine licence applications or impose conditions, but will advise applicants how to on produce an acceptable EMP for their event.
- 8.63 An EMP is a statement on how an event organiser will run their event. It should incorporate a risk assessment, traffic and transport planning, first aid, stewarding, site layout, emergency planning and evacuation plans, noise management, litter disposal and communication protocols.

---

<sup>16</sup> <http://www.thepurpleguide.co.uk/>

8.64 We strongly urge applicants to consult the SAG and produce a draft EMP prior to submitting their licence application. Where a responsible authority considers an EMP is inadequate to promote the licensing objectives, it may make a representation about the application.

8.65 We advise applicants to include the following conditions in their operating schedule:

- a) The Licensee shall comply with the event management plan submitted to the licensing authority and no changes shall be made to the event management plan without the prior written consent of the licensing authority.
- b) The Event shall be run in accordance with the site plan submitted to the licensing authority. No changes shall be made to the site plan without the prior written consent of the licensing authority.

8.66 This approach allows the event organiser flexibility to make changes to the layout of the event or to specific activities without the need to make a fresh application for a premises licence or an application to vary the existing premises licence. Without this approach, any changes made could be unauthorised and possibly result in enforcement action.

8.67 We also advise applicants to refer to the [purple guide](#) for guidance on producing an EMP.

## Chapter Nine

### Licence variations

This chapter provides guidance on our approach to variations of existing premises licences and club premises certificates

#### Full variations

- 9.1 A licence holder who wishes to make changes to an existing premises licence or club premises certificate must make an application to us to vary their premises licence.
- 9.2 A full variation application can be used to:
- extend the hours during which licensable hours activities take place
  - add licensable activities that may impact on one or more of the licensing objectives
  - remove or amend conditions that may impact on one or more of the licensing objectives
- 9.3 If a licence holder intends to make changes to the building (such as using previously unlicensed parts) that would result in an increase in capacity of the licensed premises, we expect them to apply for a new licence.
- 9.4 We also expect a licence holder to apply for a new premises licence for any substantial changes to the nature of the premises, which may impact the licensing objectives (examples may include but are not limited to changing from a restaurant to a bar or from a bar to a nightclub).
- 9.5 If there is any doubt as to whether a variation or new application is required, please seek our advice prior to submitting an application.

#### Minor variation

- 9.6 The minor variations procedure allows licensees to apply for small changes to an existing premises licence or club premises certificate, without the need to make a full application to vary the existing premises licence.
- 9.7 Minor variations will generally fall into five categories:
- minor changes to the structure or layout of the premises
  - small adjustments to licensing hours
  - the removal of out of date, irrelevant or unenforceable conditions
  - additional volunteered conditions
  - additional licensable activities



- 9.8 The minor variation process cannot be used to:
- a) add the retail or supply of alcohol
  - b) extend the licensing hours for the supply of alcohol between 11 pm and 7 am
  - c) increase the amount of time on any day during which alcohol may be supplied
  - d) extend the time period the licence has effect
  - e) transfer the licence
  - f) substantially vary the premises layout
  - g) disapply the mandatory conditions.
- 9.9 The application for a minor variation does not have to be sent to the responsible authorities. However, the applicant must display a notice at the premises for a period of ten working days starting on the first working day after giving the application to us.
- 9.10 Applicants should discuss their proposals with us before submitting an application and we will advise whether the minor variation process is appropriate.
- 9.11 The 2003 Act does not provide a right to a hearing to consider minor variations. The Council has delegated the power to determine a minor variation application to the Director of Culture and Environment.
- 9.12 When making decisions, the Director of Culture and Environment will have regard to any relevant representations received within the statutory time limit. Representations will be considered relevant where the grant of the application could have a likely detrimental effect on one or more of the licensing objectives.
- 9.13 We will also consult, when and if necessary, with the relevant responsible authorities.
- 9.14 We will only approve an application for a minor variation where in our opinion the variation sought will not have an adverse impact on the licensing objectives.

## **Relevant considerations**

- 9.15 We will take the following considerations into account
- a) any of the factors in paragraph 9.8 above
  - b) whether the application increases the capacity for consuming alcohol on the premises
  - c) whether access to emergency exits or escape routes shall be blocked by the proposed changes
  - d) whether the alterations might affect the operation of noise reduction measures such as an acoustic lobby
  - e) whether the addition of a licensable activity might impact on the



- promotion of the licensing objectives, e.g. the addition of live or recorded music on the prevention of public nuisance objective
- f) the proximity of the licensed premises to residential accommodation
  - g) conditions volunteered by the applicant to mitigate the effects of any changes
  - h) the previous history of the premises
  - i) the proximity and density of other licensed premises if customers from these premises may be attracted by the licensable activities being offered
  - j) whether the premises is already licensed during that period for other licensable activities

The above is not exhaustive, we cannot anticipate every scenario. We will determine each case on its individual merits.

- 9.16 If we refuse an application for a minor variation, we will inform the applicant of our reasons. Where we refuse an application and the applicant subsequently applies for a full variation, the rules governing applications for full variations apply, including all relevant time limits.
- 9.17 If we fail to respond to a request for a minor variation within fifteen working days, the 2003 Act treats the application as refused and we will refund any fees paid in respect of the application. However, we may agree with the applicant to retain the fee and treat the undetermined application as if it were a new one.

## Chapter Ten

**The responsibilities of licence holders and reviews** This chapter outlines our approach to reviews of premises licences and club premises certificates

### Responsibilities of licence holders

- 10.1 Being a licence holder carries special responsibilities. All licence holders must give meaningful effect to the terms and conditions of their premises licence with a view to preventing problems arising and promoting the licensing objectives.
- 10.2 Where management issues arise, it is essential that licence holders proactively engage with responsible authorities, local communities and the licensing authority in order to address issues. In particular, the licence holder should listen to concerns and seek to identify specific steps they can take to deal with problems in a way that promotes the licensing objectives.
- 10.3 Where possible, we will try to give licence holders early warning of concerns about problems and the need for improvement. In some cases, (where time allows) we may also facilitate mediation between the licence holder and others who are concerned about the operation of the premises. However, the responsibility for addressing problems lies with the licence holder. In particular, we expect licence holders to take immediate action to deal with problems that are seriously affecting the quality of life of local people. Failure on the part of the licence holder to respond proactively to management issues may lead to enforcement action (see Chapter 13). It may also trigger a review of the premises licence. When considering a review, we will have regard to the actions of the licence holder and the extent to which they have co-operated with other parties to deal with issues.

### Reviews

- 10.4 A responsible authority or any other person may seek a review of a premises licence if they are concerned about the operation of the premises, and its adverse effect on the licensing objectives or may automatically follow a police closure of the premises due to disorder.
- 10.5 A review must relate specifically to the premises that are the subject of the review.
- 10.6 We may reject an application for review from any other persons if it is frivolous, vexatious or repetitious, or if it is not relevant to the licensing objectives. We can only reject a review application from a responsible authority if it is not relevant to the licensing objectives.

10.7 We would only expect to receive an application to review a premises licence where other mechanisms to deal with problems at the premises have been exhausted. For example, a review application would not be appropriate, and we may regard it as vexatious, if the applicant for the review has not brought the problems to our attention previously and given us an opportunity to investigate their complaint.

10.8 At a review hearing, we may:

- add conditions to the licence
- modify conditions of the licence
- remove certain licensable activities from the licence
- reduce the hours during which licensable activities may take place
- remove the designated premises supervisor
- suspend the licence for up to three months
- revoke the licence.

## **Shadow licences**

10.9 We are concerned that the existence of a shadow licence may undermine the sanctions available to respond to a review application where a shadow licence exists for the same premises.

10.10 Where we receive an application to review a licence for premises where a shadow licence exists, we will consider whether it is appropriate to the promotion of the licensing objectives, to make an application to review the shadow licence at the same time.

10.11 Where the applicant for the review is a responsible authority or any other person, we may ask the applicant to consider whether it may be appropriate to the promotion of the licensing objectives, to make an application to review the shadow licence at the same time.

## **Expedited reviews**

10.12 The Violent Crime Reduction Act 2006 gave the police powers to seek an expedited reviews of premises licences where the sale of alcohol is a licensable activity. The powers do not apply to other types of licences, or to club premises certificates.

10.13 The powers complement existing procedures in the 2003 Act for tackling crime and disorder associated with licensed premises. The existing powers, in Part 8 of the 2003 Act, provide for the instant closure of premises by the police in some circumstances, and may lead to the licensing authority to review the licence. The expedited review powers are aimed at tackling serious crime and serious disorder, including the use of guns and knives.

- 10.14 The powers allow:
- the police to trigger a fast track review process where they consider that the premises are associated with serious crime or serious disorder (or both)
  - the police can respond by taking interim steps quickly, where appropriate, pending a full review hearing
- 10.15 The police may apply for an expedited review of a premises licence where a senior police officer has issued a certificate stating that in his/her opinion the premises are associated with serious crime or serious disorder (or both).
- 10.16 On receipt of the application and the certificate, we must within 48 hours, consider whether it is necessary to take interim steps pending determination of the full review of the premises licence. A full review of the premises licence must take place within 28 days of receiving the application.
- 10.17 At the interim steps hearing, we may:
- modify the conditions of the premises licence
  - exclude the sale of alcohol by retail (or other licensable activities) from the scope of the licence
  - remove the designated premises supervisor from the licence
  - suspend the licence.
- 10.18 Following the full review hearing, we may do any of the above, or revoke the licence.
- 10.19 “Serious crime” is defined as conduct that:
- a) constitutes an offence for which a person 21 years of age or over with no previous convictions could reasonably be expected to be sentenced to imprisonment for three or more years or
  - b) involves the use of violence, results in substantial financial gain, or is conduct by a large number of persons in pursuit of a common purpose
- 10.20 The 2003 Act does not define “serious disorder” but it should be understood in its ordinary English sense.
- 10.21 The premises licence holder may make representations against any interim steps taken by us. There is no time limit for this, though in practice at some point this would be superseded by the full review, which must be completed within 28 days. If we receive representations, we must hold a hearing within 48 hours of receiving them (unless the representations are withdrawn). This does not include Saturdays, Sundays or bank holidays.
- 10.22 In the case of an expedited review, the interim steps may remain in force during any period within which the licence holder can appeal, and until the determination of any appeal. Any decision we take at the full hearing will not take effect during this time.

## Chapter Eleven

### Temporary event notices

This chapter outlines our approach to authorising temporary events

- 11.1 A temporary event notice (TEN) authorises “one-off” licensable activities on a premises. There are two types TEN:
- a standard TEN (given at least 10 working days before the event)
  - a late TEN (given at least five working days before the event)
- 11.2 There are certain restrictions relating to a TEN set out in the 2003 Act:
- You must be at least 18 years old to give a TEN
  - You can only give a TEN if you are an individual (not a business or other organisation)
  - the number of times a person (the “premises user”) may give a temporary event notice in a calendar year is:
    - 50 times per year for a personal licence holder (10 of which may be a late TEN)
    - 5 times per year for other people (two of which may be a late TEN);
  - the number of times a temporary event notice may be given for any particular premises (15 times in a calendar year)
  - the length of time a temporary event may last (168 hours)
  - the aggregate number of days covered by temporary event notices at any individual premises (21 days) and
  - the scale of the event in terms of the maximum number of people attending at any one time (less than 500)
- 11.3 A calendar year runs from 1 January until 31 December.
- 11.4 Where events fall outside the limits above, the premises user must apply for a premises licence and should refer to Chapters four and seven.
- 11.5 The premises user must give the TEN using the prescribed form or use our website<sup>17</sup>.
- 11.6 Unless it is sent electronically, the premises user must give the TEN to the licensing authority, the Council’s environmental health team (EHT) and the police no later than ten working days before the first day on which the event begins or no later than five working days for a late TEN. If the premises user gives the TEN electronically, we will send a copy to the EHT or the police.

---

<sup>17</sup> [www.camden.gov.uk](http://www.camden.gov.uk)

11.7 The 2003 Act uses the term “given” but does not define “given”. We consider the term to mean the date on which we receive the TEN, not the date on which it was sent. If the premises user gives the TEN electronically, the date it is given is the next working day after the TEN is submitted electronically. We therefore advise premises users to hand deliver notices if time is short, as we will not accept late notices under any circumstances.

## **Objections to a TEN**

11.8 The police and EHT can object to a TEN if they believe that using the TEN at the premises will undermine the licensing objectives. The following are relevant grounds for an objection:

- scale of the event
- location of the event
- timing of the event
- concerns about public nuisance
- history of complaints

11.9 The police or EHT can agree with the premises user, to modify a standard TEN and allow the licensable activities to go ahead. If all parties agree to the modification, the event will be able to go ahead as agreed.

11.10 Where the premises user has given a standard TEN, and the parties cannot reach an agreement to modify the TEN, the Licensing Panel will consider the objection at a hearing.

11.11 Where the premises user has given a late TEN, the notice will be invalid and the event will not go ahead.

## **Nudity, striptease and other adult entertainment**

11.12 Where the TEN includes relevant entertainment such as table dancing, we expect the premises user to consider carefully, how they propose to promote the licensing objectives. We also expect the premises user to consider our sex establishment policy<sup>18</sup> and chapter seven of this Statement before giving the TEN.

11.13 The police or EHT can object to prevent such an event. Due to the nature of the proposed activity, it is more likely that the TEN will attract representations.

11.14 We expect in most cases, that the EHT would not seek to modify the TEN and would instead refer the TEN to the Licensing Panel to consider.

---

<sup>18</sup> <https://www.camden.gov.uk/sex-establishment-licence>

## Hearings to impose conditions

11.15 At the hearing, the police or EHT can make representations to the Licensing Panel.

11.16 Following the hearing the Licensing panel can:

- allow the event to go ahead as stated in the TEN
- impose conditions that already apply to an existing premises licence at the venue or
- issue a counter notice to prevent the event going ahead

## Temporary event notices for large events

11.17 In general, we expect organisers of large events to apply for a premises licence. We have set out our expectations in Chapter Seven.

11.18 However, there are occasions when event organisers seek to divide an area of land (the premises) to create separate artificial premises for the purposes of licensing. For example, an event organiser may propose holding a live music event in a field for 2000 people, selling alcohol and providing live and recorded music. The organiser may divide the field into three separate areas (three artificial premises) and give us a TEN for each of the areas.

- Area 1 sells alcohol and provides music for up to 499 people
- Area 2 sells alcohol and provides music for up to 499 people
- Area 3 sells alcohol and provides music for up to 499 people
- Area 4 is the remaining part of the field and the organiser does not provide any licensable activity in this area

11.19 Where a premises user proposes to give more than one TEN for the same event, we will assess each TEN on its merits to determine whether using the TEN on the premises will undermine any of the licensing objectives. However, we will have regard to the fact that more than one TEN will be in use and we will consider the event to be a 'large event'. As such, we expect the premises user to show that he or she has considered all elements in chapter seven.

## Chapter Twelve

### Personal licences

This chapter outlines our approach to personal licences

- 12.1 Persons who wish to supply or authorise the supply of alcohol, in accordance with a premises licence must apply for a personal licence. Applicants who live in the borough should apply to us but if applicants ordinarily live outside England or Wales, they can apply to any licensing authority.
- 12.2 Applicants must use the prescribed application form. We have provided further details regarding the qualifying conditions, the application procedure and application fee on our website at [www.camden.gov.uk](http://www.camden.gov.uk).
- 12.3 Holders of personal licences issued by us must notify us of:  
any change in his/her name and/or address  
any conviction of a relevant offence or foreign offence
- 12.4 A personal licence holder must authorise the sale of alcohol but does not have to be on the premises to do so.
- 12.5 We will have regard to the S182 Guidance when deciding whether a personal licence holder has given authorisation to supply alcohol. The following constitutes “authorisation”:
  - the person(s) authorised to sell alcohol at any particular premises should be clearly identified
  - the authorisation should have specified the acts which may be carried out by the person being authorised to supply alcohol
  - there should be an overt act of authorisation, for example, a specific written statement given to the individual who is authorised to supply alcohol and
  - there should be in place sensible arrangements for the personal licence holder to monitor the activity that they have authorised on a reasonably regular basis
- 12.6 Although the 2003 does not require it, personal licence Holders should consider giving specific written authorisations to individuals that they are authorising to retail alcohol. A single written authorisation could cover multiple sales over an unlimited period. This would assist personal licence holders in demonstrating due diligence should enforcement issues arise; and would protect employees if they themselves are challenged in respect of their authority to sell alcohol.
- 12.7 Although the DPS or a personal licence holder may authorise other individuals to sell alcohol in their absence, they will remain responsible for any sales. Similarly, the premises licence holder remains responsible for ensuring that licensing law and licence conditions are observed at the premises.



12.8 We expect licence holders to have regard to the Guidance when authorising non-personal licence holders to make sales of alcohol.

### Renewal of personal licence

12.9 A personal licence does not have to be renewed.

DRAFT

## Chapter Thirteen

### Designated premises supervisors

This chapter outlines our approach to designated premises supervisors

13.1 The main purpose of the designated premises supervisor (DPS) is to ensure there is always one specified individual who can be readily identified for the premises.

13.2 Licences that authorise the sale of alcohol must contain details of the designated premises supervisor, unless the exceptions relating to certain community premises apply (as outlined below).

13.3 We do not expect the DPS to be on the premises at all times when the premises is selling alcohol. However, we expect the DPS to be a person with day-to-day managerial control of the premises who will take reasonable steps to promote the licensing objectives and comply with the licence conditions.

13.4 If a DPS is going to be absent for a prolonged period, perhaps due to ill health, maternity leave or extended holiday, we would expect the licence holder to appoint a new DPS to cover the period of absence.

13.5 If a DPS is repeatedly absent, the police may apply for a review of the premises licence if this gives rise to concerns about the operation of the premises and its impact on the licensing objectives.

13.6 If a person named on the licence as the DPS stops working at the premises, no longer holds a personal licence or the personal licence is suspended, it is our view that the premises no longer has a DPS. In these circumstances, we expect that no sales of alcohol will take place at the premises, until the licence holder has submitted an application to vary the DPS. This applies regardless of whether that person remains named as the DPS on the premises licence, or whether they have asked to remove their name from it. This will apply until we receive an application to nominate a new DPS.

### Applications

13.7 Applicants for new licences that include the sale of alcohol should include in their operating schedule the prescribed information in respect of the individual who the applicant wishes to have specified in the premises licence as the premises supervisor. Applications must be in the prescribed form and accompanied by the specified documents and fee. The specified documents must include a consent form signed by the proposed DPS.

## The DPS at community premises

- 13.8 Community premises may make an application to us to apply the alternative licence condition to their licence.
- 13.9 The alternative licence condition removes the requirement for a DPS and the management committee must then make or authorise every supply of alcohol under the premises licence.
- 13.10 A “Management Committee” in relation to community premises, is a committee or board of individuals with responsibility for the management of the premises. We have provided further information concerning the requirements for a Management Committee below.
- 13.11 “Community premises” are
- a. a church hall, chapel hall or other similar building, or
  - b. a village hall, parish hall, community hall or other similar building and
  - c. also premises that form part of such buildings.
- 13.12 In most cases it should be clear whether premises are “community premises”. However, if there is any doubt, we will consider each case on its merits, and we will give primary consideration as to how the premises are predominantly used.
- 13.13 Community premises are usually multi-purpose and we expect a variety of activities to take place in them, such as playschools, senior citizens’ clubs, indoor sports, youth clubs and public meetings. We would expect that in most circumstances, the following will be community premises:
- a. premises that are genuinely made available for community benefit most of the time
  - b. premises accessible to a wide range of sectors of the local community, and
  - c. premises used for purposes beneficial to the community as a whole.
  - d. educational premises such as school halls. This will apply when the hall is used for the benefit of the whole community and not just for the school in question.
- 13.14 The availability of a school or private hall for hire by the community would not be sufficient to qualify the premises as “community premises”. Though this may be provision of a service to the community, we will consider whether halls used largely for private hire by individuals or private entities are genuinely by their nature “community premises”. When assessing an application, we will consider the predominant use of the premises and not only the usefulness of the premises for members of the community for private purposes.

- 13.15 Generally, we will not class premises whose use is restricted to members of a club or association as “community premises”. However, the hire of the premises to individual organisations and users who restrict their activities to their own members and guests would not necessarily conflict with the status of the premises as “community premises”, provided the premises are generally available for use by the community in the sense described above.
- 13.16 Qualifying clubs, which are entitled to apply for a club premises certificate to supply alcohol to their Members, should not apply for a premises licence with the alternative licence condition.
- 13.17 We must be satisfied that the arrangements for the management of the premises by the committee or board are sufficient to ensure the adequate supervision of the supply of alcohol on the premises.
- 13.18 We expect the management committee to be a formally constituted, transparent and accountable management committee or structure. The committee should provide sufficient oversight of the premises to minimise any risk to the licensing objectives. This could include management committees, executive committees and boards of trustees. The application form requires the applicants to provide the names of the management committee’s key officers e.g. the Chair, Secretary, Treasurer.
- 13.19 Applicants must explain how they manage the premises, its committee structure and how they will supervise alcohol sales in different situations (for example when the hall is hired to private parties). They should also describe how responsibility is determined in individual cases and how they discuss and review arising issues within the committee procedure. The applicant must provide copies of any constitution or other management documents together with names of key officers such as the Chair, Secretary and Treasurer.
- 13.20 Where the management arrangements are less clear, we may ask for further details to confirm that the management board or committee is properly constituted and accountable before taking a decision on whether to grant the application. We will also obtain the police’s views on this matter. Community premises may wish to check with us before making an application.
- 13.21 We strongly encourage the management committee to notify us of any key changes in the committee’s composition, for example to the Chair, Secretary or Treasurer, and to submit a copy to the Chief Officer of police. Failure to do so may result in a review of the premises licence.
- 13.22 The management committee will be collectively responsible for complying with licence conditions and the law, and may remain liable to prosecution for any offences, even in cases where a member of the management committee is not present during licensable events.

13.23 We strongly advise management committees to provide hirers with a written summary of their responsibilities under the 2003 Act in relation to the sale of alcohol. The management committee should take reasonable steps to ensure that the hirer has read, understood and is able and willing to comply with the summary. In such cases, we are likely to consider that the management committee has taken adequate steps to avoid liability to prosecution if a licensing offence is committed.

13.24 The police can object to a request for inclusion of the alternative licence condition on the grounds of crime and disorder, and any responsible authority and/or interested party can seek reinstatement of the mandatory conditions through a review of the licence. The police will consider any history of incidents at an establishment in light of the actual or proposed management arrangements, including the use of appropriate hire agreements. If the police issue a notice, seeking refusal of the application to include the alternative licence condition, we must hold a Licensing Panel hearing to decide whether to grant the application.

DRAFT

## Chapter Fourteen

### Enforcement and monitoring

This chapter outlines in general terms, our approach to monitoring the operation of premises to check compliance with licence conditions and the law, and our approach to enforcement for non-compliance.

- 14.1 The primary aim of enforcement is to achieve compliance. Enforcement means the formal approach, but also includes advice, education and support to business to achieve compliance.
- 14.2 We may achieve compliance through encouraging a sense of community, improved communication, and proactive work with licensees and businesses. Such proactive work may include training, giving advice and information, and initiatives that educate, inform and encourage partners and stakeholders to work together efficiently and effectively. Our principal objective in taking a holistic approach to managing the night-time economy is to prevent problems from occurring before they begin.
- 14.3 However, we recognise that we cannot always achieve such aims, and that active enforcement of the law may be the only effective means of securing compliance. To this end the following enforcement options are available to us:
  - verbal or written advice
  - verbal warning
  - written warning
  - mediation between licensees and residents
  - simple caution
  - prosecution
- 14.4 These actions are not mutually exclusive and it may be that one course of action follows another, depending on the individual circumstances.
- 14.5 Additionally, responsible authorities and any other persons may seek a review of a premises licence if they feel the premises are not properly upholding the licensing objectives. The police and the Council may also issue closure notices against certain problem premises.
- 14.6 We operate a partnership approach to dealing with enforcement matters concerning licensed premises. This may include working with the police or any of the other responsible authorities, or working with colleagues from other Council departments or outside agencies.
- 14.7 We have agreed an enforcement protocol with the responsible authorities to clarify each partner's roles and responsibilities.

The primary aims of the protocol are to:

- promote the licensing objectives
- promote open communication between agencies
- provide clear lines of responsibility regarding enforcement of the law
- share intelligence, where appropriate, to enable effective enforcement of the law
- establish a process for responsible authorities to call for reviews of licences.

14.8 We have a licensing enforcement policy<sup>19</sup> under which all of our monitoring and enforcement practices operate. This enforcement policy follows the principles of the Enforcement Concordat<sup>20</sup>.

14.9 We will also have regard to the Regulator's Code<sup>21</sup> under which we should:

- carry out our activities in a way that supports those we regulate to comply and grow
- provide simple and straightforward ways to engage with those we regulate and hear their views
- base our regulatory activities on risk
- share information about compliance and risk
- ensure clear information, guidance and advice is available to help those we regulate meet their responsibilities to comply
- ensure that our approach to their regulatory activities is transparent

14.10 A collaborative enforcement approach in the form of a Licensing Tasking Group (LTG) which will include the police licensing unit, officers from Community Safety, Noise and Licensing teams to address licensing related concerns in Camden's NTE. The team will deliver:

- **Regular Inspections:** Conduct routine inspections of licensed premises to assess compliance with licensing conditions, and other relevant regulations.
- **Addressing Complaints:** Investigate and address any complaints or concerns raised by the public or stakeholders regarding issues such as noise disturbances, public safety, or violations of licensing conditions.
- **Enforcement of Regulations:** Take appropriate enforcement actions, such as issuing warnings, review licences to address any breaches of licensing regulations or conditions.
- **Collaboration with Authorities:** Work in collaboration with neighbouring local authorities, law enforcement agencies, and other relevant stakeholders to address broader issues related to public safety, public health, and community well-being in Camden's NTE.

---

19 <https://www.camden.gov.uk/complain-about-licensed-premises>

20 <http://webarchive.nationalarchives.gov.uk/+http://www.berr.gov.uk/files/file10150.pdf>

21 <https://www.gov.uk/government/publications/regulators-code>

- **Educational Initiatives:** Offer educational programs and resources to licensed premises to promote a better understanding of licensing requirements, responsible alcohol service, women safety and compliance with regulations.
- **Monitoring and Compliance:** Establish a robust monitoring system to ensure that licensed premises continue to meet the necessary standards and adhere to the terms of their licenses.

- 14.11 The LTG consists of representatives from all the responsible authorities and meets monthly. The meetings focus on operational matters and more general concerns, partners provide and share intelligence in the form of crime statistics, complaints and any other relevant information. The LTG agrees tasks either as a joint response or for the partner that is best equipped to deal with the particular problem. The relevant partner(s) report outcomes from that task back to the group at the following meeting and we decide on further action as necessary.
- 14.12 We need to be satisfied that premises are complying with the law and licence conditions. To achieve this, we make full inspections of premises, covert visits and general monitoring of known problem areas.
- 14.13 We will base our inspections and enforcement activity on the principles of risk assessment, a graduated response and the targeting of problem premises. We will not routinely carry out full premises inspections and the frequency of inspections will be determined on risk-based criteria with high-risk operations receiving more attention than premises carrying low public safety, crime and disorder or public nuisance risks.
- 14.14 We will rate fully compliant premises as lower risk. We will rate non-compliant premises as higher risk.
- 14.15 We will take appropriate enforcement action against those responsible for unlicensed premises/activity. We will take any action in accordance with our enforcement policy.
- 14.16 Before deciding which course of action to take, we will consider the following matters:
- the history of the premises
  - the history of the offender
  - the offender's attitude
  - the circumstances of the offence
  - whether the offender has a statutory defence to the allegations
  - the impact or potential impact of the breach on the public
  - the quality of the evidence against the offender
  - the likelihood of achieving success in a prosecution



- the likely punishment that will be incurred if the case goes to Court
- whether the course of action proposed is likely to act as a deterrent
- whether the course of action, if it is publicised, is likely to have a beneficial effect on the behaviour of others

## **Annual fees and suspension of premises licence**

14.17 The annual fee for the premises licence is payable on the anniversary of the date on which we granted the licence. If the licence authorises the supply of alcohol between midnight and 6am, the annual late night levy (LNL) charge is also payable on the same date.

14.18 If the licence holder does not pay either the premises licence annual fee or LNL annual charge, the law requires us to suspend the licence. This means the premises will be unable to carry out any licensable activities until the fee is paid and we lift the suspension.

DRAFT

## Chapter Fifteen

### Film Classifications

This chapter outlines our approach to classifying films on request

- 15.1 Before release, the British Board of Film Classification (BBFC) examines and age rates films. However, we are the classification body for films shown in the borough, and, as such, we have the right to issue film classifications to films upon request. Films may be shown in any premises (for example cinemas) when permitted by the premises licence.
- 15.2 The purpose of film classification is to protect children from unsuitable and harmful content and to give consumers information they might need about a particular film.
- 15.3 The applicant must submit a request to classify a film to us. The applicant must also submit
  - a synopsis of the film and
  - a full copy of the film, DVD or Blu-ray in a format that we can view without the need for specialist equipment or computer software
- 15.4 At least one Council officers will view the film or DVD all the way through and recommend an age rating and insight to each one.
- 15.5 The officer will apply the standards and criteria contained in the BBFC Classification Guidelines.
- 15.6 The Head of Public Protection shall consider the officer's recommendation and make the final decision on the classification.

# Appendix One

## The Licensing Charter

### Aim of the Charter

Camden Council acknowledge the commitment of licence holders who maintain efficient business operations, adhere to robust management practices and uphold the principles outlined in this Charter. We endorse and promote this commitment through our Statement of Licensing Policy.

This Charter seek to support and stimulate the local economy by encouraging businesses, including pubs, restaurants, and entertainment venues, to thrive and create jobs.

We seek to recognise businesses that demonstrate they consistently uphold these exemplary standards and;

- acknowledge best practice measures that are likely to reduce crime and disorder and improve public safety associated with the supply of alcohol, the provision of entertainment or the sale of late night food
- provide a benchmark for licence holders to demonstrate compliance with best practice requirements that are relevant to their businesses.

Businesses that are approved members of the scheme and pay the Late Night Levy (LNL), will benefit from a 25% reduction in their levy fee.

### Application Process

Applicants must fill out a self-assessment application form and submit it to the Licensing Team - [licensing@camden.gov.uk](mailto:licensing@camden.gov.uk)

As part of the application, applicants need to detail how they meet each standard in the 'Evidence' section. Please note that incomplete or illegible applications will be rejected automatically.

### Monitoring and Annual Review

The Council will undertake annual inspections and regular monitoring of venues to ascertain compliance with the scheme.

Applicants are required to provide evidence on the following Principles.

#### 1. Equality and Inclusivity

**Promoting equality and inclusivity in licensed premises** - Ensuring that everyone, regardless of their background, identity, or ability, can access and enjoy these establishments

**Anti-Discrimination Policy** - Develop and prominently display an anti-discrimination policy that clearly states that discrimination on the basis of race, ethnicity, gender, sexual orientation, disability, age, or any other protected characteristic is not tolerated.

### **Complaints procedures**

Create a system for patrons to provide feedback, express concerns, and report any discriminatory incidents. Take these concerns seriously and address them promptly.

**Safe Environment** - Implement strict policies against harassment and violence, ensuring that your premises are safe and free from discrimination.

**Diverse Workforce** - Promote diversity in your staff by hiring people from different backgrounds and experiences. Provide training on diversity, inclusion, and respectful behaviour to all employees.

**Inclusive Event Programming** - Organize events and entertainment that appeal to a wide range of interests, cultures, and preferences.

**Embrace diversity as a positive aspect of your establishment** - Celebrate cultural events, LGBTQ+ pride, and other significant occasions that highlight inclusivity.

### **Training and Sensitivity**

Train staff to be sensitive to the needs of diverse patrons, to promote equality and inclusivity. Ensure they understand the importance of respectful and inclusive service.

## **2. Accessibility:**

**Language and Communication** - Provide materials and information in multiple languages if needed, and be ready to communicate with patrons who may have language barriers.

**Ensure that your premises are physically accessible to all** - Install ramps, wide entrances, accessible toilets, and other accommodations as required by law.

Create **Sensory breakout areas** for neurodiverse customers and customers who are Autistic

The organisation [Attitude is Everything](#), who have their own charter to benchmark accessibility of venues and live music, can provide resources to develop an accessibility policy and procedures.

The [Music Venues Alliance](#) provide a wide range of resources and advice to support business planning to support viability and ensuring your customers can have the best experience.

### 3. Community Engagement:

**Engage with the local community and customer base** - to understand their needs and preferences better, and involve them in your decision-making processes, we propose to establish a licensing engagement forum for residents and other stakeholders to engage with licence holders in areas of Camden. We will develop and facilitate these sessions to ensure that a balance of all views are heard, deliberated and mediated if necessary.

Other engagement could include getting involved in local business associations and the activities of Business Improvement Districts if they are present in your area.

### 4. Enabling a safe night out, with particular focus on the safety of Women and other vulnerable groups who can be the target of aggression and hate crime

**Support the Women's Night Safety Charter (WNSC)** – Adopt the 'Ask for Angela' scheme and volunteer staff to receive [Welfare And Vulnerability Engagement \(WAVE\) training](#).

#### Creating safe spaces for LGBTQ+ customers

Here are some steps to help you establish a safe and welcoming environment

- **Staff Training:** Conduct comprehensive training sessions for all staff members to raise awareness about LGBTQ+ issues, appropriate language use, and strategies for creating an inclusive atmosphere. Encourage staff to be open-minded, respectful, and supportive of all customers
- **Zero-Tolerance Policy and Code of Conduct:** Implement a clear and strictly enforced zero-tolerance policy against any form of discrimination or harassment based on sexual orientation, gender identity, or expression. Make sure this policy is prominently displayed and communicated to staff and customers alike.
- **Visible Support and Representation:** Display inclusive signage, flags, symbols or other affirming messages that signal the premises commitment to diversity and inclusivity.

**Safety of staff** - Adopt measures to maintain a positive work environment. Implementing a comprehensive safety plan can help protect employees and promote a culture of well-being.

Here are some important steps to consider:

- **Safety Training and Protocols:** Provide thorough safety training for all staff members, covering topics such as emergency procedures, fire safety, first aid, and handling potentially disruptive situations.
  - **Risk Assessment:** Conduct regular risk assessments to identify potential hazards in the workplace.
  - **Workplace Violence Prevention:** Offer training programs on conflict resolution and de-escalation techniques to help staff members manage potentially volatile situations.
  - **Employee Well-being Support:** Foster a supportive work environment that prioritises the well-being of employees. Offer counseling services, if possible, and create a culture where staff members feel comfortable discussing any safety concerns or personal issues that may impact their work
- Drink spiking campaigns and initiatives** - Such as business-led local partnership schemes initiated by Pubwatch, Best Bar None or any scheme specifically focused on reducing vulnerability.

## 5. Social Responsibility

**Adopt the London Living Wage** - Employers agree to pay the London Living Wage committing to providing their employees with a higher minimum wage than the standard national minimum wage. This will contribute to reducing income inequality and improving the overall standard of living for workers in the borough and London.

**Local employment opportunities** – supporting local residents into work by working with Good Work Camden, creating good quality job roles and engaging with industry wide skills training and development programmes

**Support your workforce** – with suitable amenity space for breaks, including spaces to charge phones, support your staff to get home safely after shifts, provide management and professional development support at times that reflect their working patterns i.e. evening training sessions – Night Club resources as a reference

## 6. Good food choices - healthier catering

Consider the following:

- increase the amount of fruit and veg on menus
- be a london refill location for water
- reduce meat and dairy on your menus
- be sugar and salt smart
- recyclable or compostable packaging
- use fairtrade products

- contribute to Camden's Food Mission by reducing food waste and redistributing unused stock
- reduce saturated fats
- support community growers and the local supply chain

## **7. Air Quality and environment**

- Not using gas burner patio heaters
- Reducing emissions with and from commercial kitchens – see emerging guidance on this by;
  - investing in the best filtration and extraction systems
  - using good quality oils with higher burning points to reduce smoke
  - maintaining clean grills and hobs to reduce smoke and particulate matter from burnt food
  - consider where appropriate using gas or electric cooking systems and not charcoal grills, unless it is key to the culture or cuisine being prepared

## **Change of Premises Licence Holder**

1. Membership will expire when the premises licence is transferred to a new holder.
2. New premises licence holders will not be eligible for a 25% reduction in the LNL unless they have signed up to the Charter
3. Applications for membership will be accepted at the same time as the Transfer application is submitted
4. If possible, applications for membership should be submitted at least 12 weeks before the annual fee is due. In exceptional circumstance applications will be considered up to 3 weeks before the annual fee is due.

## **Termination of accreditation**

Termination of membership will occur in the following situations:

1. The licence has been transferred.
2. The licence holder has failed to meet the requirements of the scheme as described above
3. The premises are subject to a Police Summary Review under s53A Licensing Act 2003.

In respect of 2 and 3 above an application to reinstate membership will not be considered unless the premises is able to demonstrate at least a 12 month track record of compliance with the Licensing Charter.

## Appendix Two

### Responsible authorities and any other persons

- 1) Section 13 of the 2003 Act defines 'responsible authority' and 'any other persons'.
- 2) 'Any other persons' means any individual, body or business entitled to make representations in relation to applications for the grant, variation or review of a premises licence or club premises certificate regardless of their proximity to a premises.
- 3) 'Responsible authority' means any of the following:
  - 1) The chief officer of police:  
Metropolitan Police Service Licensing Team Holborn Police Station  
10 Lamps Conduit Street London WC1N 3NR  
[Ek-licensing@met.police.uk](mailto:Ek-licensing@met.police.uk)
  - 2) The Fire Authority:  
LFEPA  
Camden Borough Team Fire Safety Regulations London Fire Brigade  
169 Union Street London SE1 0LL  
[FSR-AdminSupport@london-fire.gov.uk](mailto:FSR-AdminSupport@london-fire.gov.uk)
  - 3) The enforcing authority within the meaning given by section 18 of the Health and Safety at Work etc. Act 1974 for any area in which the premises are situated:  
London Borough of Camden Health and Safety Team  
5 Pancras Square c/o Town Hall Judd Street London  
WC1H 9JE  
[ServiceSpecificTeam@camden.gov.uk](mailto:ServiceSpecificTeam@camden.gov.uk)

or

- The Health and Safety Executive Rose Court  
2 Southwark Bridge London SE1 9HS
- 4) The local planning authority within the meaning given by the Town and Country Planning Act 1990 (c. 8):  
London Borough of Camden Planning Division  
5 Pancras Square c/o Town Hall Judd Street London  
WC1H 9JE  
[planning@camden.gov.uk](mailto:planning@camden.gov.uk)



- 5) The local authority by which statutory functions are exercisable in any area in which the premises are situated in relation to minimising or preventing the risk of pollution of the environment or of harm to human health:  
London Borough of Camden Environmental Health Team 5 Pancras Square  
c/o Town Hall Judd Street London WC1H 9JE  
[ServiceSpecificTeam@camden.gov.uk](mailto:ServiceSpecificTeam@camden.gov.uk)
- 6) A body which represents those who, in relation to any such area, are responsible for, or interested in, matters relating to the protection of children from harm, and is recognised by the licensing authority for that area as being competent to advise it on such matters:  
  
The Camden Safeguarding Children Board Quality Assurance  
Crowndale Centre 218 Eversholt Street London NW1 1BD  
[CSCP@camden.gov.uk](mailto:CSCP@camden.gov.uk)
- 7) London Boroughs of Camden Public Health 5 Pancras Square  
c/o Town Hall Judd Street London WC1H 9JE  
[PHLicensing@camden.gov.uk](mailto:PHLicensing@camden.gov.uk)
- 8) Camden Council and any licensing authority in whose area part of the premises is situated.
- 9) The local weights and measures authority (within the meaning of section 69 of the Weights and Measures Act 1985):  
London Borough of Camden Trading Standards Team  
5 Pancras Square c/o Town Hall Judd Street London WC1H 9JE  
[ServiceSpecificTeam@camden.gov.uk](mailto:ServiceSpecificTeam@camden.gov.uk)
- 10) Home Office Immigration Enforcement (on behalf of the Secretary of State).
- 11) In relation to a vessel:
- 11) A navigation authority (within the meaning of section 221(1) of the Water Resources Act 1991 (c. 57)) having functions in relation to the waters where the vessel is usually moored or berthed or any waters where it is, or is proposed to be, navigated at a time when it is used for licensable activities; the Environment Agency; the Canal and River Trust; and the Secretary of State (who in practice acts through the Maritime and Coastguard Agency (MCA)). In practice, the Environment Agency and the Canal and River Trust only have responsibility in relation to vessels on waters for which they are the navigation statutory authority.

## Appendix Three

### Scheme of Delegation

<b>Matter to be dealt with</b>	<b>Sub Committee (Licensing Panel)</b>	<b>Council Officers</b>
Application for personal licence	If a police representation is made	If no representation made
Application for personal licence with unspent convictions	All cases	-
Application for premises licence/club premises certificate	If a relevant representation is made	If no representation made
Application for provisional statement	If a relevant representation is made	If no representation made
Application to vary premises licence/club premises certificate	If a relevant representation is made	If no representation made
Application to vary designated premises supervisor	If a police representation is made	All other cases
Request to be removed as designated premises supervisor	-	All cases
Application for transfer of premises licence	If a police representation is made	All other cases
Applications for Interim Authorities	If a police representation is made	All other cases
Application to review premises licence/club premises certificate	All cases	-
Decision on whether a complaint is irrelevant frivolous vexatious etc.	-	All cases
Determination of a police representation to a temporary event notice	All cases	-

## Appendix four

### Dispersal policies

- 1) One of the most common complaints we receive is about nuisance caused by customers as they leave licensed premises at night.
- 2) We expect all premises that are open outside framework hours and all premises located in close proximity to any residential premises, implement a dispersal policy at their venue. We have given examples of factors licensees should consider in this section. Licensees should provide training for all relevant staff in any policy, and take all reasonable steps to ensure it is adhered to.
- 3) Venues wishing to operate a policy to control dispersal of customers effectively should read the following guidance.

### Drunkenness

- 4) Selling alcohol to someone who is drunk is a criminal offence. Drunken customers tend to be noisier, and are more prone to aggressive behaviour. They are less likely to respond to reason. The licensee should instruct staff to monitor customers and eject anyone who is obviously intoxicated and no longer able to exert reasonable control over their behaviour. CCTV with monitors behind the bar can be used to supervise customers in areas of the premises that cannot be seen from the bar area.

### Drug and psychoactive substance use

- 5) Licence holders can obtain advice from the police on how to spot signs of drugs and psychoactive substances. They can use drug wipes to check if customers are using surfaces such as toilet cistern lids to take drugs. This may prove useful in discovering whether there is a problem with drug use at the premises.
- 6) A documented drugs and psychoactive substances policy should be in place and the licence holder should make all staff, including door staff, aware of it and train Staff to spot details of drug and psychoactive substances use. Premises should display posters throughout the venue, on the entrance and in the toilets, stating that they will not tolerate drug or psychoactive substances use. The policy should state what action staff will take if they find someone using, possessing, or selling drugs or psychoactive substances in the venue. It should also form part of the overall risk assessment for the premises. Licence holders should carefully consider the consequences of ejecting customers who have taken illegal drugs or psychoactive substances and put appropriate control measures in place to ensure staff can handle ejections as safely as possible.
- 7) The premises should provide a safe to enable confiscated drugs and

psychoactive substances to be stored safely and securely before handing the drugs or psychoactive substances over to police.

## Transport

- 8) Licence holders should consider the means available for customers to leave the premises at night.
- 9) Premises should prominently display telephone numbers for Taxis in the premises and bar staff should be aware of them. Customers should be encouraged to wait inside the venue for taxis. Large groups of customers lingering outside are noisy and can cause disruption to local residents. If booking a taxi for a customer, staff should ask the driver to come inside to collect the fare.
- 10) Customers travelling by car to the venue by car can cause problems by inconsiderate parking. If this is a problem, staff should give customers information about where to park safely in promotional literature and on the premises website if there is one.
- 11) Staff should be familiar with local public transport links and last times for buses, tubes and trains. The licensee should provide information on public transport on any website and promotional literature to enable customers to plan their journey home.

## “Soft” finishes

- 12) A “soft finish” encourages customers to disperse gradually and gives greater control over their exit. Premises should implement a soft finish at least half an hour before the premises close. A soft finish can be implemented by:
  - gradually turning up the lighting
  - playing slower music and reducing the volume
  - visible signs, such as putting up bar shutters or stacking furniture away
  - closing external areas such as beer gardens
  - using the DJ to make announcements for people to leave the premises quietly
  - ceasing the sale of alcohol
  - providing hot drinks and / or snacks.

## Signage

- 13) Prominent signs should be placed at exits asking customers to leave the premises quietly.
- 14) Where CCTV is provided, signage should be displayed throughout the premises advising customers that they are being recorded.

## CCTV

- 15) A CCTV system that records both inside and directly outside the premises may help to deter customers from behaving undesirably. The effectiveness of CCTV is increased when its presence is advertised, and where customers are warned they may be barred from the premises if they cause nuisance or participate in anti-social behaviour.

## Radio schemes

- 16) Radio schemes allow licensed premises to make contact with each other quickly and easily. Licensees can warn each other when they eject troublesome customers or refuse admission to the venue. This enables nearby premises to be prepared and put mechanisms in place to deal with potential incidents before they occur.
- 17) Camden Business Against Crime (CBAC)<sup>22</sup> run a radio scheme for all commercial premises in the borough that includes administration, ongoing training and support, and data sharing such as photographs of known suspects.
- 18) Licence holders should be aware that we view liaison with CBAC and agencies such as the police in a positive light and that the reporting of crime or incidents at the premises via such organisations will not count against the premises concerned.

## Pubwatch

- 19) Pubwatch can be an invaluable resource for licensees. It enables them to share information, intelligence and advice about crime, disorder and anti-social behaviour in the area with each other, the Council and the police. This can include sharing information such as photographs of offenders and the “Barred from One, Barred from All” scheme. This can in turn assist with dispersal because known troublemakers cannot gain access to licensed premises in the first instance.
- 20) CBAC can assist licensees with setting up a Pubwatch for their area if required.

---

<sup>22</sup> [http://www.camden.gov.uk/ccm/content/policing-and-public-safety/community-safety/camden-business-against-crime-\(cbac\)/?context=live](http://www.camden.gov.uk/ccm/content/policing-and-public-safety/community-safety/camden-business-against-crime-(cbac)/?context=live)

## Door supervisors

- 21) It may be helpful for door supervisors to wear high visibility tabards when supervising customers leaving premises at night. This ensures they are easily recognisable by customers and can give a greater sense of authority.
- 22) Although door supervisors cannot physically control the behaviour of customers once they are away from the licensed premises, they may ask noisy customers to be quiet and can direct customers to nearby transport and so forth.
- 23) Door supervisors can also hand out lollipops or sweets to customers as they leave. This can reduce noise from customers talking as they exit licensed premises.

## Legal considerations

- 24) We do not expect licence holders to control the behaviour of customers once they are away from licensed premises. We cannot impose conditions on licences that require them to do so.
- 25) However, we can require licence holders to take reasonable steps within their control to reduce the likelihood of customers causing nuisance, or participating in anti-social behaviour as they leave. Examples of the kind of steps that licensees can take have been provided in this section.
- 26) The behaviour of customers leaving licensed premises is a proper matter for us to consider when determining applications for the grant, variation or review of a licence. If nuisance or disorder is occurring because of customers leaving the premises when they close, we may impose conditions on the licence requiring the licensee to take preventative steps. Alternatively, we may reduce the hours or refuse the application.
- 27) It is particularly important for premises operating outside framework hours to have a dispersal policy in place, and we shall scrutinise each application carefully to ensure the applicant has addressed this issue within the operating schedule.

## Appendix Five

### Licensing Act 2003 mandatory conditions

#### Conditions applicable to premises licences authorising the sale of alcohol

- 1) The supply of alcohol is prohibited at a time when there is no designated premises supervisor in respect of the premises.
- 2) The supply of alcohol is prohibited at a time when the designated premises supervisor does not hold a personal licence or his/her personal licence is suspended.
- 3) Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.

#### Conditions applicable to all premises licences and club premises certificates authorising the sale or supply of alcohol

- 4) The responsible person shall take all reasonable steps to ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
- 5) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises in a manner which carries a significant risk of leading or contributing to crime and disorder, prejudice to public safety, public nuisance, or harm to children—
  - a. games or other activities which require or encourage, or are designed to require or encourage, individuals to—
    - i. drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
    - ii. drink as much alcohol as possible (whether within a time limit or otherwise)
  - b. provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk that such provision would undermine a licensing objective.

- c. provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk that such provision would undermine a licensing objective.
  - d. provision of free or discounted alcohol in relation to the viewing on the premises of a sporting event, where that provision is dependent on:
    - iii. the outcome of a race, competition or other event or process or
    - iv. the likelihood of anything occurring or not occurring
  - e. selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises, which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner.
- 6) The responsible person shall ensure that no alcohol is dispensed directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
  - 7) The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
  - 8) The premises licence holder or club premises certificate holder shall ensure that an age verification policy applies to the premises in relation to the sale or supply of alcohol.
  - 9) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either a holographic mark or ultraviolet feature.
  - 10) The responsible person shall ensure that–
    - a. where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures–
      - I. beer or cider: ½ pint
      - II. gin, rum, vodka or whisky: 25 ml or 35 ml; and
      - III. still wine in a glass: 125 ml; and
    - b. customers are made aware of the availability of these measures.



## Conditions applicable to premises licences where the licence includes a condition that one or more individuals at the premises shall carry out a security activity

- 11) Where a premises licence includes a condition that at specified times one or more individuals must be at the premises to carry out a security activity, the licence must include a condition that each such individual must—
  - a. be authorised to carry out that activity by a licence granted under the Private Security Industry Act 2001; or
  - b. be entitled to carry out that activity by virtue of section 4 of that Act.
- 12) But nothing in the subsection above requires such a condition to be imposed—
  - a. In respect of premises within paragraph 8(3)(a) of Schedule 2 to the Private Security Industry Act 2001 (c. 12) (premises with premises licences authorising plays or films), or
  - b. in respect of premises in relation to—
    - i. any occasion mentioned in paragraph 8(3)(b) or (c) of that Schedule (premises being used exclusively by club with club premises certificate, under a temporary event notice authorising plays or films or under a gaming licence), or
    - ii. any occasion within paragraph 8(3)(d) of that Schedule (occasions prescribed by regulations under that Act).
- 13) For the purposes of this section—
  - a. “security activity” means an activity to which paragraph 2(1)(a) of that Schedule applies and which is licensable conduct for the purposes of that Act (see section 3(2) of that Act)], and
  - b. paragraph 8(5) of that Schedule (interpretation of references to an occasion) applies as it applies in relation to paragraph 8 of that Schedule.

## Conditions applicable where the premises licence or club premises certificate authorises the exhibition of films

- 14) Where the film classification body is specified in the licence, unless subsection (15)(b) applies, admission of children must be restricted in accordance with any recommendation made by that body.
- 15) Where—
  - a. the film classification body is not specified in the licence, or
  - b. the relevant licensing authority has notified the holder of the licence that this subsection applies to the film in question

admission of children must be restricted in accordance with any recommendation made by that licensing authority.

16) In this section-

- "children" means persons aged under 18; and
- "film classification body" means the person or persons designated as the authority under section 4 of the Video Recordings Act 1984 (c.39) (authority to determine suitability of video works for classification).

### Conditions applicable where a club premises certificate authorises the sale of alcohol for consumption off the premises

- 17) The supply of alcohol for consumption off the premises must be made at a time when the premises are open for the purposes of supplying alcohol, in accordance with the club premises certificate, to members of the club for consumption on the premises.
- 18) Any alcohol supplied for consumption off the premises must be in a sealed container.
- 19) Any supply of alcohol for consumption off the premises must be made to a member of the club in person.

Additional information about the mandatory conditions is available in the Guidance to Licensing Authorities from the Secretary of State published under section 182 of the Licensing Act 2003<sup>23</sup>. Guidance on the application of mandatory conditions at individual premises can be obtained by contacting the licensing authority.

---

23

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/418114/182-Guidance2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/418114/182-Guidance2015.pdf)

## Appendix six Licence conditions

This appendix contains examples of conditions that may be appropriate for different kinds of premises. This is intended to assist:

- applicants when applying for a new premises licence or new club premises certificate or when making an application to vary an existing premises licence or club premises certificate
- any other persons and responsible authorities when making representations on applications, or when making review applications
- Licensing Panels when considering applications with relevant representations
- Magistrates when considering an appeal against our decision

Any conditions we attach to premises licences or club premises certificates will relate to matters on the premises or in the immediate vicinity of the premises that are within the licence holders' control. Our primary focus will be the direct impact of the licensed premises on members of the public who live, work or are engaged in normal activity in the area concerned.

In order to avoid duplication with other regulatory regimes, we will only attach conditions to licences if they are necessary to promote one or more of the licensing objectives, which other legislation does not cover. In each case, we will tailor conditions to the individual style and characteristics of the premises and the events concerned.

When making relevant representations, responsible authorities and any other persons can suggest conditions that would satisfy their concerns. Applicants may also suggest additional conditions after making relevant representations if they feel conditions can address the concerns raised.

The example conditions are not mandatory conditions and we will not automatically apply them to all licences. However, we may find it necessary to apply some or all of the conditions once we have considered the merits of the individual application.

The conditions we have provided are not a definitive or exhaustive list of potential conditions. In some cases, we may decide that alternative conditions tailored to individual circumstances will be necessary.

## CCTV Conditions

Where CCTV is required to be installed on the premises, the applicant should consider the following conditions for all premises categories:

- 1) The premises licence holder shall ensure that CCTV cameras and recorders are installed at the premises and are of a standard acceptable to and approved by the Police.
- 2) The CCTV system shall be maintained in good working order and at all times the premises is open to the public, be fully operational covering both internal and external areas of the premises to which the public have access.
- 3) The CCTV camera views shall not be obstructed.
- 4) At least one CCTV camera shall be placed no more than seven feet above floor level near to each point of entry and exit in order to capture clear facial images of all persons entering and leaving the premises.
- 5) The medium on which CCTV images are recorded shall be of evidential quality; stored securely; shall be retained for a period of 31 days; and be available for inspection by the police or authorised officers on request.
- 6) When the premises are open for the purposes of licensable activities, a suitably trained member of staff shall be present to assist the police or authorised officers in obtaining the CCTV footage.
- 7) Copies of any CCTV image shall be made available within 48 hours of the request to the police or local authority.
- 8) The facility to transfer the images to a compatible, removable format shall be held on the premises.
- 9) Staff working at the premises shall be trained in the use of CCTV and a log must be kept to verify this.
- 10) Signs must be displayed in the customer areas to advise that CCTV is in operation.
- 11) If the CCTV is inoperative or not installed and working to the satisfaction of the police, the licence holder shall notify the Police within 48 hours and give an estimate of the repair timescale. The licence holder and staff shall comply with all reasonable requests from the police.

To ensure that noise associated with deliveries to and waste collections from the premises do not cause a nuisance, the applicant should consider the following conditions for all premises categories:

- 1) Deliveries to the premises shall not take place between (insert time) and (insert time).
- 2) Collections of waste from the premises shall not take place between (insert time) and (insert time)
- 3) Collections of waste from the premises which include glass shall not take place between (insert time) and (insert time)

## **Premises category**

### **Restaurants, cafes and coffee houses**

The following list of conditions may generally be relevant to restaurants. These conditions are particularly relevant to restaurants wishing to operate outside framework hours. We expect all restaurants to volunteer the condition that alcohol shall only be sold to persons seated and taking table meals at the premises. If the applicant does not volunteer this condition, we will treat the premises as a pub or bar and the applicant should refer to the relevant section.

1. Alcoholic beverages shall only be sold to customers seated at tables and only when taking a table meal.
2. Orders for food and beverages shall be taken and dispensed by waiter or waitress service only.
3. No alcoholic beverages or glass containers shall be taken outside the premises by customers at any time.
4. Means of escape shall be maintained unobstructed, immediately available and clearly identifiable.
5. Exit doors shall be checked before opening each day to ensure they function satisfactorily.
6. The use of the garden/external area shall cease after (insert time)
7. hours on (insert days of the week).
8. Alcoholic beverages can only be sold to and consumed by customers outside the premises when sat at a table covered by a tables and chairs licence where required.
9. No more than (insert number) of customers shall be permitted to smoke outside the premises at any one time.
10. Customers smoking on the public footway shall not be permitted to cause obstruction of the highway to passers-by.
11. To monitor and manage customers consuming alcohol outside the premises, (insert number) door supervisors will be used from (insert times) to (insert times).
12. Regular litter and glass collections shall be carried out in all areas where customers are congregating.
13. A physical barrier, such as a rope, will be used to mark the boundary of the area outside the premises where customers are allowed.
14. Notices shall be prominently displayed at each exit from the premises asking customers to be considerate to neighbours when leaving.
15. External lighting for the premises shall be turned off after the premises are closed to the public.
16. Furniture at the premises for customer use shall be fixed in position so space cannot be made to allow the provision of dancing or other entertainment.

17. Customers shall not be allowed to bring their own alcohol for consumption on the premises
18. Where the supply of alcohol includes delivery to the customer, the licence holder shall ensure that specific procedures are in place and that the activity does not cause nuisance at or near to the premises.

### **Premises supplying hot food and drink between 11:00 pm and 05:00 am (Late night refreshment venues)**

The following are examples of conditions that may be relevant to late night refreshment venues:

- 1) A minimum of (insert number) registered door supervisors shall be on the premises during the hours of (insert times).
- 2) Policy and procedures for door staff will be put into place detailing dispersal techniques for customers and procedures for dealing with incidents that occur near the premises.
- 3) Notices shall be prominently displayed at each exit from the premises asking customers to be considerate to neighbours when leaving.
- 4) A maximum of (insert number) customers shall be permitted on the premises at any one time.
- 5) Patrols of the area outside the premises shall be undertaken every (insert period) during the use of the licence and any litter attributable to the premises cleared.
- 6) At least one member of staff on duty whilst this licence is being used shall be trained in the requirements of the Licensing Act 2003 in terms of the licensing objectives, offences committed under the Act and conditions of the premises licence. Such person shall be competent to ensure offences are not committed and that the premises shall be run in accordance with the licence.
- 7) A minimum of (insert number) litterbins shall be provided by the licence holder in (give details of locality) for the use of customers.
- 8) Policies and procedures shall be put in place for collection of street litter generated by the premises and such policies shall be implemented by staff whenever the premises are being used under the terms of this licence.
- 9) Where the supply of alcohol includes delivery to the customer, the licence holder shall ensure that specific procedures are in place and that the activity does not cause nuisance at or near to the premises.
- 10) CCTV conditions – see above

### **Pubs and bars**

The following are examples of conditions that may be relevant to pubs and bars:

- 1) A minimum of (insert number) door supervisors shall be on duty on the premises during the hours of (insert times) on (insert days of week).

- 2) Random searches shall be undertaken of customers entering the premises between the hours of (insert times) and prominent signage provided to this effect. At least one male and one female supervisor shall be provided for this purpose.
- 3) A minimum of (insert number) of door supervisors shall be provided on (insert days of week) to patrol external areas of the premises between the hours of (insert times).
- 4) Customers shall not be permitted to take drinks outside with them and prominent signage shall be provided to this effect.
- 5) The garden of the premises shall be closed to customers at (insert time).
- 6) Staff shall regularly supervise the pavement area outside the premises to ensure customers are not blocking pavements or causing nuisance to neighbouring premises.
- 7) The tables and chairs outside the premises shall be brought inside at (insert time).
- 8) No more than (insert number) of customers shall be permitted to drink or smoke outside the premises at any one time.
- 9) Any alcohol sold for consumption off the premises shall be sold in a sealed container.
- 10) Notices shall be prominently displayed at each exit from the premises asking customers to be considerate to neighbours when leaving.
- 11) A maximum of (insert number) of customers shall be permitted on the premises at any one time.
- 12) All flat surfaces in toilet cubicles, including any curved toilet roll holder ellipses, are to be 'designed-out' - to the satisfaction of the police in order to prevent drugs misuse.
- 13) When the venue is open for licensable activities, the toilets are to be checked by staff at least every two (2) hours and these checks are to be documented on each visit.
- 14) Any drugs, psychoactive substances or weapons confiscated from customers shall be stored in a locked and secure container and the police shall be notified as soon as reasonably practicable. Customers found in possession of drugs, psychoactive substances or weapons should be refused entry or removed from the premises.
- 15) The premises shall operate a dispersal policy and all staff shall be trained in its implementation. (Further information on dispersal policies can be found at Appendix Five).
- 16) There shall be no admittance or re-admittance to the premises after (insert time).
- 17) An incident logbook shall be maintained by the premises that details incidents of note that occur in the premises. This shall include refused sales, disorder, and ejections as a minimum. The logbook shall be kept on the premises and be available for inspection at all times the premises is open, and management shall regularly check the book to ensure all staff are using it.
- 18) Customers shall be supervised when leaving the premises and shall be asked to leave quietly.
- 19) The licence holder shall actively participate in any local Pubwatch or similar scheme.



- 20) The premises shall be a member of any local radio scheme that allows them to be in contact with other venues in the local area.
- 21) A proof of age scheme such as Challenge 25 shall operate at the premises and all staff shall be trained in its implementation. Only photographic ID such as a British driving licence or a passport shall be treated as acceptable forms of identification.
- 22) Bottling out from the premises is prohibited between # hours and # hours.
- 23) Refuse such as bottles must be placed into receptacles outside the premises at times that will not cause a disturbance to nearby properties.
- 24) Notices shall be clearly displayed within the premises, warning customers about personal thefts and to be vigilant.
- 25) All staff are to be given suitably secure lockers for the storage of personal items in order to prevent walk-in staffroom thefts.
- 26) The venue shall supply, and fit, suitable anti-theft devices, such as table/counter clips, in order that customers may secure their bags
- 27) CCTV conditions – see above

### **For premises wishing to operate as proprietary clubs:**

- 1) Admission to the licensed premises shall be restricted to Members of the club and their bona fide guests.
- 2) No person shall be admitted to the premises without an interval of at least 48 hours between application for membership and admission.
- 3) No more than (insert number) guests per member shall be admitted to the club. Details of all guests shall be recorded on site and to be made available to police and a duly authorised officer of the licensing authority immediately upon request during a visit the premises.
- 4) The maximum number of guests in attendance shall not exceed 25% of the total number of Members present at the premises.
- 5) Members and guests shall be required to “sign in” when entering the premises.
- 6) Any book used for the signing in of members and guests shall be kept on the premises at all times and made available on request to police and a duly authorised officer of the licensing authority.

### **Premises providing music, dance and similar entertainment**

The following are examples of conditions that may be relevant to premises providing music, dance and similar entertainment:

- 1) A sound limiting device shall be installed, set and sealed at a level approved by the Council
- 2) The sound limiting device or approved level shall not be altered without prior agreement of the Council
- 3) All audio and musical equipment used in the premises, shall be played through the installed sound limiting device



- 4) Only the premises licence holder and the designated premises supervisor shall have access to the sound limiting device
- 5) The sound limiting device shall be used whenever relevant regulated entertainment is taking place
- 6) A cut-out device shall be connected to all entrance and exit doors to the premises including emergency exits and will be operational at all times the licence is in use. When the premises doors are open, the levels of music shall cut out completely or fall to ambient levels that are not intrusive to local residents
- 7) No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
- 8) All windows and external doors shall be kept closed after (21:00) hours, or at any time when regulated entertainment takes place, except for the immediate access and egress of persons.
- 9) The premises shall be adequately ventilated to allow doors and windows to remain closed during licensed entertainment.
- 10) An acoustic lobby shall be installed to (specified) entrance/s to minimise sound escape from the premises, ensuring that all doors open in the direction of escape in case of emergency.
- 11) The licence holder or duty manager shall make regular patrols at no less than hourly intervals around the perimeter of the premises when regulated entertainment is taking place. Noise levels shall be adjusted to ensure local residents are not disturbed by noise breakout
- 12) Amplified music, song or speech shall not be broadcast in external areas at any time.
- 13) No external areas of the premises, including the garden/terrace/frontage (specify), shall be used for the purposes of regulated entertainment.
- 14) The licensee shall appoint a noise consultant registered with the Institute of Acoustics or Association of Noise Consultants to prepare a scheme of sound insulation and noise control measures, which may include the installation of a noise limiting device, to prevent persons in the neighbourhood from being unreasonably disturbed by noise of music from the premises. The scheme shall be submitted for approval by the Council, and the approved scheme fully implemented to the satisfaction of the Council and the licensee notified in writing accordingly, prior to the premises being used for regulated entertainment.

## Nightclubs

Applicants should consider the conditions outlined in this section in conjunction with the section applicable to premises providing music and dance and similar entertainment.

- 1) A minimum of (insert number door supervisors shall be on duty on the premises from (insert time) until all customers have left the premises and its vicinity.

- 2) Random searches shall be undertaken of customers entering the premises between the hours of (insert times) and prominent signage provided to this effect. At least one male and one female supervisor shall be provided for this purpose.
- 3) A metal detection device shall be randomly used by door supervisors to search customers for weapons.
- 4) A search arch shall be used at the entrance to the premises to detect customers who may be carrying weapons.
- 5) The licence holder shall ensure that an electronic 'scanning' identification system (approved by the police) is used at the premises in order that the identity of all persons entering the venue can be confirmed. This will be used at all times between (insert times) and for any promoted events or when recommended by Police.
- 6) Customers shall not be permitted to take drinks outside with them and prominent signage shall be provided to this effect.
- 7) Persons wishing to leave the premises to smoke shall not be permitted to take drinks outside with them.
- 8) No more than (insert number) of customers shall be permitted to drink or smoke outside the premises at any one time.
- 9) Customers shall not be permitted to take glass bottles or drinking vessels outside the premises.
- 10) Notices shall be prominently displayed at each exit from the premises asking customers to be considerate to neighbours when leaving.
- 11) A maximum of (insert number) customers shall be permitted on the premises at any one time.
- 12) Appropriate devices shall be used by door staff to monitor the number of persons present on the premises at any one time.
- 13) All flat surfaces in toilet cubicles, including any curved toilet roll holder ellipses, are to be 'designed-out' - to the satisfaction of the police in order to prevent drugs misuse.
- 14) When the venue is open for licensable activities, the toilets are to be checked by staff at least every two (2) hours and these checks are to be documented on each visit
- 15) Any drugs, psychoactive substances or weapons confiscated from customers shall be stored in a locked and secure container and the police shall be notified as soon as reasonably practicable. Customers found in possession of drugs, psychoactive substances or weapons should be refused entry or removed from the premises.
- 16) The premises shall operate a dispersal policy and all staff shall be trained in its implementation.
- 17) There shall be no admittance or re-admittance to the premises after (insert time).
- 18) An incident log shall be kept at the premises, and made available on request to an authorised officer or the Police, which shall record the following:
  - a. all crimes reported to the venue
  - b. all ejections of patrons
  - c. any complaints received
  - d. any incidents of disorder and violence

- e. all seizures of drugs or offensive weapons
  - f. any faults in the CCTV system or searching equipment or scanning equipment
  - g. any refusal of the sale of alcohol to include date, time, and staff member
  - h. any visit by a relevant authority or emergency service.
  - i. CAD reference numbers where Police are called.
- 19) An incident logbook will be maintained by the premises that details incidents of note that occur in the premises. This shall include refused sales, disorder, and ejections as a minimum. The logbook shall be kept on the premises and be available for inspection at all times the premises is open, and management shall regularly check the book to ensure all staff are using it.
  - 20) Customers shall be supervised when leaving the premises and shall be asked to leave quietly.
  - 21) Bag clips shall be made available on all tables.
  - 22) A cloakroom or similar facility shall be available for customers to leave their belongings.
  - 23) Notices shall be displayed throughout the premises to advise customers of the potential for thefts.
  - 24) The premises shall operate a zero tolerance policy to drug and psychoactive substances use and posters shall be prominently displayed to this effect.
  - 25) All staff shall be trained in the implementation of the venue drugs and psychoactive substances policy.
  - 26) Toilet cisterns shall be provided with sloping lids or similar and toilet seats without covers to discourage drug and psychoactive substances use.
  - 27) The licensee shall undertake a risk assessment of any promotion or event using the Metropolitan Police Service Promotion/Event Risk Assessment (Form 696)<sup>13</sup> or an equivalent and provide a copy to the police licensing team<sup>14</sup> and the licensing authority not less than 14 days before the event is due to take place.
  - 28) Following submission of the risk assessment, all directions of the police shall be complied with, including cancellation of an event if necessary.
  - 29) Where an 'event' has taken place, the licensee shall complete a Metropolitan Police Service After Promotion/Event Debrief Risk Assessment (Form 696A) and submit this to the police licensing team and the licensing authority, within three days of the conclusion of the event.
  - 30) All bar servers shall be trained in how to identify drunk or drug and psychoactive substance impaired customers. This training shall be repeated at least biannually and written records of the training kept and made available to police and authorised Council officers on request.
  - 31) The licence holder shall not permit the use of special effects such as lasers and pyrotechnics, except with the prior consent of the Council, which may be subject to additional conditions if necessary to promote the public safety objective.
  - 32) The licensee shall take all reasonable steps to ensure there is no unauthorised advertising of events to be held at the premises.
  - 33) Door supervisors shall be provided with radios to enable them to contact each other and the duty manager at the premises.
  - 34) The premises shall participate in any local radio scheme in operation that enables them to be in contact with other local radio scheme users.

- 35) A proof of age scheme such as challenge 25 shall operate at the premises and all staff shall be trained in its implementation. Only photographic ID such as a British driving licence or a passport shall be treated as acceptable forms of identification.
- 36) Alcoholic and soft drinks shall be served in polycarbonate containers.
- 37) Bottled alcoholic and soft drinks shall be decanted and served in polycarbonate containers
- 38) All incidents involving drug or psychoactive substances use, drug or psychoactive substances dealing or assaults shall be reported to the police within 24 hours of the incident.
- 39) Notices shall be clearly displayed within the premises, warning customers about personal thefts and to be vigilant.
- 40) All staff are to be given suitably secure lockers for the storage of personal items in order to prevent walk-in staffroom thefts.
- 41) The venue shall supply, and fit, suitable anti-theft devices, such as table/counter clips, in order that customers may secure their bags
- 42) A management document shall be drawn up, maintained and amended as required which will deal with the following
  - a. Definition of promotions, events and bookings
  - b. Procedure for the management of each category.
  - c. Security procedures including the reporting of incidents.
  - d. Procedure for ensuring promoters are informed of and are managed in such a way as to promote the Licensing Objectives and ensure compliance with the conditions on the premises Licence.
  - e. Response plan and management structure in the event of an emergency.
- 43) A Personal Licence Holder shall be fully trained in crime scene management.
- 44) A comprehensive staff training programme is in place that covers the Licensing Act 2003, fire evacuation procedures, critical incident best- practice, crime scene best practice and conflict management. This training must be clearly documented and any training for future staff must also be organised at the appropriate time. Training shall be written into a programme and will be made available for inspection by the police or other responsible authority, upon request.
- 45) All alcohol must be served in plastic or polycarbonate receptacles from 21:00 hrs until close on (insert days) when the venue remains open for Licensable activities.
- 46) No persons carrying visibly open or sealed alcohol vessels shall be admitted to the premises at any time that the premises are open for any licensable activity.
- 47) No patron shall be allowed to leave the premises whilst in the possession of any drinking vessel or open glass bottle whether empty or containing any beverage after 21:00 hrs. This includes patrons using the smoking area(s)
- 48) Management will ensure that patrons utilising the external area, remain within the curtilage of the venue when consuming alcohol.
- 49) A sign shall be displayed at the point of sale stating No Proof of Age – No Sale.
- 50) The venue shall not engage the services of street promoters to encourage clientele to attend the venue.

- 51) Regular glass collection shall be undertaken by staff.
- 52) The licence holder must ensure that the venue starts to increase lighting at least 30 minutes before the end time the venue is authorised to supply alcohol, with full lighting no later than 15 minutes before that point.
- 53) Consumption of alcohol on the premises shall cease 30 minutes after the permitted hours for the sale of alcohol.
- 54) The licence holder must ensure that the Venue starts 'softening' the music style, in order to assist with a controlled dispersal policy at least 30 minutes before the end time the venue is permitted to supply alcohol.
- 55) A door supervisor's register shall be updated on occasions when supervisors are employed. The register is to be made available for inspection by the police and/or authorised officers. The register must show:
  - a. full name
  - b. date of birth
  - c. SIA Registration Number
  - d. date and hours worked.
  - e. contact telephone number and email address
- 56) The licence holder shall ensure that a coloured photocopy of each door supervisor's SIA badge is taken, and retained at the premises.
- 57) Where the venue runs promoted events, or when recommended by the police, and in any case, after (insert hours) on (insert days) every customer is to be subjected to a search of the person, wallets, bags, purses, and any other items carried on or by the customer. All searches must be conducted by authorised door staff and must be carried out within an area covered by the venue's CCTV system. Refusal to being searched will result in No Entry.
- 58) All door supervisors will wear high-visibility jackets, vests, or high-visibility armbands whilst working at entry/exit points and around the exterior of the building.
- 59) (insert number) of door supervisors must use body-worn cameras. In the event of an incident, the footage must be made available to police upon request. The licence holder shall ensure that a suitable, expeditious playback / downloading system is in place to enable the police to obtain any evidential footage.
- 60) All SIA staff on duty must remain on duty for half an hour after the close of the venue to ensure all patrons are dispersed peacefully from the area.
- 61) Door supervisors and appropriate staff shall be provided with "two-way" radios or similar systems capable of ensuring continuous communication between each other at all times the premises are open for a licensable activity.
- 62) The designated queuing area shall be enclosed within appropriate barriers to ensure that the footway is kept clear.
- 63) The smoking area must be supervised at all times by an SIA registered door supervisor who will monitor the capacity and restrict access when necessary.
- 64) The licence holder shall ensure that any queue to enter the premises which forms outside the premises, is orderly and supervised by door staff to ensure that there is no public nuisance or obstruction to the public highway.
- 65) The licence holder must inform the police if they change their Security Company.

- 66) An attendant for each toilet is to be employed on a Thursday, Friday and Saturday and any other night that the premises holds promoted events, from 20:00 hrs until the premises is closed. At other times whilst the venue is open for licensable activities, the toilets must be checked by staff at least every two hours and these checks must be documented on each visit.
- 67) CCTV conditions – see above

## Off licences

Examples of conditions that may be appropriate to off licences are:

- 1) Strong beer and cider above 5.5% ABV shall not be sold.
- 2) No single cans or bottles of beer, cider, alcopops or mixed alcoholic drinks shall be sold.
- 3) A minimum of two members of staff to be present at all times whilst the premises remain open for the sale of alcohol
- 4) At least one person holding a personal licence shall be on duty at the premises when alcohol is being sold.
- 5) Posters shall be displayed in prominent positions around the till advising customers of the proof of age policy in force at the premises.
- 6) A refusals book shall be kept at the premises to record details of all refusals to sell alcohol. This book shall contain the date and time of the incident, a description of the customer, the name of the staff member who refused the sale, and the reason the sale was refused. The book shall be made available to police and authorised Council officers on request.
- 7) The designated premises supervisor shall regularly check the refusals book to ensure it is being consistently used by all staff.
- 8) All staff responsible for selling alcohol shall receive regular training in the Licensing Act 2003. Written records of this training shall be
- 9) retained and made available to police and authorised Council officers on request.
- 10) All alcohol kept in the public part of the premises shall be kept in display units. All display units for alcohol will have lockable shutters
- 11) Shutters shall be closed and locked at the end of the permitted hours for the sale of alcohol. They shall remain locked until the start of the permitted hours on the following day.
- 12) All alcohol shall be stored and displayed behind the service counter and not in aisles or other areas accessible to the public.
- 13) All alcoholic drinks shall be clearly labelled or marked with the name of the premises, premises licence number or other unique identifier.
- 14) The premises shall operate a Challenge 25 policy.
- 15) The premises shall use cash till prompts to remind staff to ask for proof of age.
- 16) Notices shall be displayed in prominent positions on the premises near to where alcohol is kept and sold advising customers that the whole of the London Borough of Camden is a controlled drinking zone.

- 17) Where the supply of alcohol includes delivery to the customer, the licence holder shall ensure that specific procedures are in place and that the activity does not cause nuisance at or near the premises.
- 18) A personal licence holder must be present at the premises at all times when it is open during licensed hours.
- 19) The licence holder shall ensure that alcohol is not sold in an open container, opened on the premises, or consumed on the premises.
- 20) After (insert time) daily, a minimum of 2 members of staff must be present at all times whilst the premises remain open.
- 21) CCTV conditions – see paragraph 7.8 above

#### Illicit Goods: Alcohol and Tobacco

We will consider reviewing a premises licence where there is evidence that illicit alcohol has been offered for sale on the premises. Where other illicit goods, such as tobacco, have been found we may consider this as evidence of poor management and have the potential to undermine the licensing objectives.

- Illicit alcohol means alcohol that is, counterfeit, bears counterfeit duty stamps and/or smuggled
- Illicit tobacco means, counterfeit, and/or non UK duty paid tobacco products
- Illicit goods mean articles that are counterfeit, that do not comply with the classification and labelling requirements of the Video Recordings Acts and/or that breach other trading standards legislation such as consumer safety and unfair commercial practices

In particular, we are mindful of the advice provided in the 182 guidance in respect of “Reviews arising in connection with crime” and may consider the following conditions in such circumstances:

- 1) The premises licence holder shall not purchase any goods from door-to-door sellers unless a valid receipt is supplied at the time of the purchase
- 2) The premises licence holder shall ensure that receipts for all stock purchased include the following details:
  - Seller’s name and address
  - Seller’s company details, if applicable
  - Seller’s VAT details if applicable
  - Full details of products purchased
  - Vehicle registration detail, if applicable
- 3) Legible copies of the documents referred to above shall be retained on the premises and made available to police officers or authorised council officers on request

- 4) The premises licence holder shall obtain and use a UV detection device to verify that duty stamps are valid

## **Theatres, cinemas, qualifying clubs and community premises**

Conditions relevant to such venues may include:

- a) No more than (insert number) of persons shall be present on the premises at any one time.
- b) Alcoholic and soft drinks shall be served in polycarbonate containers.
- c) Means of escape shall be maintained unobstructed, immediately available and clearly identifiable.
- d) Exit doors shall be checked before opening each day to ensure they function satisfactorily
- e) An evacuation policy shall be in place to the satisfaction of the fire authority, licensing authority and police. All staff members shall be trained in the evacuation policy. Written records of staff training shall be kept and produced to police and authorised Council officers on request.
- f) Emergency drill and lighting tests will be conducted monthly. Records of these tests shall be made available to authorised Council officers upon request.
- g) Any special effects or mechanical installation shall be arranged and stored to minimise any risk to the safety of the audience, performers and staff.
- h) The licence (or club premises certificate) holder shall not permit the use of special effects, except with the prior consent of the Council, which may be subject to additional conditions if necessary to promote the public safety objective.

Special effects include:

- 1) dry ice machines and cryogenic fog
  - 2) smoke machines and fog generators
  - 3) pyrotechnics, including fireworks
  - 4) real flames
  - 5) firearms
  - 6) motor vehicles
  - 7) strobe lighting
- i) The premises shall be adequately ventilated in all areas to which the staff and public have access.
  - j) Customers shall not be permitted to sit or stand in gangways or aisles or in any position that will impede means of escape from the premises.
  - k) Where rooms at the premises are let to individuals or groups for private hire, a hire agreement shall be in place that includes an outline of the conditions on the premises licence (or club premises certificate) and clearly states the responsibilities of the hirer in respect of upholding such conditions.
  - l) Where the premises are let to individuals or groups for private hire, a named person shall be responsible for ensuring adherence to the that conditions of the premises licence (or club premises certificate) are



adhered to. This person shall provide their details to the licence holder (or Secretary of the club) in writing in advance of the event and their details shall be retained for a period of at least thirty-one days after the date of the event.

## **Hotels**

In all cases, we will generally expect hotels to propose the following additional conditions in their operating schedule:

- 1) Alcohol may be sold at any time to hotel residents for their own consumption on the premises.
- 2) Alcohol may be sold to residents and their bona-fide guests for their own consumption on the premises between the hours of (insert times) on (insert days of the week) only if the resident is present.
- 3) Alcohol shall only be sold to non-residents between the hours of (insert times) on (insert days of the week) and during the following times, to persons attending bona fide private functions at the hotel (insert days and times).

## **Premises providing nudity, striptease and other adult entertainment**

We will expect venues wishing to provide this kind of entertainment on an infrequent basis to offer the following conditions in their operating schedule:

- 1) No person under the age of 18 shall be admitted to the premises at any time.
- 2) No person under the age of 18 shall be admitted to the premises when adult entertainment is taking place.
- 3) Prominent notices shall be displayed at each entrance to the premises when adult entertainment is taking place stating that there shall be no admission to the premises for persons aged under 18.
- 4) The premises shall be arranged so adult entertainment is not visible from the street.
- 5) There shall be no external advertisement at the premises for adult entertainment.
- 6) There shall be no leafleting or touting in respect of the adult entertainment hosted at the licensed premises.
- 7) Nudity shall only be permitted by performers and not by customers.
- 8) A minimum of one metre distance shall be maintained between dancers and customers during adult entertainment.
- 9) A written Code of Conduct for staff participating in the provision of striptease or nudity shall be in place and shall be kept on the premises for inspection by police and/or a duly authorised officer of the licensing authority at all times the premises are open to the public. Management shall ensure all staff are aware of the Code of Conduct and shall take all reasonable steps to ensure it is adhered to.

## Appendix Seven

### Alcohol and Associated Health Risks

- 1) Alcohol has formed an important part of the UK's culture for centuries. In moderation, the consumption of alcohol can have health benefits, as well as acting as a social lubricant and enhancing many activities. It can make people feel more confident and talkative, and mood can be enhanced.
- 2) However, it must also be recognised that when mis-used, there are a number of associated health risks. Alcohol mis-use is generally categorised as regularly consuming over the weekly guideline amounts (14 units for men and women), or through binge drinking (8 units for men, or six units for women in one session). Short-term health risks include:
  - Increased risk of accident or injury
  - Violent behaviour / being a victim of violence
  - Loss of memory or blackouts
  - Alcohol poisoning
- 3) Most of these issues are short-lived and are reversible. However, long-term alcohol mis-use can lead to a variety of other health issues:
  - Heart disease
  - Stroke
  - Liver disease (fatty liver or cirrhosis)
  - Several cancers, including liver, bowel and mouth
  - Pancreatitis
  - Dementia
- 4) People who regularly drink over the prescribed amount, or regularly binge drink are more at risk of the above health concerns. Fortunately, there are a wide range of organisations to offer help with levels of drinking.
- 5) For some it may be as simple as reducing drinking by a little to get back into a healthier relationship with alcohol. For others, however, they simply may not be able to control their alcohol intake and may need to seek to stop drinking completely. For these examples, and for the areas between the two, there is help and advice which caters for all. Links to some of these organisations are provided below.

---

<https://www.drinkaware.co.uk/> <https://alcoholchange.org.uk/> - <https://www.nhs.uk/conditions/alcohol-misuse/>  
<https://www.alcoholics-anonymous.org.uk/> <https://www.al-anonuk.org.uk/> <https://smartrecovery.org.uk/>  
<https://www.wearewithyou.org.uk/> <https://adfam.org.uk/>

If you would like the Statement of Licensing Policy in large print, Braille, audiotape or in another language, please contact the Licensing Team

Contact Camden Licensing Team  
London Borough of Camden 5 Pancras Square  
c/o Town Hall Judd Street London WC1H 9JE

Email: [licensing@camden.gov.uk](mailto:licensing@camden.gov.uk)

[www.camden.gov.uk](http://www.camden.gov.uk)

DRAFT

Published on:  
**Expiry date:**