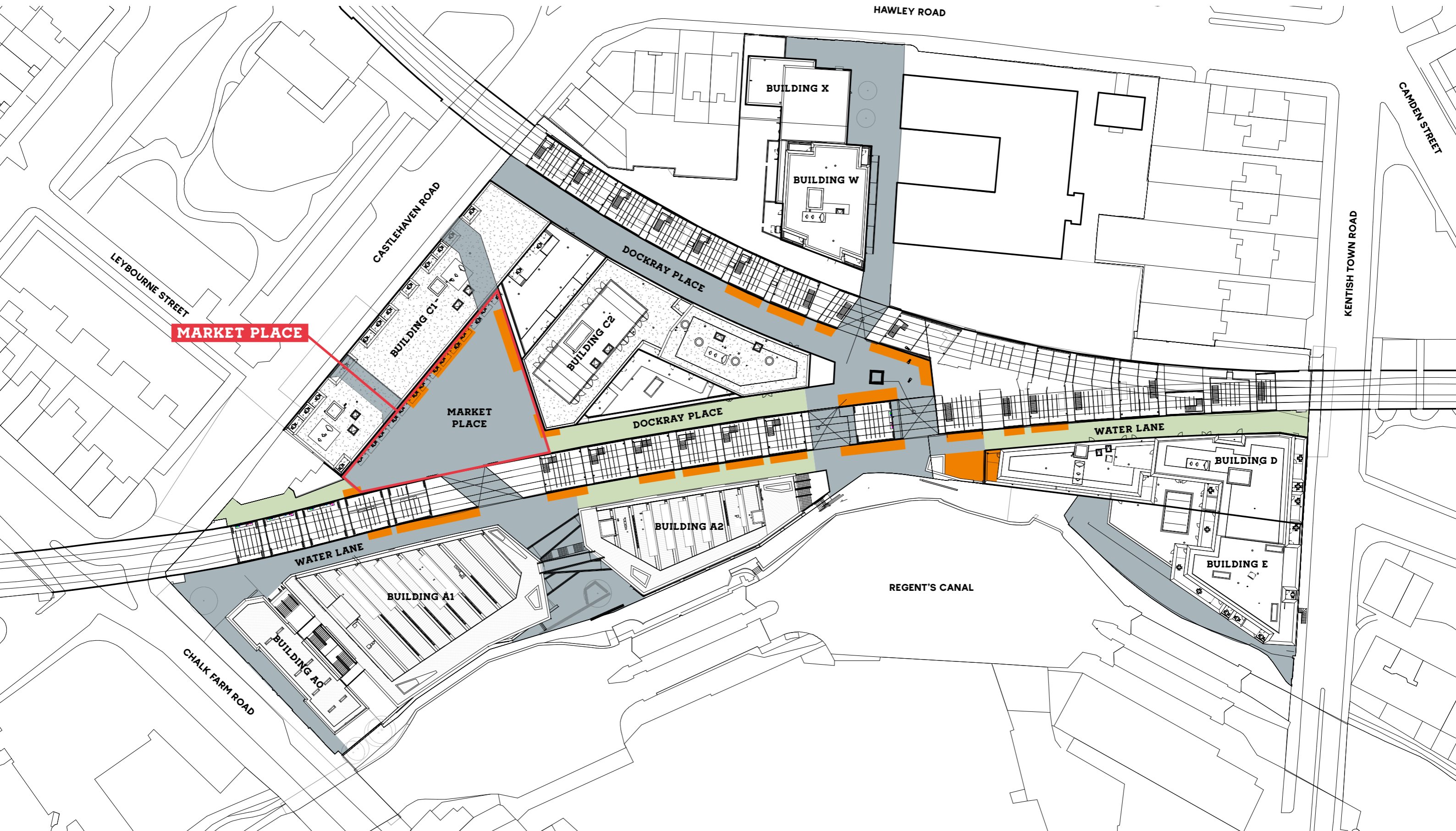


These documents were submitted with the application for a Premises Licence on the 8/10/2024.

They should have been provided after the application from page 67 Appendix 2 of the main agenda. This includes the plans and the summary of proposal and conditions.

PUBLIC AREA PLAN

Scale = 1:750 @A3



**Application for a Premises Licence
Hawley Wharf Market Place
Hawley Wharf Square
London NW1 8QH**

Premises Description

Managed public realm area previously licensed under Premises Licence reference PREM-LIC/106032. The application follows pre application advice with the Licensing Authority and wide-ranging local stakeholder engagement.

The application proposes a 21:00hrs premises licence to authorise cultural activities and events for the local community to promote Camden's culture, arts and history.

Proposed Licensable Activities

Activity/Entertainment	Day of the Week	Hours
Alcohol (On/Off)	Monday to Sunday	12:00 – 21:00
Live Music	Monday to Sunday	12:00 – 21:00
Recorded Music	Monday to Sunday	12:00 – 21:00
Performance of Dance	Monday to Sunday	12:00 – 21:00

Proposed Conditions

Prevention of Crime and Disorder

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. The CCTV to cover all areas where the public have access to (except toilets and changing areas).
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. There shall be a suitably equipped control room within the premises which shall be manned by staff at all times when the premises is open to the public for events during which licensable activities are provided.

4. 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 Local Authority within 48 hours of request.
5. At all times 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 an authorised officer in obtaining the CCTV footage.
6. The facility to transfer the images to a compatible, removable format shall be held on the premises.
7. When events involving licensable activities are taking place in the external parts of the premises, the CCTV monitors shall be monitored by a dedicated incident spotter.
8. A dedicated welfare officer shall be employed at the premises whenever licensable activities are provided. Their role will be to monitor the welfare of customers and liaising with management/security staff to assist where necessary. All welfare interventions and outcomes to be logged in the welfare log. The welfare officer shall be equipped with a body worn camera.
9. Notices shall be displayed within the premises warning visitors about personal thefts; and to be vigilant.
10. Notices shall be displayed within the premises advising visitors about CCTV recording.
11. The premises shall operate a system whereby a record is maintained of refusals to serve alcohol. Details to be produced for inspection to the Police and other responsible authorities upon request.
12. When the service of door supervisors is required during events where licensable activities are provided, the door staff shall be employed to a ratio of 1:150.
13. A door supervisors register shall be updated on occasions when door supervisors are employed for any occasion on the premises. The register is to be made available for inspection by the Police and/or responsible authorities within 48 hours of reasonable request. Details to show:-
 - Full name;
 - Date of birth;
 - SIA registration number;
 - Date and hours worked; and
 - Contact telephone number and email address within 48 hours of reasonable request.
14. A coloured photocopy of each door supervisors' SIA badge shall be taken by the DPS or a responsible person and retained at the premises:- within 48 hours of reasonable request.

15. The door supervisors shall wear high visibility jackets or vests or high visibility arm bands whilst working at entry/exit points and around the exterior of the building.
16. The door supervisors shall remain on duty for half an hour after the close of the venue to ensure all patrons are dispersed peacefully from the area.
17. In line with the recommendation of any risk assessment carried out for an event, a determined number of SIA registered supervisors shall wear body worn cameras. Recordings shall be retained for a period of 31 days and be available for inspection by the Police/Local Authority or responsible authority officers within 48 hours of request.
18. A duty manager, head door and core staff working during the event shall stay 30 minutes after close to actively help with dispersal and to ensure that the premises is completely devoid of members of the public.
19. The premises licence holder shall host a quarterly meeting inviting local residents and businesses to attend, which can be cancelled by mutual agreement if there is no business for discussion at that meeting.
20. A mobile number shall be provided to residents that shall be manned during operating hours of the venue. Details of any calls received shall be logged and a note subsequently made of the action(s) taken. Details to be made available upon request to responsible authorities.
21. During the hours of operation of the premises, the licence holder shall ensure sufficient measures are in place to remove and prevent litter or waste arising or accumulating from customers in the area immediately outside the premises, and that this area shall be swept and or washed, and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements by close of business.
22. 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.
23. Where any illegal substance is found within the premises then a record shall be made in the incident book by a duty manager. Any illegal substance shall be stored securely pending collection by the Police unless they are present on site, and this is handed to them. Any seizure of drugs and weapons shall be recorded in the incident book by a duty manager.
24. Police must be called to incidents of violence and /or disorder.
25. Details of instances of disorder, damage to property or personal injury shall be recorded in an incident book kept at the premises. Such details shall be made available for inspection by the Police and other responsible authorities upon request.
26. The licensee shall ensure that staff are trained as appropriate, in respect of relevant licensing law, crime scene best practice as well as preventing the sale of alcohol to

drunks and underage persons. This training is to be clearly documented and signed and any training for future staff must also be organised at the appropriate time. Refresher training shall be carried out every 6 months and details of training are to be made available for inspection by Police or other Responsible Authorities, upon request.

27. Where available, a responsible member of staff shall join the local pub watch or other such local crime reduction scheme approved and or recommended by the Police.
28. All security staff and management shall be connected by a secure-channel handheld radio system or similar communications device.
29. All security personnel shall be trained in counter terrorism awareness. All S.I.A must be counter terrorism trained.

Public Safety

30. The live Event Management Plan and site plan shall be reviewed each year and updated for continuous development and improvement.
31. The live Event Management Plan shall include the following as a minimum:-
 - a. Event management structure
 - b. Event description and profile
 - c. Crises communication plan/policy with neighbouring licensed premises
 - d. Service management plan
 - e. Capacity and expected audience
 - f. Programme of event
 - g. Extreme weather plan
 - h. Emergency evacuation plan (Fire Drills)
 - i. Traffic management plan/Car Free Zone
 - j. Security and stewarding plan
 - k. Crowd/Queue management plan
 - l. Entry search and eviction policy
 - m. Fire risk assessment
 - n. First Aid plan (Training and refresher courses)
 - o. Welfare and sanitation plans
 - p. Alcohol and drugs policy
 - q. Lost child policy
 - r. Incident reporting systems
 - s. Noise management plan
 - t. Community communication and engagement policy
 - u. Safeguarding policies
 - v. Risk assessment for each specialised event.
 - w. Facilities for disabled visitors to the premises.

The premises shall ensure the following safety inspections are carried out in line with current safety regulations, maintain and retain the certificates for: -

- Firefighting equipment
 - Electrical installation
 - Fire Alarm
 - Emergency electrical installation
32. The final event management plan (EMP) will be submitted to the Safety Advisory Group at Camden, at least 30 days before the event. Changes to the EMP after this time will be subject to the following:
- a. Minor alterations in line with the provisions of the Licensing Act 2003 (for example to internal site layout, event character, staffing) will be instituted by, and reported to, all relevant event managers prior to event live days. A schedule of minor alterations will be presented to all relevant authorities prior to live days, and where necessary an application for a minor variation shall be submitted to the licensing authority.
 - b. In the event of any significant changes to the EMP, and to ensure swift responses to dynamic situations, the licence holder will consult the relevant Responsible Authorities before the planned change is instituted. "Significant Changes" are those related to Adverse Weather Conditions, Decisive Event Practices, Event Safety and Risk Assessment Strategies where (adopting a reasonable approach) the proposed change could negatively affect the promotion of the licensing objectives.
 - c. Where practicable, by agreement in writing with the Licensing Authority, Met Police and Environmental Health Officer as appropriate.
33. Where glass is being used for the dispensing of alcohol, regular glass collection shall be undertaken by staff.
34. No smoking signs shall be displayed prominently throughout the premises and in the toilets and stairways.
35. Staff shall be fully trained on safety issues, including fire safety, and management shall carry out regular safety inspections of the premises before members of the public are allowed on to the premises and after close of business.
36. For routine safety inspection, Safety Inspection Certificates (which shall be maintained up to date) and be available on site for inspection by Authorised Officers from Mon-Fri, this is not the case for emergency officers.
37. The premises licence holder shall provide Environmental Health with a complete list of catering concessions no later than two weeks prior to the start of the event.
38. All fire detecting and firefighting equipment in the premises shall be serviced regularly and maintained in working condition at all times.

39. There shall be planned regular fire drills to test out the evacuation policy the in the management plan result of such drills shall be recorded and reviewed for any improvement.

Prevention of Public Nuisance

40. The event management team will communicate with the local community of the planned event and provide any contact details to deal with complaints or enquiries.
41. No noise shall emanate from the premises such that it is a source of statutory nuisance when witnessed by council officers.
42. The premises shall maintain a complaints log detailing the nature of the complaint, complainant (if known) and any action taken. The log to be made available for inspection by Environmental Health upon reasonable request.
43. During events, signage shall be displayed in a prominent position on the premises requesting that customers leave quietly.
44. Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.
45. The premises' management shall take all reasonable steps to ensure patrons wanting entry to the premises do not cause annoyance or nuisance to any other person living in the vicinity of the premises.
46. The premises will implement a dispersal policy and all relevant staff will be trained in its implementation. The policy shall contain measures intended to guide staff to ensure a controlled dispersal. The policy will be reviewed regularly and whenever the licensee becomes aware of issues associated with dispersal.
47. At the end of the event the licence holder will clean the site and remove their rubbish from the site and surrounding areas.
48. Servicing and deliveries (excluding council servicing) shall take place between 08:00 and 20:00 hours Monday to Sunday and Public/Bank Holidays, or in line with planning permission for the venue.

Protection of Children from Harm

49. A Challenge 25 policy will be enforced, where any person reasonably looking under the age of 25 shall be asked to prove their age when attempting to purchase alcohol and signs to this effect will be displayed at the premises. The only acceptable forms of Identity will be those with photographic identification documents recognised in the

Home Office guidance, including passports, photocard driving licence, military ID cards or proof of age card bearing the PASS hologram.

50. A Challenge 25 sign shall be displayed at the point of sale for alcoholic drinks.
51. Relevant and appropriate staff shall be trained in:
 - a. Relevant age restrictions in respect of age restricted products
 - b. Recognising signs of drunkenness and vulnerability
 - c. How overservice of alcohol impacts on the four objectives of the Licensing Act 2003
 - d. The premises' duty of care policy, understanding and dealing with situations involving vulnerable people and underage persons.
 - e. Action to be taken in the event of an emergency, including the preservation of a crime scene and reporting an incident to the emergency services
 - f. The conditions in force under this licence
52. Training shall be regularly refreshed, at least every 6 months. Training records shall be made available for inspection upon request by a police officer or an authorised officer of the licensing authority.