

PROTECTIVE MARKING

Form 691


**METROPOLITAN
POLICE**
TOTAL POLICING

Application for the Review of a Premises Licence or Club Premises Certificate under the Licensing Act 2003

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

- Before completing this form please read the guidance notes at the end of the form.
- If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.
- You may wish to keep a copy of the completed form for your records.

I Police Constable Dominic Hallam

 apply for the review of a premises licence under Section 51 of the Licensing Act 2003
for the premises described in Part 1 below

Part 1 – Premises or club premises details

Postal address of premises or club premises, or if none, ordnance survey map reference or description:

The Camden, 61- 65 CROWDALE ROAD

Post town:
Post code:
(if known)

NW1 1TN

Name of premises licence holder or club holding club premises certificate (if known):

Bilberry Gardens Entertainment Limited

Number of premises licence or club premises certificate (if known):

PREM-LIC\1624

Part 2 – Applicant details

I am:

Please tick Yes

- | | | |
|----------|---|-------------------------------------|
| 1 | an individual, body or business which is not a responsible authority
(please read guidance note 1 and complete (A) or (B) below) | <input type="checkbox"/> |
| 2 | a responsible authority (please complete (C) below) | <input checked="" type="checkbox"/> |
| 3 | a member of the club to which this application relates (please complete section (A) below) | <input type="checkbox"/> |

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(A) DETAILS OF INDIVIDUAL APPLICANT (fill in as applicable)

Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Any other title (e.g. Rev.)	<input type="checkbox"/>
Surname:				First Names:					
I am 18 years old or over				<input type="checkbox"/>					
Current postal address if different from premises address:									
Post town:				Post code:					
Daytime Tel. No.:				Email: (optional)					

(B) DETAILS OF OTHER APPLICANT (fill in as applicable)

Name and Address:	
Telephone Number (if any):	
Email address: (optional)	

(C) DETAILS OF RESPONSIBLE AUTHORITY APPLICANT (fill in as applicable)

Name and Address:	
Commissioner of Police for the Metropolis, Licensing Unit, Room 1.22, Kentish Town Police Station, 12A Holmes Road, NW5 3AE	
Telephone Number (if any):	<input type="checkbox"/>
Email address: (optional)	<input type="checkbox"/>

This application to review relates to the following licensing objective(s)

		Please tick one or more boxes
1	The prevention of crime and disorder	<input checked="" type="checkbox"/>
2	Public safety	<input type="checkbox"/>
3	The prevention of public nuisance	<input type="checkbox"/>
4	The protection of children from harm	<input type="checkbox"/>

Please state the ground(s) for review: (please read guidance note 2)

This venue was taken over by the current management around July 2024. Since this date the venue has breached multiple conditions on almost a monthly basis and has been associated with crime and disorder. During a recent visit to its sister venue, one of the employees was found to be in breach of his immigration/right to work status. This individual has also been seen working behind the bar at The Camden.

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Please provide as much information as possible to support the application: (please read guidance note 3)

Please refer to my statement dated 24/02/2025 regarding this application.

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Have you made an application for review relating to this premises before?☐

(Please tick yes)

Day**Month****Year****If yes, please state the date of that application:****If you have made representations before relating to this premises please state what they were and when you made them:**

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Please tick Yes

I have sent copies of this form and enclosures to the responsible authorities and the premises licence holder or club holding the club premises certificate, as appropriate.



I understand that if I do not comply with the above requirements my application will be rejected.



IT IS AN OFFENCE, LIABLE ON CONVICTION TO A FINE UP TO LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003 TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION.

Part 3 – Signatures (please read guidance note 4)

Signature of [redacted] applicant's solicitor or other duly authorised agent (see guidance note 5). If signing on behalf of [redacted] please state in what capacity.

Signature:

Date:

24/02/25

Capacity:

Applicant

Contact name (where not previously given) and postal address for correspondence associated with this application: (please read guidance note 6)

Dominic Hallam, 12a Holmes Road

Post town: Camden

Post code:

NW5 3AE

Telephone Number (if any):

[redacted]

If you would prefer us to correspond with you using an e-mail address, your e-mail address (optional):

[redacted]

Notes for Guidance

1. A responsible authority includes the local police, fire and rescue authority and other statutory bodies which exercise specific functions in the local area.
2. The ground(s) for review must be based on one of the licensing objectives.
3. Please list any additional information or details, for example dates of problems which are included in the grounds for review if available.
4. The application form must be signed.
5. An applicant's agent (for example, solicitor) may sign the form on their behalf provided that they have actual authority to do so.
6. This is the address which we shall use to correspond with you about this application.

RESTRICTED (when complete)

MG11C

WITNESS STATEMENT

Criminal Procedure Rules, r 27. 2; Criminal Justice Act 1967, s. 9; Magistrates' Courts Act 1980, s.5B

URN

Statement of: Dominic Hallam

Age if under 18: Over 18 (if over 18 insert 'over 18') Occupation: Police Constable

This statement (consisting of 3 page(s) each signed by me) is true to the best of my knowledge and belief and I make it knowing that, if it is tendered in evidence, I shall be liable to prosecution if I have wilfully stated in it [REDACTED] believe to be true.

Witness Signature: [REDACTED] Date: 24/02/2025

I am the above named officer and I write this statement to supplement Form 693 Application for the Review of a Premises Licence under the Licensing Act 2003 dated 24/02/2025.

I apply for a Standard Review of the following Premises Licence under Section 53A of the Licensing Act 2003:

PREM-LIC\1624**The Camden****61 – 65 Crowndale Road****London****NW1 1TN****Grounds for Review:**

This Licence Review is being requested as the Metropolitan Police Service (MPS) believe that the Prevention of Crime & Disorder Licensing Objective is not being upheld. The MPS will offer evidence showing that those managing the venue are persistently undermining the Licensing Objectives.

The MPS have engaged extensively with the PLH (**Mr Ray**) and management, taken a gradual and thorough approach, but have yet to see adequate improvements.

We do not have sufficient confidence in the management's ability to maintain a safe and compliant venue.

The issues linked to the venue are as follows:

- Crime and Disorder.
- Persistent breaches of conditions.
- Poor management of the venues.

Witness Signature: [REDACTED]

Signature Witnessed by Signature: [REDACTED]

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MG11C

Continuation of Statement of: Dominic Hallam

History:

Police Licensing have been engaging with the PLH and the management involved at the venue since July 2024. This was due to condition breaches, complaints by local residents and the Council Licensing Enforcement team.

Throughout 2024 Police Licensing continued to engage with the PLH and venue management applying a thorough stepped approach. Through meetings we identified several issues and offered the venue several opportunities to address our concerns.

The venue continued to breach conditions, primarily, not reporting incidents of crime and disorder involving their customers and the submission of CCTV.

Mr Ray is shown as the director for the company shown as the PLH and is heavily involved in the management of the venue. In a similar manner to another venue owned and managed by Mr Ray, Kiss the Sky, many of the management were unable to fulfil our requests and visits stating that Mr Ray had the majority of control.

The PLH and management have received a notification of alleged breaches on two occasions throughout 2024, all contained repeated breaches of the same conditions.

A document containing the breaches and notifications will be provided to the panel.

Management Culture:

Following a visit to Kiss the Sky, another venue where Mr Ray is the PLH, they were found to be employing someone in breach of their immigration/right to work status. This person was also employed at The Camden, seen working behind the bar.

The PLH and management are not conducting their due diligence to ensure full compliance with their licence and the law. There are still issues around the recording of staff details and their informal employment.

Other Enforcement:

Police Licensing were made aware of Mr Rays management at another venue named "The New Market Ale House". These concerns lead to Mr Ray no longer being involved. Many of the same issues were repeated at this venue.

Witness Signature:

Signature Witnessed by Signature:.....

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MG11C

Continuation of Statement of: Dominic Hallam

Revised Guidance issued under section 182 of the Licensing Act 2003 (December 2023):

The 182 Guidance includes four valuable considerations concerning immigration offences, pertinent to this Review application.

Paragraph 2.6: 'The prevention of crime includes the prevention of immigration crime including the prevention of illegal working in licensed premises.'

Paragraph 9.25: 'When Immigration Enforcement exercises its powers as a responsible authority it will do so in respect of the prevention of crime and disorder licensing objective because it is concerned with the prevention of illegal working or immigration offences more broadly.'

Paragraph 11.18: 'Where responsible authorities such as the police or environmental health officers have already issued warnings requiring improvement – either orally or in writing – that have failed as part of their own stepped approach to address concerns, licensing authorities should not merely repeat that approach and should take this into account when considering what further action is appropriate. Similarly, licensing authorities may take into account any civil immigration penalties which a licence holder has been required to pay for employing an illegal worker.'

Paragraph 11.23, informing us of the following, 'It will always be important that any detrimental financial impact that may result from a licensing authority's decision is appropriate and proportionate to the promotion of the licensing objectives and for the prevention of illegal working in licensed premises. But where premises are found to be trading irresponsibly, the licensing authority should not hesitate, where appropriate to do so, to take tough action to tackle the problems at the premises and, where other measures are deemed insufficient, to revoke the licence.'

Summary:

Through this application we have demonstrated that the venue has persistently breached conditions and undermined the licensing objectives. This venue is directly linked to another venue ran by the PLH mirroring many of its issues, and despite engagement nothing has changed.

This venue is considered to be a "riskier" business compared to its sister venue Kiss the Sky due to its significantly higher capacity.

With the above considered, Police Licensing in Camden are no longer satisfied that the venue can operate in a compliant manner and recommend full revocation to ensure the Licensing objectives are upheld.

Witness Signature:

Signature Witnessed by Signature:.....

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RESTRICTED (when complete)

EXHIBIT DCH/02**Engagement Chronology 'the Stepped Approach' between Police and The Camden****a. Monday 8th July 2024 – Email**

Police Licensing Team received an email from The Camden confirming a change of management at The Camden.

b. Saturday 27th July 2024 – Police Licensing visit

Two SIA observed managing the outside areas, one watching the smoking area and the other one searching on the door. A third party promoter appeared to be using their own team who were also present on the door making entry decisions on guests arriving. We spoke to Manager who is Mr Ray's business partner. Manager wanted to discuss removing the last entry condition as the last entry time caused disputes at the door when guests arrived late. The last entry is currently 01:00 and it appeared that people were still being allowed entry beyond this time. The barriers were not closed off until 01:20. Mr Ray then arrived and we observed several people trying to enter premises after the last entry time. We noted a strong smell of Cannabis coming from the venues external smoking area, and the promoter was seen to warn several customers of the Police presence. Customers that had been refused entry during our visit lingered near to the premises. Officers left and visited a neighboring venue where the promoter was observed inviting the previously refused customers into the venue. Email sent to new management asking for a list of events being held.

c. Wednesday 31st July 2024 – Meeting

Mr Ray confirmed that bar staff and DPS are classed as self-employed. Mr Ray was asked to provide records for all the staff members and to clarify how long such records are retained. Police Licensing raised the following issues with the Mr Ray and his Manager:

- Officers raised issues around dispersal: On the Saturday 6th July 2024 eight Police units were assigned to what started as issues around dispersals and drug use. On the Saturday 27th July there was a strong smell of cannabis coming from the external smoking area. Police highlighted some footage and photos that had been sent from a nearby venue showing nitrous oxide balloon sellers outside the venue interacting with customers. Officers also offered to show footage of disorder that had taken place outside of the venue.
- Officers outlined suspected last entry breaches on Saturday 27th July and offered to show footage. A CCTV link was sent for venue footage from Saturday 27th July

- Mr Ray explained that he was still working on the list of events Officers had previously requested.
- Finally Police Licensing submitted a Representation against a TEN due to take place between 9-10th August 2024 due to the ongoing premises licence breaches and concerns over crimes (robberies) taking place during dispersals.

d. Thursday 1st August 2024 – Email

A CCTV request was sent to the venues e-mail address requesting footage from all external cameras between 1am-1:30am on Saturday 27th July 2024 including some additional footage during their dispersal times. Police had previously received footage from another venue showing large crowds outside The Camden at dispersal times with some individuals using nitrous oxide balloons and causing ASB.

e. Monday 5th August - Email

Mr Ray volunteered footage of the new dispersal regime, but the emailed link did not allow viewing. This was later confirmed to be because it was not uploaded and Mr Ray confirmed that his upload had not worked. Staff sent Police a list of upcoming events but without enough information for the MPS to conduct a risk assessment.

f. Thursday 8th August – Email

Camden Council rejected a TEN (for 25th & 26th August) on the grounds the application was completed incorrectly. Mr Ray was emailed with advice and sent a request to provide CCTV footage from Saturday 27th July 2024 again.

g. Monday 12th August – Email

A neighbouring venue sent Police footage from the weekend of Saturday 3rd August 2024 showing a group of males fighting outside The Camden. Despite the disorder, Police have been unable to find evidence on 999 call logs of any staff member at The Camden phoning to report this to the MPS, despite being advised to always do so.

Mr Ray confirmed that the CCTV upload for Saturday 27th July 2024 was not actioned until Monday 12th August.

Condition breach:

- **61.** Copies of recordings must be made available to the Police and/or Licensing Authority on request within 48 hours of the request being made -

On the Thursday 8th August after three attempts footage was not supplied within 48 hours. Footage from all cameras outside had not been supplied as per the request.

h. Tuesday 13th August 2024 - Meeting

Present was the Mr Ray, Manager and DPS from The Camden. Camden Council Licensing Officers initiated this meeting due to noise complaints. Police highlighted poor compliance of conditions, particularly the CCTV conditions and the last entry times.

i. Saturday 17th August – Police Licensing Visit

Mr Ray and Manager at The Camden were handed a ****NOTIFICATION OF ALLEGED OFFENCES**** having breached the following conditions:

- **48.** There shall be no new patrons admitted to the venues after 0100 Hours -
On the Saturday 10th August patrons were still being admitted into the venue after 01:00. This followed footage showing the breach being sent to Police.
- **61.** Copies of recordings must be made available to the Police and/or Licensing Authority on request within 48 hours of the request being made -
On the Thursday 8th August after three attempts footage was not supplied within 48 hours. Footage from all cameras outside had not been supplied as per the request.

j. Sunday 15th September – Violent crime at The Camden

On the Thursday 15th August Police received a call from the London Ambulance Service & Mr Ray reporting that a male had been assaulted by 5 suspects and was bleeding from the head. Staff detained one of the suspects who was arrested. However, staff witnesses refused to provide statements to Police investigators. A lack of statements and assistance seriously undermines investigations and the crime and disorder licensing objective

k. Tuesday 24th September - **BREACH OF CONDITION**

Police requested CCTV footage from external cameras covering the external area on Sunday 22nd September between 01:00 and 01:30. This footage request was not actioned. Mr Ray informed Officers on Saturday 28th September that he believed it was a duplication from the incident on the Sunday 15th September. However the dates were different.

l. Saturday 28th September – Police Licensing visit

A visit was conducted following recent report of assault at the venue. DPS and Manager were unable to access CCTV. Officers noticed that the Manager was also acting as SIA and counting himself in the SIA numbers, but that there were only three SIA on duty when there should have been four. These roles are both too intensive to be completed by one person, as a result of this visit the venue were now short of 1 SIA door supervisor.

The incident log was not sufficiently completed. The crime incident took place between 02:45 and 03:15 (approximately) yet the venue recorded it in this log as 23:45. When asked to see other incidents they said the main log was digital and only Mr Ray had access. The Log could not be produced on request.

Condition breaches (4) as follows:

- Condition 38. The venue must employ a minimum of 4 SIA registered door supervisors from 2000 Hours until close on every Friday and Saturday
- Condition 47. Police must be called to any incident of disorder within the premises or relating to customers from the venue.
- Condition 65. The CCTV system must be checked on a daily basis to ensure it is fully working and this must be logged and signed by the person checking the system. The log must be produced immediately on request of the Police or Licensing Authority.
- Condition 66. An incident log book must be maintained on the premises at all times it remains open to the public and must be made available immediately on request of the Police or Licensing authority

m. Thursday 3rd October 2024 – Email

Police made request for CCTV footage for the external area on 22nd September 2024 to assess how staff were managing the ingress and egress. Staff responded to the request to state there was an issue with the CCTV system and that not all the requested footage from all the cameras could be provided. Some of the workable footage showed staff allowing people to enter the venue after last entry time.

n. Friday 11 October 2024 – Phone call

Manager from The Camden phoned after several emails disclosing issues at the Camden, particularly his concerns over upcoming events and questioned whether the venue were able to manage the risk of disorder

o. Saturday 12th October 2024 – Email

Staff sent Police CCTV footage but cameras did not appear to work

p. Monday 14th October 2024 – Email

Officers received CCTV footage of what appears to be an attempted robbery involving customers of the Camden. One of the males brandishes a knife, a small scuffle ensues and the knife is dropped. Victim runs off over the road and the suspect is restrained by his friends. The Camden Security (it appears) walk over to see what has happened. Manager on duty at the time did not call Police despite knowing that it happened. This incident took place on the Friday 30th August 2024. It was also disclosed that following a violent altercation on the 07th July 2024 a male was injured inside the club and at this point the venue ejected everyone. A call was made to Police but staff closed the venue and did not engage or approach Police. CCTV request made for cameras 5, 10 and 11 for the 13th October between 01:30 and 02:00. This request was not completed, and a ****BREACH OF CONDITION****

q. Tuesday 15th October 2024 – Violent crime at The Camden

Officers received CCTV footage of what appears to be an attempted robbery involving customers of the Camden. One of the males brandishes a knife, a small scuffle ensues and the knife is dropped. Victim runs off over the road and the suspect is restrained by his accomplices. The Camden Security (it appears) walk over to see what has happened. Manager on duty at the time did not call Police despite knowing that it happened. This incident took place on the Friday 30th August 2024.

r. Saturday 18th October 2024 - Police Licensing visit

Several breaches of premises licence identified and staff instructed on what to do to improve

s. Thursday 24th October 2024 - Meeting

Meeting held at Council Offices with Council Licensing Officer. ****NOTIFICATION OF ALLEGED OFFENCES**** handed to Mr Ray for breaches above. Advice and guidance given to Mr Ray

t. Monday 1th November 2024 - Meeting

Meeting held at Council Offices with Council Licensing Officer. Mr Ray and his team provided Officers with policies and outlined changes he had implemented.

u. Saturday 21st December 2024 - Police Licensing visit

Officers provided Mr Ray Ask for Angela/WAVE materials and police evidence bags for drug seizures.


**METROPOLITAN
POLICE**

Book 694

Police Copy

Notification of alleged offences under the Licensing Act 2003

Venue Name: THE CAMDENAddress: 61-65 CROWNDALE ROAD NW1 1TN

REF: (CAD/CRIS etc.)

Details of person in charge at the relevant time: Sonia TayyibDate: 22/09/24 Time: 19/10/24ANTHONY ROYDPS ☒ Personal Licence Holder ☐

Summary of alleged offences identified

- ☐ Section 57(4) Failure to secure premises licence or a certified copy at the premises or to prominently display a summary of the Licence.
- ☐ Section 57 (7) Failure to produce a premises licence or a certified copy.
- ☐ Section 109 (4) Failure to secure that a copy of the Temporary Event Notice (TEN) is prominently displayed at the premises or secure that a copy of the TEN is in the custody of an appropriate person.
- ☐ Section 109 (8) Failure to produce a TEN to a police officer.
- ☐ Section 135 (4) Failure to produce a personal licence to a police officer.
- ☐ Section 136 (1) Carrying on or attempting to carry on a licensable activity on or from any premises otherwise and in accordance with an authorisation or knowingly allowing a licensable activity to be carried on. (Sec19 issued Y ☐ No ☐)
- ☐ Section 137 (1) Exposing alcohol for retail without an authorisation. (Sec19 issued Y ☐ No ☐)
- ☐ Section 138 (1) Keeping alcohol on a premises for an unauthorised sale. (Sec19 issued Y ☐ No ☐)
- ☐ Section 140 (1) Knowingly allowing disorderly conduct on a licensed premises.
- ☐ Section 141 (1) Knowingly selling or attempting or allowing alcohol to be sold to a person who is drunk.
- ☐ Section 144 (1) Knowingly keeping or allowing non duty paid goods or unlawfully imported goods to be kept on premises.
- ☐ Section 145 (1) Allowing an unaccompanied child on a premises (used primarily or exclusively for the sale of alcohol).
- ☐ Section 146 (1) Selling alcohol to an individual aged under 18.
- ☐ Section 147 (1) Knowingly allowing the sale of alcohol to an individual under 18.
- ☐ Section 153 (1) knowingly allowing an individual under 18 to make a an unsupervised sale of alcohol.
- ☐ Section 179 (4) Intentionally obstructing any authorised person exercising a power of entry under section 179.

Details of alleged offence(s) including relevant Cad and Crime report details:

* 48. 22nd Sept 2024	* 25. 19th OCT 2024	* 55. 19th OCT 2024
* 61. 24th Sept 2024	* 38. 19th OCT 2024	* 56. 19th OCT 2024
* 65. 28th Sept 2024	* 43. 19th OCT 2024	* 65. 19th OCT 2024
* 66. 28th Sept 2024	* 44. 19th OCT 2024	* 66. 19th OCT 2024
* 61. 16th OCT 2024	* 46. 19th OCT 2024	* 67. 19th OCT 2024
	* 50. 19th OCT 2024	* 68. 19th OCT 2024
		* 78. 19th OCT 2024
		* 47. 30th AUG 2024

Issuing officer: PC HALLAM 1008 CAI acknowledge receipt of this form: (venue) Imran Harris @ The Camden

The purpose of this notice is to inform you that the failure to comply with the Licensing Act 2003 may result in the police initiating criminal proceedings against the DPS, premises licence holder, or both. This notice may also be used in evidence to support a review of the premises licence pursuant to section 51 Licensing Act 2003 and/or an application for a closure order under section 20 Criminal Justice and Police Act 2001

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Police Copy

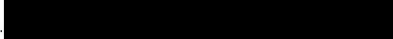
Notification of alleged offences under the Licensing Act 2003Venue Name: The Camden REF: (CAD/CRIS etc.) 1Address: 65 Cromwell Road, NW1 3TNDate: 17/08/24 Time: 22:30Details of person in charge at the relevant time: SimonDPS ☒ Personal Licence Holder ☐**Summary of alleged offences identified**

- ☐ Section 57(4) Failure to secure premises licence or a certified copy at the premises or to prominently display a summary of the Licence.
- ☐ Section 57 (7) Failure to produce a premises licence or a certified copy.
- ☐ Section 109 (4) Failure to secure that a copy of the Temporary Event Notice (TEN) is prominently displayed at the premises or secure that a copy of the TEN is in the custody of an appropriate person.
- ☐ Section 109 (8) Failure to produce a TEN to a police officer.
- ☐ Section 135 (4) Failure to produce a personal licence to a police officer.
- ☐ Section 136 (1) Carrying on or attempting to carry on a licensable activity on or from any premises otherwise and in accordance with an authorisation or knowingly allowing a licensable activity to be carried on. (Sec19 issued Y ☐ No ☐)
- ☐ Section 137 (1) Exposing alcohol for retail without an authorisation. (Sec19 issued Y ☐ No ☐)
- ☐ Section 138 (1) Keeping alcohol on a premises for an unauthorised sale. (Sec19 issued Y ☐ No ☐)
- ☐ Section 140 (1) Knowingly allowing disorderly conduct on a licensed premises.
- ☐ Section 141 (1) Knowingly selling or attempting or allowing alcohol to be sold to a person who is drunk.
- ☐ Section 144 (1) Knowingly keeping or allowing non duty paid goods or unlawfully imported goods to be kept on premises.
- ☐ Section 145 (1) Allowing an unaccompanied child on a premises (used primarily or exclusively for the sale of alcohol).
- ☐ Section 146 (1) Selling alcohol to an individual aged under 18.
- ☐ Section 147 (1) Knowingly allowing the sale of alcohol to an individual under 18.
- ☐ Section 153 (1) knowingly allowing an individual under 18 to make a an unsupervised sale of alcohol.
- ☐ Section 179 (4) Intentionally obstructing any authorised person exercising a power of entry under section 179.

Details of alleged offence(s) including relevant Cad and Crime report details:

Condition 61: 8th August 2024Condition 48: 10th August 2024

Email to follow

Issuing officer:  Print: PC [Redacted] 1908cmI acknowledge receipt of this form: (venue) 

The purpose of this notice is to inform you that the failure to comply with the Licensing Act 2003 may result in the police initiating criminal proceedings against the DPS, premises licence holder, or both. This notice may also be used in evidence to support a review of the premises licence pursuant to section 51 Licensing Act 2003 and/or an application for a closure order under section 20 Criminal Justice and Police Act 2001

Date: 24/03/2025
Application Ref: APP\PREMISES-REV\126738
Direct Phone Number: 0207 9745507
Contact: Peter Agbley
E-mail: [REDACTED]



Public Protection
 Supporting Communities
 London Borough of Camden
 5 Pancras Square
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 N1C 1AG

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www.camden.gov.uk

Please quote our reference in any correspondence

Licensing (Contact Camden)
 Crowndale Centre
 218 Eversholt Street
 London
 NW1 1BD

Licensing Act 2003 – SECTION 53

Re: THE CAMDEN, 61 – 65 CROWDALE ROAD, LONDON, NW1 1TN

LICENSING AUTHORITY REPRESENTATION

This representation is made by the Licensing Authority, and it relates to the following licensing objectives: -

- The prevention crime and disorder

It has come to the attention of the licensing authority that during multiple visits to the premises identified above, a responsible authority, namely the Police, observed a series of alleged breaches of the conditions outlined in the premises licence.

The conditions Referenced are –

38. The Venue must employ a minimum of 4 SIA registered door supervisors from 2000 Hours until close on every Friday and Saturday.
47. Police must be called to any incident of disorder within the premises or relating to customers from the venue.
48. There shall be no new patrons admitted to the venues after 0100 Hours.
61. Copies of recordings must be made available to the Police and/or Licensing Authority on request within 48 hours of the request being made.
65. The CCTV system must be checked on a daily basis to ensure it is fully working and this must be logged and signed by the person checking the system. The log must be produced immediately on request of the Police or Licensing Authority.
66. An incident log book must be maintained on the premises at all times it remains open to the public and must be made available immediately on request of the Police or Licensing Authority.

Complaint and Licensing Engagement

2/11/2023 - 321938- Noise Escape public nuisance

20/04/2024 –noise and public nuisance

16/08/2024- Illegal activities/public nuisance

Joint Engagement Meeting

13/12/2023 - Engagement Meeting with Police, Community Safety, Licensing and Environmental Health, following invitation to the premises which was as a result of complaints from residents about noise and anti-social behaviour from visitors the premises.

13/08/2024 - Engagement Meeting with Police and Licensing

It was noted that the police are not being informed or called when incidents of crime or disorder occur. According to the venue's conditions, it is stipulated that the police must be made aware of such incidents

Cumulative Impact Areas

The premises is situated in the Camden Town Cumulative Impact Area, where there is a presumption to refuse all new and variation applications in its entirety, as set out in Chapter 6 of the Licensing Policy (Cumulative Impact Policies). While this presumption is rebuttable, this is only in exceptional circumstances where the applicant has successfully demonstrated that the granting of their application would not contribute or exacerbate the existing impact of licensed premises in that area.

Conclusion

It is expected that all premises operating within Camden, and particularly those located within the Cumulative Impact Areas (CIA), ensure full compliance with the conditions outlined in their respective premises licences. This is essential to ensure that these premises do not engage in activities that undermine the four licensing objectives, as set forth by the Licensing Act 2003.

Premises operating under a premises licence are legally obligated to comply with the conditions set forth in their licence during all periods of operation when they are open to the public. A premises licence, issued under the Licensing Act 2003 grants specific permissions for activities such as the sale of alcohol, provision of entertainment, or late-night refreshment. The conditions attached to the licence are designed to ensure that the premises operate in a manner that upholds public safety, minimises risks, and prevents nuisances or disturbances to the surrounding residents.

Although the licensing authority has provided the license holder with the opportunity to rectify the issues and breaches related to their license whenever such matters were brought to their attention in writing, the efforts have proven unsuccessful. Failure to comply with the conditions of a premises licence may result in formal action by the licensing authority.

It is also imperative that all licensed premises, especially licensed premises operating within the CIA zones take all necessary steps to ensure they fully comply with the conditions of their licences and continue to meet their obligations under the Licensing Act 2003.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Peter Agbley', with a stylized flourish at the end.

Peter Agbley
Licensing Team Leader (Acting Up)

Representation	
Premises name	The Camden
Application reference number	APP\PREMISES-REV\126738
Last date for representation	24/03/2025

Making a representation as

As an organisation

Your details**Organisation name**

Friends of Oakley Square

First name

Rachel

Last name

Palin

Telephone number (optional)**Email address**

[REDACTED]

Address
 Flat D
 55 Oakley Square
 London
 NW1 1NJ
Remain anonymous

No

Grounds of representation

- prevention of crime and disorder
- ensuring public safety
- prevention of public nuisance

Details of representation
 See attached letter from local residents
 group
Supporting documents (optional)

- TheCamdenLicencereview.docx

About this form

Issued by

Camden Town Hall
Judd Street
London
WC1H 9JE

Contact phone

020 7974 4444

Data protection

No personal information you have given us will be passed on to third parties for commercial purposes. The Council's policy is that all information will be shared among officers and other agencies where the legal framework allows it, if this will help to improve the service you receive and to develop other services. If you do not wish certain information about you to be exchanged within the Council, you can request that this does not happen.

Friends of Oakley Square Gardens


23.03.2025

Re. The Camden – Licence Review

Dear Sir/ Madam,

I am writing on behalf of the Friends of Oakley Square, a group of residents who live on Oakley Square (north), the street which backs onto The Camden bar on Crowndale Road. We understand that venue's licence is under review and would like our experience of neighbouring the venue to be taken into account.

There is no doubt that since the venue opened it has had a largely negative impact on the residents who live here, much of which has been reflected in complaints to authorities. Sometimes we are heard and regulations are enforced but then the issues occur again. Several years on, we as residents are at the end of our tether regarding the noise, rubbish and anti-social behaviour that is connected to a venue which doesn't seem to have little respect for its local community.

I have outlined below the areas where residents feel that they are being adversely affected by the venue:

1. Unacceptable Noise Levels

For most of the residents the loud music late into the night has been the biggest issue, with the base from the venue thudding through our bedroom windows when people are trying to sleep. This sort of disturbance within our own homes is unacceptable and has now been going on for several years.

We have complained about music on numerous occasions since The Camden opened. In both 2023 and 2024 we made a large amount of listed noise complaints about music from the Camden and neighbouring Koko. (**see note 1). Koko are largely helpful and we can contact them directly. In 2024, management at The Camden ensured us that a limiter has been placed on the speakers which had an impact for a short while but **our biggest concern in recent months is the huge increase in noise levels from music being played at the venue late at night. The limiter seems long forgotten and the noise seems to only be getting worse.** This is also in winter when our windows are shut, we are not looking forward to the summer.

The Camden also increasingly seem to have events on Sunday afternoons/ early evenings with more intrusive music and loud base on the one day we think we'll get some peace.

We are told to register noise complaints but the issue has been going on so long that residents are now completely jaded by the whole process. When you are lacking sleep anyway, registering a noise complaint is even more disruptive and with little or no follow up,

people are fed up with complaining and would like a longer term solution to the noise issues.

It is quite clear that venue is not, and never has been, properly sound proofed. Back in the day when it was the Purple Turtle, the noise from the venue was disruptive to everyone in the vicinity and led to it's closure. We don't understand why it is given a licence as a music venue when this is so clearly the case.

2. Anti-social behaviour from visitors to the venue

Visitors to the venue often park on our street which can become a venue for pre-night out meet ups or post- party hang outs with groups gathering around cars, drinking, taking drugs, inhaling laughing gas and urinating in our doorways. This has made many residents cautious and some anxious about walking down their own street at night. Loud after-hours partyers returning to their cars in the early hours is also a problem. Rubbish including empty bottles, laughing gas canisters and cups are what we are left with after a big night.

We understand that this could be other venues in Camden but last summer we could directly link events at the Camden with this sort of behaviour. **See Note 2 below**, a record of complaints to Camden last August when club nights at The Camden meant a massive pre-party on our street.

This is less the case this winter but residents are very fearful that summer will bring the same anti-social behaviour that we witnessed last August and that we will once again be left to clear up the rubbish of partyers and feel unsafe about walking to our homes at night.

It is also big worry for us that, unlike Koko, most of The Camden events appear to be private and not advertised on their website, so the public have no idea who is using it and who is responsible for the event. We have no idea which promoters The Camden are working with and the crowds that they attract and there seems to be no evidence of supervision or a body to complain too. Also, this means there is no connection with, or care for, the local community.

3. Environmental concerns

Rubbish outside the venue after a night continues to be a problem. Residents have reported walking their dogs around the block the morning after and finding a large amount of rubbish, gas cylinders and broken glass. The huge bins from the venue now live on the street and are often overflowing.

The barriers for the new queuing system outside the venue and the smoking area on the street make it virtually impossible to walk down that side of the street when there is an event on. **See note 3** – a photo of 2.20pm today Sunday 23rd March where most of the pavement is blocked ahead of an event.

One residents wrote *“With crowds queuing for Koko on one side to have another venue opposite also with queues and drop offs creates a total bottleneck. It is inappropriate in a*

residential street and should be closed down. Personally I have felt afraid to have to walk or even drive - now the only route into our street - along that stretch late evening at weekends."

In summary, we are fed up with the disturbed nights, the rubbish, the anti-social behaviour that The Camden has brought with it. We understand Camden's drive to create a night time economy but living on a residential street, we are should not have to live with music thudding through our windows late at night, rubbish on our doorsteps or feel unsafe walking on our own street in the evenings because a venue doesn't care about those living close by.

Yours sincerely,

Friends of Oakley Square.

***NOTE 1**

Previous Noise complaint references:

2023

- 29th April: ref 308967, ref 308966. Although there were several callers that night who were not given call reference numbers

-18th June: ref 297625, ref 310960

-20th June: ref 309690, ref 311068, ref 297625

-8th July ref 311782, ref 356122, ref 309690, ref 311819

-15th July - no reference number, but we contacted KOKO directly to complain

-20th July ref 311782

-22nd July, 3rd Aug, 6th Aug, 14th Oct no reference number, but we contacted KOKO directly to complain

2024 – more luck communicating directly with venues.

8th June Ref 323437

1st Oct – complaint direct to The cAmdne management

12.10.2024 Ref 322821

2025 – No direct communication with Camden but residents fed up with complaining.

26.02.25 Wrote directly to the council about noise

01.03.2025 Ref 3117802

***Note 2**

5/08/2024

Dear Samina and the licensing team,

I hope you are well. I am writing on behalf of the residents of Oakley Square and neighbouring roads as we are increasingly concerned and dismayed about the effect recent club nights at the Camden are having on our community.

We have had clubbers and late night drinkers making a noise on our residential road late at night for a while now but over the last few weekends the disruption is now taking

place earlier on, on a much bigger scale and is becoming increasingly more distressing for residents.

Oakley Square now seems to have become not only the post but the pre-party meeting place for local club nights, mostly at The Camden, with large groups parking on our street, meeting up, playing loud music, drinking and doing laughing gas, often as early as 6pm. When they eventually leave, the amount of rubbish and canisters left around is disgusting. Often the clubbers urinate on our street and in our doorways on the way to the club/s. When they return late at night there is more of the same. We know the majority are going to nights at The Camden as we have asked where they are going and the timing coincides with new club nights at the venue.

We have called the police on several occasions. Some recent examples:

Sun 28th July

6pm returned to street to see clubber urinating in doorway of no 70.

Group assembled around 2 cars to do laughing gas outside house before heading off to the Camden.

CAD 6210 280724

Video available

Sat 3rd August

From 18:30pm, pretty much all night cars parked up in the street, blasting music, drivers and passengers openly doing balloons and urinating in the street and park. Appears to be clientele from the camden.

Note Three – queuing system blocking Street – Sunday 23rd March at 2.20pm





London Borough of Camden, Town Hall, Judd Street, London, WC1H 9JE

Premises Licence
London Borough of Camden Licensing Authority

Premises licence number

PREM-LIC\1624

Part 1 – Premises details

Postal address of premises, or if none, ordnance survey map reference or description

The Camden
61- 65 CROWDALE ROAD
LONDON
NW1 1TN

Telephone number	020 7383 4976
-------------------------	---------------

Where the licence is time limited the dates

N/A

Licensable activities authorised by the licence

Sale by Retail of Alcohol
Late Night Refreshment
Films
Recorded Music
Live Music
Performances of Dance
Anything of a Similar Description to Live Music, Recorded Music or Performances of Dance
Provision of Facilities for Making Music
Provision of Facilities for Dancing
Provision of Facilities for Entertainment of a Similar Description to Making Music and Dancing

The times the licence authorises the carrying out of licensable activities

Sale by Retail of Alcohol:

Monday - Tuesday	11:00 - 02:00
Wednesday - Thursday	11:00 - 03:00
Friday - Saturday	09:00 - 04:00
Sunday	09:00 - 01:00

Late Night Refreshment:

Sunday - Thursday: 23.00-00.30
Friday & Saturday: 23.00-02.30

**Films:**

Monday - Tuesday 11:00 - 02:00
 Wednesday - Thursday 11:00 - 03:00
 Friday - Saturday 09:00 - 04:00
 Sunday 09:00 - 01:00

Recorded Music:

Monday - Tuesday 11:00 - 02:00
 Wednesday - Thursday 11:00 - 03:00
 Friday - Saturday 09:00 - 04:00
 Sunday 09:00 - 01:00

Live Music:

Monday - Tuesday 11:00 - 02:00
 Wednesday - Thursday 11:00 - 03:00
 Friday - Saturday 09:00 - 04:00
 Sunday 09:00 - 01:00

Performances of Dance:

Monday - Tuesday 11:00 - 02:00
 Wednesday - Thursday 11:00 - 03:00
 Friday - Saturday 09:00 - 04:00
 Sunday 09:00 - 01:00

Anything of a Similar Description to Live Music, Recorded Music or Performances of Dance:

Monday - Tuesday 11:00 - 02:00
 Wednesday - Thursday 11:00 - 03:00
 Friday - Saturday 09:00 - 04:00
 Sunday 09:00 - 01:00

Provision of Facilities for Making Music:

Monday - Tuesday 11:00 - 02:00
 Wednesday - Thursday 11:00 - 03:00
 Friday - Saturday 09:00 - 04:00
 Sunday 09:00 - 01:00

Provision of Facilities for Dancing:

Monday - Tuesday 11:00 - 02:00
 Wednesday - Thursday 11:00 - 03:00
 Friday - Saturday 09:00 - 04:00
 Sunday 09:00 - 01:00

Provision of Facilities for Entertainment of a Similar Description to Making Music and Dancing:

Monday - Tuesday 11:00 - 02:00
 Wednesday - Thursday 11:00 - 03:00
 Friday - Saturday 09:00 - 04:00
 Sunday 09:00 - 01:00

The opening hours of the premises

Monday - Tuesday 11:00 - 02:30
 Wednesday - Thursday 11:00 - 03:30
 Friday - Saturday 09:00 - 04:30
 Sunday 09:00 - 01:30



Where the licence authorises supplies of alcohol whether these are on and/or off supplies

Sale by retail of alcohol is permitted for consumption ON the premises.

Part 2

Name, (registered) address, telephone number and e-mail (where relevant) of holder of premises licence

Bilberry Gardens Entertainment Limited

[REDACTED]

[REDACTED]

[REDACTED]

Registered number of holder, for example company number, charity number (where applicable)

[REDACTED]

Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol

Sonia de Leon Trujillo

[REDACTED]

[REDACTED]

[REDACTED]



Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises the supply of alcohol

Personal Licence Number: [REDACTED]

Issuing Authority: [REDACTED]

Signed on behalf of the Director, Culture and Environment Directorate

[REDACTED]

Date Licence Amended: 13/06/2024 - APP\PREMISES-VARYDPS\121319
 Date Licence Amended: 23/05/2024 – Remove DPS
 Date Licence Amended: 23/12/2022 - APP\PREMISES-C-PREM\113090
 Date Licence Amended: 24/10/2022 - APP\PREMISES-C-PREM\112348
 Date Licence Amended: 16/05/2022 - APP\PREMISES-VARYDPS\109677
 Date Licence Amended: 01/11/2018 - APP\PREMISES-VARYDPS\092890
 Date Licence Amended: 30/10/2018 - APP\PREMISES-TRANS\092843
 Date Licence Amended: 08/03/2018 - APP\PREMISES-TRANS\088306
 Date Licence Amended: 03/04/2017 - APP\PREMISES-MVARY\00686
 Date Licence Amended: 27/12/2016 - APP\PREMISES-TRANS\001536
 Date Licence Amended: 28/10/2016 - APP\PREMISES-VARYDPS\004298
 Date Licence Amended: 25/02/2016 - APP\PREMISES-VARYDPS\003937
 Date Licence Amended: 25/02/2016 - APP\PREMISES-TRANS\001434
 Date Licence Amended: 24/02/2016 - APP\PREMISES-C-PREM\0063
 Date Licence Amended: 27/12/2015 - APP\PREMISES-TRANS\001411
 Date Licence Amended: 17/08/2015 - APP\PREMISES-LICOPY\0135
 Date Licence Amended: 14/04/2015 - APP\PREMISES-VARYDPS\003562
 Date Licence Amended: 13/08/2014 - APP\PREMISES-VARYDPS\003284
 Date Licence Amended: 09/12/2013 - APP\PREMISES-LICOPY\0072
 Date Licence Amended: 05/09/2012 - APP\PREMISES-VARY\000720
 Date Licence Amended: 20/03/2012 - APP\PREMISES-VARYDPS\002346
 Date Licence Amended: 28/07/2010 - APP\PREMISES-VARYDPS\001785
 Date Licence Amended: 06/10/2009 - APP\PREMISES-VARY\000495
 Date Licence Amended: 10/10/2008 - Change of DPS name
 Date Licence Amended: 27/02/2008 - APP\PREMISES-SVARI\000027
 Date Licence Amended: 09/06/2007 - APP\PREMISES-VARYDPS\000663
 Date Licence Granted: 20/09/2005



Annex 1 - Mandatory conditions

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 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.
4. 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.
5. But nothing in subsection (4) 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).
6. 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.
7.
 - (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
 - (2) 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



- (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 of undermining 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 of undermining a licensing objective;
 - (d) 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;
 - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of disability).
- 8. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
- 9.
 - (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
 - (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
 - (3) 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) a holographic mark, or
 - (b) an ultraviolet feature.
- 10. The responsible person must 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;

(b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and

(c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

11. A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

12. For the purposes of the condition set out in paragraph 11
 - (a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979
 - (b) "permitted price" is the price found by applying the formula

$$P = D + (D \times V)$$
 where
 - (i) P is the permitted price,
 - (ii) D is the rate of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
 - (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
 - (c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence
 - (i) the holder of the premises licence,
 - (ii) the designated premises supervisor (if any) in respect of such a licence, or
 - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
 - (d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
 - (e) "valued added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.



13. Where the permitted price given by Paragraph (b) of 12 above would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
14. (1) Sub-paragraph (2) applies where the permitted price given by Paragraph (b) of paragraph 2 on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.
15. Where a premises licence authorises the exhibition of films, the licence must include a condition requiring the admission of children to the exhibition of any film to be restricted in accordance with this section.
16. Where the film classification body is specified in the licence, unless subsection (3)(b) applies, admission of children is must be restricted in accordance with any recommendation made by that body.
17. 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.
18. 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).

Annex 2 - Conditions consistent with the Operating Schedule

19. Alcohol shall not be sold or supplied except during the permitted hours. In this condition, permitted hours means:

Monday - Tuesday	11:00 - 02:00
Wednesday - Thursday	11:00 - 03:00
Friday - Saturday	09:00 - 04:00
Sunday	09:00 - 01:00
20. Hours will be in line with the hours for regulated entertainment:



Monday - Tuesday	11:00 - 02:00
Wednesday - Thursday	11:00 - 03:00
Friday - Saturday	09:00 - 04:00
Sunday	09:00 - 01:00

These hours are extended from the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.

21. The above condition (11) does not prohibit:
 - a. the ordering of alcohol to be consumed off the premises, or the despatch by the vendor of alcohol so ordered;
 - b. the consumption of the alcohol on the premises by, or the taking of, sale or supply to, any person residing on the premises;
 - c. the sale or supply of alcohol to a trader or club for the purposes of the trade or club;
 - d. the taking of alcohol from the premises by a residing there;
 - e. the supply of alcohol for consumption on the premises to any private friends of a person residing there who are bona fide entertained by him at his own expense, or the consumption of alcohol by persons so supplied;
 - f. the supply of alcohol for consumption on the premises to persons employed there for the purposes of the business carried on by the holder of the licence, or the consumption of alcohol, so supplied, if the alcohol is supplied at the expense of their employer or of the person carrying on or in charge of the business on the premises;
 - g. the sale or supply of alcohol to any canteen or mess, being a canteen in which the sale or supply of alcohol is carried out under the authority of the Secretary of State or an authorised mess of members of Her Majesty's naval, military or air forces.
22. Unless otherwise specified on this licence, no regulated entertainment, other than by way of music and singing only which is provided solely by the reproduction of recorded sound, shall take place at the premises with the exception of pre-booked private events limited to the provision of music and dancing for pre-invited guests.
23. Regulated entertainment, for which there is no licence, may not take place on the licensed premises, as detailed by the plan, if members of the public are admitted.
24. Burlesque performances are restricted to the stage, allowing for partial nudity. Performers must ensure underwear and nipple tassels are kept on during performances. Burlesque performances will be provided as an addition to a show and shall not be the sole form of entertainment.

Children shall not be permitted on the premises when performances involving nudity take place.



25. At least one body worn video camera shall be utilised by one member of security on the door of the venue whilst on duty.
26. 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 that the security staff are on duty.
27. For any event involving a promoter, their associates, DJ or artist(e), or one where the venue has been booked by an outside agent with the view to selling tickets to the public for profit; the licensee shall complete a risk assessment form 696 and email it to: SCD9ProactiveLicesningIntelligence@met.pnn.police.uk, and copied to EL-Licensing@met.police.uk at least 14 days prior to the event. The licensee shall notify the Metropolitan Police using the same emails if there are any short-notice bookings of events or any unusual or large scale event as soon as reasonable practicable. The Police shall have the right to absolute refusal of any such events for reason of late notification.
28. The venue shall enforce a dress code with strictly no admissions for patrons wearing baseball hats/headwear and hoods.
29. Model National Conditions 1-41:

Application

- 1 These Conditions and Definitions shall apply whenever the *premises* are in use under the terms of a licence issued by the *Council*.



Note: In order to ensure the safety of *staff* and performers, it is generally advisable to extend the operation of arrangements provided for the safety of the *public* to all times when the *premises* are occupied.

Definitions

2 In these Conditions the following words have the meanings indicated. Except where the context demands otherwise the singular includes the plural and the masculine includes the feminine. Words in *italics* throughout these Conditions denote words defined below.

Accommodation limit

the maximum number of people, not being *staff* or performers, permitted by the *Council* to be within the *premises* or a designated area of the *premises* when they are in use under the terms of a licence issued by the *Council*.

Note:

(1) Experience has shown that where *accommodation limits* include *staff*, *Licensees* may reduce the number of *staff* present as the *entertainment area* becomes more crowded in order to comply with the *accommodation limits* on the licence. Such reduction is undesirable. Therefore *accommodation limits* exclude *staff* and performers.
(2) In exceptional circumstances the *Council* may also limit the numbers of *staff* and performers.

Approved

permitted in advance by the *Council* in writing.

Approved arrangements

the arrangement of the *premises*, (including the layout, fittings, installations and all other things in connection therewith) as *approved* by the *Council*.

Attendant

a member of *staff* on duty to assist the *public* entering or leaving auditoria and to assist in the event of fire or other emergency.

Authorised Officer

any police or fire officer or any person authorised in writing by the *Council*.

Balcony front

the barrier at the front edge of a balcony which prevents people from falling on to the floor or tier beneath the balcony.

BS

the appropriate British Standard, which may be an equivalent harmonised European Standard. All references to British Standards are to the current edition unless a date is shown.



Certificate	a written report or reports of <i>inspection</i> and satisfactory condition completed by an appropriately qualified engineer or other <i>competent person</i> and normally submitted to the <i>Council</i> within one month of <i>inspection</i> .
Note:	The <i>competent person</i> , when completing the <i>certificate</i> , may indicate the period of validity of the <i>certificate</i> , which will normally be accepted by the <i>Council</i> .
Competent person	a person who has such practical and theoretical knowledge and such experience as is necessary to carry out the work and who is aware of the limits of his own ability, expertise and knowledge.
Consent	permission given in advance by the <i>Council</i> in writing.
Council	the licensing authority named on the licence.
Door Supervisor	any person employed at or near the entrance to the <i>premises</i> to ascertain or satisfy himself as to the suitability of members of the <i>public</i> to be allowed on the <i>premises</i> or any person employed to maintain order on the <i>premises</i> .
Note:	The <i>Council</i> will not normally consider the <i>Licensee</i> or <i>Duty Manager</i> to be a Door Supervisor.
Duty Fire Officer	a member of <i>staff</i> who has been adequately trained in fire prevention and fire-fighting to the satisfaction of the <i>Council</i> .
Duty Manager	a person appointed by the <i>Licensee</i> in writing to be in charge of the <i>premises</i> .
Durably-treated flame-retarded fabric	see under <i>Flame-retarded fabric</i>
Emergency lighting	see under <i>Lighting</i>
Entertainment area	that part of the <i>premises</i> which is constructed and arranged for use for entertainments including any <i>stage</i> or auditorium.
Escape lighting	see under <i>Lighting</i>
Film exhibition	any exhibition of moving pictures which is produced otherwise than by the simultaneous reception and exhibition of programmes included in a programme service within the meaning of the Broadcasting Act

1990.

Flame-retarded fabric

a fabric that has been tested using the methods in *BS 5438: 1989* Tests 2A (face ignition) and 2B (bottom ignition) using a 10 second flame application time in each case. The results of tests on the fabric shall show that no part of any hole nor the lowest boundary of any flaming reached the upper or either vertical edge of the specimen and that there was no separation of any flaming debris. (This performance standard is akin to that set out in *BS 5867-2: 1980* Type B.)

Durably-treated flame-retarded fabric

a fabric that has been chemically treated to render it flame-retarded. Prior to the ignitability tests set out above the fabric is subjected to the appropriate wetting or cleansing procedure set out in *BS 5651: 1989*. After this washing or cleansing procedure, the fabric shall meet the performance standard for *flame-retarded fabric* set out above.

Inherently flame-retarded fabric

a fabric which, although not non-combustible and not subjected to any flame-retarding process or finish, meets the performance standard for *flame-retarded fabric* set out above throughout its thickness. The *BS 5651* 'durability' procedure can be omitted before testing fabrics composed entirely of thermoplastic materials such as nylon, polyester or modacrylic, to which a flame-retarding treatment has not been applied.

Indoor sports

see under *Sports entertainment*

Inherently flame-retarded fabric

see under *Flame-retarded fabric*

Inspect/inspection

to carry out a visual inspection accompanied by such other test as may be necessary, in the opinion of the *competent person* carrying out the inspection, to enable the completion of a *certificate* of (satisfactory) condition.

Licensee

the person (or body) to whom the *Council* has granted the licence or who is deemed to be the holder of the licence under the relevant statutory provision.

Lighting

Emergency lighting

lighting provided for use in the event of the failure of the *normal lighting* system. Emergency lighting includes *escape lighting*. Any reference in these Conditions to



an emergency lighting battery shall be taken to apply to all batteries provided as part of the emergency lighting installation.

Escape lighting

that part of the *emergency lighting* which is provided to ensure that the escape routes are illuminated at all material times. In these Conditions any reference to *emergency lighting* shall be taken to apply likewise to any escape lighting not provided as part of an *emergency lighting* installation.

Management lighting

the combination of the *emergency lighting* and that part of the *normal lighting* which, in the absence of adequate daylight, is intended to facilitate safe movement about the *premises*.

Note: In closely-seated auditoria this would be the usual performance mode.

Normal lighting

all permanently installed electric lighting operating from the normal supply which, in the absence of adequate daylight, is intended for use during the whole time that the *premises* are occupied.

Note: Normal lighting does not include *emergency lighting*, purely decorative lighting and stage or performance lighting.

Local Fire Control Centre

the address and telephone number which the *Licensee* has confirmed with the Fire Authority as appropriate for the *Licensee* to use in order to make contact with the fire brigade in a non-emergency but immediate manner.

Log-book

Any log-book *required* under these Conditions shall be:
 (i) accurate and up to date;
 (ii) bound and consecutively numbered;
 (iii) retained in a safe and secure place on the *premises* for a minimum of 5 years after the date of last entry or for such longer period as *required*; and
 (iv) readily available for examination by an *Authorised Officer*.

Note: Log-books may be kept in a manual form. The *Council* will accept records in electronic form provided the *Licensee* can demonstrate adequate security and integrity of the information. Specimen Fire log-books are provided in Appendix 4.

Management lighting

see under *Lighting*



Normal lighting	see under <i>Lighting</i>
Open stage	see under <i>Stage</i>
Pop concert	an event at which live or recorded amplified music is played and which could reasonably be expected to attract an audience of such a nature as could lead to problems with crowd control, over-excitement and/or unruly behaviour.
Premises	all parts of the premises as licensed by the <i>Council</i> including the ancillary parts of the building such as offices, changing rooms, workshops, stores etc which are used in connection with the <i>entertainment area</i> .
Public	persons, other than <i>staff</i> or performers, who are on the <i>premises</i> , whether or not they are members of a club and irrespective of payment.
Required	specified by the <i>Council</i> in writing.
Scenery	includes cloths, drapes, gauzes, artificial foliage and fabric decorations.
Separated stage	see under <i>Stage</i>
Special effects	any device or effect which was not included in the original licensing risk assessment for the <i>premises</i> which, if not properly controlled, may present a hazard. Examples include the use of dry ice machines, cryogenic fogs, smoke machines, fog generators, pyrotechnics and fireworks, real flame, firearms, motor vehicles, strobe lighting and lasers.
Special risks	any entertainment which falls outside the normal use of the <i>premises</i> and which, if not properly controlled, may present a hazard. Examples include foam parties, skating to music and performances especially for children.
Sports entertainment	contests, exhibitions or displays of any sport where physical skill is the predominant factor (except dancing in any form) held indoors to which the <i>public</i> are invited as spectators.
Staff	any person, whether or not employed by the <i>Licensee</i> , concerned in the management, control or supervision of the <i>premises</i> who has been given specific responsibilities by the <i>Licensee</i> or <i>Duty Manager</i> .



Staff alerting system		a system (whether electronically operated or otherwise) for immediately alerting <i>staff</i> to take appropriate action in the event of fire or other emergency.
Stage		the specific part of an <i>entertainment area</i> on which performers perform which is distinct from the area occupied by the <i>public</i> , often elevated above level of the adjacent floor; includes, where the context permits, platform, dais or rostrum.
Open stage		a <i>stage</i> which is not separated from the auditorium by a safety curtain. An <i>open stage</i> should, however, be separated from the rest of the <i>premises</i> , other than the <i>stage fire risk area</i> , by fire-resisting construction.
Separated stage		a <i>stage</i> that is separated from the rest of the <i>premises</i> , other than the <i>stage fire risk area</i> , by fire-resisting construction and provided with a safety curtain, which affords smoke separation between the <i>stage</i> and the auditorium. The safety curtain is normally installed to close off a proscenium opening.
Stage fire risk area		the <i>stage</i> and the auditorium together with any scene dock, workshop, stage basement, staff or other room associated with the <i>stage</i> . The <i>stage fire risk area</i> is separated from the rest of the <i>premises</i> by fire-resisting construction.
Trailer		a film advertising a <i>film exhibition</i> .
Standard hours of opening	3	The <i>premises</i> shall not open to the <i>public</i> before 9.00 a.m. On Sundays, Good Fridays and Christmas Day the <i>premises</i> shall not open before 2.00 p.m. for the performance of plays.
Standard hours of closing	4	The <i>premises</i> shall not be kept open after 11.00 p.m. for music, music and dancing, boxing, wrestling or indoor sports or after midnight for plays and <i>film exhibitions</i> .
		Note: This is the standard terminal hour, which may be varied in particular cases.
Licence	5	(a) The relevant licence or a clear copy of it shall be prominently exhibited in a position where the <i>public</i> can easily read it. For the purpose of this Condition the licence shall be interpreted to mean the licence document containing conditions specific to the <i>premises</i> , including any <i>accommodation limits</i> .



Note: Appendix 2 illustrates an example of the licence which should be displayed; this normally consists of one or two pages.

- (b) A copy of any Standard Conditions shall be readily available to the *Duty Manager*.

Note: This will include any Additional Conditions attached to the licence.

- (c) The *premises* shall not be used for any purpose for which a licence is *required* unless specifically licensed for that purpose.

Note: If the *premises* are licensed for several types of entertainment but are regularly used for one type of entertainment, the *Council* should be informed of any change to a different type of entertainment.

Admission of Authorised Officers 6

Authorised Officers who carry written authorisations and proof of identity, which they will produce on request, shall be admitted immediately to all parts of the *premises* at all reasonable times.

Note: *Authorised Officers* examining *entertainment areas* whilst a performance is in progress should take care not to interrupt the performance and to respect privacy. The *Licensee* should ensure that reasonable assistance is given to *Authorised Officers* to enable them to discharge their functions.

PART II

ACTIVITIES FOR WHICH A SPECIFIC CONSENT OR WAIVER IS REQUIRED

Hypnotism

- 7 (a) The *Licensee* shall not permit any exhibition, demonstration or performance of hypnotism, mesmerism or any similar act or process which produces or is intended to produce in any person any form of induced sleep or trance in which susceptibility of the mind of that person to suggestion or direction is increased or intended to be increased. This Condition does not apply to exhibitions given under the provisions of Section 2(1A) and 5 of the Hypnotism Act 1952.

Note: Any waiver of this Condition by the *Council* will be subject to Additional Conditions H. The procedure for application to waive this Condition is set out in Appendix H1, which will be sent to the *Licensee* on request.



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| Entertainment involving special risks | 8 | <p>(a) The <i>Licensee</i> shall not permit an entertainment that involves <i>special risks</i> except with <i>consent</i>. Any <i>approved</i> performances especially for children shall comply with Additional Conditions K.</p> <p>(b) The <i>Licensee</i> shall not permit explosives or highly flammable substances to be brought onto the <i>premises</i> except with <i>consent</i>. Any storage of explosives or highly flammable substances shall comply with Additional Condition FX10.</p> |
| Entertainment using special effects | 9 | <p>(a) The <i>Licensee</i> shall not permit the use of <i>special effects</i>, except with <i>consent</i>. Any <i>approved</i> use of <i>special effects</i> shall comply with Additional Conditions FX.</p> <p>(b) The <i>Licensee</i> shall give the <i>Council</i> at least 10 days' notice in writing of any proposal to use <i>special effects</i>. The notice shall include, save in exceptional circumstances, exact details of the proposal including the date and time when the <i>special effects</i> can be demonstrated.</p> |
| Compressed gases | 10 | <p>Compressed or liquefied gases shall not be used except with <i>consent</i>. At least 10 days' notice in writing shall be given to the <i>Council</i> of any proposal to bring storage cylinders into the <i>premises</i>.</p> <p>Note: This Condition does not normally apply to gas cylinders used in connection with the dispensing of beverages.</p> |

PART III PARTICULAR RESPONSIBILITIES OF THE LICENSEE

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|---|-----------|---|
| Overall responsibility of Licensee | 11 | <p>(a) The <i>Licensee</i> shall ensure that the <i>premises</i> continue to comply with the Technical Regulations as set out in Appendix 1. No alterations shall be made to the <i>approved arrangements</i> except with <i>consent</i>.</p> <p>(b) The <i>Licensee</i> shall, except with <i>consent</i>, retain control over all parts of the <i>premises</i>.</p> <p>(c) Either the <i>Licensee</i> or the <i>Duty Manager</i> shall be in charge of and within the <i>premises</i> whenever the <i>public</i> are present. However the <i>Licensee</i> remains responsible for the</p> |
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observance of all licensing conditions.

Duty Manager 12

The *Licensee* may authorise in writing a *Duty Manager*, who shall be at least 18 years old, to deputise for him. This written authorisation shall be kept on the *premises* and be readily available for examination by any *Authorised Officer*. The *Licensee* must be satisfied that anyone appointed as a *Duty Manager* understands the need to comply with the Conditions of the licence and is competent to perform the function of *Duty Manager*.

Note:(1) Hereafter in these Conditions the term *Licensee/Duty Manager* will mean the *Licensee* or the *Duty Manager* as appropriate.
(2) The *Licensee* may appoint a hirer of the *premises* to be *Duty Manager* if appropriate.

Qualifications of Licensee and Duty Manager 13

The *Licensee* (if an individual) and any *Duty Manager* shall:

- (i) have undertaken an *approved* training course leading to the possession of the BIIAB Level 2 National Certificate for Entertainment Licensees; or
- (ii) possess an equivalent qualification, for example for concert halls, the National Vocational Qualification in Cultural Venue Administration (Level 3); or
- (iii) be able to demonstrate to the satisfaction of the *Council* that he possesses all relevant knowledge and experience.

Note:(1) This Condition does not apply to theatres or cinemas.
(2) This Condition does not apply to the *Duty Managers* of village halls or similar *premises*, or to other *premises* where the *Council* considers the requirement to be unnecessary.

Staff

- 14 (a)** The *Licensee/Duty Manager* shall ensure that he has sufficient trained *staff* on duty to ensure the safe evacuation of the *premises* in the event of emergency. Such *staff* shall have been specifically instructed on their duties in the event of an emergency by the *Licensee* or by a person nominated by him. The instruction given to *staff* shall include training on the safe and efficient running of the *premises* and the safe evacuation of the *premises*.

Note:It is important that the evacuation procedures are fully understood by all *staff*, especially where a two-



stage fire alarm warning system is operated during performances.

- (b) A nominated member of *staff* in addition to the *Duty Manager* shall have responsibility for fire prevention measures and for ensuring that all escape routes including exit doors are fully available.

Note: This person should be the *Duty Fire Officer* where one is employed.

- (c) No *Door Supervisor* shall be employed at *premises* outside London except with *consent*. Any employment shall be in accordance with Additional Conditions D.

- (d) *Staff* with specific responsibilities in the event of fire or other emergency, together with deputies, shall receive training and written instruction appropriate to their role as set out in Appendix 3. The *Licensee/Duty Manager* shall, once he is satisfied as to the competence of each member of *staff*, record this in the *Fire log-book*.

- Fire log-book** 15 (a) The *Licensee* shall cause a *Fire log-book* to be kept which shall comply with Appendix 4.

Note: *Licensees* are advised that it is good practice to keep a general incident *log-book* in which are recorded details of each day's events. This may be combined with the *Fire log-book*. Appendix 4 includes an example of this approach.

- (b) Any *Authorised Officer* shall be entitled to obtain a photocopy of any page(s) of any *log-book*.

- Staff register** 16 The *Licensee/Duty Manager* shall maintain a register indicating the numbers of *staff*, including any *Door Supervisors* and all performers, who are present when the *public* are present. This register shall be produced immediately on the request of an *Authorised Officer*. This Condition does not apply to any *premises* that are being used for a closely seated audience.

Note: (1) A sample register is set out in Appendix 5.
(2) As *accommodation limits* exclude *staff* and performers, this register may be used by *Authorised Officers* to assist in deciding how many *staff* and performers are present in the *premises* at a given time. The register will also be used in the event of an emergency evacuation of the *premises*. It is

Dancing **17** Dancing shall be restricted to the areas designated by the *Council*.

Prevention of nuisance **18** **(a)** The *Licensee/Duty Manager* shall ensure that no nuisance is caused by noise emanating from the *premises* or by vibration transmitted through the structure of the *premises*.

(b) If *required*, clearly legible notices shall be displayed at all exits requesting the *public* to respect the needs of local residents and to leave the *premises* and area quietly.

Approved arrangements **19** **(a)** The *approved arrangements* shall be maintained in good condition and full working order. Fire-fighting equipment, the fire alarm warning system and any smoke ventilators shall be maintained in accordance with Appendix 6.

(b) No alterations (including temporary alterations) shall be made except with *consent*.

Minimising danger	20	The <i>Licensee</i> shall ensure that all performances or activities minimise any danger to the <i>public</i> .
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Disabled people	21	The <i>Licensee/Duty Manager</i> shall ensure that, whenever disabled people are present, adequate arrangements are made to enable their safe evacuation in the event of an emergency and that they are made aware of these arrangements.
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Note: Licensees are advised to obtain details of and seek to address any special needs when approached by organisers of parties of disabled people.

Safety checks **22** The *Licensee/Duty Manager* shall ensure that all necessary safety checks have been carried out before the admission of the *public*. Details of the checks shall be entered in the Fire *log-book*; this may be by use of a separate check list.



Note: A specimen check list is provided in Appendix 7.

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|--|-----------|--|
| Escape routes | 23 | <p>(a) All escape routes and exits including external exits shall be maintained unobstructed, in good order with non-slippery and even surfaces, free of trip hazards and clearly identified in accordance with the <i>approved arrangements</i>.</p> <p>Note: In restaurants and other <i>premises</i> where chairs and tables are provided care should be taken that clear gangways are maintained.</p> <p>(b) All exit doors shall be available and easily openable without the use of a key, card, code or similar means. Only <i>approved</i> fastenings shall be used.</p> <p>Note: Doors that are not in regular use should be opened in order to ensure they function satisfactorily.</p> <p>(c) Any removable security fastenings shall be removed from the doors prior to opening the <i>premises</i> to the <i>public</i>. All such fastenings shall be kept in the <i>approved</i> position(s).</p> <p>(d) If <i>required</i>, exit doors shall be secured in the fully open position when the <i>public</i> are present.</p> <p>(e) All fire doors shall be maintained effectively self-closing and shall not be held open other than by <i>approved</i> devices.</p> <p>(f) Fire-resisting doors to ducts, service shafts and cupboards shall be kept locked shut.</p> <p>(g) The edges of the treads of steps and stairways shall be maintained so as to be conspicuous.</p> |
| Curtains, hangings, decorations, upholstery | 24 | <p>(a) Hangings, curtains, and temporary decorations shall be maintained <i>flame-retarded</i>.</p> <p>(b) Any upholstered seating shall continue to meet the pass criteria for smouldering ignition source 0, flaming ignition source 1 and crib ignition source 5 when tested in accordance with section 5 of <i>BS 5852:1990</i>.</p> |
| Scenery | | <p>(c) Any <i>scenery</i> shall be maintained <i>flame-retarded</i> in accordance with Additional Conditions S.</p> <p>(e) Temporary decorations shall not be provided except with <i>consent</i>. When seeking <i>consent</i> for temporary</p> |



decorations the *Licensee* shall advise the *Council* of the period for which it is desired to retain them.

- (f) Curtains, hangings and temporary decorations shall be arranged so as not to obstruct exits, fire safety signs or fire-fighting equipment.

Accommodation limits 25 The *Licensee/Duty Manager* shall ensure that the *accommodation limit(s)* specified on the licence are not exceeded and shall be aware of the number of the *public* on the *premises*. This information shall be provided to any *Authorised Officer* immediately on request.

Note: Where there is an unusually large number of performers the *Council* should be consulted.

Fire action notices 26 Notices detailing the actions to be taken in the event of fire or other emergencies, including how the fire brigade can be summoned, shall be prominently displayed and shall be protected from damage or deterioration.

Outbreaks of fire 27 The fire brigade shall be called at once to any outbreak or suspected outbreak of fire, however slight, and the details recorded in the *Fire log-book*.

Loss of water 28 The *Licensee/Duty Manager* shall have readily available the telephone number of the *local Fire Control Centre*. The *Licensee/Duty Manager* shall notify the *local Fire Control Centre* as soon as possible if he is aware that the water supply to any hydrant, hose reel, sprinkler, drencher or other fire extinguishing installation is cut off or restricted.

Refuse 29 Refuse receptacles shall be emptied regularly.

Access for emergency vehicles 30 Access for emergency vehicles shall be kept clear and free from obstruction.

First aid 31 (a) The *Licensee/Duty Manager* shall ensure that an adequate and appropriate supply of first aid equipment and materials is available on the *premises*.

- (b) If *required*, at least one suitably trained first-aider shall be on duty when the *public* are present. If more than one suitably trained first-aider is present, each person's responsibilities shall be clearly identified.



PART V

SANITARY ARRANGEMENTS, HEATING, LIGHTING AND VENTILATION

- | | | |
|-----------------------------------|----|--|
| Toilet accommodation | 32 | <p>(a) Toilet accommodation shall be provided free of charge and be kept clean and in proper working order.</p> <p>(b) An adequate supply of hot and cold (or warm) water, toilet paper in holders or dispensers, soap and suitable hand and face drying facilities shall be provided in toilet accommodation.</p> |
| Drinking water | 33 | Where free drinking water is provided for the <i>public</i> , it shall, except with <i>consent</i> , only be provided in a supervised area. |
| Heating and cooking | 34 | <p>(a) Heating apparatus shall be maintained in a safe and functioning condition.</p> <p>(b) Portable heating or cooking appliances shall not be used except with <i>consent</i>.</p> |
| Charge of electrical installation | 35 | If <i>required</i> , a <i>competent person</i> shall be in charge of the electrical or other installation. |
| Management lighting | 36 | <p>(a) In the absence of adequate daylight the <i>management lighting</i> in any area accessible to the <i>public</i> shall be fully in operation whilst the <i>public</i> are present.</p> <p>(b) Except as permitted under (d) below there shall be adequate illumination to enable people to see their way out of the <i>premises</i>.</p> <p>(c) Fire safety signs shall be adequately illuminated except as permitted under (d) below.</p> <p>(d) If essential to the entertainment and subject to <i>consent</i>, the <i>management lighting</i> in the <i>entertainment area</i> may be reduced or extinguished provided:</p> <ul style="list-style-type: none"> (i) the lighting be controlled from a position with a clear view of the <i>entertainment area</i>; and (ii) an operator remain by the controls whilst the lighting is reduced or extinguished; and (iii) the operator restore the <i>management lighting</i> at once in the event of any emergency; and |



(iv) the escape route signs remain adequately illuminated.

Note: Licensees are advised to limit any periods during which lighting levels are reduced to the minimum possible consistent with the needs of the entertainment.

Emergency lighting

37 (a) The *emergency lighting* installation shall not be altered in any way except with *consent*.

(b) The *emergency lighting* battery shall be fully charged before the admission of the *public*.

(c) In the event of failure of the *normal lighting*:

(i) if the *emergency lighting* battery has a one hour capacity the *public* shall leave the *premises* within 20 minutes unless within that time the *normal lighting* has been restored and the battery is being re-charged; or

(ii) if the *emergency lighting* battery has a 3 hour capacity the *public* shall leave the *premises* within one hour unless within that time the *normal lighting* has been restored and the battery is being re-charged.

(d) The *public* shall not be re-admitted to the *premises* until the *normal lighting* has been fully restored and the battery fully recharged except

(i) where the *emergency lighting* battery has a one hour capacity and if the failure of the *normal lighting* was fully rectified within 20 minutes of failure and the battery is being re-charged; or

(ii) where the *emergency lighting* battery has a 3 hour capacity and if the failure of the *normal lighting* was fully rectified within one hour of failure and the battery is being re-charged.

Temporary electrical installations

38 (a) Temporary electrical wiring and distribution systems shall not be provided without notification being given to the *Council* at least 10 days before the commencement of the work.

Note: This Condition does not normally apply to electrical equipment on a *stage* provided with permanently installed distribution facilities.



(b) Temporary electrical wiring and distribution systems shall comply with recommendations of *BS 7671* or where applicable *BS 7909*.

(c) Temporary electrical wiring and distribution systems shall be *inspected* and certified by a *competent person* before they are put into use. A copy of the *certificate* shall be sent to the *Council* as soon as possible.

(d) Temporary electrical wiring and distribution systems shall be provided only for a period of up to 3 months. This period may be extended subject to a satisfactory electrical test and *inspection* report being submitted to the *Council* at the end of each 3 month period.

Note: The *Council* will normally require temporary electrical wiring and distribution systems to be removed at the end of the 3 month period or to be made permanent during that period.

Ventilation

39 (a) The *premises* shall be effectively ventilated.

(b) Where the ventilation system is designed to maintain a positive air pressure within part of the *premises*, that pressure shall be maintained whenever the *public* are present in that part of the *premises*.

Note: This Condition applies mainly to closely seated auditoria.

Cleansing ventilation ducting and filters

40 (a) Ventilation ducting and other shafts shall be kept clean.

(b) Any air filters shall be periodically cleaned or replaced so as to maintain a satisfactory air supply.

(c) All interior surfaces of extract ventilation ducting serving kitchens and serveries shall be thoroughly cleaned as frequently as necessary to prevent the accumulation of grease and fat and at least once per year.

(d) Grease filters in extract ventilation hoods in kitchens and serveries shall be cleaned weekly or at other intervals as required.

Certificates

41 *Certificates* shall be submitted to the *Council* as specified in Appendix 8.

APPENDIX 1



See Condition 11

TECHNICAL REGULATIONS

Waiver	1	The <i>Council</i> may modify, waive or dispense with any of the following Regulations provided, in the opinion of the <i>Council</i> , the completed <i>premises</i> meet the intended function of the Regulations.
Site	2	The <i>premises</i> shall have a sufficient frontage to a road or to an open space having sufficient access to a road to ensure the rapid dispersal of people from the <i>premises</i> in emergency.
Emergency access	3	Adequate arrangements shall be provided for access for the fire brigade for fire fighting.
Accommodation limit	4	The maximum number of people permitted within the <i>premises</i> shall be determined by the <i>Council</i> .
Control of numbers	5	The <i>premises</i> shall be provided with adequate facilities to monitor and control the number of people present.
Disabled people	6	Suitable provisions shall be made to enable disabled people to use the <i>premises</i> including the provision of adequate access and means of escape.
Noise nuisance	7	The <i>premises</i> shall be arranged to minimise the risk of noise nuisance to nearby properties.
Means of escape	8	There shall be adequate means of escape from all parts of the <i>premises</i> .
Structural collapse	9	The <i>premises</i> and the fitments therein shall be constructed and maintained so as to minimise any risk of structural failure or collapse.
Guarding	10	Adequate barriers or guarding shall be provided throughout the <i>premises</i> to minimise so far as practicable the risk of any person falling.
Fire resistance	11	The <i>premises</i> shall be adequately protected against the effects of a fire occurring within the building or in any adjacent building.
Smoke control	12	Adequate provision shall be made to control the spread of smoke through the <i>premises</i> in the event of fire.
Safety curtain	13	Where a safety curtain is provided, it shall be arranged so as protect the audience from the effects of a fire or smoke



on *stage* for sufficient time to enable the safe evacuation of the auditorium.

Lightning protection	14 Adequate protection against lightning shall be provided.
Fire control measures	15 Details of any fire control measures incorporated in the <i>premises</i> shall be provided for the fire brigade.
Electrical installation	16 The electrical installation shall be mechanically and electrically safe and suitable for the intended use of the <i>premises</i> .
Lighting	17 All parts of the <i>premises</i> shall be provided with adequate illumination. All routes of escape and all parts of the <i>premises</i> to which the <i>public</i> have access shall be provided with adequate and assured illumination from two independent supplies and systems.
Ventilation	18 Adequate ventilation shall be provided to all parts of the <i>premises</i> so as to maintain healthy conditions.
Heating	19 Permanent means of heating all regularly occupied parts of the <i>premises</i> shall be provided and shall be arranged so as not to cause a safety or fire hazard.
Water & drainage	20 The <i>premises</i> shall be provided with a permanent water supply and adequate drainage.
Sanitary accommodation	21 Adequate and free sanitary accommodation shall be provided, having regard to the type of entertainment to be given at the <i>premises</i> .
Cloakrooms	22 Adequate cloakrooms for patrons together with adequate changing rooms for <i>staff</i> including performers shall be provided, having regard to the operation of the <i>premises</i> .
Food hygiene	23 Facilities for the preparation, cooking or sale of food shall prevent any risk of contamination of the food.
Drinking water	24 An adequate supply of free drinking water shall be provided for all <i>staff</i> including performers, together with free drinking water for patrons if <i>required</i> .
Refuse	25 Adequate provision shall be made for the safe storage and ready removal of refuse.
Fire alarm	26 A fire alarm warning system and efficient means of communication in case of emergency shall be provided throughout the <i>premises</i> .



Summoning the fire brigade	27	Efficient means shall be provided for calling the fire brigade in the event of fire.
Fire-fighting equipment	28	Adequate fire-fighting equipment shall be provided for the <i>premises</i> .
Generator safety	29	Where a generator is installed it shall not present any fire or electrical hazard to the rest of the <i>premises</i> .
Generator capacity	30	Where a generator is installed to provide an alternative electricity supply to emergency equipment or to <i>emergency lighting</i> it shall have sufficient capacity and be able to start operating sufficiently quickly to ensure safety in the event of the failure of the normal electricity supply.
First aid room	31	A First Aid Room shall be provided in any <i>premises</i> with an <i>accommodation limit</i> of 1000 or more people (or 1500 or more people in the case of a closely-seated auditorium.)
Communication	32	The <i>premises</i> shall have adequate facilities for communication with the <i>staff</i> and the <i>public</i> .
Safety signs	33	Adequate safety signs shall be provided throughout the <i>premises</i> .
Information signs	34	All facilities intended for use by the <i>public</i> shall be clearly indicated.
Mechanical installations	35	Any mechanical installation shall be arranged so as to minimise any risk to the safety of the <i>public</i> , performers and <i>staff</i> .
Special effects	36	Any <i>special effects</i> shall be arranged so as to minimise any risk to the <i>public</i> , performers and <i>staff</i> .
Certificates	37	Appropriate <i>certificates</i> shall be provided as evidence to the <i>Council</i> that the <i>premises</i> may be safely opened to the <i>public</i> .

Note: Advice on how these technical requirements may be met can be found in *Technical Standards for Places of Entertainment*, produced jointly by the Association of British Theatre Technicians and the District Surveyors Association.



APPENDIX 3
See Condition 14

STAFF TRAINING

- 1 Initial training of all *staff* shall include instruction in the action to be taken in the event of an emergency and in basic fire prevention including the rules concerning smoking. The training shall be repeated at least once every 6 months.
 - 2 Instruction and training shall include:
 - (i) the action to be taken on discovering a fire;
 - (ii) the action to be taken on hearing an alarm alert or alarm evacuation signal;
 - (iii) how to raise an alarm;
 - (iv) how to call the fire brigade;
 - (v) knowledge of escape routes;
 - (vi) appreciation of the importance of fire doors;
 - (vii) the location of the assembly point(s) in case of evacuation
 - 3 *Staff* with specific responsibilities for fire-fighting shall receive instruction and practical training in the location and use of the fire-fighting equipment.
 - 4 The duties of *staff* with specific responsibilities in the case of fire and other emergencies shall be reviewed from time to time as changes in *staff* or other circumstances occur.
 - 5 A fire drill and instruction on emergency procedure shall be held at least once a month or as agreed with the *Council*, under the direction of the *Duty Fire Officer* or the *Duty Manager*.
- Note:** The *Council* may *consent* to the variation of frequency of fire drills where the *premises* are used infrequently and this will not endanger safety. However fire drills should be carried out at least every 6 months for permanent *staff* or when the arrangements at the *premises* have been altered, for example after a change of seating layout or a change of production.
- 6 Details of training sessions and fire drills shall be entered in the Fire *log-book*.

Note: *Licensees* should consider whether it is necessary to employ specially trained first-aiders to administer first aid to the *public*.

APPENDIX 4
See Condition 15

FIRE LOG-BOOK



- 1 Full details of the following shall be recorded in the Fire *log-book*:
 - (a) *Staff* training in respect of fire precautions and fire evacuation procedures.
 - (b) The *inspection* of all escape routes, all exits and *emergency lighting* prior to the use of the *premises* on any day for any entertainment.
 - (c) The weekly testing of the fire alarm warning system and the weekly check of fire-fighting equipment.
 - (d) The monthly fire drills.
 - (e) The testing of any smoke ventilators.
 - (f) Refresher *staff* training.
 - (g) The maintenance and *inspection* of all fire-fighting equipment and the fire alarm warning system.
 - (h) Any outbreak of fire or calling of the fire brigade.
 - 2 All entries shall include the name and position of the person making the entry.
 - 3 The *Licensee* shall check and confirm the Fire *log-book* weekly.
- Note:**(1) The Fire *log-book* may form part of the general incident *log-book* for the *premises*.
 (2) The *Council* may *consent* to the variation of frequency of fire drills and other checks where the *premises* are used infrequently and this will not endanger safety. However fire drills should be carried out at least every 6 months for permanent *staff* or when the arrangements at the *premises* have been altered, for example after a change of seating layout or a change of production.
 (3) Specimen Fire *log-books* are shown overleaf.

SPECIMEN FIRE LOG-BOOK

This example assumes a day a page approach

Date	Details	Name and position of person making the entry



Initial staff training: give names of staff and training given		
Pre-performance inspection of escape routes, exits and emergency lighting		
Weekly testing of fire alarm warning system		
Weekly check of fire-fighting equipment		
Monthly fire drills: give names of staff and person holding the drill		
Three monthly test of smoke ventilators		
Refresher staff training: give names of staff and training given		
Maintenance and annual inspection of fire-fighting equipment		
Maintenance and annual inspection of fire alarm warning system		
Outbreak of fire or calling of fire brigade		
Time outbreak noticed, time fire brigade called and name of person contacting fire brigade		
Licensee's confirmation of entry		

NOTE: In larger *premises* a different form of Fire *log-book* may be appropriate (which may be combined with the general incident *log-book* for the *premises*) provided all the *required* information is included.

An example of this approach is shown.

SPECIMEN FIRE LOG-BOOK



NOTE: This example gives an indication of the type of information that should be recorded in the Fire *log-book*. The events detailed are unlikely all to occur on any one day. Different *premises* will have different procedures. This type of Fire *log-book* may be kept in a bound A4-size diary.

**Littletown Theatre
Fire Log-Book
Page 936**

Thursday 1 April 2020
Performances of LITTLE EUSTACE and HAMLET
Fred Smith Duty Fire Officer
Mr Jones Duty Manager

- 9.00 Opened premises; checked no obvious causes for concern.
- 9.30 Fire alarm test call to central exchange – all OK.
- 10.00 to Inspected all escape routes, checked all doors to be free hanging
12.00 and self-closing where required.
 Replaced one defective door closer.
 Visual check on all fire extinguishers.
 All emergency lights working.
 Haystack ventilator tested.
- 12.00 Lunch break – Mrs Biggs left in charge of premises.
- 12.30 Firecheck serviced fire hose reel on stage.
- 13.00 Returned to duty.
- 13. 30 Accompanied fire crew from local fire station on familiarization visit.
- 14.30 Accompanied Duty Manager on check of premises, as per check-list.
 Removed chains from auditorium doors. Gave clearance to open house.
- 15.00 Performance of LITTLE EUSTACE
- 15.30 On stage to witness lighting of candle and putting out of candle. All ok.
- 17.00 Inspected premises at end of performance. All clear except one water
 extinguisher vandalised.
- 17.15 Witnessed test of flaming torches.
- 17.30 Recharged one water extinguisher. Note nearly out of cartridges.
- 18.00 Tea break. Mr Jones left in charge.



- 19.00 Returned to duty. Accompanied Duty Manager on check of premises as per check-list.
- 19.15 Induction and fire training for new attendant with Mr Jones. Isabelle Walters. Confirmed Marcus Jones, Duty Manager
- 19.25 Staff fire drill. Confirmed Marcus Jones, Duty Manager
- 19.35 Removed chains from auditorium doors. Gave clearance to open house.
- 19.45 Performance of HAMLET
- 20.15 Called to small fire in FOH men's toilet. Called fire brigade. Extinguished fire and agreed with Mr Jones no need to evacuate premises. Waited on fire brigade. Left all ok.
- 20.45 On stage to witness lighting of flaming torches and putting out. All ok.
- 22.45 Inspected premises at end of performance. All clear.
- 23.30 Locked up.
- Signed: Fred Smith, Duty Fire Officer
- 00.15 Called back to theatre – reported smell of gas. Turned off gas main and called Gas Board to attend 08.00 Friday.
- Confirmed Marcus Jones, Duty Manager



APPENDIX 5
See Condition 16

SPECIMEN STAFF DUTY REGISTER

PREMISES:

DATE	NAME	TIME IN	TIME OUT
	* Duty Manager		
	* Duty Fire Officer		
	* Duty electrician		
	* First-aider		

* NOTE: It may assist good management if key staff functions are indicated such as *Duty Manager*, *Duty Fire Officer*, First-aider where appropriate.

APPENDIX 6
See Condition 19

**MAINTENANCE OF FIRE-FIGHTING EQUIPMENT,
FIRE ALARM WARNING SYSTEMS & SMOKE VENTILATORS**



FIRE-FIGHTING EQUIPMENT

1. (a) The *approved* fire-fighting equipment shall be kept in the *approved* positions and be maintained in satisfactory working order, unobstructed and available for immediate use.

- (b) All fire-fighting equipment shall be visually checked weekly.

Note: The *Council* may *consent* to the variation of frequency of checks where the *premises* are used infrequently and this will not endanger safety.

- (c) Portable fire-fighting equipment shall be *inspected* at least once a year in accordance with *BS 5306-3* and recharged where necessary in compliance with the manufacturer's instructions. The date of the *inspection* shall be clearly marked on the appliance or on a stout tab securely attached to it and recorded in the *Fire log-book*.

- (d) Hose reels, drenchers and sprinklers shall be *inspected* in accordance with *BS 5306* once a year to ensure that they are in working order. The date of the *inspection* shall be clearly marked on the control valves and recorded in the *Fire log-book*.

- (e) For details of the *certificates required* see Appendix 8.

FIRE ALARM WARNING SYSTEM

2. (a) Any fire alarm warning system shall be maintained in satisfactory working order.

- (b) The system shall be tested weekly.

Note: The *Council* may *consent* to the variation of frequency of tests where the *premises* are used infrequently and this will not endanger safety.

- (c) All checks, tests and *inspections* shall be recorded in the *Fire log-book*.

- (d) For details of the *certificates required* see Appendix 8.

SMOKE VENTILATORS

3. (a) Any smoke ventilators shall be maintained in satisfactory working order.

- (b) Any smoke ventilators shall be tested at least once every 3 months.

- (c) For details of the *certificates required* see Appendix 8.

APPENDIX 7
See Condition 22

SPECIMEN CHECK LIST



To be used as a guide by the Duty Manager or other persons carrying out a safety check on each occasion before the public are admitted.

Date _____ Time _____

Name of person carrying out inspection

Job title of person carrying out inspection _____

Do not open the premises until any problems have been rectified

Tick only if everything in order

1. Exit doors are available for use. ☐
2. Chains or other removable fastenings are removed from exit doors and hung in their approved storage position. ☐
3. Panic bolts and panic latches are in working order. ☐
4. Doors, gates or shutters that should be locked open are locked in the open position. ☐
5. All internal and external escape routes and all exit doors are clear and free from obstruction. ☐
6. Fire doors are shut unless held open by fully operational approved devices. ☐
7. All escape routes including stairways and all escape route signs are adequately illuminated (by 2 sources where provided.) ☐
8. Where 2 power supplies are provided e.g. mains and battery, both are fully operative. ☐
9. There are no obvious fire hazards such as combustible waste or litter. ☐
10. Fire-fighting equipment is in position and available for use. ☐
11. The required number of trained staff is present. ☐
12. First aid equipment is available for use. ☐
13. Any public address system is in working order. ☐
14. Any fire alarm warning system is in working order and is set to performance mode (where applicable). ☐



15. Any evacuation facilities for disabled people are in working order. ☐

APPENDIX 8
See Condition 41

CERTIFICATES TO BE SUBMITTED TO THE COUNCIL

- 1** *Certificates* shall be submitted to the *Council* at least once every year as detailed below.

Note: Where a *certificate* covers a period of more than one year it will be sufficient to submit a photocopy of the *certificate* each year that the *certificate* remains valid.

Battery

- (a) The *emergency lighting* battery (including any self-contained units) and associated control equipment. The *inspection* of the battery and control equipment shall be in accordance with *BS 5266-1*. The *certificate* shall be signed by a Corporate Member of the Institution of Electrical Engineers or a member of the Electrical Contractors Association or by a contractor enrolled with the National Inspection Council for Electrical Installation Contracting or, with *consent*, another *competent person*.

Note: (1) A *competent person* could, for example, be from a battery manufacturer.

(2) This Condition does not apply to *premises* licensed only for *film exhibitions*. At such *premises* the Cinematograph (Safety) Regulations 1955 require that any battery used to supply *escape lighting* shall be capacity tested every 6 months and the date and result of the test entered in a register which shall be available for examination by *Authorised Officers*.

(3) A *certificate* is *required* in respect of any battery installed as part of a generator installation providing emergency power to the *premises* or for other stand-by emergency supplies.

Electrical installation

- (b) The entire electrical installation (including the *emergency lighting* installation but excluding any battery.) The *inspection* shall be in accordance with Guidance Note 3 to *BS 7671*. In large or complex *premises* the electrical installation shall be visually *inspected* once a year and at least 20% of the installation tested in accordance with a programme *approved* by the *Council* such that the whole installation is tested every 5 years. The *certificate* shall be signed by a Corporate Member of the Institution of Electrical Engineers or a member of the Electrical Contractors Association or by a contractor currently enrolled with the



National Inspection Council for Electrical Installation Contracting or, with *consent*, another *competent person*.

Note: (1) This Condition does not apply to *premises* licensed only for *film exhibitions*. At such *premises* a *certificate* which accords with the Cinematograph (Safety) Regulations 1955 will suffice.

(2) A *certificate* is *required* in respect of any generator installation providing emergency power to the *premises*.

Boilers and calorifiers

- (c) Any steam boiler, any electrode boiler working on a closed water system or any calorifier incorporating a steam receiver. A boiler insurance company shall issue the *certificate* of thorough examination and test.

Fire alarm warning system

- (d) Confirmation from a fire alarm company or, with *consent*, another *competent person* that the fire alarm warning system continues to satisfy the requirements of *BS 5839*.

Fire fighting equipment

- (e) All portable fire-fighting equipment together with any hose reels or sprinklers in accordance with *BS 5306*.

Mechanical installations

- (f) (i) Any passenger lifts or escalators.
- (ii) All lifting equipment and any permanently suspended equipment. These *certificates* should be copies of the records of examination provided under the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER). Any permanently suspended loads, such as permanently installed stage lighting luminaires or loudspeakers or flown cinema screens, shall be treated as forming part of the lifting equipment installation and be examined by the *competent person* making the examination.
- (iii) The safety curtain, its operating gear and controls, the smoke ventilators and drencher.
- (iv) Any other mechanical installation (for example, stage, orchestra or organ lifts, revolving or moving platforms) if *required*.

Note:

Where a complex mechanical installation has been provided for a production the *Council* may require *certificates* to be submitted at three monthly intervals.

Lasers

- (g) Any permanently installed lasers, other than Class 1 and Class 2 lasers.

Special effects

- (h) Permanently installed smoke machines, fog generators and strobe lighting.



- Ceilings** (i) Ceilings and ornamental plasterwork, if *required*.
- Gas installation** (j) Any gas installation and any gas appliances, if *required*. A member of the Council for Registered Gas Installers (CORGI) shall complete the *certificate*.

Annex 3 - Conditions attached after a hearing by the Licensing Authority
05/09/2012

30. Registered SIA door supervisors, premises staff and management will act on advice set out by the Police and Council with regards to monitoring patrons inside and outside the premises to ensure that drug and alcohol related offenses do not take place. Searches will be carried out on entry.
31. Trained management, staff and registered SIA supervisors will be available to ensure that public have right of way when the queuing system and smoking area are in operation and to help the public with any issues of safety.
32. Staff will look for signs of alcohol abuse in patrons and will help where necessary. Patrons will be guided away from nearest residents via Camden High Street. Signs and staff will advise patrons to respect the local residents.
33. Noise limiters shall be in place on the sound system at a level set to the satisfaction of the Council and the local residents.
34. Children will not be allowed in the premises.
35. Notices shall be displayed in prominent positions at the exit to remind customers to respect any residential neighbours and to keep noise to a minimum.
36. The unweighted equivalent noise level (l_{eq}) in the 63 HZ Octave band, measured using "fast" time constant, inside any living room of any noise sensitive premises, with the windows open or closed, over any five minute period with entertainment taking place, should show no increase as compared to the same measure, from the same location(s), and over a comparable period, with no entertainment taking place.
37. The venue must employ a minimum of 2 SIA registered door supervisors from 2300 Hours until close every Sunday to Thursday.
38. The Venue must employ a minimum of 4 SIA registered door supervisors from 2000 Hours until close on every Friday and Saturday.
39. All door supervisors to wear high visibility clothing that can be easily and clearly identifiable to the public and CCTV.



40. The Venue management must conduct and document regular risk assessments regarding the numbers of SIA door supervisors required for events being held at the premises and must act on their findings prior to the event going ahead.
41. All SIA employed at the premises must clearly display their SIA badges on their person at all times when on duty.
42. All door staff employed at the venue must sign on and off duty on each day worked in a log which is kept at the premises. This log must be made available for immediate production on the request of the Police or Licensing Authority.
43. The venue management must ensure colour copies of all the SIA badges worn by the door supervisors working at the venue are kept secure together with all current contact details of the door supervisors. These must be made available immediately on request of the Police or Licensing Authority.
44. After 23:00 hrs SIA Security staff will conduct random searches of customers and performers, with a guide of 1 in 3 and in full view of the venue's CCTV.
45. The venue must employ and document a dispersal policy to the satisfaction of the Police and Licensing Authority, for patrons leaving the venue at the end of an event. These documents must be made available on request to any responsible authority and be reviewed on a monthly basis.
46. The venue must have a documented policy and procedures put in place to securely store any of the following items and must contact the Police to arrange collection:
 - a) Any drugs found on customers or within the venue
 - b) Any weapons found on customers or within the venue
47. Police must be called to any incident of disorder within the premises or relating to customers from the venue.
48. There shall be no new patrons admitted to the venues after 0100 Hours.
49. The venue must adopt a "Challenge 25" style policy for entry and serving people at the bars at all times the venue remains open to the public.
50. Suitable method of recording people refused entry to the venue and also reused service in the bar area must be kept at all times and must be made available immediately to Police or Licensing Authority on request.
51. At least 1 member of staff working in the venue whilst it remains open for licensable activities must hold a personal licence under the Licensing Act 2003 and this staff member must be easily identifiable to the Police or other Responsible Authority whilst the premises is open to the public.



52. A notice or sticker will be placed on or near the till to act as a constant reminder to staff members about the "Challenge 25" policy.
53. All alcohol must be served in plastic or polycarbonate receptacles after midnight on Friday, Saturday and Sunday or their use will be discussed with the Police 7 days in advance in the case of special circumstances.
54. The Venue to increase lighting inside and play more chilled out music at least 10 minutes before the end time the venue is permitted to supply alcohol as shown on the premises licence.
55. Notices must be displayed throughout the premises at all times it remains open for licensable activities to advise customers about potential thefts.
56. Toilets checks to be conducted by staff members every 30 minutes after 2200 hours and this is to be documented on every visit.
57. A CCTV system must be installed and must be working to the satisfaction of the Police and Licensing Authority.
58. CCTV must operate at all times the premises remains open to the public and all images must be recorded and stored on site.
59. Recordings must be of sufficient quality to identify persons in the recordings in all areas of the venue.
60. Recordings must be maintained for a minimum period of 31 days.
61. Copies of recordings must be made available to the Police and/or Licensing Authority on request within 48 hours of the request being made.
62. If the CCTV system is inoperative or not installed and working to the satisfaction of the Police or Licensing Authority, then within 48 hours the Police must be notified and an estimate given of the repair timescale. The premises must comply with all reasonable requests from the Police which may include the suspension of licensable activities if necessary.
63. All areas of the venue used whilst open to the public must be covered by CCTV with the exception of the inside of any toilet areas.
64. Notices to be displayed, at all times the venue is open, at the entrance and in prominent positions throughout the venue advising that CCTV is in operation.
65. The CCTV system must be checked on a daily basis to ensure it is fully working and this must be logged and signed by the person checking the system. The log must be produced immediately on request of the Police or Licensing Authority.



66. An incident log book must be maintained on the premises at all times it remains open to the public and must be made available immediately on request of the Police or Licensing Authority.
67. All staff must be trained and evidence of this documented in the following areas:
 - a) Sales of alcohol to underage customers
 - b) Identification of drunk or drug impaired customers
68. Training documents must be made available at all times when requested by the Police or Licensing Authority.
69. A suitable method of controlling the capacity of all areas of the venue, in line with the current fire risk assessment, must be employed at all times and clearly documented so that it can be shown to the Police or the Licensing Authority on request.
70. No alcohol to be allowed into the smoking areas at any time.
71. The Venue shall provide information of local taxi firms and transport links to all patrons leaving the venue.
72. A sound limiting device shall be used whenever relevant regulated entertainment is taking place.
73. No sound emanating from regulated entertainment shall be audible a metre from the facade of any noise sensitive premises.
74. Staff/security shall supervise any windows and doors to ensure they are closed during regulated activity and that nuisance does not arise during access and egress from the venue.
75. The Licence Holder or Duty Manager shall ensure there are staff supervising patrons outside the venue and intervene to prevent nuisance activity or obstruction of the highway. Staff/security will remain outside the venue for up to 30 minutes after the terminal hour to ensure efficient dispersal from the venue and to intervene on nuisance matters.
76. Notices will be prominently displayed at the entrance/exist and external area requesting patrons to be considerate to neighbours when leaving or using the external smoking area.
77. Notices will be displayed to state that no drinks are allowed outside including the queue and smoking area.
78. The premises shall have and operate a written dispersal policy and all staff shall be trained in its implementation.



79. The smoking area shall be positioned to the external north-west facade of the venue away from the residential premises on Crowndale Road.
80. Provision shall be made for smokers litter and for the regular removal of all waste outside the venue.
81. All waste disposal activities including bottle disposal shall not give rise to nuisance and collections shall be made between 8am and 6pm Monday to Saturday.
82. All licensable activities shall cease 30 minutes prior to the terminal hour of the premises.
83. No more than 20 customers will be allowed to use the external smoking area at any one time.

Annex 4 - Plans



London Borough of Camden, Town Hall, Judd Street, London, WC1H 9JE

Premises licence summary

Premises licence number	PREM-LIC\1624
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Premises details

Postal address of premises, or if none, ordnance survey map reference or description
The Camden 61-65 CROWDALE ROAD LONDON NW1 1TN
Telephone number 020 7383 4976

Where the licence is time limited the dates
N/A

Licensable Activities authorised by the licence
Sale by Retail of Alcohol Late Night Refreshment Recorded Music Live Music Performances of Dance Anything of a Similar Description to Live Music, Recorded Music or Performances of Dance Provision of Facilities for Making Music Provision of Facilities for Dancing Provision of Facilities for Entertainment of a Similar Description to Making Music and Dancing

The times the licence authorises the carrying out of licensable activities
Sale by Retail of Alcohol: Monday - Tuesday 11:00 - 02:00 Wednesday - Thursday 11:00 - 03:00 Friday - Saturday 09:00 - 04:00 Sunday 09:00 - 01:00
Late Night Refreshment: Sunday - Thursday : 23.00-00.30 Friday & Saturday : 23.00-02.30
Films: Monday - Tuesday 11:00 - 02:00



Wednesday - Thursday	11:00 - 03:00
Friday - Saturday	09:00 - 04:00
Sunday	09:00 - 01:00
Recorded Music:	
Monday - Tuesday	11:00 - 02:00
Wednesday - Thursday	11:00 - 03:00
Friday - Saturday	09:00 - 04:00
Sunday	09:00 - 01:00
Live Music:	
Monday - Tuesday	11:00 - 02:00
Wednesday - Thursday	11:00 - 03:00
Friday - Saturday	09:00 - 04:00
Sunday	09:00 - 01:00
Performances of Dance:	
Monday - Tuesday	11:00 - 02:00
Wednesday - Thursday	11:00 - 03:00
Friday - Saturday	09:00 - 04:00
Sunday	09:00 - 01:00
Anything of a Similar Description to Live Music, Recorded Music or Performances of Dance:	
Monday - Tuesday	11:00 - 02:00
Wednesday - Thursday	11:00 - 03:00
Friday - Saturday	09:00 - 04:00
Sunday	09:00 - 01:00
Provision of Facilities for Making Music:	
Monday - Tuesday	11:00 - 02:00
Wednesday - Thursday	11:00 - 03:00
Friday - Saturday	09:00 - 04:00
Sunday	09:00 - 01:00
Provision of Facilities for Dancing:	
Monday - Tuesday	11:00 - 02:00
Wednesday - Thursday	11:00 - 03:00
Friday - Saturday	09:00 - 04:00
Sunday	09:00 - 01:00
Provision of Facilities for Entertainment of a Similar Description to Making Music and Dancing:	
Monday - Tuesday	11:00 - 02:00
Wednesday - Thursday	11:00 - 03:00
Friday - Saturday	09:00 - 04:00
Sunday	09:00 - 01:00

The opening hours of the premises

Sunday - Thursday	11:00 - 02:30
Wednesday - Thursday	11:00 - 03:30
Friday - Saturday	09:00 - 04:30
Sunday	09:00 - 01:30



There the licence authorises supplies of alcohol whether these are on and/or off supplies

Sale of alcohol is permitted for consumption ON the premises.

Name, (registered) address of holder of premises licence

Bilberry Gardens Entertainment Limited

[REDACTED]

[REDACTED]

[REDACTED]

Registered number of holder, for example company number, charity number (where applicable)

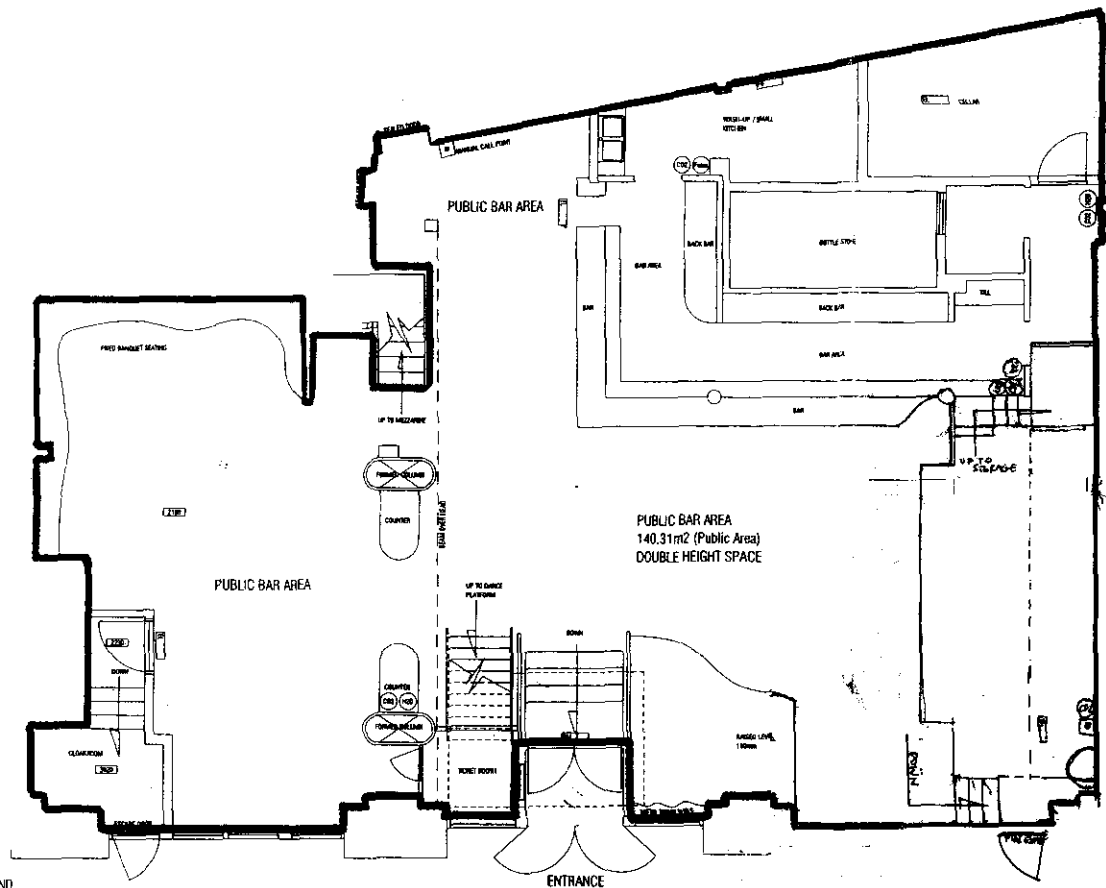
[REDACTED]

Name of designated premises supervisor where the premises licence authorises the supply of alcohol

Sonia de Leon Trujillo

State whether access to the premises by children is restricted or prohibited

Not allowed on the premises



- (CO2) CARBON DIOXIDE EXTINGUISHER 6 Litre
- (H2O) WATER EXTINGUISHER 6 Litre
- (Foam) Foam EXTINGUISHER 6 Litre
- (FB) FIRE BLANKET
- (●) FIRE ALARM - MANUAL CALL POINT
- (EL) EMERGENCY LIGHT FITTING
- (RM) EMERGENCY LIGHT RUNNING MAN FITTING
- (S.A.) SOUNDER ALARM
- (SD) SMOKE DETECTOR
- (HD) HEAT DETECTOR

PUBLIC ACCOMMODATION AREAS

GROUND FLOOR - 140.31m²

MEZZANINE LEVEL - 23.84m²

MALE WC's - 9.29m²

FEMALE WC's - 15.78m²

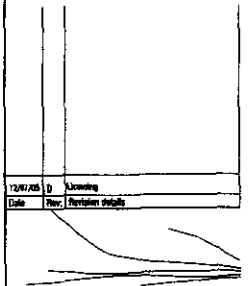
STAIRS - 4.52m²

TOTAL Public Area = 193.74m²

GROSS Footprint (Ground) = 231.31m²

People
Width
Distance

Ruler
Entertainment
Licensing
Clifton House
Fire Brigade



Mance Design & Architect
Unit 4, 2 Priory Street, London E1 6AT
T: +44(0)20 4524 4545 F: +44(0)20 4524 4546
E: info@mancedesign.co.uk W: www.mancedesign.co.uk

Client
Purple Turtle Holdings Limited
Project
Purple Turtle
Camden Town
61-65 Crowsdale Road
London

Drawing
Ground Layout

MDA-Licensing - 01		Rev
Scale	Date	0
1:100 @ A3	12/07/05	TB

Section 1: Background comments of the Borough Solicitor

- 1.1 The purpose of Camden's Statement of Licensing Policy is to make it clear to applicants that wider considerations will be taken into account when determining applications. It is intended to guide the Licensing Panel when considering licence applications. However, the Licensing Panel must always consider each application on its own merits and allow exceptions to the normal policy where the circumstances of the application justify allowing an exception. The burden is on the applicant to show that they comply with the policy.
- 1.2 Members should only address those matters that have formed the subject matter of relevant representations. Matters that arise that are not the subject of relevant representations fall outside the function that the Panel is exercising when it holds a hearing
- 1.3 Members must determine, having regard for the evidence, whether granting the application for a premises licence will impact adversely on the policy criteria listed in paragraph 3 of this report.
- 1.4 In accordance with the provisions of Part 1 of Schedule 5 of the Act, where a Licensing Authority rejects in whole or in part, an application for a new premises licence, the applicant may appeal against the decision, to a magistrate's court within 21 days of being notified of the decision.
- 1.5 Similarly, where a person who made relevant representations in relation to the application contends that the licence ought not to have been granted, or that different or additional conditions should have been imposed on the licence, he may appeal against the decision to a magistrate's court within 21 days of being notified of the decision.
- 1.6 **The Human Rights Act 1998** incorporates the key articles of the European Convention on Human Rights into domestic law. Decisions on licensing matters are actions of a public authority and must be compatible with Convention rights. Consequently, Members of the Panel must be aware of the rights contained in the Convention (particularly those set out below) when making licensing decisions.
 - (a) **Article 6: Right to a fair trial**
In the determination of his civil rights and obligations, everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial tribunal established by law.
 - (b) **Article 8: Right to respect for private and family life**
Everyone has a right to respect for his or her private life, his home and correspondence.

(c) **Article 1 of the First Protocol: Protection of property**

Every natural or legal person is entitled to the peaceful enjoyment of his possessions, including a licence. No one shall be deprived of his possession except in the public interest and subject to the conditions provided for by law and by the general principles of international law.

(d) **Article 10: Freedom of Expression**

Everyone has the right to freedom of expression. This right shall include freedom to hold opinions and to receive and impart information and ideas without interference by public authority and regardless of frontiers. This Article shall not prevent States from requiring the licensing of broadcasting, television or cinema enterprises.

The exercise of these freedoms since it carries with it duties and responsibilities may be subject to such formalities, conditions, restrictions or penalties as are prescribed by law and are necessary in a democratic society, in the interests of national security, territorial integrity or public safety, for the prevention of disorder or crime, for the protection of health and morals, for the protection of the reputation or rights of others, for preventing the disclosure of information received in confidence, or for maintaining the authority and impartiality of the judiciary.

(e) **Article 14: Prohibition of discrimination**

The enjoyment of the rights and freedoms set forth in this Convention shall be secured without discrimination on any ground such as sex, race, colour, language, religion, political or other opinion, national or social origin, association with a national minority, property, birth, or other status.

- 1.7 When formulating policy local authorities must have regard to the **Equality Act 2010**. The Act provides protection from discrimination in respect of certain protected characteristics, namely: age, disability, gender reassignment, pregnancy and maternity, race, religion or beliefs and sex and sexual orientation. It places the Council under a legal duty to have due regard to the advancement of equality in the exercise of its powers including licensing powers. Members of the panel must be mindful of this duty when determining all licensing applications.

The section 149 Public Sector Equality Duty

(1) A public authority must, in the exercise of its functions, have due regard to the need to—

- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

(2) A person who is not a public authority but who exercises public functions must, in the exercise of those functions, have due regard to the matters mentioned in subsection (1).

(3) Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to—

- (a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
- (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
- (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

(4) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.

(5) Having due regard to the need to foster good relations between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to—

- (a) tackle prejudice, and
- (b) promote understanding.

(6) Compliance with the duties in this section may involve treating some persons more favourably than others; but that is not to be taken as permitting conduct that would otherwise be prohibited by or under this Act.

1.8 In determining any application, the Council must comply with the public sector equality duty in s.149 of the 2010 Act. This is a duty to have regard to the need to achieve the statutory goals of s.149, rather than to achieve a particular result. The s149 duty sits alongside and does not override statutory requirements in relation to determining licensing applications, including the duty to consider all evidence on its merits and the legislative criteria listed at paragraphs 3 & 4.

1.9 When members have before them representations or other material on issues relevant to s149, even outside the scope of “standard” licensing considerations such material must still be specifically assessed in the context of s149. However, because s149 creates a requirement to “have regard” the fact a matter raised is relevant to s149 will not automatically translate into a reason for refusing an application that would be sustainable in any subsequent appeal, given the legal requirement to determine applications in compliance with licensing legislation.

Section 2: Financial Comments

- 2.1 Following consideration there are no financial implications concerning this application. The Executive Director Corporate Services has been consulted in the preparation of this report and has no further comments to add.