

Camden Statement of Licensing Policy

2025-2030

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Camden's Statement of Licensing Policy 2025-2030

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Foreword

Camden is at the heart of London's diverse hospitality and cultural economy. Our artistic and globally acclaimed music venues attract visitors from across the country and beyond. Camden has over 1,950 venues licensed under the Licensing Act 2003 and a vibrant evening and night time economy.

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

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

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

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

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

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

Jonathan Simpson MBE
Chairman, Licensing Committee

Chapter One

Introduction

- 1.1 This policy outlines the approach, principles, and objectives adopted by Camden Council when regulating and managing licensing applications. The purpose of this policy is to provide guidance and transparency on the licensing process and decision-making. It ensures that there are effective and appropriate licensing policies that respond to the borough's unique characteristics while helping to deliver the Camden Plan and other local priorities, further details are given in **Chapter Three**.
- 1.2 This policy replaces the interim Statement of Licensing Policy published on 31 January 2022 and covers the period from 2025 to 2030.
- 1.3 This policy aims to promote the four licensing objectives set out in the Licensing Act 2003 (the 2003 Act), which are:
 - the prevention of crime and disorder
 - public safety
 - the prevention of public nuisance
 - the protection of children from harm

The 2003 Act is clear that the promotion of the four licensing objectives is paramount at all times. The Secretary of State's Revised Guidance (February 2025) issued under section 182 of the 2003 Act ([section 182 Guidance](#)) also identifies a number of other key aims and purposes:

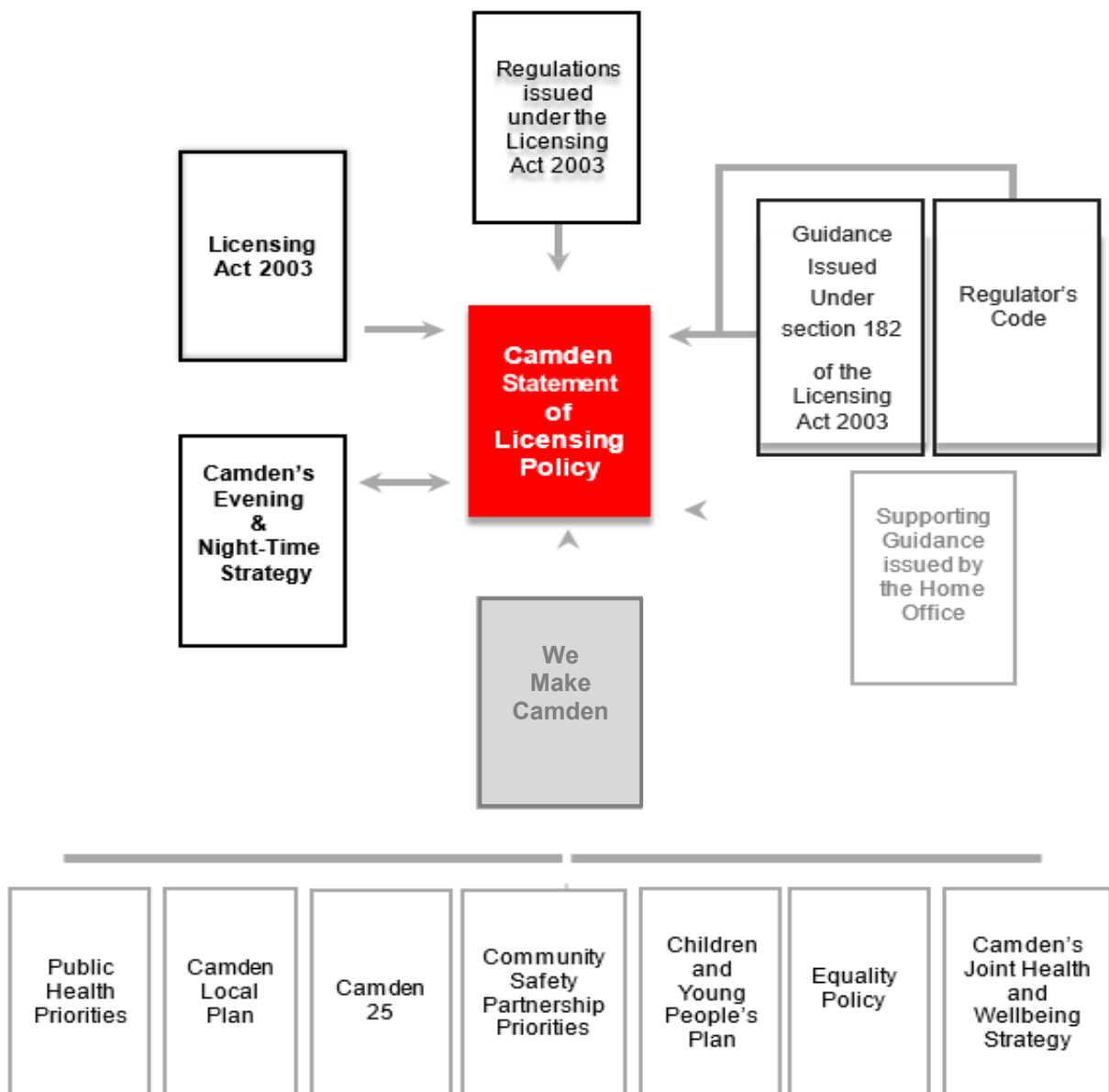
- protecting the public and local residents from crime, anti-social behaviour and noise nuisance caused by irresponsible licensed premises
- giving the police and licensing authorities the powers, they need to effectively manage and police the night-time economy and take action against those premises that are causing problems
- recognising the important role which pubs and other licensed premises play in our local communities by minimising the regulatory burden on business, encouraging innovation and supporting responsible premises
- providing a regulatory framework for alcohol which reflects the needs of local communities and empowers local authorities to make and enforce decisions about the most appropriate licensing strategies for their local area; and
- encouraging greater community involvement in licensing decisions and giving local residents the opportunity to have their say regarding licensing decisions that may affect them.

Licensing Hierarchy

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

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

Statement of Licensing Policy hierarchy



Camden's Strategies and Plans

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

Camden's Evening and Night-time Strategy

- 1.6 The Camden Evening and Night-time Economy Strategy was developed via an extensive public engagement programme which included a 3-session Citizens' Assembly and an online engagement area - reaching around 1,600 people.
- 1.7 The Strategy outlines a clear vision which includes a commitment to make Camden a welcoming, safe and inclusive place to spend time in the evening and night-time.
- 1.8 This policy aligns with the Camden Evening and Night-time Economy Strategy. Particularly in relation to the challenge of supporting and growing what makes Camden a great place to visit, but also better managing Camden places and the public realm between 6pm and 6am to ensure they are welcoming, inclusive and safe for everyone on a night out in Camden.

Camden Evening and Night-Time Strategy 2024-2029

- 1.9 There are five core strategy themes that contribute to a vision for Camden in the evening and night-time, which are:
- Inclusivity and working together
 - Supporting the economy
 - Liveability and wellbeing
 - Culture
 - Places at night
- 1.10 By aligning the licensing policy with the Evening and Night Time Strategy vision to make Camden a welcoming, safe and inclusive place to spend time in the evening, this policy creates a regulatory framework that delivers the vision in a way that balances the needs of businesses seeking licenses, residents who live in the vicinity of licensed premises and visitors to those premises. This integration supports economic development, cultural enrichment, and a positive overall experience for residents, visitors and workers during the evening and night-time.
- 1.11 Additionally, the Strategy proposes the creation of a Licensing Charter to encourage and embed best practice principles amongst licensed premises and prospective applicants. The charter is outlined in chapter 7 of the policy.

We Make Camden¹

- 1.12 This policy will play an essential role in the delivery of We Make Camden, the Council's vision for the borough, in particular creating conditions for and harnessing the benefits of economic growth, investing in our communities to ensure sustainable neighbourhoods and delivering value for money services and health.
- 1.13 We will aim to deliver this by
- creating stronger partnerships with the responsible authorities and other partners to deliver outcomes for Camden
 - promoting local businesses, supporting job creation, and fostering economic growth in the borough.
 - supporting and preserving the Camden's cultural assets, heritage sites and artistic community.
 - improving community involvement in relation to licensing decisions
 - working for businesses by providing easy access to appropriate advice and information and
 - ensuring Camden is a safe place for everyone by reducing anti- social behaviour and using licensing functions to maintain a night- time economy that is safe and vibrant

Camden Local Plan²

- 1.14 The Camden Local Plan sets out the Council's planning policies and is a key document in Camden's development plan (the name given to a group of documents that set out our planning policies).
- 1.15 The Local Plan contains a number of policies relevant to licensing which we have considered when producing this policy, including:

Protecting amenity

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

Community, health and wellbeing

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

Design and heritage

- Policy D3 Shop fronts

Town centres and shops

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

- Policy TC4 Town centre uses

Camden's Joint Health and Wellbeing Strategy 2022-2030³

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

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

Public Health Priorities

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

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

- 1.19 As a responsible authority Public Health may also:

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

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

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

- 1.21 Public Health concerns everyone and although 'protecting and improving public health' is not a licensing objective, alcohol related harm is a particular concern in Camden. Alcohol can have an impact on health inequalities and is one of the key drivers of ill health and early deaths.

¹ <https://www.camden.gov.uk/wmc>

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

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

- 1.22 Alcohol consumption contributes to hospital admissions and deaths, costing the NHS £3.5 billion annually and society £21 billion. Despite a reduction in consumption in recent years, alcohol remains a significant health burden in the UK, with significant harm to individuals. In 2021/22, 758 people in Camden were admitted to hospital due to alcohol - or 447 for every 100,000 people. Camden has a lower rate of alcohol related hospital admissions compared to England but slightly higher than the London average.
- 1.23 While there are social benefits when people come together to drink, overconsumption of alcohol can lead to serious health problems that can have an impact on individuals, their families, and communities.
- 1.24 The Public Health Responsible Authority when making representations will demonstrate the link between public health concerns and the licensing objectives and may provide information such as ambulance call outs and admissions to hospital specifically caused by alcohol. The Licensing Authority will always consider health related harm where such representations are relevant to the promotion of the licensing objectives.

Community Safety Partnership Priorities⁴

- 1.25 The Community Safety Partnership (CSP) ensures that statutory and voluntary agencies work together with our communities to tackle crime and increase community safety. The CSP Delivery Priorities 2024 -2027 sets out five strategic priorities
- Drug-Related Activity: Implementing strategies to reduce drug misuse and associated crimes, which often impact young people and their communities.
 - Antisocial Behaviour: Addressing behaviours that disrupt communities, with interventions designed to prevent escalation, including young people.
 - ‘No Place For Hate’: Promoting initiatives that address hate crimes and discrimination, fostering an inclusive environment for all residents.
 - Women's Safety: Enhancing measures to protect women and girls from violence and harassment, contributing to a safer community for everyone.
 - Serious Violence: Focusing on preventing and reducing incidents of serious violence, particularly those involving young individuals.
- 1.26 We have had regard to the priorities of the CSP Delivery Plan relevant to licensing:
- Making child sexual exploitation victims safer through education by developing links with the police “Make Safe” operations covering

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

Children and Young People's Plan

- 1.27 Camden's Children's Trust Partnership Board will deliver on the strategic objectives in the Camden Plan to improve outcomes for children, young people and families in Camden. This is set out in the 'Change for Children and Families' plan.
- 1.28 The key factor relevant to licensing is 'reducing crime and anti-social behaviour'.

Camden's Equality Policy⁵

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

We are committed to ensuring that our:

- Our services give satisfaction to all
- Our policies and don't have any unintended adverse impacts
- workforce is representative at all levels

⁴ <https://www.camden.gov.uk/camden-community-safety-partnership>

⁵ <https://www.camden.gov.uk/equality>

1.30 Our objectives are to:

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

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

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

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

Equality & Inclusion in Licensed Venues

1.33 Applicants and licensees must make themselves familiar with the law and their responsibilities set out within the Equality Act 2010 and relevant guidance for businesses, which can be found on the [Equality & Human Rights Commission website](#).

- The Act makes discrimination against any person (including employees and customers) unlawful.
- Section 149 (7) of the Act defines the relevant protected characteristics as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- Any activity in breach of the Act may be considered an offence and will lead to enforcement by the Equality and Human Rights Commission Public Sector Duty

- 1.34 The council must have regard to its public sector equality duty under section 149 of the Equality Act 2010.
- 1.35 In summary a Public Authority must, in the exercise of its functions, have due regard to the need to:
- Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act.
 - Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it.
 - Foster good relations between persons who share a relevant protected characteristic and persons who do not share it

Promoting Equality & Inclusivity in Licensed Venues

- 1.36 A licence holder will need to make an assessment of their own practices and policies to make a venue inclusive.
- 1.37 However, the following are common and best practice examples that could be considered:
- **Inclusive and transparent policies** for example admittance policies may clearly stipulate adherence to a dress code and refusal if someone presents as intoxicated; however, they must not prevent admittance based on perceived attractiveness, size, or against any of the protected characteristics.
 - **Robust complaints** procedures that make it easy for customers who feel they have been discriminated against to raise their concerns and understand how this will be investigated or managed.
 - **Accessible venues and events** for all sections of the community and in particular those with disabilities. To ensure that licensed premises are enjoyable, welcoming and physically accessible for customers and visitors. Accessibility includes recognising the need for access requirements, providing accurate and disability aware information and customer service that promotes equal access to everything, from providing information about events, booking tickets, and attending venues and events.
 - **Comprehensive training** on equality and inclusion for all staff. It is important that any training is regularly refreshed.

Late Night Levy

- 1.38 In January 2016, the Council introduced the late-night levy (LNL) which took effect from 28 April 2016. The LNL allows the Council to charge premises that sell alcohol late at night, a contribution towards managing the evening and night-time economy (ENTE). The LNL covers the whole borough and applies to all licensed premises including pubs, clubs, supermarkets and off-licences who supply alcohol after midnight and before 6am. The LNL only applies to take-away premises if they also supply alcohol during this period.

- 1.39 The Council and its partners use the revenue raised through the LNL to provide additional services and activities to deal with crime and disorder, litter waste and noise and ensuring women's safety in the ENTE.
- 1.40 The Camden Late Night Levy Consultative Group plays an important role in underpinning the collaborative approach towards the stewardship and development of the Camden Evening Night Time Economy.
- 1.41 The group maintains and supports engagement between Camden Council, night time economy stakeholders, night time economy venues and key statutory agencies such as the Metropolitan Police Service.

General

- 1.42 In preparing this policy, we have had regard to the S182 Guidance, Regulators Code and our own strategies as set out above. We seek through this policy to contribute to a safe, sustainable and thriving economy, that people of all ages and from all sections of the community can enjoy.
- 1.43 We acknowledge that when we exercise our licensing functions under the 2003 Act, we must have regard to the S182 Guidance; Regulator's Code and apply the standards and policies set out in this policy. However, in some rare cases, the promotion of the licensing objectives may lead us to make exceptions to our policies or to depart from the S182 Guidance. We also acknowledge that the S182 Guidance and this policy cannot anticipate every possible scenario or set of circumstances that may arise and that exceptions will be rare. If we do make an exception, we will give full reasons for doing so.
- 1.44 In deciding whether we should make an exception to this policy, we will consider our reasons for the specific policy and determine whether we would undermine the objectives of this policy by making an exception to it.
- 1.45 We do not seek to undermine the right of any individual to make an application and to have that application considered on its individual merits, nor to override the right of any person to make representations about an application, or to seek a review of a licence we have issued.
- 1.46 We will not use this policy to attach conditions that duplicate other regulatory regimes or try to impose standard conditions on licences without regard to the merits of the individual application and the promotion of the licensing objectives.
- 1.47 We will formally review this policy every five years as required by the 2003 Act, and we will keep it under constant review to allow us to make any revisions we may consider appropriate. We may introduce additional policies or guidance for specific issues as they emerge, offering flexibility to address urgent matters promptly instead of undergoing the formal policy review process. While these additional documents won't be integrated into the current policy, licensees will be notified of them and are expected to comply with them in the interest of promoting the licensing objectives.

Community Involvement in this Policy

- 1.48 In preparing this policy, we carried out engagement with residents, businesses and responsible authorities throughout 2023 and 2024. The comments we received have been taken into account when preparing this policy.

Consultation on this Policy

- 1.49 The statutory consultation ran from 17th December 2024 until 14th March 2025.

- 1.50 The 2003 Act sets out that we must specifically consult residents, licence holders and businesses (or their representatives) and public bodies. We consulted the following:

- the chief officer of police
- the fire authority
- representatives of holders of existing premises licences, personal licences and club premises certificates in the borough
- representatives of businesses and residents in Camden.

- 1.51 In addition to the groups at 1.50 above, we extended the scope of the consultation to include the following:

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

Chapter Two

Welcome to the London Borough of Camden

- 2.1 The London Borough of Camden covers an area of 22 square kilometres (2,180 hectares) of inner London, to the north of the West End and City of London.
- 2.2 The area covered by the London Borough of Camden extends from Hampstead Heath through Camden Town, Euston and Kings Cross to areas including parts of Holborn, St Giles and Covent Garden.
- 2.3 The borough is well served by public transport, including major mainline rail terminals at Euston, Kings Cross and St Pancras International as well as extensive bus and London Underground coverage.
- 2.4 Camden has a rich architectural heritage, with many buildings and places of architectural or historic importance. It has many residential areas, each with its own distinctive identity and characteristics. There are numerous parks and open spaces within the borough, including Hampstead Heath, Primrose Hill and Regents Park.
- 2.5 Camden also has a wide range of shopping centres and districts, including Camden Town, Finchley Road, Kilburn High Road, Tottenham Court Road, West Hampstead and the Seven Dials area of Covent Garden.
- 2.6 The borough is home to University College London, and major teaching hospitals including University College Hospital and the Royal Free, as well as many of the country's legal practices at Chancery Lane and Holborn.
- 2.7 Camden's cultural and leisure activities include the British Museum, the British Library and well known theatres, in addition to many smaller museums and galleries, cinemas, pubs and iconic music venues such as Koko, Electric Ballroom and the Roundhouse amongst other. Camden also offers a variety of indoor and outdoor sport facilities, enjoyed by both residents and visitors.
- 2.8 Approximately 221,000 residents live in the London Borough of Camden. There are around, 40,140 businesses situated in Camden (NOMIS, 2024) the second highest in London and the third highest in the UK, ranging from international organisations to small businesses, with an estimated 402,000 workers in the borough (ONS Business Register and Employment Survey 2022).
- 2.9 Camden is a borough of diversity and contrasts, with some of the wealthiest areas in England, as well as some of the most deprived. Although it is a small borough in terms of size, Camden is the fourth largest contributor to London's economy and accounts for around 1.7% of Britain's economic output.
- 2.10 Camden's evening and night-time economy (ENTE) is significant to Camden, to London and internationally – in 2011 Camden was measured as having the

sixth largest ENTE in the UK, with an annual turnover of £955.9m¹. It provides economic opportunities for businesses, and people of all ages, with over 113,700 jobs being carried out during the evening and night-time in the borough². It is an important part of our cultural life and a special place to visit and home to around 7% of London's key cultural venues³. However, the number of LGBTQ+ nightlife venues in Camden has fallen by 40% between 2006 and 2018. All of our grassroots music venues have faced extreme financial pressures, losing income and trade through lockdowns and then more recently the rising cost of doing business.

- 2.11 The way Camden's ENTE is managed shapes the health and wellbeing of our communities, those who work in it and our borough as a whole; 12% of the borough population lives in an ENTE hotspot and 50% within '15-minutes walk'. Whilst there are benefits to such close access, there are also impacts from noise, anti-social behaviour and negative public health outcomes linked to alcohol as well as air quality – commercial catering accounting for 39% of total particulate air pollution in Camden – the single largest emitter.

¹ TBR Observatory (2014) *Night-Mix League Table – Urban LAs 2011*. Newcastle-upon-Tyne: Trends Business Research Ltd

² ONS, Inter-Departmental Business Register 2017 – reported by the London Datastore, Mayor of London

³ Cultural Infrastructure Map, London Datastore, Mayor of London

Chapter Three

Purpose of this Statement of Licensing Policy

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

the public, to understand our policies. The Magistrates' Court will also have regard to this policy when considering appeals made against our decisions.

Glossary

Adult Entertainment

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

Children

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

Controlled Drinking Zone

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

De-Regulated Entertainment

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

- Plays: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.
- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500.
- Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
- Indoor sporting events: no licence is required for an event between 08.00 and 23.00 on any day, provided that those present do not exceed 1000.
- Boxing or wrestling entertainment: no licence is required for a contest,

exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.

Live music: no licence permission is required for:

- a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
- a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
- a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that does not have a licence, provided that the audience does not exceed 500.
- a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
- a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.

Recorded Music: no licence permission is required for:

- any playing of recorded music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.
- any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
- any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:

- any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority

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

Licensing Authority

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

On and Off Sales of Alcohol

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

Other Persons

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

Personal Licence

This is a licence which:

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

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

Private Events

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

This would include persons working together, or friends and relatives of an individual

holding a celebratory event but would not include persons who registered themselves on a “guest list” or took up some form of membership mainly for the purpose of gaining admission to the event.

Regulated Entertainment

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

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

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

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

Relevant Representation

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

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

Responsible Authorities

These include:

- The Licensing Authority
- The Chief Officer of Police
- The Fire Authority
- The enforcing authority for health and safety at work
- The Planning Authority
- The local authority responsible for minimising or preventing the risk of

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

Security Industry Authority (SIA)

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

Sex Establishments

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

Substantial Meal

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

Substantial Table Meal

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

Table Meal

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

Variations

A variation is a material change to a premises licence and would include an increase in the capacity of the premises, a change in the hours of operation of the premises, a change to the way the premises is to operate in regard to the Operating Schedule or a request to vary an existing condition attached to the premises licence. Policies relating to variations do not apply to applications to change the name or address of someone named in the licence or an application to vary the licence to specify a new individual as the designated premises supervisor. Where a licence holder wishes to make small variations to their licence which would not adversely impact on the licensing objectives a simplified "minor variation" process will apply.

Vessels

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

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

Chapter Four

Preparation and Submission of Applications

- 4.1 This chapter explains how to make applications, the four licensing objectives, risk assessments and shadow licences. It is important that applicants address these requirements and structure their applications accordingly. Applicants should consider the guidance on our [website](#) and if necessary, seek our advice through the available pre-application advice service prior to preparing the operating schedule. In some cases, it may be appropriate and expected that the applicant will consult with local residents, responsible authorities and any other persons in order to establish whether they have any concerns before submitting an application.
- 4.2 Being a licence holder carries extensive responsibilities. We expect all applicants to demonstrate that they will run licensed premises responsibly. It is essential that applicants make a realistic effort to assess the impacts of their proposals and, having regard to the terms of this policy and this chapter in particular, include measures and conditions to manage such impacts in their operating schedule. Where an applicant fails to propose adequate measures to deal with relevant concerns arising from the licensing objectives, officers will bring this to the Licensing Panel's attention at hearings.
- 4.3 Responsible authorities and any other persons may make representations, where they consider the application undermines one or more of the licensing objectives.
- 4.4 It may be difficult for responsible authorities and any other persons to understand the potential impacts of applications that are not properly structured and presented. Applications that are not properly structured and presented are more likely to attract representations. In many cases, it will be impractical for the Licensing Panel to draft extensive additional conditions during a panel hearing. The Licensing Panel is more likely to refuse applications that include an inadequately drafted operating schedule. It is in the best interests of all parties for the applicant to ensure they properly draft operating schedules prior to submitting an application. Applicants are strongly advised to reference this policy when preparing their applications. Responsible authorities or any other persons should also reference this policy when making representations.
- 4.5 The operating schedule will form the basis of conditions attached to any licence if granted. The following applies:
- if no relevant representations are made, we will grant the licence in accordance with the application and with conditions that are consistent with the operating schedule and the relevant mandatory conditions.
 - if relevant representations are made, we will (unless all parties agree otherwise) hold a hearing.

4.6 Where we hold a hearing, a Licensing Panel of elected Councillors, has discretion to will determine the application as set out below. The Licensing Panel may:

- amend the conditions volunteered in the operating schedule
- restrict the hours during which licensable activities may take place
- limit the type of licensed activities that may be carried out
- impose further conditions on the licence or certificate
- refuse the application.

Risk Assessment and Operating Schedules

4.7 While a risk assessment is not mandatory when applying under the Licensing Act 2003, we strongly encourage applicants to complete one before making an application. This helps all parties to assess the potential impact of the proposed activities.

4.8 A risk assessment should consider but not limited to factors such as:

- **Capacity and customer profile** – Expected number of patrons, the demography of the patrons and their likely behaviour at different times.
- **Location of the premises** – Nearby businesses, their operating hours, and how they might affect or be affected by your activities. For example, if your premises serve late-night refreshments near a nightclub, consider the risks of large crowds arriving after closing. If your premises are near residential areas, assess the risk of noise disturbance.
- **Premises characteristics** – Noise control measures (e.g., double glazing), ventilation needs, fire safety provisions, and safe queuing areas that do not obstruct traffic or pose safety risks.
- **Licensable activities and hours** – The type of activities, their timing, and how they may impact the surroundings.
- **Public nuisance risks** – Potential issues from smoking, eating, or drinking in outdoor spaces and public areas.

The Health and Safety Executive provides guidance on conducting risk assessments [here](#).

Operating Schedules

4.9 Applicants should use risk assessments to develop an operating schedule, which must be included in their application. The operating schedule outlines:

- Proposed licensable activities and operating hours.
- Opening hours beyond licensed activities.
- Measures to promote licensing objectives.

Operating schedules are required for:

- New premises licences and club premises certificates.
- Variations to existing licences or certificates.
- Applications for provisional statements.

- 4.10 Premises can vary enormously and it is important that operating schedules are specific to the premises and the proposed use of the premises in respect of which the application is made. Applicants should therefore make informed judgments as to the steps that they may need to take to promote the licensing objectives and consider whether these steps need to be included within the operating schedule.
- 4.11 The steps in the Operating Schedule will be reflected in conditions on any Licence granted (see 4.5 above). We have provided a set of Model Conditions to assist applicants in formulating their Operating Schedule. These can be found in Appendix Five. These are for guidance only. These model conditions are not exhaustive and this does not limit the conditions that can be included on a premises license. Applicants are also able to offer other alternative conditions.

Conditions and Compliance

- 4.12 If no objections are raised, licences will be granted with conditions consistent with the operating schedule and mandatory requirements. If objections arise, a Licensing Panel hearing will determine whether to grant the application.
- 4.13 Applicants must comply with all licence conditions, as breaches can lead to criminal charges. Therefore, conditions should be:
- Clear, specific, and enforceable (e.g., instead of stating "door supervisors will be provided," specify how many, when, and under what circumstances).
 - Unambiguous to ensure understanding by all parties, including enforcement officers and the courts.

If conditions in an operating schedule are unclear or unenforceable, we may revise them where necessary to ensure they align with licensing objectives.

Pre-Application Advice/Engagement

- 4.14 This policy emphasises the importance of pre application engagement with local residents, communities and the Responsible Authorities. This approach seeks to encourage applicants to prioritise pre-application engagement activity which can lead to improved outcomes by:
- Providing local residents with greater clarity on new and variation licence applications including the activities and times applied for.

- Help the development of good quality applications.
 - Reduce post application negotiation.
- 4.15 Engagement with local communities forms an essential part of the Camden licensing process which encourages inclusiveness and participation.
- 4.16 Camden offers a [pre-application advice service](#) to support applicants when making a licence application.
- 4.17 We encourage applicants to utilise this service to better understand local and policy considerations that may affect their application. The advice provided will be tailored to your business requirements, to enable you to make the best application.
- 4.18 The pre-application service aims to support applicants to understand:
- the right type of licence to apply for
 - that the application form is completed correctly
 - what policies may be applied to an application and why
 - the needs of the local area where the proposed premises is situated
 - any specific measures that may need to be considered when submitting an application
 - if specialist input may be required, for example an acoustician, a security specialist.
- 4.19 Applicants are encouraged to seek guidance and more information from this service in relation to the Licensing Principles and Best Practices listed in Chapter Seven.

Negotiation and Compromise

- 4.20 A spirit of negotiation and compromise between parties is strongly encouraged throughout the application process – from pre-application engagement to negotiation prior to Licensing Panel hearings.
- 4.21 Where an application attracts representations, these can often be addressed through an applicant engaging in dialogue with those who make representations prior to the Licensing Panel hearing. However, the applicant should seek to involve all (and not just some) of the parties who have made representations in the negotiations, or at the very least keep all parties informed in writing on progress and outcomes. Therefore, applicants are strongly encouraged to start engagement and dialogue at the earliest opportunity, prior to submitting applications.
- 4.22 Licensing issues can sometimes be emotive, so when an applicant does negotiate, it is imperative that such negotiations are conducted in a courteous, sensitive and respectful way. The Licensing Authority also expects applicants to engage with local community groups to discuss their proposals and understand local concerns prior to submitting their application so that any concerns can be addressed in the operating schedule.

- 4.23 Negotiation can lead to parties withdraw representations or agree conditions to address concerns, we encourage applicants to engage in 'positive' negotiations with parties. This may help to demonstrate that the applicant is reasonable and responsible and has sought to listen to and address concerns raised. Where negotiations would clearly have been helpful and an applicant has not sought to initiate them, the Licensing Panel may take this into account when determining the application.
- 4.24 In order for the Licensing Panel to consider negotiations, the applicant must inform the Licensing Authority in writing of the outcome of any negotiations at least 48 hours before the scheduled Licensing Panel hearing.
- 4.25 [The Licensing Team](#) can offer impartial advice on how to conduct negotiations.

The Licensing Objectives

- 4.26 The 2003 Act is clear that the promotion of the four statutory objectives must be addressed when licensing functions are undertaken.

The licensing objectives are:

- The prevention of crime and disorder;
- Public safety;
- The prevention of public nuisance; and
- The protection of children from harm.

Each objective is of equal importance. There are no other statutory licensing objectives, therefore the promotion of the four objectives is a paramount consideration at all times.

Prevention of Crime and Disorder

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

Women's Safety

- 4.29 The Mayor of London's office has created a [Women's Night Safety Charter](#). The charter is based on a set of key principles to ensure that all staff working in licensed premises act in a responsible and supportive manner, taking all reports on women's safety seriously.

- 4.30 All women have the right to feel safe and we want to ensure that women visiting Camden's licensed premises and evening and night economy are safe. The issue of women's safety has been pushed to the forefront of society and we want to ensure that this issue is highlighted and addressed.
- 4.31 Below are some common elements contained in the Women's Safety Charter:
- **Zero Tolerance for Violence:** A commitment to zero tolerance for any form of violence or harassment against women
 - **Prevention and Awareness:** Initiatives to raise awareness about gender-based violence/ harassment and methods to prevent it, such as educational programs and campaigns like "Ask for Angela".
 - **Promotion of Gender Equality:** A commitment to promote gender equality, including education, employment, and leadership positions.
- 4.32 To fully support the Women's Night Safety Charter (WNSC), we expect all licensed premises operating in the evening and night-time economy to adhere to the following measures:
- **A Women's Safety Champion:** All licensed premises must nominate a dedicated Women's Safety Champion who is responsible for promoting women's night safety; ensuring staff are trained on issues on women's safety.
 - **Demonstrate Commitment through Visible Campaigns:** All licensed premises must engage in visible safety campaigns and demonstrate a clear stance on women's safety at night. This could include posters and digital communications within the premises.
 - **Participation and Adopting 'Ask for Angela' & WAVE Training:** All licensed premises are required to adopt the 'Ask for Angela' scheme and ensure that key staff receive Welfare and Vulnerability Engagement (WAVE) training. This will equip staff with the necessary skills to provide support and respond appropriately to vulnerable customers.
 - **Promote Reporting Mechanisms:** All licensed premises should encourage customers and staff to report harassment or unsafe behaviour, through a well-publicised, simple, and confidential reporting mechanism. Licensed premises must ensure all staff are trained to handle these reports with sensitivity, and that they are documented, investigated, and acted upon swiftly.
 - **Partnership with Responsible Authorities:** All licensed premises should work closely with the responsible authorities and police to regularly review safety measures, share relevant information, and co-develop strategies to ensure a safer night-time environment for women.
 - **Reporting Protocols:** All licensed premises adopt incident reporting protocols, to ensure that any safety concerns or harassment reports

involving women are systematically recorded, reported to the appropriate authorities, and followed up.

- **Safe Design Spaces:** Licensed premises should commit to assessing the design of their public and staff areas to improve safety for women. This could include increased lighting in dimly lit areas, the installation of CCTV in key areas, clear signage for safe exits, and creating open, visible spaces that discourage harassment or unsafe behaviours.
- **Safety Audits:** Licensed premises should conduct regular safety audits focusing on night-time operations. These audits should include the physical environment, staff training, and response protocols to ensure ongoing compliance with WNSC guidelines.

Drink Spiking

4.33 Drink spiking is a serious and illegal act that involves adding drugs or alcohol to someone's drink without their knowledge or consent. This can lead to a range of harmful consequences, including sexual assault, robbery, or even health risks. The objective under the Licensing Act 2003 would include taking measures to prevent incidents of spiking.

4.34 The introduction of the Crime and Policing Bill is to:

- tackle the epidemic of serious violence and violence against women and girls that stains our society.
- equip police with the powers they need to combat antisocial behaviour, crime and terrorism.

This Bill, [Crime and Policing Bill 2025 - GOV.UK](#) supports the government's Safer Streets Mission to halve knife crime and violence against women and girls and rebuild public confidence in policing and the criminal justice system. It introduces a new criminal offence of administering a harmful substance (including spiking).

4.35 The following examples are within the range of behaviours that would be considered spiking. This list is not exhaustive:

- Putting alcohol into someone's drink without their knowledge or permission
- Putting prescription or illegal drugs into an alcoholic or non-alcoholic drink without their knowledge or permission
- Injecting another person with prescription or illegal drugs without their knowledge or permission
- Putting prescription or illegal drugs into another person's food without their knowledge or permission
- Putting prescription or illegal drugs into another person's cigarette or vape without their knowledge or permission

4.36 This policy plays a crucial role in preventing drink spiking and other related issues by setting clear expectations for licensed premises and promoting a safe and responsible drinking environment.

- **Bartender Awareness:** Bartenders should always keep an eye on the drinks they are preparing and should not leave them unattended. If they do, a customer could easily slip something into a drink.
- **Collaborate with Local Authorities:** Work closely with the Police and community organizations to share information and coordinate efforts to prevent drink spiking.
- **Drink Tracking:** Encourage patrons to keep track of their drinks and to never leave them unattended. Offer drink spiking awareness messages on menus, signage, or coasters.
- **Encourage Responsible Drinking:** Promote responsible drinking within your premises. Offer a range of non-alcoholic beverages and encourage patrons to pace themselves.
- **Offer Drink Awareness Information:** Consider having posters or information available in the premises to educate patrons about the risks of drink spiking and what they can do to protect themselves.
- **Promote a Safe Environment:** Foster a culture of safety and mutual respect within your premises to discourage harmful behaviours, including drink spiking.
- **Report Suspected Incidents:** Encourage both staff and patrons to report any suspected incidents of drink spiking immediately to management and, if necessary, to the Police.
- **Safe Spaces:** Licensed premises should create specific areas to provide support for vulnerable individuals impacted by spiking, where the appropriate support can be provided.
- **Safe Transport Options:** Offer information about safe transportation options for patrons who have consumed alcohol, such as taxi services or designated drivers.
- **Secure Drink Preparation:** Ensure that all drinks are prepared and served by trained and responsible staff. Limit access to the bar area to authorized personnel only to prevent unauthorized individuals from tampering with drinks.
- **Staff Training:** Properly train staff to recognize the signs of drink spiking and to be vigilant about customer behaviour. They should know how to respond if they suspect a drink has been tampered with, such as informing security or management.
- **Surveillance and Security:** Implement security measures such as surveillance cameras in key areas, especially near the bar and restroom entrances. Visible security personnel can also deter potential offenders.

- **Use Tamper-Evident Packaging:** Consider using tamper-evident lids or seals on drinks that are served in containers with openings, such as bottles or cans. This makes it more difficult for someone to spike a drink without it being obvious.
- **Watch for Suspicious Behaviour:** Train your staff to look out for customers who may be acting unusually, such as overly aggressive or insistent behaviour towards others, or trying to get others to drink something they did not order themselves.

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

Hate and Intolerance

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

4.39 Licence holders are expected to consider carefully, the possible impact on the local community of allowing their premises to be used by performers or organisations that promote messages of hate or intolerance.

4.40 Licensees should make themselves familiar with the requirements of the Equalities Act 2010 for the access and provision of services for persons within the protected groups identified by the legislation. The Act makes it unlawful to discriminate against anyone because of:

- Age
- Being or becoming a transsexual person
- Being married or in a civil partnership
- Being pregnant or on maternity leave
- Disability
- Race including colour, nationality, ethnic or national origin
- Religion, belief or lack of religion/belief
- Sex
- Sexual orientation.

4.41 Camden recognises the importance of LGBTQ+ venues and the vibrancy and cohesion they bring to the borough. All our licence holders should take the necessary measures to ensure that these venues are a safe place for all.

4.42 Licensees can promote inclusivity by creating an environment that welcomes people from diverse backgrounds and ensuring that all customers feel safe and

respected while on the premises.

- 4.43 We will notify licence holders of our concerns if an event appears to be in some way detrimental to equalities, local community cohesion and local public order. We also remind licence holders of their responsibility to uphold the licensing objectives, and that crime or disorder resulting from an event, could lead to a review of the premises licence.

Psychoactive Substances

- 4.44 The UK has seen a rise in new substances and products that mimic the effects of traditional drugs such as cannabis, cocaine, amphetamine and ecstasy. The Psychoactive Substances Act 2016 came into effect in May 2016 and bans these substances. We expect licence holders to consider the risk associated with psychoactive substances on their premises and recommend that measures to deal with these risks are included within their existing drugs and psychoactive substances policy. Licence holders are expected to sign up to the Local Drug Information System distribution list by contacting Camden's Integrated Drug and Alcohol Service by emailing Camden.LDIS@cgl.org.uk and asking to be added to the list.

Capacity

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

Outside Drinking

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

Crime and Disorder Risks

- 4.47 The following provides a non-exhaustive list of risks associated with the crime and disorder licensing objective that applicants should consider (where relevant) when preparing their operating schedule:
- Crime and disorder near the premises: this may include the risk of crime and disorder arising from persons queuing to enter the premises, persons

exiting the premises and customers smoking eating or drinking in outdoor areas and on the highway outside the premises. This can also include crime arising from pickpockets and bag snatchers, particularly in open spaces or crowded areas where alcohol is being consumed.

- Crime and disorder in the premises: drugs, psychoactive substances, weapons and violence.
- Event type: in some cases, the type of regulated entertainment proposed could increase the possibility of violence and/or disorder occurring in, or near, the premises. For example, some externally promoted live music events carry an increased risk of violent crime and disorder. It may be appropriate to carry out a risk assessment of the activities proposed and share these with us, in some cases, to provide such risk assessment to the Clubs and Vice Unit of the Metropolitan police Service before the event is agreed.
- The risk associated with selling alcohol for consumption on or off the premises:
 - what measures are necessary to prevent underage or proxy sales? Proxy sales are when a person who is 18 years or older buys alcohol for a person who is underage.
 - what measures are necessary to prevent alcohol from being sold outside permitted hours where the operating hours of the premises exceed those for the sale of alcohol
 - whether there are procedures in place to prevent sales of alcohol to intoxicated persons (with particular attention to street drinkers).
 - steps must be in place to ensure that any designated premises supervisors and members of staff involved with the delivery of alcohol to residential addresses are made fully aware of their responsibilities to ensure that no alcohol is sold to persons underage.
- Licensed premises and late-night refreshment: applicants should demonstrate they have assessed the risk of intoxicated persons congregating in large numbers near their premises. Where appropriate, applicants should demonstrate suitable measures to address this problem.
- Premises environment: applicants should consider the physical environment of the premises and have regard to issues that could increase the likelihood of customers becoming agitated or aggressive. This may include procedures regarding door supervision, identification and management of drunken customers and issues of overcrowding and capacity

Measures to Address Crime and Disorder Risks

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

- **Alternatives to glass:** restricting the use of glass bottles and drinking vessels to customers in preference for containers made from soft and environmentally friendly materials, polycarbonates, shatterproof or toughened glass that comply with weights and measures legal requirements.
- **CCTV:** using CCTV inside and/or outside the premises together with appropriate procedures and staff training for the maintenance and operation of such systems
- **Dispersal procedures:** establishing appropriate dispersal to minimise the potential for crime and disorder when customers are leaving the premises (see Appendix Five)
- **Dealing with and reporting crime and disorder:** training for staff and door security aimed at reducing crime and disorder in the premises and its vicinity and dealing with and reporting incidents if they occur
- **Door staff:** considering whether the premises employs sufficient numbers of Security Industry Authority (SIA) registered door staff
- **Drinks promotions:** adopting policies to discourage excessive drinking. This might include adherence to good practice guides and industry codes on drinks promotions such as happy hours, buy one get one free and so on, in addition to adherence with the mandatory licensing condition regarding irresponsible promotions.
- **Drugs, psychoactive substances and weapons:** applicants should pay attention to search procedures, procedures for the safe storage and surrender of seized drugs, psychoactive substances and weapons and consideration given to adoption of a “zero tolerance” policy in this area
- **Incident and occurrence book:** keeping an incident book on the premises so staff can record any instances of crime, disorder, refused sales, ejections and intimidating behaviour
- **Promotion/event risks:** ensuring compliance with guidance from the police relating to specific event risk assessments for externally promoted live music events well in advance of the event. The police licensing team can supply risk assessment forms.
- **Excessive drinking:** training for staff to recognise when customers are becoming drunk and adopting appropriate ‘cut off’ procedures for drunken customers, to reduce the likelihood of fights or aggressive behaviour
- **Getting home safely:** providing information to customers and staff (including contact telephone numbers) regarding safer options available for travelling home late at night - including night buses, night tube, licensed taxis and private hire (mini-cabs)

- **Local schemes:** joining and attending meetings of the local Pubwatch, Clubwatch, Radio scheme if applicable
- **Overcrowding** developing policies and procedures regarding capacity to prevent overcrowding and customers becoming aggressive
- **Prevention of theft:** using bag hooks and signage to warn customers of pickpockets and bag snatchers
- **Queue management:** establishing appropriate procedures to avoid the need for customers to queue before entering the premises or, where queuing cannot be avoided, to manage customers in the queues to minimise the potential for crime and disorder
- **Sales for consumption off the premises:** applicants should consider:
 - using shutters to prevent alcohol from being selected in non-licensed periods
 - having appropriate numbers of staff on duty to deal with possible 'intimidation' to sell alcohol
 - restricting the sale of high strength beer/drink promotions
 - using an incident log book to record incidents
- **Football supporters** - while the vast majority of football supporters are well-behaved, licensed premises that are commonly frequented by football supporters on match days are expected to manage the additional risk that admitting football supporters to their premises may create. Licence holders and applicants for licences should be aware of the potential impact on the local community, and in particular should consider:
 - not serving alcohol to football supporters that are, or appear to be, travelling to attend a football match before 11 am on any day, unless otherwise agreed with the police
 - the number of football supporters that may be safely admitted to the premises, and employ door supervisors to ensure this limit is not exceeded
 - the risk associated with admitting rival groups of supporters, and consider only admitting supporters from one group
 - only serving drinks in plastic or polycarbonate drinking vessels commencing four hours before the advertised start time of the game and until one hour after the game finishes.

Public Safety

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

- 4.50 The Licensing Authority expect visitors and performers to be kept safe on licensed premises. Accordingly, where other legislation (such as the Regulatory Reform (Fire Safety) Order, or the Health and Safety at Work Act) fails to make suitable provision to ensure public safety, the Authority will exercise its licensing functions to secure the safety of members of the public and performers.
- 4.51 The steps required to ensure public safety vary according to the individual style and characteristics of the premises, the nature of the proposed licensable activities/regulated entertainment, and the anticipated number of people attending the premises.

Possible Measures to Ensure Public Safety

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

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

Emergencies: issues in relation to fires, bomb threats, emergency management, contingency planning and evacuation.

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

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

Special effects: if special effects are used on the premises such as flame, lasers, pyrotechnics, smoke, fog, foam or firearms, the Authority encourages risk assessments to be carried out for each activity, detailing

the steps to be taken to prevent and control risk to customers and staff.

Generally, operators should not use special effects without our prior consent.

Public Nuisance

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

Possible Causes of Public Nuisance

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

Amplified music: noise from music played on the premises.

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

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

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

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

Lighting: excessive artificial lighting near licensed premises.

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

Obstruction: customers blocking footpaths when eating, drinking and smoking near to the premises.

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

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

Possible Measures to Address Public Nuisance

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

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

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

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

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

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

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

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

- providing prominent signage asking customers to keep noise to a minimum when using outdoor areas
- restricting the number of customers permitted in certain outside areas and/or at certain times
- using door supervisors and employees to monitor public nuisance issues
- not allowing customers who are smoking to take drinks outside with them
- closing external areas at a certain time
- removing furniture from smoking areas after a certain time to discourage smokers from loitering outside the premises
- locating smoking areas away from residential premises
- using portable ashtrays to prevent cigarette litter
- only allowing seated customers to use external areas that are authorised to be used by a tables and chairs licence.

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

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

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

Protection of Children from Harm

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

Measures to Protect Children from Harm

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

Prevention of underage sales: this may include:

- operating a 'challenge 25' policy
- requirements for adults to accompany a person under 18 at all times
- having a recognised proof of age scheme in place and training all staff in its implementation, displaying posters advertising the scheme and giving details of acceptable identification
- providing regular staff training on the sale of alcohol. Maintaining a written staff training record. Not allowing staff to sell alcohol until they have completed the training.
- keeping a refusals book on the premises and ensuring it is completed whenever sales are refused to a person who appears to be under the age of eighteen
- displaying posters stating that it is an offence to purchase alcohol on behalf of an underage person (proxy sales)
- ensuring alcohol is displayed in an area where access to it can be monitored and controlled by members of staff, for example behind the counter
- for off-licensed premises, not selling individual cans and bottles of beer, cider, alcopops or mixed alcoholic drinks
- use of till prompts.

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

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

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

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

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

Public Health

- 4.62 Although 'protecting and improving public health' is not a licensing objective, alcohol related harm is a particular concern in Camden. The Licensing Authority will always consider health related harms where they are relevant to the promotion of the licensing objectives. When making representations, Public Health will demonstrate a link between health concerns and the licensing objectives and may provide information such as ambulance call- outs and admissions to hospital specifically caused by alcohol.
- 4.63 Public Health will also use powers available to them as a responsible authority, to work with our partners to promote sensible drinking messages and support measures to manage the local availability of alcohol, ensuring the links between density of licensed premises, alcohol availability and indicators of health related harm to inform licensing decisions.
- 4.64 The Licensing Authority recognises that licensees are generally supportive of the need to address health issues related to alcohol. The authority expects applicants to consider the health impacts of their proposed activities in relation to the licensing objectives, and set out below, some best practice for applicants to consider when completing their operating schedules.
- restricting special offers such as cheap shots, 'happy hours', 'buy one, get one free', 'buy two glasses of wine and get the whole bottle'. This slows down consumption, the rate at which blood alcohol concentrations increase and the peak levels are reached by drinkers. Rapidly ascending and high blood alcohol concentrations are shown to be associated with violence and uninhibited behaviour.
 - aligning price with alcohol by volume (ABV), and ensure that non-alcoholic drinks are much cheaper than alcoholic drinks
 - increasing seating for customers to reduce intensive drinking
 - reducing the volume of music as loud music can increase alcohol consumption.
 - actively promoting designated driver schemes where a driver is offered discounted or free non-alcoholic drinks
 - making food available in late venues
 - starting the sale of alcohol later in the day and not aligning it purely with opening hours
 - not advertising alcohol in the shop window
 - storing alcohol behind the shop counter
 - not using display boards or other advertising on the shop floor
 - not selling single cans of alcohol
 - not selling single bottles of beer, and other alcohol beverages such as cider, under 1 litre
 - not selling beer or cider over 5.5% ABV
 - not selling alcohol where they could attract under age purchasers.

Shadow Licences

- 4.65 A shadow licence is a second or subsequent licence for premises where a licence already exists. A “shadow licence” may replicate the authorised licensable activities, hours and conditions of an existing licence or it may be different.
- 4.66 A reason for holding a “shadow licence” could be in the event of an existing premises licence being revoked, suspended, surrendered or lapsing, the holder of the “shadow licence” can use the “shadow licence” immediately to continue operating the premises. The holder of the “shadow licence” could be the freeholder of the premises, the existing premises licence holder or any other person.
- 4.67 The existence of a shadow licence may lead to confusion as to which licence is being used at the premises at any given time. We would, therefore, expect applicants for shadow licences to consider the following non-exhaustive list of conditions and to include them in the operating schedule, such as:
- The premises licence holder will not trade from or operate the premises under this premises licence, for a period of three months after the revocation of premises licence number: [insert licence number] which exists for the same premises
 - The premises licence holder shall hold a notification of interest in respect of premises licence [insert licence number] under section 178 of the Licensing Act 2003
 - The premises licence holder will hold quarterly meetings with the holder of premises licence number [insert number] to discuss any issues arising or relating to the premises and the operation of premises licence number [insert number]
 - The shadow licence will not authorise licensable activities while premises licence [insert number] has effect.
- 4.68 We have set out our approach to review applications in respect of shadow licences, in **Chapter Ten**.

Planning Consent

- 4.69 Licensing and planning are two separate regimes. The law does not allow us to refuse an application because premises do not have the appropriate planning consent.
- 4.70 However, the Authority strongly advise the applicants to obtain planning permission, listed building consent or building regulations approval where appropriate. Applicants should contact our [Planning team](#) for advice.
- 4.71 In certain cases, planning permission may stipulate a specific terminal hour for the commercial use of premises. If this terminal hour differs from the licensed hours, the applicant must adhere to the earlier closing time. Failure to comply with this requirement could result in prosecution under planning law.

Agent of Change Principle

- 4.72 The "Agent of Change" principle in this policy refers to the concept that the responsibility for mitigating and adapting to changes in the surrounding environment falls upon the entity introducing the change.
- 4.73 Adopted planning policies offers protection to music venues and performance spaces and require the Council to apply the agent of change principle when making planning decisions.
- 4.74 Policy C3 of the Local Plan (2017) states that the Council will seek to protect cultural and leisure facilities and manage the impact of adjoining uses where this is likely to impact their continued operation.
- 4.75 As a Responsible Authority Planning will be consulted on all licensing applications where this principle applies.

Chapter Five

Hours

5.1 This chapter explains our policy in respect of licensing hours. Our policy set out in this chapter applies to applications for:

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

The Framework Hours

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

5.3 Our framework hours are:

Type of Licensable Activity	Framework Hours	
For licences including the sale or supply of alcohol for consumption on the premises only:	Monday to Thursday Friday and Saturday Sunday	10:00 am until midnight 10:00 am until 00:30am 10:00 am until 11:00 pm
For licences authorising the sale of alcohol for consumption off the premises :	Monday to Saturday Sunday	08:00 am until 11:30 pm 10:00 am until 11:00 pm
For licences not including the sale or supply of alcohol :	Monday to Thursday Friday and Saturday Sunday	09:00 am until midnight 09:00 am until 00:30 09:00 am until 11:00 pm

Reasons for the Policy Approach

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

General

- 5.6 The framework hours are a guide for applicants when preparing their operating schedules. However, if we do not receive any relevant representations about the proposed application, the law requires us to grant the licence as requested and applied for.
- 5.7 The end time for the framework hours on any given day is not (and should not be regarded as) the 'usual' or 'normal' terminal hour for licensable activities in the borough. Instead, the framework hours serve to identify applications where we will pay particular attention to the likely effect on the local neighbourhood when carrying out the proposed licensable activities outside the framework hours.
- 5.8 Whatever the hours within which licensable activities are proposed, we expect the applicant to consider the risk and volunteer appropriate conditions in their operating schedule to promote the licensing objectives and in particular to prevent crime and disorder and public nuisance.
- 5.9 We also expect applicants to provide appropriate conditions in their operating schedule to prevent public nuisance where customers will use external areas of premises such as gardens and patios.
- 5.10 In preparing the operating schedule, applicants seeking to provide licensable activities outside the framework hours should have particular regard to:
- the location of the premises and the character of the area in which they are situated
 - the proposed hours during which licensable activities will take place and the proposed hours during which customers will be permitted to remain on the premises
 - the adequacy of the applicant's proposals to prevent crime and disorder and prevent public nuisance
 - any relevant issues that may have arisen where the premises were

previously licensed

- whether customers have access to public transport when arriving at or leaving the premises at night-time and in the early hours of the morning
- the proximity of the premises to other licensed premises in the vicinity and the hours of operation of those other premises
- policies and proposals for the orderly dispersal of customers

5.11 The following also applies:

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

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

Deciding on Hours

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

- to limit their applications to the hours they genuinely intend to operate
- when completing the operating schedule, to carefully consider the crime and disorder and public nuisance licensing objectives. Relevant representations are more likely to be received where inadequate regard is given to the need to promote these licensing objectives
- where relevant representations are made, the Licensing Panel shall determine whether the proposals in the operating schedule address the issues underpinning the policy on framework hours. As each application will be determined on its own merits, the individual circumstances will vary between each application
- this policy applies to all licensable activities, however we will have regard to the proposed use of the premises when considering whether and how this policy should apply in any given case

Chapter Six

Cumulative Impact

S5A of the Licensing Act 2003 states that

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

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

- 6.1 This chapter explains cumulative impact and the council’s approach.

Cumulative Impact and its Effect

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

General

- 6.6 All aspects of this policy will apply in particular the hours policy will apply and for applications with hours beyond the framework hours applicants will have to demonstrate that the operations of the premises will not have an adverse effect on the licensing objectives.

- 6.7 The absence of a cumulative impact assessment for an area does not prevent a responsible authority or any other persons making representations on the ground that the premises may give rise to a negative cumulative impact on the area in question.
- 6.8 Where we receive relevant representations on the grounds that the premises may give rise to negative cumulative impact, it would be incumbent on the person making the representation to provide relevant evidence of cumulative impact.
- 6.9 Where no relevant representations are received, the law requires us to grant the application as applied for.
- 6.10 We will continue to ensure that premises are compliant and do not cause a nuisance to our residents through robust enforcement and monitoring, more details of our enforcement protocol and monitoring can be found at Chapter 13.

Other Mechanisms for Controlling Cumulative Impact

- 6.11 We will also consider other mechanisms both within and outside the licensing regime that are available for addressing such issues. For example:
- Planning control
 - Positive measures to create a safe and clean town centre environment in partnership with local businesses, transport operators and other departments of the local authority, including best practise schemes such as Best Bar None, Pubwatch or BIDs
 - Community Protection Notices
 - The provision of CCTV surveillance in town centres, taxi ranks, provision of public conveniences open late at night, street cleaning and litter patrols.
 - Powers of local authorities to designate parts of the local authority area as places where alcohol may not be consumed publicly
 - The confiscation of alcohol from adults and children in designated areas
 - Police enforcement of the general law concerning disorder and anti-social behaviour, including the issuing of fixed penalty notices
 - Prosecution for the offence of selling alcohol to a person who is drunk (or allowing such a sale)
 - Policing the late-night economy through the Late-Night Levy.

How we Manage Camden's Evening and Night Time Economy

Partnerships

- 6.12 The Licensing Authority will take a partnership approach in addressing issues. Regular dialogue will be held to discuss and mediate solutions to issues such as noise, litter and general compliance matters to foster common understanding between businesses, residents, statutory bodies and other relevant stakeholders. This would be through a forum hosted by the local

authority. Introducing and resourcing night-time partnerships that have responsibility for managing the night-time economy locally.

Regular, Location-Specific Communication

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

Safe Places

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

Vulnerability Training

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

Street drinking

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

A targeted approach to enforcement

- 6.17 The Licensing Authority has a robust enforcement process and premises that are not compliant can expect to be placed on a monitoring list. Badly managed venues may be subject to reviews and the range of enforcement options available. Refer to Chapter 14 to view our enforcement protocol.

Chapter Seven

Licensing Principles and Best Practice Guide

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

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

Chapter Eight

Premises Policies

- 8.1 This chapter outlines our policies for different types of venue that applicants should consider when preparing their operating schedule. These policies are not exhaustive, and do not cover every type of venue, or every possible situation. Applicants should read this chapter in together with the chapters above relating to the Licensing Objectives, Risk Assessments, Operating Schedules (Chapter Four), Framework Hours (Chapter Five) and Cumulative Impact (Chapter Six).

Restaurants, cafes and coffee houses

- 8.2 These types of premises when well managed provide a valuable contribution to the community, its residents, visitors and workers.
- 8.3 Premises used primarily as restaurants as defined in this policy are not generally associated with high levels of crime, disorder, anti-social behaviour and nuisance. However, operators should take extra care where customers use external areas of the premises for dining or smoking to ensure they do not have an impact on the licensing objectives.
- 8.4 For the purposes of this policy, premises are a restaurant or cafe if the sale of alcohol is to seated customers who are taking a meal on the premises. If alcohol is sold to any other person who is not seated and taking a table meal, we will regard the premises as a pub or bar.
- 8.5 Late night refreshment venues that do not sell alcohol but serve hot food and drink to standing customers or for customers to take away should refer to the section “Premises supplying hot takeaway food and drink”.
- 8.6 If the tables are cleared at a certain time to create the provision of an area to be used for dancing or other regulated entertainment, we will not consider the premises to be used primarily as a restaurant. Restaurants wishing to provide entertainment should consider this section in conjunction with the section relating to premises providing music and dance.
- 8.7 Some restaurants allow customers to bring their own alcohol to the premises to drink with a meal. Although a licence for the consumption of alcohol is not required, we would expect operators to consider the risk associated with allowing this. We also expect the applicant or licence holder to pay greater attention to the prevention of crime and disorder and prevention of public nuisance objectives.
- 8.8 Appendix 5 contains a list of model conditions that may be relevant to address the risks associated with the operation of the premises. Applicants should review this list together with the Risk Assessment for the specific premises.

Premises Supplying Hot Food and Hot Drink between 11:00 pm and 05:00 am (Late Night Refreshment Venues)

- 8.9 This policy applies to late night refreshment venues supplying hot food and hot drink between the hours of 11:00 pm and 05:00 am. These premises can attract large groups of customers from pubs, bars and clubs in the area and who have consumed quantities of alcohol. These customers can be noisy and cause disturbance in the area long after other nearby licensed premises have closed.
- 8.10 Customers of these venues can often be intoxicated and may be difficult to control. We strongly recommend that operators provide appropriate training for their staff, to ensure they can deal with such situations effectively and fully uphold the licensing objectives.
- 8.11 The consumption of hot food and hot drink away from the premises can lead to litter which causes a public nuisance in the area.
- 8.12 These venues will operate outside framework hours and they are therefore, expected to provide an operating schedule outlining in detail how they will promote the prevention of crime and disorder and public nuisance licensing objectives.
- 8.13 Late night refreshment venues that allow customers to bring their own alcohol to the premises to drink with a meal are expected to consider the risk associated with allowing this activity.
- 8.14 Conditions considered relevant to late night refreshment venues are listed in Appendix Five.

Pubs and Bars

- 8.15 This policy applies to premises where the sale of alcohol is the primary licensable activity. It also applies to proprietary clubs (i.e. members' clubs run for the benefit of the owner not the members) and restaurants where the sale of alcohol is not restricted to seated customers who are taking table meals at the premises.
- 8.16 Pubs and bars provide a valuable service to people who live, work, and visit the borough. However, they may also contribute to crime, disorder, anti-social behaviour and nuisance when consuming excessive quantities of alcohol.
- 8.17 Pubs and bars, including those only operating within framework hours, should consider a) how they will prevent the sale of alcohol to children, b) how they will control potential nuisance from customers drinking and smoking in gardens and other external areas, and c) how to reduce the risk of causing nuisance to their neighbours when customers leave the premises at night.
- 8.18 We expect premises selling alcohol to have a proof of age policy in place (such as Challenge 25), it is important that all staff responsible for selling alcohol are trained to ask for, and recognise, acceptable means of identification, and are

aware of the proof of age policy.

- 8.19 Particular care should be taken where customers use pavement areas to consume alcohol or smoke. A licence may be required for tables and chairs that are used on pavement areas the [Licensing Team](#) can offer advice on this issue. Additionally, customers congregating outside licensed premises can block pavements and cause considerable public nuisance without necessarily behaving in a rowdy manner.
- 8.20 We expect licence holders and their staff to monitor the use of external areas carefully and be aware of any situations where the licensing objectives are not being upheld. The use of external areas are of particular concern in areas of the borough, where pavements are narrow and can quickly become blocked by even a small congregation of customers.
- 8.21 Premises that are not authorised to supply alcohol for consumption off the premises, must ensure that customers do not take their drinks from the premises into any external area that is not authorised for the provision of licensable activities and identified on the premises plan. This may include the pavement immediately outside the premises.
- 8.22 Premises operating outside framework hours should consider the prevention of crime and disorder and prevention of public nuisance objectives and ensure they have prepared a robust operating schedule in this respect.
- 8.23 Conditions that may be relevant to pubs and bars are listed in Appendix Five:
- 8.24 Premises wishing to operate as proprietary clubs, the relevant conditions can be found in Appendix Five:

Premises Providing Music, Dance and Similar Entertainment

- 8.25 Premises that provide live music, dance and similar entertainment are of cultural importance in the borough. We encourage diverse forms of entertainment throughout the borough, but recognise that, if not properly managed, this can give rise to public nuisance concerns that impact adversely on people who live near licensed premises.
- 8.26 Generally, where an applicant seeks to provide these activities, we expect them to appoint a qualified noise consultant to carry out a noise impact assessment to identify any structural weaknesses in the building, such as open vents, poor quality glazing or party wall issues. Any noise assessment should also give professional guidance on how to avoid causing noise nuisance to people living nearby.
- 8.27 Where the applicant does not submit a noise impact assessment, our Environmental Health Department may make a representation concerning the prevention of public nuisance licensing objective, unless the applicant can demonstrate in their operating schedule that they are able to operate the premises without causing public nuisance.

- 8.28 Examples conditions that may be relevant to premises providing music, dance and similar entertainment can be found in Appendix Five:

Nightclubs

- 8.29 We expect nightclub and late-night dance venue operators to pay particular attention to the prevention of crime and disorder licensing objective when preparing their operating schedule.
- 8.30 It is extremely important that operators of nightclubs prepare a risk assessment before considering appropriate conditions for their operating schedule.
- 8.31 Applicants should consider the conditions applicable to nightclubs in conjunction with the conditions applicable to premises providing music and dance and similar entertainment listed in Appendix Five.

Off Licences

- 8.32 This policy applies to premises selling alcohol solely for consumption off the premises such as supermarkets, convenience stores, traditional off- licences and wine shops. These premises can contribute to anti-social behaviour and disorder when alcohol is consumed on the street and in open spaces by groups of drinkers, through selling alcohol to children, and the sale of alcohol to street drinkers and persons who are already drunk.
- 8.33 Off licences must show particular diligence in areas where these problems are prevalent, and to strictly monitor the way they sell alcohol particularly where premises are located close to schools and hostels and similar premises that may provide shelter or services to alcohol dependent persons.
- 8.34 It is important that staff receive suitable training on the 2003 Act and can discharge their duties in full compliance with the licence conditions and the law. This includes the ability to verify proof of age and customer identification where necessary.
- 8.35 Examples of conditions that may be appropriate to off licences are listed in Appendix Five.

Delivery-Based Premises

- 8.36 This policy applies to Premises that provide the sale of alcohol and/or food for delivery to customers rather than for consumption on-site.
- Online alcohol retailers
 - Restaurants offering home delivery of food and alcoholic beverages
 - Dark kitchens (commercial kitchens set up for delivery only)
- 8.37 Delivery-based premises must have detailed procedures for age verification, delivery protocols, and measures to meet the licensing objectives.

8.38 Conditions that may be appropriate to Delivery-Based Premises are listed in Appendix Five.

Illicit Goods: Alcohol and Tobacco

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

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

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

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

Theatres, Cinemas, Qualifying Clubs and Community Premises

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

8.41 Similarly, qualifying clubs such as working men’s clubs and other affiliated social clubs shall have strong membership conditions which will discourage alcohol related crime, disorder and anti-social behaviour.

- 8.42 A club premises certificate permits only the supply of alcohol to club members and sale to their bona fide guests. Clubs cannot sell alcohol to members of the public unless they are guests of a member. Clubs who wish to let rooms out for private hire with a paid bar, or who provide entertainment facilities to members of the public such as the provision of a sound system or dancing facilities, must give a temporary event notice or obtain a premises licence.
- 8.43 However, where such premises provide regulated entertainment in the form of music and dance, they should refer to the relevant section in this chapter on music and dance venues, paragraphs 8.24-8.27
- 8.44 Conditions considered relevant to these venues are listed in Appendix Five.

Hotels

- 8.45 Hotels provide a range of licensable activities that may include entertainment for guests as well as a venue for parties such as weddings and corporate hospitality.
- 8.46 Hotels that provide regulated entertainment in the form of music and dance should follow the guidance in the appropriate section of this chapter, paragraphs 8.25-8.28
- 8.47 Showing films in hotel bedrooms is a regulated activity and applicants should address film exhibitions in their operating schedule.
- 8.48 Hotel bar that is open (and advertised) to the public will be considered in the same manner as a pub or bar.
- 8.49 In all cases, we expect hotels to consider the conditions listed in Appendix Five:

Premises Providing Nudity, Striptease and Other Adult Entertainment

- 8.50 Applicant who proposes to provide “relevant entertainment” on a “frequent” basis, should also apply for a sex establishment licence and refer to our Sex Establishment Policy⁶.
- 8.51 Relevant entertainment is any live performance or live display of nudity for the purpose of sexually stimulating one person and includes:
- 1) Lap dancing
 - 2) Pole dancing
 - 3) Table dancing
 - 4) Strip shows
 - 5) Peep shows
 - 6) Live sex shows
- 8.52 Frequent means the relevant entertainment is to be provided:

- 1) more than 11 times in a 12 month period
- 2) there is less than one month between each occasion
- 3) occasions last longer than 24 hours

- 8.53 Where the applicant proposes to offer adult entertainment on an infrequent basis (including the showing of R18 certificate films) we expect the applicant to complete Box N of the operating schedule and give details of the proposed entertainment. If the applicant leaves Box N blank, we will include a condition (consistent with the operating schedule) that no adult entertainment shall be provided on the premises.
- 8.54 Applicants, who propose to offer infrequent adult entertainment, should read this section in conjunction with other relevant sections of this policy such as nightclubs and music and dance venues where appropriate, paragraphs 8.25 to 8.29.
- 8.55 Poorly run venues that provide adult entertainment are sometimes associated with issues such as prostitution and touting near to the licensed premises.
- 8.56 Venues that provide this kind of entertainment should consider conditions in their operating schedule that are listed in Appendix Five:

Large Temporary Events

- 8.57 This section relates to applications for large events that are temporary in nature but cannot be authorised under a temporary event notice (TEN) because of the number of persons attending or because the event spans more days than permitted by a TEN.
- 8.58 Generally, we will consider licensing these events under a time limited premises licence lasting for the duration of the event.
- 8.59 We advise persons wishing to hold such events to contact the [Licensing Team](#) for advice prior to making an application.
- 8.60 We also advise applicants to read “[The Purple Guide to Health, Safety and Welfare at Music and Other Events](#)” which replaces “The Event Safety Guide” (HSG195) published by the Health and Safety Executive.
- 8.61 We will expect applicants seeking a time limited premises licence for a large event to attend a meeting of the Safety Advisory Group (SAG).
- 8.62 A club premises certificate permits only the supply of alcohol to club members and sale to their bona fide guests. Clubs cannot sell alcohol to members of the public unless they are guests of a member. Clubs who wish to let rooms out for private hire with a paid bar, or who provide entertainment facilities to members of the public such as the provision of a sound system or dancing facilities, must give a temporary event notice or obtain a premises licence.

⁶ <https://www.camden.gov.uk/sex-establishment-licence>

- 8.63 The SAG consists of officers from responsible authorities such as the police, our noise and health and safety teams, the fire authority. Officers from other relevant departments and agencies such as the London Ambulance Service, Transport for London and our highways team may also attend from time to time, where it is considered appropriate.
- 8.64 We will invite applicants to present their application and details of their event to the SAG. We expect the applicant to bring a draft Event Management Plan (EMP) with them to ensure the event will be run safely and will cause minimum disruption to the environment in terms of nuisance, traffic management.
- 8.65 The SAG does not determine licence applications or impose conditions but will advise applicants how to on produce an acceptable EMP for their event.
- 8.66 An EMP is a statement detailing how an event will be organised. It should incorporate a risk assessment, traffic and transport planning, first aid, stewarding, site layout, emergency planning and evacuation plans, noise management, litter disposal and communication protocols.
- 8.67 We strongly urge applicants to consult the SAG and produce a draft EMP prior to submitting their application. Where a responsible authority considers an EMP is inadequate to promote the licensing objectives, it may make a representation about the application.
- 8.68 Applicants should refer to [The Purple Guide](#) for guidance on producing an EMP.
- 8.69 We expect applicants to include the following conditions in their operating schedule:
- a) The Licensee shall comply with the event management plan submitted to the licensing authority and no changes shall be made to the event management plan without the prior written consent of the licensing authority.
 - b) The Event shall be run in accordance with the site plan submitted to the licensing authority. No changes shall be made to the site plan without the prior written consent of the licensing authority.
- 8.66 This approach allows the event organiser flexibility to make changes to the layout of the event or to specific activities without the need to make a fresh application for a premises licence or an application to vary the existing premises licence. Without this approach, any changes made could be unauthorised and result in enforcement action being taken against the event organiser.

Chapter Nine

Licence Variations

- 9.1 This chapter provides guidance on variations to existing premises licence and club premises certificates. A licence holder who wishes to make changes to an existing premises licence or club premises certificate must make an application to vary their premises licence

Full variations

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

Minor variation

- 9.6 The minor variations procedure allows licence holders to apply for small changes to an existing premises licence or club premises certificate, without the need to make a full application to vary the existing premises licence.
- 9.7 Minor variations will generally fall into five categories:
- minor changes to the structure or layout of the premises
 - small adjustments to licensing hours
 - the removal of out of date, irrelevant or unenforceable conditions
 - additional volunteered conditions
 - additional licensable activities
- 9.8 The minor variation process cannot be used to:
- a) add the retail or supply of alcohol
 - b) extend the licensing hours for the supply of alcohol between 11 pm and 7 am
 - c) increase the amount of time on any day during which alcohol may be supplied

- d) extend the time period the licence has effect
 - e) transfer the licence
 - f) substantially vary the premises layout
 - g) remove the mandatory conditions.
- 9.9 The application for a minor variation does not have to be sent to the responsible authorities. However, the applicant must display a notice at the premises for a period of ten working days starting on the first working day after giving the application to the [Licensing Team](#).
- 9.10 Licence holders should discuss their proposals with us before submitting an application and we will advise whether the minor variation process is appropriate.
- 9.11 We will also consult, when and if necessary, with the relevant responsible authorities.
- 9.12 The 2003 Act does not provide a right to a hearing to consider minor variations. The Council has delegated the power to determine a minor variation application to the Director of Culture and Environment.
- 9.13 When making decisions, the Director of Culture and Environment will have regard to any relevant representations received within the statutory time limit. Representations will be considered relevant where the grant of the application is likely to have a detrimental effect on one or more of the licensing objectives.
- 9.14 We will only approve an application for a minor variation where in our opinion the variation will not have an adverse impact on the licensing objectives.

Relevant Considerations

- 9.15 We will take the following considerations into account
- a) any of the factors in paragraph 9.8 above
 - b) whether the application increases the capacity for consuming alcohol on the premises
 - c) whether access to emergency exits or escape routes will be blocked by the proposed changes
 - d) whether the alterations affect the operation of noise reduction measures
 - e) whether the addition of a licensable activity might impact on the promotion of the licensing objectives, e.g. the addition of live or recorded music on the prevention of public nuisance objective
 - f) the proximity of the licensed premises to residential accommodation
 - g) conditions volunteered mitigate the effects of any changes
 - h) the previous history of the premises
 - i) the proximity and density of other licensed premises if customers from these premises may be attracted by the licensable activities being proposed
 - j) whether the premises is already licensed during that period for other licensable activities

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

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

Chapter Ten

The Responsibilities of Licence Holders and Reviews

- 10.1 This chapter outlines reviews of premises licence and club premises certificates. Being a licence holder carries special responsibilities. All licence holders must give meaningful effect to the terms and conditions of their premises licence with a view to preventing problems arising and promoting the licensing objectives.

Responsibilities of licence holders

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

Reviews

- 10.4 A responsible authority or any other person may seek a review of a premises licence if they are concerned about the operation of the premises, and its adverse effect on the licensing objectives. A review may automatically follow a police closure of the premises due to disorder.
- 10.5 A review must relate specifically to the premises that are the subject of the review.
- 10.6 We may reject an application for review from any other persons if it is frivolous, vexatious or repetitious, or if it is not relevant to the licensing objectives. We can only reject a review application from a responsible authority if it is not relevant to the licensing objectives.
- 10.7 We would only expect to receive an application to review a premises licence where other mechanisms to address problems at the premises have been exhausted. For example, a review application would not be appropriate, and we may regard it as vexatious, if the applicant for the review has not brought

the problems to our attention previously and given us an opportunity to investigate their complaint.

10.8 At a review hearing, we may:

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

Expedited reviews

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

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

10.11 The powers allow:

- the police to trigger a fast-track review process where they consider that the premises are associated with serious crime or serious disorder (or both)
- the police can respond by taking interim steps quickly, where appropriate, pending a full review hearing

10.12 The police may apply for an expedited review of a premises licence where a senior police officer has issued a certificate stating that in his/her opinion the premises are associated with serious crime or serious disorder (or both).

10.13 On receipt of the application and the certificate, we must within 48 hours, consider whether it is necessary to take interim steps pending determination of the full review of the premises licence. A full review of the premises licence must take place within 28 days of receiving the application.

10.14 At the interim steps hearing, we may:

- modify the conditions of the premises licence
- exclude the sale of alcohol by retail (or other licensable activities) from the scope of the licence
- remove the designated premises supervisor from the licence
- suspend the licence.

10.15 Following the full review hearing, we may do any of the above, or revoke the licence.

10.16 “Serious crime” is defined as conduct that:

- a) constitutes an offence for which a person 21 years of age or over with no previous convictions could reasonably be expected to be sentenced to imprisonment for three or more years or
- b) involves the use of violence, results in substantial financial gain, or is conduct by a large number of persons in pursuit of a common purpose

10.17 The 2003 Act does not define “serious disorder” but it should be understood in its ordinary English sense.

10.18 The premises licence holder may make representations against any interim steps taken. There is no time limit for this, though in practice at some point this would be superseded by the full review, which must be completed within 28 days. If we receive representations, we must hold a hearing within 48 hours of receiving them (unless the representations are withdrawn). This does not include Saturdays, Sundays or bank holidays.

10.19 In the case of an expedited review, the interim steps may remain in force during any period within which the licence holder can appeal, and until the determination of the appeal. Any decision made at the full hearing will not take effect during this time.

Illicit Goods: Alcohol and Tobacco

10.20 We are mindful of the advice provided in the 182 guidance in respect of “Reviews arising in connection with crime”. We will consider reviewing a premises licence where there is evidence that illicit alcohol has been offered for sale on the premises. Where other illicit goods, such as tobacco is found we may consider this as evidence of poor management that has the potential to undermine the licensing objectives.

10.21 The following are examples of illicit goods:

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

Shadow licences

- 10.22 We are concerned that the existence of a shadow licence may undermine the sanctions available to respond to a review application where a shadow licence exists for the same premises.
- 10.23 Where we receive an application to review a licence for premises where a shadow licence exists, we will consider whether it is appropriate for the promotion of the licensing objectives, to make an application to review the shadow licence at the same time.
- 10.24 Where the applicant for the review is a responsible authority or any other person, we may ask the applicant to consider whether it may be appropriate for the promotion of the licensing objectives, to make an application to review the shadow licence at the same time.

Chapter Eleven

Temporary Event Notices

11.1 A temporary event notice (TEN) authorises “one-off” licensable activities on a premises. There are two types of TEN’s:

- a standard TEN (given at least 10 working days before the event)
- a late TEN (given at least five working days before the event)

11.2 There are certain restrictions relating to a TEN set out in the 2003 Act:

- You must be at least 18 years old to give a TEN
- You can only give a TEN if you are an individual (not a business or other organisation)
- the number of times a person (the “premises user”) may give a temporary event notice in a calendar year is:
 - 50 times per year for a personal licence holder (10 of which may be a late TEN)
 - 5 times per year for other people (two of which may be a late TEN).
- the number of times a temporary event notice may be given for any particular premises (15 times in a calendar year)
- the length of time a temporary event may last (168 hours)
- the aggregate number of days covered by temporary event notices at any individual premises (21 days) and
- the scale of the event in terms of the maximum number of people attending at any one time (less than 500)

11.3 A calendar year runs from 1 January until 31 December.

11.4 Where events fall outside the limits above, the premises user must apply for a premises licence and should refer to Chapters Four and Seven.

11.5 The premises user must give the TEN using the prescribed form or use our [website](#).

11.6 Unless it is sent electronically, the premises user must give the TEN to the licensing authority, the Council’s environmental health team (EHT) and the police no later than ten working days before the first day on which the event begins or no later than five working days for a late TEN. If the premises user gives the TEN electronically, we will send a copy of it to the EHT and the police.

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

Objections to a TEN

- 11.8 The Police and EHT can object to a TEN if they believe that using the TEN at the premises will undermine the licensing objectives. The following are relevant grounds for an objection:
- scale of the event
 - location of the event
 - timing of the event
 - concerns about public nuisance
 - history of complaints
- 11.9 The Police or EHT can agree with the premises user, to modify a standard TEN and allow the licensable activities to go ahead. If all parties agree to the modification, the event will be able to go ahead as agreed.
- 11.10 Where the premises user has given a standard TEN, and the parties cannot reach an agreement to modify the TEN, the Licensing Panel will consider the objection at a hearing.
- 11.11 Where the premises user has given a late TEN, the notice will be invalid and the event will not go ahead.

Nudity, Striptease and Other Adult Entertainment

- 11.12 Where the TEN includes relevant entertainment such as table dancing, we expect the premises user to consider carefully, how they propose to promote the licensing objectives. We also expect the premises user to consider our Sex Establishment Policy⁷ and Chapter Seven of this policy before giving the TEN.
- 11.13 The Police or EHT can object to prevent such an event. Due to the nature of the proposed activity, it is more likely that the TEN will attract representations.
- 11.14 We expect in most cases, that the EHT would not seek to modify the TEN and would instead refer the TEN to the Licensing Panel to consider.

Hearings to Impose Conditions

- 11.15 At the hearing, the Police or EHT can make representations to the Licensing Panel.
- 11.16 Following the hearing the Licensing Panel can:
- allow the event to go ahead as stated in the TEN
 - impose conditions that already apply to an existing premises licence at the venue or
 - issue a counter notice to prevent the event going ahead

⁷ <https://www.camden.gov.uk/sex-establishment-licence>

Temporary Event Notices for Large Events

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

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

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

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

Chapter Twelve

Personal Licences

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

- 12.8 Although the DPS or a personal licence holder may authorise other individuals to sell alcohol in their absence, they will remain responsible for any sales. Similarly, the premises licence holder remains responsible for ensuring that licensing law and licence conditions are observed at the premises.
- 12.9 We expect licence holders to have regard to the s182 Guidance when authorising non-personal licence holders to make sales of alcohol.

Renewal of personal licence

- 12.10 A personal licence does not have to be renewed.

Chapter Thirteen

Designated Premises Supervisors

- 13.1 The main purpose of the designated premises supervisor (DPS) is to ensure there is always one specified individual who can be readily identified for the premises.
- 13.2 Licences that authorise the sale of alcohol must contain details of the designated premises supervisor, unless the exceptions relating to certain community premises apply (as outlined below).
- 13.3 We do not expect the DPS to be on the premises at all times when the premises is selling alcohol. However, we expect the DPS to be a person with day-to-day managerial control of the premises who will take reasonable steps to promote the licensing objectives and comply with the licence conditions.
- 13.4 If a DPS is going to be absent for a prolonged period, due to ill health, maternity leave or extended holiday, we expect the licence holder to appoint a new DPS to cover the period of absence.
- 13.5 If a DPS is repeatedly absent, the Police may apply for a review of the premises licence if this gives rise to concerns about the operation of the premises and its impact on the licensing objectives.
- 13.6 If a person named on the licence as the DPS stops working at the premises, no longer holds a personal licence or the personal licence is suspended, it is our view that the premises no longer has a DPS. In these circumstances, we expect that no sales of alcohol to take place at the premises, until the licence holder has submitted an application to vary the DPS. This applies regardless of whether that person remains named as the DPS on the premises licence, or whether they have asked to remove their name from it. This will apply until we receive an application to nominate a new DPS.

Applications

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

The DPS at Community Premises

- 13.8 Community premises may make an application to us to apply the alternative licence condition to their licence.
- 13.9 The alternative licence condition removes the requirement for a DPS and the management committee must then make or authorise every supply of alcohol

under the premises licence.

- 13.10 A “Management Committee” in relation to community premises, is a committee or board of individuals with responsibility for the management of the premises. We have provided further information concerning the requirements for a Management Committee below.
- 13.11 “Community premises” are
- a) a church hall, chapel hall or other similar building, or
 - b) a village hall, parish hall, community hall or other similar building and
 - c) also premises that form part of such buildings.
- 13.12 In most cases it should be clear whether premises are “community premises”. However, if there is any doubt, we will consider each case on its merits, and we will give primary consideration as to how the premises are predominantly used.
- 13.13 Community premises are usually multi-purpose and we expect a variety of activities to take place in them, such as playschools, senior citizens’ clubs, indoor sports, youth clubs and public meetings. We would consider in most circumstances, the following will be community premises:
- a) premises that are genuinely made available for community benefit most of the time
 - b) premises accessible to a wide range of sectors of the local community, and
 - c) premises used for purposes beneficial to the community as a whole.
 - d) educational premises such as school halls. This will apply when the hall is used for the benefit of the whole community and not just for the school in question.
- 13.14 The availability of a school or private hall for hire by the community would not be sufficient to qualify the premises as “community premises”. Though this may be provision of a service to the community, we will consider whether halls used largely for private hire by individuals or private entities are genuinely by their nature “community premises”. When assessing an application, we will consider the predominant use of the premises and not only the usefulness of the premises for members of the community for private purposes.
- 13.15 Generally, we will not class premises whose use is restricted to members of a club or association as “community premises”. However, the hire of the premises to individual organisations and users who restrict their activities to their own members and guests would not necessarily conflict with the status of the premises as “community premises”, provided the premises are generally available for use by the community in the sense described above.
- 13.16 We must be satisfied that the arrangements for the management of the premises by the committee or board are sufficient to ensure the adequate supervision of the supply of alcohol on the premises.

- 13.17 We expect the management committee to be a formally constituted, transparent and accountable management committee or structure. The committee should provide sufficient oversight of the premises to minimise any risk to the licensing objectives. This could include management committees, executive committees and boards of trustees. The application form requires the applicants to provide the names of the management committee's key officers e.g. the Chair, Secretary, Treasurer.
- 13.18 Applicants must explain how they manage the premises, its committee structure and how they will supervise alcohol sales in different situations (for example when the hall is hired to private parties). They should also describe how responsibility is determined in individual cases and how they discuss and review issues within the committee procedure.
- 13.19 Where the management arrangements are not clear, we may ask for further details to confirm that the management board or committee is properly constituted and accountable before taking a decision on whether to grant the application. We will also obtain the views of the Police on this matter. Community premises may wish to check with us before making an application.
- 13.20 We strongly encourage the management committee to notify us of any key changes in the committee's composition, for example to the Chair, Secretary or Treasurer, and to submit a copy to the Chief Officer of Police. Failure to do so may result in a review of the premises licence.
- 13.21 The management committee will be collectively responsible for complying with licence conditions and the law, and may be liable to prosecution for any offences, even in cases where a member of the management committee is not present during the licensable events.
- 13.22 We strongly advise management committees to provide hirers with a written summary of their responsibilities under the 2003 Act in relation to the sale of alcohol. The management committee should take reasonable steps to ensure that the hirer has read, understood and is able and willing to comply with the summary. In such cases, we may consider that the management committee has taken adequate steps to avoid liability of prosecution if a licensing offence is committed.
- 13.23 The Police can object to a request for inclusion of the alternative licence condition on the grounds of crime and disorder, and any responsible authority and/or interested party can seek to re-instate the mandatory conditions through a review of the licence. The Police will consider any history of incidents at the premises in light of the actual or proposed management arrangements, including the use of appropriate hire agreements. If the Police issue a notice, seeking refusal of the application to include the alternative licence condition, we must hold a Licensing Panel hearing to decide whether to grant the application.

Chapter Fourteen

Enforcement and Monitoring

This chapter outlines in general terms, our approach to monitoring licensed premises, to check compliance with licence conditions and the law and our approach to non-compliance. The primary aim of enforcement is to achieve compliance. Enforcement means the formal approach, but also includes advice, education and support to business to achieve compliance.

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

Partnership Protocol

- 14.6 A Partnership Protocol which aligns with the challenge outlined within the Camden Evening and Night-time Economy Strategy has been developed. The aim of the Partnership Protocol will be to better manage Camden places and the public realm between 6pm and 6am to ensure they are welcoming, inclusive and safe for everyone on a night out in Camden
The primary aims of the Protocol are to:

- Co-ordinate a partnership focused response to area based evening and night-time economy related issues/challenges.
 - Develop an intelligence-led approach towards tackling non-compliance at licensed venues.
 - Promote the four licensing objectives.
 - Support the licensing pre-application process.
- 14.7 The Protocol will increase partnership collaboration with a range of stakeholders, partner organisations, residents and existing licensed venues.
- 14.8 Weekly partnership meetings will take place with representatives from all of the relevant Responsible Authorities.
- 14.9 The Responsible Authorities will focus particularly on the following when assessing new and varied licence applications (notwithstanding the statutory requirement for each application to be considered on a case-by-case basis):
- Applications for licensable activity beyond framework hours.
 - Applications for off sales (off licences).
 - Applications, which require increased scrutiny due to the potential for cumulative impact (borough-wide)
 - Applications, which do not outline how the licensing objectives will be promoted.
- 14.10 The Partnership tasking meetings are intended to act as problem solving forum to respond to current and emerging issues
- 14.11 Partnership tasking meetings will take place on a monthly basis to establish an intelligence led approach towards addressing area-based concerns which relates to crime, anti-social behaviour and public nuisance linked to the Camden evening and night time economy.
- 14.12 We have a licensing enforcement policy⁸ under which all our monitoring and enforcement practices operate. This enforcement policy follows the principles of the Enforcement Concordat⁹.
- 14.13 We will also have regard to the Regulator's Code¹⁰ under which we should:
- carry out our activities in a way that supports those we regulate to comply and grow
 - provide simple and straightforward ways to engage with those we regulate and hear their views
 - base our regulatory activities on risk
 - share information about compliance and risk
 - ensure clear information, guidance and advice is available to help those we regulate meet their responsibilities to comply
 - ensure that our approach to their regulatory activities is transparent

- 14.14 We need to be satisfied that premises are complying with the law and licence conditions. To achieve this, we make full inspections of premises, covert visits and general monitoring of known problem areas.
- 14.15 We will base our inspections and enforcement activity on the principles of risk assessment, a graduated response and the targeting of problem premises. We will not routinely carry out full premises inspections and the frequency of inspections will be determined on risk-based criteria with high- risk operations receiving more attention than premises carrying low public safety, crime and disorder or public nuisance risks.
- 14.16 We will rate fully compliant premises as lower risk. We will rate non- compliant premises as higher risk.
- 14.17 We will take appropriate enforcement action against those responsible for unlicensed premises/activity. We will take any action in accordance with our enforcement policy.
- 14.18 Before deciding which course of action to take, we will consider the following matters:
- the history of the premises
 - the history of the offender
 - the offender's attitude
 - the circumstances of the offence
 - whether the offender has a statutory defence to the allegations
 - the impact or potential impact of the breach on the public
 - the quality of the evidence against the offender
 - the likelihood of achieving success in a prosecution
 - the likely punishment that will be incurred if the case goes to Court
 - whether the course of action proposed is likely to act as a deterrent
 - whether the course of action, if it is publicised, is likely to have a beneficial effect on the behaviour of others

Annual Fees and Suspension of Premises Licence

- 14.19 The annual fee for the premises licence is payable on the anniversary of the date on which we granted the licence. If the licence authorises the supply of alcohol between midnight and 6am, the annual late night levy (LNL) charge is also payable on the same date.
- 14.20 If the licence holder does not pay either the premises licence annual fee or LNL annual charge, the law requires us to suspend the licence. This means the premises will be unable to carry out any licensable activities until the fee is paid and we lift the suspension.

8 <https://www.camden.gov.uk/complain-about-licensed-premises>
9 <https://www.nationalarchives.gov.uk/webarchive/>
10 <https://www.gov.uk/government/publications/regulators-code>

Chapter Fifteen

Film Classifications

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

Appendix One

Responsible Authorities and Any Other Persons

- 1) Section 13 of the 2003 Act defines 'responsible authority' and 'any other persons'.
 - 2) 'Any other persons' means any individual, body or business entitled to make representations in relation to applications for the grant, variation or review of a premises licence or club premises certificate regardless of their proximity to a premises.
 - 3) 'Responsible authority' means any of the following:
 - 1) The chief officer of police:
Metropolitan Police Service Licensing Team Holborn Police Station
10 Lambs Conduit Street London WC1N 3NR
CNMailbox-CamdenPoliceLicensingTeam@met.police.uk
 - 2) The Fire Authority:
LFEPA
Camden Borough Team Fire Safety Regulations London Fire Brigade 169
Union Street London SE1 0LL
FSR-AdminSupport@london-fire.gov.uk
 - 3) The enforcing authority within the meaning given by section 18 of the Health and Safety at Work etc. Act 1974 for any area in which the premises are situated:
London Borough of Camden Health and Safety Team
5 Pancras Square c/o Town Hall Judd Street London
WC1H 9JE
ServiceSpecificTeam@camden.gov.uk
- or
- The Health and Safety Executive Rose Court
2 Southwark Bridge
London
SE1 9HS
 - 4) The local planning authority within the meaning given by the Town and Country Planning Act 1990 (c. 8):
London Borough of Camden Planning Division
5 Pancras Square c/o Town Hall Judd Street London WC1H 9JE
planning@camden.gov.uk
 - 5) The local authority by which statutory functions are exercisable in any area in which the premises are situated in relation to minimising or preventing the risk of pollution of the environment or of harm to human health:

London Borough of Camden Environmental Health Team
5 Pancras Square
c/o Town Hall Judd Street London WC1H 9JE
ServiceSpecificTeam@camden.gov.uk

- 6) A body which represents those who, in relation to any such area, are responsible for, or interested in, matters relating to the protection of children from harm, and is recognised by the licensing authority for that area as being competent to advise it on such matters:

The Camden Safeguarding Children Board Quality Assurance
Crowndale Centre 218 Eversholt Street London NW1 1BD
CSCP@camden.gov.uk

- 7) London Boroughs of Camden Public Health 5 Pancras Square
c/o Town Hall Judd Street London WC1H 9JE
PHLicensing@camden.gov.uk

- 8) Camden Council and any licensing authority in whose area part of the premises is situated.

- 9) The local weights and measures authority (within the meaning of section 69 of the Weights and Measures Act 1985):
London Borough of Camden Trading Standards Team
5 Pancras Square c/o Town Hall Judd Street London
WC1H 9JE
ServiceSpecificTeam@camden.gov.uk

- 10) Home Office Immigration Enforcement (on behalf of the Secretary of State).

In relation to a vessel:

- 11) A navigation authority (within the meaning of section 221(1) of the Water Resources Act 1991 (c. 57)) having functions in relation to the waters where the vessel is usually moored or berthed or any waters where it is, or is proposed to be, navigated at a time when it is used for licensable activities; the Environment Agency; the Canal and River Trust; and the Secretary of State (who in practice acts through the Maritime and Coastguard Agency (MCA)). In practice, the Environment Agency and the Canal and River Trust only have responsibility in relation to vessels on waters for which they are the navigation statutory authority.

Appendix Two

Scheme of Delegation

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

Appendix Three

Dispersal Policies

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

Drunkenness

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

Drug and Psychoactive Substance Use

- 5) Licence holders can obtain advice from the police on how to spot signs of drugs and psychoactive substances. They can use drug wipes to check if customers are using surfaces such as toilet cistern lids to take drugs. This may prove useful in discovering whether there is a problem with drug use at the premises.
- 6) A documented drugs and psychoactive substances policy should be in place and the licence holder should make all staff, including door staff, aware of it and train Staff to spot details of drugs and psychoactive substances use. The drugs and psychoactive substances policy should form part of the overall risk assessment for the premises. Premises should display posters throughout the venue, on the entrance and in the toilets, stating that they will not tolerate drugs and psychoactive substances use. The policy should state what action staff will take if they find someone using, possessing, or selling drugs and psychoactive substances in the venue. Licence holders have a responsibility to ensure that customers who have taken illegal drugs and psychoactive substances are well enough to get themselves to a safe place without support before ejecting them from their venues. If such a person is unwell, Licence holders should provide the necessary support until medical support arrives if necessary.

- 7) The premises should provide a safe to enable confiscated drugs and psychoactive substances to be stored safely and securely before handing the drugs or psychoactive substances over to police.

Transport

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

“Soft” Finishes

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

Signage

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

CCTV

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

Radio schemes

- 16) Radio schemes allow licensed premises to make contact with each other quickly and easily. Licensees can warn each other when they eject troublesome customers or refuse admission to the venue. This enables nearby premises to be prepared and put mechanisms in place to deal with potential incidents before they occur.
- 17) Camden Business Against Crime (CBAC)¹¹ run a radio scheme for all commercial premises in the borough that includes administration, ongoing training and support, and data sharing such as photographs of known suspects.
- 18) Licence holders should be aware that we view liaison with CBAC and agencies such as the police in a positive light and that the reporting of crime or incidents at the premises via such organisations will not count against the premises concerned.

Pubwatch

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

¹¹ <https://oscommsonline.com/camden-business-against-crime/>

Door supervisors

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

Legal considerations

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

Review of Dispersal Policy

- 28) Given the significant role that effective dispersal policies play in reducing the risk of crime, disorder, and public nuisance as customers leave, it is expected that these policies are reviewed promptly whenever the Licence Holder becomes aware of any recurring issues related to dispersal.

Appendix Four

Mandatory Conditions

This appendix contains Licensing Act 2003 Mandatory Conditions that may be applicable to different kinds of premises.

Conditions Applicable to all Premises Licences Authorising the Sale of Alcohol

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

Conditions Applicable to all Premises Licences and Club Premises Certificates Authorising the Sale or Supply of Alcohol

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

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

Conditions Applicable to Premises Licences Where the Licence Includes a Condition that One or More Individuals at the Premises Shall Carry out a Security Activity

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

Conditions Applicable where the Premises Licence or Club Premises Certificate Authorises the Exhibition of Films

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

Admission of children must be restricted in accordance with any recommendation made by that licensing authority.
- 16) In this section—

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

Conditions Applicable where a Club Premises Certificate Authorises the Sale of Alcohol for Consumption off the Premises

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

Additional information about the mandatory conditions is available in the Guidance to Licensing Authorities from the Secretary of State published under section 182 of the Licensing Act 2003¹². Guidance on the application of mandatory conditions at individual premises can be obtained by contacting the licensing authority.

¹² <https://www.gov.uk/government/publications/explanatory-memorandum-revised-guidance-issued-under-s-182-of-licensing-act-2003>

Appendix Five

Licence Conditions

When granting or varying a premises licence under the Licensing Act 2003, the Licensing Authority may do so subject to conditions which it considers appropriate to promote the licensing objectives.

In our licensing duties, the Licensing Authority must follow the Secretary of State's Guidance issued under the Licensing Act. This Guidance states that conditions are important in setting the parameters within which premises can lawfully operate. Licensing authorities should be satisfied that it is appropriate to impose conditions to promote one or more of the four licensing objectives. Conditions should be tailored to the particular circumstance of an individual licensed premises and determined on a case-by-case basis. The conditions should not be applied universally or treated as standard. This is essential to avoid the imposition of disproportionate and overly burdensome conditions on a premises where there is no need for such conditions. The Guidance also encourages working in partnership to promote the licensing objectives.

Conditions that promote the licensing objectives should be identified in the license applicant's risk assessment and included in the operating schedule for the premises. This set of model conditions is provided to help license applicants incorporate conditions that will promote the licensing objectives in their specific circumstances.

This set of model conditions will also assist the Police, Environmental Health, other responsible authorities, and interested parties to propose additional conditions where they consider that these are necessary to promote the licensing objectives. As part of the pre-application advice service applicants are encouraged to discuss the application with these parties. The Model Conditions will help all parties maintain a consistent approach.

This set of model conditions is not exhaustive and does not limit the conditions that can be included on a premises licence. Applicants, responsible authorities, and interested parties can propose alternative conditions. Additionally, a licensing sub-committee / panel can impose any reasonable condition it deems necessary to promote the licensing objectives.

Model Conditions.

Licensing Objectives:

General: Gen

Crime & Disorder: CD

Public Nuisance: PN

Public Safety: PS

Protection of Children from Harm: PCH

Condition	Issue/Area	Licensing Objective					Condition Summary	Detailed Condition
		Gen	CD	PS	PN	PCH		
1	Ancillary alcohol		✓				Off sales ancillary to meal	Sales of alcohol for consumption off the premises shall only be supplied with, and ancillary to, a substantial take-away meal.
2	Amplified noise				✓		Cut out device	A cut-out device shall be connected to all entrance and exit doors to the premises including emergency exits and will be operational at all times the licence is in use. When the premises doors are open, the levels of music shall cut out completely or fall to ambient levels that are not intrusive to local residents
3	Amplified noise				✓		Sound limiter sealed	A sound limiting device shall be installed, set and sealed at a level approved by the Council and shall not be altered without the agreement of the Council. All audio and musical equipment used in the premises, shall be played through the installed sound limiting device.
4	Ask for Angela		✓			✓	Ask for Angela	The premises shall operate the "Ask for Angela" scheme and display relevant signage within the premises advertising the scheme
5	Avoiding glass		✓				No glass containers	No drinks shall be served in glass containers at any time.
6	Ancillary alcohol		✓				Ancillary to Table Meal	The supply of alcohol at the premises shall only be to a person seated taking a [substantial] table meal [served by waiter/waitress service] and for consumption by such a person as ancillary to their meal.
7	Bar area in a restaurant/café		✓		✓		Specific bar area	Notwithstanding model condition 27 alcohol may be supplied and consumed prior to their meal in the bar area (designated on the plan), by up to a maximum at any one time, of [Enter number of persons or percentage of persons] persons dining at the premises.
8	Consumption by non-Residents						End of alcohol consumption by non-residents	With the exception of residents and their bona fide guests, no alcohol shall be consumed more than 30 minutes after the permitted hour for the supply of alcohol.

9	Customer Welfare		✓	✓			Staff training in customer welfare	All front of house staff shall be trained in Welfare and Vulnerability Engagement (WAVE), "Ask for Angela", drink spiking, first aid [and Martyn's Law]. Records of staff training shall be provided to an authorised officer upon request.
10	Checking toilet areas		✓				Regular checks of toilet areas	When the venue is open for licensable activities, the toilets are to be checked by staff at least every [insert frequency] hours and these checks are to be documented on each visit.
11	Crime Scene Management		✓				Crime scene Management training	A member of staff trained in crime scene management should be present whenever the premises are open for licensable activities
12	Contact details for Residents					✓	Contact no. for residents	A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents in the vicinity.
13	Capacity			✓	✓		Maximum capacity	A maximum of (insert number) customers shall be permitted on the premises at any one time.
14	Child safeguarding		✓			✓	Vulnerability	All staff who have contact with the public to be aware of child safeguarding and exploitation by [watching Barnardo's Nightwatch briefing (YouTube)/completing the CSCP e-learning module: Introduction to Safeguarding or similar resource]. A record of this must be kept and made available to police or Camden Council upon request.
15	Customer Welfare		✓	✓			Need for Welfare Officer	A welfare officer shall be employed at the premises from [X]hrs whenever licensable activities are provided after [X]hrs. Their role will be to monitor the welfare of customers and liaising with management/security staff to assist where necessary. All welfare interventions and outcomes to be logged in a welfare log.
16	CCTV						CCTV Conditions	<p>CCTV shall be installed, operated, and maintained, to function all times that the premises is open for licensable activities. Said CCTV will comply with the following criteria:</p> <p>(a) The licensee will ensure that the system is checked every two weeks to ensure that the system is working properly and that the date and time are correct;</p> <p>(b) A record of these checks, showing the date and name of the person checking, will be kept and made available to the police or other authorised officer on request;</p> <p>(c) The Police will be informed if the system will not be operating for longer than one day of business for any reason;</p> <p>(d) The system will record in real time and recordings will be date and time stamped;</p> <p>(e) Recordings will be kept for a minimum of 31 days and downloaded footage will be provided free of charge to the police or other authorised officers on request (subject to the Data Protection Act requirements) within 24 hours of any request.</p> <p>(f) CCTV to cover at least all entry and exit points of the building and also the area the delivery drivers park their vehicles. CCTV will also cover areas to which members of the public have access (excluding toilets) to the extent agreed with the Police/Council Licensing.</p> <p>(g) CCTV will be of good quality to a standard approved by the Police/Council Licensing officers.</p>
17	Drug Policy							<p>The premises shall operate a zero tolerance policy to drug and psychoactive substances use and posters shall be prominently displayed to this effect.</p> <p>a) All staff shall be trained in the implementation of the venue drugs and psychoactive substances policy.</p>

			✓				Drugs	b) All flat surfaces in toilet cubicles, including any curved toilet roll holder ellipses, are to be 'designed-out' - to the satisfaction of the MPS to discourage drug and psychoactive substances use. c) All bar servers shall be trained in how to identify drunk or drug and psychoactive substance impaired customers. This training shall be repeated at least biannually and written records of the training kept and made available to police and authorised Council officers on request.
18	Dispersal		✓	✓	✓		Notices at exit	Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and leave the area quietly.
19	Dispersal Noise		✓		✓		Last entry	There shall be no admittance or re-admittance to the premises after [Insert Time] hours except for patrons permitted to temporarily leave the premises (e.g. to smoke, make a phone call).
20	Dispersal		✓		✓		Dispersal	The premises will have a Dispersal Policy. The Policy shall be made available for inspection by a police officer and/or an authorised officer of the Council on request. [The Policy will be reviewed if the licence holder becomes aware of repeated issues related to dispersal.]
21	Delivery/Collection Noise				✓		Delivery Times	Deliveries to the premises shall not take place between (insert time) and (insert time).
22	Delivery/Collection Noise				✓		Collection Times	Collections of waste or recyclable materials from the premises shall not take place between [insert time] and [insert time]
23	Delivery/Collection Noise				✓		Times for placing waste outside	No waste or recyclable materials shall be moved, removed from or placed in outside areas between [insert time] and [insert time] on the following day.
24	Delivery Service		✓		✓		Despatch to bona fide addresses only	The premises licence holder or designated premises supervisor shall ensure that orders for alcohol [and for hot food after 23:00] are accepted only if made remotely and are dispatched to bona fide addresses only and not to any public or open space.
25	Delivery Service					✓	Delivery vehicle use	Delivery operatives shall be given clear, written instructions to use their vehicles (including bikes) in a responsible manner so as not to cause a nuisance to any residents or generally outside the license premises; not to leave engines running when parked; and not to obstruct the highway including the pavement. Any delivery rider that fails to follow these instructions will not be provided with the items for delivery. [All vehicles used by delivery operatives between 21:00-07:00hrs must be electrically powered or unpowered]
26	Delivery Service		✓			✓	Age verification for deliveries	The premises licence holder shall advertise their age verification policy and inform customers before the sale is completed that age and identity verification shall be required at delivery in accordance with the premises licence holder's age verification policy.
27	Exit restrictions						Emergency exit only	Customers shall not enter or leave the premises from / by [insert specific entrances or exits] after [insert time], except in the event of an emergency
28	Events							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 a view to selling tickets to the public for profit; it is the responsibility of the licensee to complete a full risk assessment via open source material, reference checks from previous venues performed. Full details of the nature of the event, the parties involved and the result of the risk assessment will be given to

		✓	✓		Notice for externally managed events	Camden Police Licensing team at least 28 days before the event occurs.
29	External Area			✓	Limit for break area	Patrons permitted to temporarily leave and then re-enter the premises shall be limited to (insert number) persons at any one time.
30	Refused Sales	✓			Refused Sales	A log (which may be electronically recorded) shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log shall be available for inspection at the premises by the police or an authorised officer of the licensing authority at all times whilst the premises is open.
31	Food available	✓			Food available	Substantial food and non-intoxicating beverages, including drinking water, shall be available in all parts of the premises where alcohol is sold or supplied for consumption on the premises during the periods when alcohol is authorised for sale. Note: there is no definition of substantial but provided food by way of table service would be appropriate
32	First Aid			✓	First Aider and recording incidents	The premises licence holder shall ensure that at all times when the public are present on the licensed premises there is at least one competent person able to administer First Aid [deal with problems associated with drink or drugs], also that an adequate and appropriate supply of First Aid equipment and materials is available on the premises. A record of the provision of any First Aid treatment shall be taken and maintained at the premises. This record must include: a) the name of any person who was treated, or a description of the person if they are unable or unwilling to communicate it b) the date and time of the treatment c) the person providing the treatment d) a description of the injury or ailment which requires treatment e) details of the treatment provided, and f) whether any emergency services were called to provide assistance
33	Hotel	✓		✓	Hotel resident to be present	Alcohol may be sold to residents and their bona-fide guests for their own consumption on the premises between the hours of [insert times] on [insert days of week] only if the resident is present.
34	ID Checking	✓			Training in ID Checks	The premises licence holder shall ensure that all front of house and SIA staff receive training on checking customer identification, and in not serving those under the influence of alcohol and drugs. Records of such training shall be maintained at the premises and made available to a Police officer or an authorised officer of the licensing authority upon request.
35	ID scanning	✓			Use of ID Scanning device	The venue will use, to the satisfaction of Police Licensing, an electronic 'scanning' identification system in order that the identity of all persons entering the venue can be confirmed. This will be used at [all times / from ****hrs daily / from ****hrs on [insert days] / and for any promoted events or when recommended by Police.

36	Incident Logs		✓			Incident Logs	An incident log shall be kept at the premises, and made available on request to an authorised officer or the Police, which shall record the following: a) all crimes reported to the venue b) all ejections of patrons c) any complaints received d) any incidents of disorder and violence e) all seizures of drugs or offensive weapons f) any faults in the CCTV system or searching equipment or scanning equipment g) any refusal of the sale of alcohol to include date, time, and staff member h) any visit by a relevant authority or emergency service. i) CAD reference numbers where Police are called.
37	Last entry				✓	Last entry/re-entry	There shall be no admittance or re-admittance to the premises after (insert time) hours [other than to a) residents of the hotel and their bona fide guests, or b) persons attending the pre-booked function.]
38	Late arrival at Hotel		✓			Vulnerability	After 2200hrs all hotel customers returning to the hotel must be ID checked to ensure their details match those on the booking.
39	Late booking at hotels		✓			Vulnerability	Where the booking for a room is made after 2200hrs for the same day/night staff must ensure that all parties know where they are and whom they are with.
40	Littering				✓	Management of litter outside	The pavement from the building line to the kerb edge immediately outside the premises shall be swept or washed regularly to keep it free from business-related litter and deposits. Collected litter and sweepings must be stored according to approved storage arrangements.
41	Means of escape				✓	Gangways clear	Customers shall not be permitted to sit or stand in gangways or aisles or in any position that will impede means of escape from the premises
42	Noise from premises				✓	Windows and doors closed	All windows and external doors shall be kept closed after (insert time) hours, or at any time when regulated entertainment takes place, except for the immediate access and egress of persons.
43	Noise from premises				✓	Sound lobby	An acoustic lobby shall be installed to (specified) entrance/s to minimise sound escape from the premises, ensuring that all doors open in the direction of escape in case of emergency.
44	Noise from music				✓	No music amplification outside	Music amplification systems shall not be located in the entrance lobby or outside the premises building. Music amplification systems must not be directed outwards towards any street or installed externally to the Premises
45	Noise from premises				✓	Patrols of perimeter for noise	The licence holder or duty manager shall make regular patrols at no less than hourly intervals around the perimeter of the premises when regulated entertainment is taking place. Noise levels shall be adjusted to ensure local residents are not disturbed by noise breakout
46	Noise from premises				✓	No noise to cause a nuisance	No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
47	Odour/Fumes				✓	No fumes/odours to cause a nuisance	No fumes, steam, smoke or odours shall be emitted from the licensed premises so as to cause a nuisance to any persons living or carrying on business in the area where the premises are situated.

48	Off Sales		✓				Sealed containers only	All sales of alcohol for consumption off the premises shall be in sealed containers only, and shall not be consumed on the premises.
49	Off-Sales				✓		No alcohol for immediate consumption	Items supplied for consumption off the premises shall be provided wrapped or packed in such a way so that it is supplied not for immediate consumption.
50	Off Licence - Staffing	✓					Minimum staffing	A minimum of two members of staff to be present at all times whilst the premises remain open for the sale of alcohol.
51	Off Licence - Display		✓				Use of display units	All alcohol kept in the public part of the premises shall be kept in display units. All display units for alcohol will have lockable shutters or doors
52	Off Licence - Display		✓				Shutters closed	Outside of the hours authorised for the sale of alcohol and whilst the premises are open to the public, the licence holder shall ensure that all alcohol within the premises (including alcohol behind the counter) is secured in a locked store room or behind locked grilles, locked screens or locked cabinet doors so as to prevent access to the alcohol by both customers and staff.
53	Off Licence		✓				Alcohol not accessible to public	All alcohol shall be stored and displayed behind the service counter and not in aisles or other areas accessible to the public.
54	Off Licence - Identification		✓				Drinks with premises name	All alcoholic drinks shall be clearly labelled or marked with the name of the premises, premises licence number or other unique identifier
55	Off Licence		✓				No super strength beers etc	No super-strength beer, lagers or ciders above 5.5% ABV (alcohol by volume) shall be sold at the premises
56	Off Licence		✓				No single cans	No single cans or bottles of beer or cider [No miniature or quarter bottles of spirits] shall be Sold at the premises.
57	Off Licence -Display		✓				Alcohol storage.	The premises plan attached to this licence indicates the areas alcohol will be on display in the store. There will Be no other alcohol stored or kept in an area of the premises to which customers have access.
58	Off Licence		✓				Proportion of Sales Area	No more than (XX) % of the sales area to be used at any one time for the sale, exposure for sale, or display of Alcohol.
59	Off Licence		✓				No alcohol to be stored beneath the serving counter	No alcohol is to be stored beneath the serving counters at any time.
60	Off Licence						Receipts for stock	<p>a) The premises licence holder shall ensure that receipts for all stock purchased include the following details: Seller's name and address Seller's Company details Seller's VAT details Full details of products purchased Vehicle Registration details</p> <p>b) Legible copies of the documents referred to above shall be retained on the premises and made available to police officers or authorized council officers on request.</p>

								c) The premises licence holder shall obtain and use a UV detection device to verify that duty stamps are valid.
61	Outside areas				✓		No. of customers outside and location	Customers permitted to temporarily leave and then re-enter the premises to smoke or take a break shall be restricted to a designated break/smoking area defined as [specify location]. No more than [insert number] customers are permitted in this area at any one time.
62	Outside areas		✓		✓		No consumption in smoking area	No customers shall be permitted to take food or drink into the smoking area.
63	Outside areas		✓		✓		No drinks outside	Customers shall not be permitted to take drinks outside with them and prominent signage shall be provided to this effect
64	Outside areas				✓		Supervision of outside area	At least (insert Number) SIA Staff must monitor the smoking area in person when the Premises is open for licensable activities.
65	Outside areas				✓		Alcohol consumed only at tables outside	Alcohol consumed outside the premises building shall only be consumed by patrons seated at tables within an area owner or leased by the premises, or within an area licensed by a pavement licence
66	Outside areas				✓		Outside tables and chairs unusable	Outside tables and chairs [in the beer garden] shall be rendered unusable by (insert time) hours each day
67	Outside areas				✓		Outside tables and chairs removed	All tables and chairs [in the beer garden] shall be removed from the outside area by (insert time) hours each day.
68	Outside areas				✓		Notices for smoking outside	Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.
69	Prevention of theft from customers		✓				Notices regarding thefts	Notices shall be displayed within the premises warning customers about personal thefts; and encouraging them to be vigilant.
70	Prevention of theft from customers		✓				Fit anti-theft devices to tables and chairs.	The venue shall supply, and fit, suitable anti-theft devices, such as table/counter clips, in order that customers may secure their bags.
71	Personal Licence Holder	✓					Personal Licence Holder	There shall be a personal licence holder on duty on the premises at all times when the premises are authorised to sell alcohol.
72	Private functions		✓		✓		Restrictions on non-residents in hotel	Alcohol shall only be sold to non-residents between the hours [insert times] on [insert days of week], to persons attending bona fide private functions at the hotel [insert times] on [insert days of week]
73	Private Hire			✓			Hire agreements	Where rooms at the premises are let to individuals or groups for private hire, a hire agreement shall be in place that includes an outline of the conditions on the premises licence (or club premises certificate) and clearly states the responsibilities of the hirer in respect of upholding such conditions.

74	Private Hire					✓	Named person responsible	Where the premises are let to individuals or groups for private hire, a named person shall be responsible for ensuring adherence to the conditions of the premises licence (or club premises certificate) are adhered to. This person shall provide their details to the licence holder (or Secretary of the club) in writing in advance of the event and their details shall be retained for a period of at least thirty-one days after the date of the event.
75	Queuing					✓	Management of queue	The premises licence holder or designated premises supervisor shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by [members of staff/SIA staff] so as to ensure that there is no public nuisance or obstruction to the public highway.
76	Restrictions for U18		✓			✓	Preventing alcohol consumption by children	The Premises Licence Holder or designated premises supervisor shall ensure that adequate arrangements are implemented to prevent the consumption of alcohol or unlawful substances, or the carrying of any offensive items, on the premises by children.
77	Serious violence reporting		✓				Actions needed if violent incident	(a) In the event that serious violence or assault is committed on or related to the premises (or appears to have been committed) the management will immediately ensure that: (a) The police (and, where appropriate, the London Ambulance Service) are called without delay; (b) All measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police; (c) The crime scene is preserved so as to enable a full forensic investigation to be carried out by the police; and (d) Such other measures are taken (as appropriate) to fully protect the safety of all persons present on the (e) premises.
78	SIA		✓				SIA on duty	A minimum of (insert number) SIA staff shall be on duty on the premises from (insert time) until (insert time) on [days of the week] [specify location if required]
79	SIA		✓				Door Supervisor Register	An SIA Staff register shall be updated on occasions when supervisors are employed. The register is to be made available for inspection by the police and/or authorised officers. The register must show: a) full name b) date of birth c) SIA Registration Number d) date and hours worked. e) contact telephone number and email address A coloured photograph of the SIA badge should be included in the register or retained separately
80	SIA		✓				SIA Badge display	All SIA staff will correctly display their SIA licence so as to be visible when on duty at the premises.
81	SIA		✓				SIA High Visibility	All SIA Staff will wear high-visibility jackets, vests, or high-visibility armbands whilst working at entry/exit points and around the exterior of the building

82	SIA		✓					Use of Body worn cameras	The licensee shall ensure that: (a) [All/Insert Number] licensed SIA staff on duty at premises shall be equipped with Body Worn Video (BWV), capable of recording audio and video in any light condition as per the minimum requirements of the Camden Police Licensing Team. (b) All recordings shall be stored for a minimum period of 31 days with date and time stamping, and (c) Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the preceding 31 day period.
83	Specific use of premises	✓	✓	✓	✓	✓		Activities are ancillary to a specific use	The provision of licensable activities under this licence are ancillary to the use of the premises as [define style of use]
84	Searches		✓					Search at entry	All customers, promoters, performers, artists and DJ's must be searched prior to entry. The search must include (but is not limited to) the use of a metal search arch or use of a metal detecting wand, the searching of bags, and a full pat down search of each person with removal of jackets or coats.
85	Searches		✓					Search on entry or re-entry	All persons entering or re-entering the premises shall be searched by an SIA trained member of staff in an area covered by CCTV
86	Serious violence reporting		✓					Actions needed if violent incident	In the event that serious violence or assault is committed on or related to the premises (or appears to have been committed) the management will immediately ensure that: (f) The police (and, where appropriate, the London Ambulance Service) are called without delay; (g) All measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police; (h) The crime scene is preserved so as to enable a full forensic investigation to be carried out by the police; and (i) Such other measures are taken (as appropriate) to fully protect the safety of all persons present on the premises.
87	Special effects						✓	No special effects without consent	The licence (or club premises certificate) holder shall not permit the use of special effects, except with the prior consent of the Council, which may be subject to additional conditions if necessary to promote the public safety objective. Special effects include: a)dry ice machines and cryogenic fog b)smoke machines and fog generators c)pyrotechnics, including fireworks d)real flames e)firearms f)motor vehicles g) strobe lighting
88	Table service		✓					Waiter/waitress service	The sale of alcohol shall only be by waiter/waitress service to seated customers.

89	Touting				✓	No street promotion	The venue shall not engage the services of street promoters to encourage clientele to attend the venue and no payment made by or on behalf of the licence holder to any person for bringing customers to the premises.
90	Underage Sales					✓ Underage Sales Training for Staff	The premises licence holder shall ensure all front of house staff are trained to prevent underage sales, to maintain the refusals book, enter sales correct on the tills so the prompts show when appropriate, and monitor staff to ensure their training is put into practice.
91	Underage Sales					✓ Challenge 25	A Challenge [21 or 25] policy will be in place and enforced. This requires that any person reasonably looking under the age of 25 shall be asked to prove their age when attempting to purchase alcohol and signs to this effect will be displayed at the premises. The only acceptable forms of identity will be those with photographic identification documents recognised in Home Office guidance. This includes passport, photo-card driving licence or proof of age card bearing the PASS hologram and any digital ID approved by the government.
92	Underage Sales					✓ Till to provide age related prompts	The premises licence holder shall ensure that all tills in operation at the premises automatically provide age-related prompts to staff to check the age of the buyer when alcoholic products are passed through the till, or entered onto the till, for sale.
93	Women's Safety		✓	✓		Compliance with Women's Safety Policy	The premises licence holder shall promote and comply with the principles set out in the Women's Night Safety Charter and Woman's Safety Principles set out in the London Borough of Camden's Statement of Licensing Policy.

Model Conditions for Large Events

Licensing Objectives:

General: Gen

Crime & Disorder: CD

Public Nuisance: PN

Public Safety: PS

Protection of Children from Harm: PCH

Condition	Issue/Area	Licensing Objective					Condition Summary	Detailed Condition
		Gen	CD	PS	PN	PCH		
LE1	Large Events		✓	✓	✓	✓	Event Management Plan, FRA and Crowd Management Plan required	The premises licence holder shall produce an Event Management Plan, Fire Risk Assessment, and Crowd Management Plan (including arrangements for access and egress) for the event. The Event Management Plan shall contain the following a traffic management plan the evacuation procedure
LE2	Large Events		✓	✓	✓	✓	Approval of Event Management Plan, FRA and Crowd Management Plan	The Event Management Plan, Fire Risk Assessment, and Crowd Management Plan, shall be submitted to Fire & Rescue Service, Camden Police Licensing Unit, Camden Council Environmental Health and the licensing authority for approval each year at least 28 days prior to the start of each event. Copies of this documentation shall be retained on site while licensable activities are being provided, and shall be made available to any of the responsible authorities, as defined in the Licensing Act 2003, upon request.

LE3	Large Events		✓	✓	✓	✓	No licensable activities unless Event Management Plan, FRA and Crowd Management Plan approved	No licensable activities shall be permitted to take place under this licence unless the Event Management Plan, Fire Risk Assessment, and Crowd Management Plan for that event have been approved by Fire & Rescue Service, Camden Police Licensing Unit, Camden Council Environmental Health and the licensing authority. Any deviation from this documentation during the event shall only be made in exceptional circumstances, and the details shall be recorded in the event log with detailed reasons at the time. These changes must be raised at the next available Event Liaison Team meeting.
LE4	Large Events		✓	✓	✓	✓	Event log	The event will use and maintain an event log. This will be kept up to date by Event Management and will be used to record all significant policy decisions made during the event by staff. This log will be available at every Event Liaison Team meeting, and will be available for inspection by the responsible authorities, as defined in the Licensing Act 2003, at any time.
LE5	Large Events		✓				Drugs Policy	There shall be a written drugs policy in place for the event. This policy shall be agreed between the licence holder and the Camden Police Licensing Unit in writing and this policy shall be implemented whilst licensable activity is taking place. This event will include reference to psychoactive substances and must ensure a zero tolerance policy in this area. This policy must be agreed at least 28 days prior to the start of each event.
LE6	Large Events		✓				Ejection Policy	There shall be a written ejection policy in place for the event. This policy shall be agreed between the licence holder and the Camden Police Licensing Unit in writing and this policy shall be implemented whilst licensable activity is taking place. This policy must be agreed at least 28 days prior to the start of each event.
LE7	Large Events		✓				Not bringing alcohol	The premises licence holder shall ensure that customers will not be allowed to bring their own alcohol on to the site.
LE8	Large Events		✓	✓			Not bring glass bottles	The premises licence holder shall ensure that customers do not bring glass bottles onto the site.
LE9	Large Events		✓	✓	✓		Contact no. for Responsible Authorities	Contact telephone numbers for the designated premises supervisor, event managers and site managers shall be provided to the Fire Service, the Camden Police Licensing Unit, Camden Council Environmental Health and the licensing authority before the start of each annual event.
LE10	Large Events			✓			No staff under influence	No staff member while on duty and / or in uniform will consume alcohol or drugs on site or be under the influence of alcohol or drugs at any time whilst working.
LE11	Large Events			✓			Recording of accidents	All accidents, however minor, will be recorded in the on-site accident book and be reported to the event management team where applicable within 24 hours.
LE12	Large Events		✓	✓		✓	Pre event messaging	The premises licence holder shall publish a message on the event website at least 1 month prior to the event containing the following information; a) Challenge 25 Policy for entry to the event and for bar service whilst licensable activities are taking place. b) No alcohol permitted to be brought onto the site and searches will be made on entry c) No glass drinking vessels and bottles allowed on site d) Disabled access and facilities information e) Details of medical facilities

LE13	Large Events			✓	✓		Recording of numbers on site	The premises licence holder shall ensure that there are measures in place to accurately record and monitor entry numbers to the site. Upon request by a responsible authority, as defined in the Licensing Act 2003, the holder of the premises licence or an agent on behalf of and under the authority of the licence holder shall provide precise information regarding the number of people present on the site at any given time.
LE14	Large Events		✓	✓	✓	✓	Training of staff	The premises licence holder shall ensure that all members of staff and SIA personnel have received training commensurate to their role, and have been fully briefed prior to the start of the event on the information contained within the Event Management Plan documents relevant to their role.
LE15	Large Events			✓	✓		Procedures to manage occupancy and access	The premises licence holder shall have procedures in place to; (a) Manage the occupancy levels within areas to enable a safe and quick evacuation in the event of an emergency; and (b) Allow unrestricted and unobstructed access for emergency vehicles.
LE16	Large Events			✓			All staff trained in age restricted sales	The licence holder shall ensure that all members of staff involved in the sale of alcohol receive training about age-restricted sales. This training must include the following: The licensing objectives. Recognising signs of drunkenness and recognising intoxication through drugs. Challenge 25 and appropriate forms of identification. Refusals logs including when and how to use them. This training must be documented, signed by any person involved in the sale of alcohol on site to state that they understand the training, and kept for a minimum of 6 months following the event.
LE17	Large Events					✓	Signage for Challenge 25	Signage advising customers that Challenge 25 is in operation shall be prominently displayed at each bar.
LE18	Large Events		✓			✓	No sale without Personal Licence Holder	No supply of alcohol shall take place at any bar unless a personal licence holder is present in a supervisory capacity.
LE19	Large Events		✓		✓	✓	Display of bar details	Each bar shall have on display a document showing details of the bar. These details shall be the name of the bar manager, their personal licence number, and the hours of operation.

LE20	Large Events		✓			✓	Access to radio link	All bar managers shall have access to a radio link with the event management team and security teams.
LE21	Large Events		✓		✓	✓	Knowledge of Licence Conditions	All personal licence holders shall be made aware of the licence conditions. Personal licence holders shall sign a declaration to confirm that they have been received a copy of the licence conditions. This shall be documented and a copy of the conditions shall be made available at each bar. The signed declaration shall be made available to the Camden Police Licensing Unit or the Licensing Authority upon request.
LE22	Large Events		✓		✓	✓	Liaison with responsible Authorities	There shall be on site at all times a person nominated by the licence holder to liaise with Camden's Police Licensing Unit and the Licensing Authority in order to deal with any issues arising as a result of Licensing checks performed at the event
LE23	Large Events		✓		✓		Signage for responsible drinking	A sign shall be placed at each bar encouraging persons to drink responsibly.
LE24	Large Events		✓		✓		Perimeter fence	There shall be a fence around the full perimeter of the licensable area. All fencing used shall have no gaps greater than 30 cm in the bottom and shall be at least 2 meters high. The only exemption to this is where there are entrances and exits, or existing fence lines in existence which are deemed suitable both by the event organisers and the Chief Officer of Police.
LE25	Large Events			✓			Staff identification method	All staff shall be issued with a wristband, lanyard, or similar, which identifies them as staff working at the event.
LE26	Large Events		✓	✓	✓		No. of staff needed	The specific number of volunteers, stewards, marshals and frontline SIA staff shall be recorded in the Event Management Plan. They will be based on a capacity of staff and customers for the entire licensable area.

LE27	Large Events		✓	✓		Register of security staff	The licence holder shall maintain a register giving details of each and every person employed in the role of security and shall provide upon request by any Police Officer or authorised officer of the licensing authority, the following details:- (a) The licence number, name, date of birth and residential address of that person; (b) The time at which he/she commenced that period of duty (c) The time at which he/she finished the period of duty (d) If that person is not an employee of the licence holder, the name of the person by whom that person is employed or through whom the services of that person were engaged; The register shall be made available to a Police officer or the Licensing Authority on request. This register may be in paper or digital format.
LE28	Large Events		✓	✓	✓	SIA supervision of entry and exit	Every entry and exit point to the venue shall be supervised by SIA licensed security personnel.
LE29	Large Events		✓	✓	✓	Security radio access	All security persons shall have access to a radio to communicate to other staff on site.
LE30	Large Events				✓	Contact Number for residents	[Local residents][Adjoining residents][All residents within identified streets] [Residents of the following properties] shall be provided with appropriate contact telephone numbers for the event organisers, or relevant event staff, prior to each event
LE31	Large Events		✓			Bag searches	The premises licence holder shall ensure that bag searches are carried out as customers enter the event.
LE32	Large Events		✓			Refusal of entry	The premises licence holder shall ensure that any person appearing to be under the influence of illegal drugs shall be refused entry.
LE33	Large Events		✓	✓		Leaving if unfit	Any person deemed unfit due to drink or drugs at the event shall be asked to leave the event after organisers have considered that it is safe for them to leave the site.

LE34	Large Events				✓		Last entry	Last entry to customers shall be (insert time) hours.
LE35	Large Events				✓		Last entry/re-entry	There shall be no entry or re-entry into the site after [insert time] hours in any circumstance
LE36	Large Events		✓	✓	✓		Patrols when closed	The licence holder shall ensure that patrols of the site including the car park area are performed by security staff of the site whilst the site is closed to the public.
LE37	Large Events			✓			Area for vulnerable adults	There shall be an area within the licensable area dedicated to dealing with vulnerable adults. There shall always be on duty at this location a person nominated as in charge. Staff working in this area shall have access to a radio connecting with the event management.
LE38	Large Events			✓			Medical team	A Medical Team will be set up on-site with trained and experienced staff available to care for ill, intoxicated or vulnerable adults until they are ready to leave safely.
LE39	Large Events			✓			Facility for unwell or injured persons	There shall be a facility on site to deal with persons taken unwell or injured during the course of the event. This facility shall be open at all times that the site is open to members of the public. An SIA accredited person shall be present at all times that the facility is open to members of the public. The medical facility shall have access to a radio connecting to the site control. The numbers of medical personnel will be set and recorded in the event management plan taking into account any statutory guidance available at the time of the event.

Model Conditions for Infrequent Sexual Entertainment

Licensing Objectives:

General: Gen

Crime & Disorder: CD

Public Nuisance: PN

Public Safety: PS

Protection of Children from Harm: PCH

Condition	Issue/Area	Licensing Objective					Condition Summary	Detailed Condition
		Gen	CD	PS	PN	PCH		
1	Adult Entertainment		✓			✓	Code of Conduct for staff	A written Code of Conduct for staff participating in the provision of striptease or nudity shall be in place and shall be kept on the premises for inspection by police and/or a duly authorised officer of the licensing authority at all times the premises are open to the public. Management shall ensure all staff are aware of the Code of Conduct and shall take all reasonable steps to ensure it is adhered to.
2	Restrictions for U18					✓	No entry to U18	No person under the age of 18 shall be admitted to the premises at any time.

3	Restrictions for U18					✓	No entry to U18 for adult entertainment	No person under the age of 18 shall be admitted to the premises when adult entertainment is taking place.
4	Restrictions for U18					✓	Notices for adult entertainment	Prominent notices shall be displayed at each entrance to the premises when adult entertainment is taking place stating that there shall be no admission to the premises for persons aged under 18.
5	Adult Entertainment					✓	Adult entertainment not visible	The premises shall be arranged so adult entertainment is not visible from the street.
6	Adult Entertainment					✓	Adult entertainment not advertised	There shall be no external advertisement at the premises for adult entertainment

Appendix Six

Alcohol and Associated Health Risks

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

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

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

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