



City of Westminster

# Licensing Sub-Committee Report

Item No:

Date:

**10<sup>th</sup> August 2017**

Classification:

**For General Release**

Title of Report:

**Basement  
86 Queensway  
London  
W2 3RL**

Uniform Reference:

**17/07842/LITENP**

Report of:

**Operational Director for Premises Management**

Policy context:

**City of Westminster Statement of Licensing Policy**

Financial summary:

**None**

Report Author:

**Jessica Donovan  
Licensing Support Officer**

Contact Details:

**E-mail: [jdonovan@westminster.gov.uk](mailto:jdonovan@westminster.gov.uk)**

## 1. TEMPORARY EVENT NOTICE DETAILS

<b>Proposal:</b>	<u>Permitted Temporary Activities:</u> <ul style="list-style-type: none"> <li>Sale by Retail of Alcohol</li> </ul> <i>(Please see Temporary Event Notice at Appendix A)</i>		
<b>Premises User:</b>	Mr Adam Gonna	<b>Premises Name and Address:</b>	<b>Basement 86 Queensway London W2 3RL</b>
<b>Date Temporary Event Notice Received:</b>	14 <sup>th</sup> July 2017	<b>Period of Event:</b>	<b><u>17/07842/LITENP</u></b> 10:30 until 20:00 27.08.2017- 28.08.2017
<b>Ward Name:</b>	Lancaster Gate	<b>Stress Area:</b>	No
<b>Number of attendees at event (including staff):</b>	20		
<b>Details of Premises Licence:</b>	<p>The premises does have a Premises Licence.</p> <p>(Please see Appendix A.1)</p>		
<b>Notice of Objection by the Metropolitan Police Service &amp; Environmental Health :</b>	<p>Metropolitan Police Service has given a notice of objection under s.104 (2) of the Licensing Act 2003. The notice of objection is based on the grounds that allowing the premises to be used in accordance with the notice would undermine the Prevention of Crime and Disorder objectives.</p> <p>The Metropolitan Police has stated: 'The Metropolitan Police, as a Responsible Authority, object to this Temporary event notice to prevent crime and disorder and protect children from harm for the following reasons:-</p> <ul style="list-style-type: none"> <li>Insufficient undertakings provided to promote the licensing objectives</li> </ul> <p>Attached is a statement from Commander Musker regarding Policing for Notting Hill Carnival.</p> <p>I also note that Environmental Health have proposed a number of undertaking, to which you are yet to confirm.'</p> <p>(Please See Police Objection Appendix B )</p> <p>Environmental Health has given a notice of objection under s.104 (2) of the Licensing Act 2003. The notice of objection is based on the grounds that allowing the premises to be used in accordance with the notice would undermine the in Public Nuisance and Public Safety objectives.</p> <p>Environmental Health has stated: '<i>The licensable activity will have the likely</i></p>		

	<p><i>effect of causing an increase in Public Nuisance in the area and could impact on Public Safety.'</i></p> <p>Environmental Health have requested that the applicant agree to the following modifications:</p> <ul style="list-style-type: none"> <li>• There shall be no glass used for drinking vessels.</li> <li>• A personal licence holder shall be present on site throughout the event.</li> <li>• A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.</li> <li>• There shall be access to the WC onsite free of charge to those people consuming alcohol from your bar.</li> <li>• The Premises Licence holder must ensure an Event Management Plan is presented to the Westminster Police Licensing Team and Environmental Health Consultation Team for their comments. The Event Management Plan shall include, as a minimum: <ul style="list-style-type: none"> <li>a) Emergency and Evacuation procedures</li> <li>b) Crowd management and stewarding arrangements</li> <li>c) A detailed plan showing site layout and emergency egress points – site plan must be to scale</li> <li>d) Risk Assessments</li> <li>e) A schedule detailing types and locations of emergency equipment</li> <li>f) How the capacity will not be breached</li> <li>g) Contacts and details for the day / description of activity</li> <li>h) Timetable for the event - including detailed build schedule / arrival times / set up times / staff arrivals / opening times / derig etc - both days</li> <li>i) Details of insurance - Public Liability min £5million and all contractors</li> </ul> </li> </ul> <p>So far as is reasonably practicable the Premises Licence Holder shall ensure that the event is run in accordance with the Event Management Plan.</p> <p>(Please See Environmental Health Objection Appendix C )</p>
<b>Recommendation:</b>	<p>That the Sub-Committee consider the notice of objection given by Environmental Health and Metropolitan Police and determine whether or not the Licensing Authority should issue a counter notice to the premises user, in accordance with s.105 of the Licensing Act 2003.</p>

*Applicants Submissions- please see Appendix D*

*Additional procedural information – please see Appendix E*

If you have any questions about this report, please contact Jessica Donovan at  
[Jdonovan@westminster.gov.uk](mailto:Jdonovan@westminster.gov.uk)

**APPENDIX A****Temporary Event Notice**

Please Note: You will need to make a payment of £21.00 before the form submission can be accepted. You will be directed to pay when you submit the form.

I, the proposed premises user, hereby give notice under section 100 of the Licencing Act 2003 of my proposal to carry on a temporary activity at the premises described below.

<b>Personal Details of Premises User (Please read note 1)</b>		
<b>1. Your name</b>		
Title	First name	Last
Mr	Adam	Gonna
<b>2. Previous names (if relevant)</b>		
<b>3. Your date of birth</b>		15/06/1990
<b>4. Your place of birth</b>		London
<b>5. National Insurance number</b>		JN315014C
<b>6. Your current address</b> (We will use this address to correspond with you unless you complete the separate correspondence box below)		
The Beachcomber Basement 86 Queensway, London		
		Postcode W2 3RR
<b>7. Other contact details</b>		
<b>Telephone numbers</b>		
Daytime	02072212455	
Mobile (optional)	07799357738	
Email address	beachcomber104@hotmail.com	

Licensing Authority: **Westminster City Council**

Ref:

**8. Alternative address for correspondence** (Address for correspondence associated with this application, if different to the previous address)

**The Beachcomber,  
Basement,  
86  
Queensway,  
London.**

Postcode  
**W2 3RR**

**9. Alternative contact details** (if applicable)

Title	<b>Mr</b>	
First name	<b>Adam</b>	
Last name	<b>Gonna</b>	
Telephone numbers		
Daytime	<b>02072212455</b>	
Mobile (optional)	<b>07799357738</b>	
E-Mail address (optional)	<b>beachcomber104@hotmail.com</b>	

**The Premises**

Please select the address of the premises where you intend to carry out the licensable activities. If there is no address please select the street record in the address lookup and supply further details of the location (including ordnance Survey references) (Please read note 2). Search for address

**Basement  
86 Queensway  
London**

**W2 3RL**

Does a premises licence or club premises certificate have effect in relation to the premises (or any part of the premises)? If so, please enter the licence or certificate number below.

Premises licence number	<b>13/05504/LIPDPS</b>	
Additional address information		

Do you intend to use the whole of the premises at this address (Please read note 3)  
(If no, please give a description and details below)

Yes	No
<input checked="" type="checkbox"/>	<input type="checkbox"/>

Please describe the nature of the premises below. (Please read note 4)

**We are a cocktail bar in Queensway W2.**

Please describe the nature of the event below. (Please read note 5)

**We would like to propose setting up a stall outside our entrance, on the pavement section that belongs to the building, selling alcohol and cocktails during the daytime till 20.00hrs on 27 & 28 August 2017 during the Notting Hill Carnival.**

Licensing Authority: **Westminster City Council**

Ref:

**The licensable activities**

Please state the licensable activities that you intend to carry on at the premises (please mark an "X" next to the licensable activities you intend to carry on - either double click with the mouse, or press the space bar in the relevant field). (Please read note 6)

The sale by retail of alcohol	<input checked="" type="checkbox"/>
The supply of alcohol by or on behalf of a club to, or to the order of, a member of the club	<input type="checkbox"/>
The provision of regulated entertainment (Please read note 7)	<input type="checkbox"/>
The provision of late night refreshment	<input type="checkbox"/>
Are you giving a late temporary event notice? (Please read note 8)	<input type="checkbox"/>

Please state the date and times on which you intend to use these premises for licensable activities. (Please read note 9) Please give times in 24 hour clock. eg. 19:00. (Please read note 10) How many days will your event cover?

Start date **27/08/2017** Time **10:30** End date **28/08/2017** Time **20:00**

Please state the maximum number of people at any one time that you intend to allow to be present at the premises during the times when you intend to carry on licensable activities, including any staff, organisers or performers. (Please read note 11)

**20**

If the licensable activities will include the supply of alcohol, please state whether the supplies will be for consumption on or off the premises, or both (please mark an "X" next to the appropriate box). (Please read note 12)

On the premises only  
Off the premises only  
Both ☒

Please state if the licensable activities will include the provision of relevant entertainment. If so, please state the times during the event period that you propose to provide relevant entertainment. (please read note 13)

N/A

**Personal licence holders (please read note 14)**

		Yes	No
Do you currently hold a valid personal licence? (please mark an "X" in the box that applies to you)		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Provide the details of your personal licence below.	Issuing licensing authority	<b>London Borough Of Harrow</b>	
	Licence number	<b>LN/000005501/2012/1</b>	
	Date of issue	<b>28/05/2012</b>	
	Date of expiry	<b>27/05/2022</b>	
	Any further relevant details		

**Previous Temporary Event Notices you have given (please read note 15)**

Have you previously given a temporary event notice in respect of any premises for events falling in the same calendar year as the event for which you are now giving this temporary event notice? (please mark an "X" in the box that applies to you)

Yes ☐ No ☒

State the number of temporary event notices you have given for events in that same calendar year

Have you already given a temporary event notice for the same premises in which the event period:

a) ends 24 hours or less before; or  
b) begins 24 hours or less after the event period proposed in this notice?  
(please mark an "X" in the box that applies to you)

Yes ☐ No ☒

Licensing Authority: *Westminster City Council*

Ref:

**Associates and business colleagues** (*please read note 16*)

Has any associate of yours given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes	No
		✓
If answering yes, please state the total number of temporary event notices your associate(s) have given for events in the same calendar year		
Has any associate of yours already given a temporary event notice for the same premises in which the event period:	Yes	No
a) ends 24 hours or less before; or		✓
b) begins 24 hours or less after the event period proposed in this notice?		
Has any person with whom you are in business carrying on licensable activities given a temporary event notice for an event in the same calendar year as the event for which you are now giving a temporary event notice?	Yes	No
		✓
If answering yes, please state the total number of temporary event notices your business colleague(s) have given for events in the same calendar year.		
Has any person with whom you are in business carrying on licensable activities already given a temporary event notice for the same premises in which the event period:	Yes	No
a) ends 24 hours or less before; or		✓
b) begins 24 hours or less after the event period proposed in this notice?		

**Condition** (*please read note 17*)

It is a condition of this temporary event notice that where the relevant licensable activities described in Section 3 above include the supply of alcohol that all such supplies are made by or under the authority of the premises user.



**Declarations (please read note 18)**

The information contained in this form is correct to the best of my knowledge and belief.

I understand that it is an offence:

(i) to knowingly or recklessly make a false statement in connection with this temporary event notice and that a person is liable on conviction for such an offence to a fine up to level 5 on the standard scale; and

(ii) to permit an unauthorised licensable activity to be carried on at any place an that a person is liable on conviction for any such offence to an unlimited fine, or to imprisonment for a term not exceeding six months, or to both.

Please tick the box if you agree with the declarations above.



Date

14/07/2017

Name of person signing

Mr Adam Gonna

To enable the consultee's to fully assess your notice, we strongly recommend you upload an event management plan or Police 696 form

For events held outside, please upload a plan of the area.

Adam, Gonna

66ZV2C42Q3SPF

# APPENDIX A1



**City of Westminster**  
64 Victoria Street, London, SW1E 6QP

**Schedule 12  
Part A**

**WARD: Lancaster Gate  
UPRN: 010033542043**

**Premises licence**

Regulation 33, 34

**Premises licence number:**

13/05504/LIPDPS

**Original Reference:**

05/03771/LIPCV

## Part 1 – Premises details

### Postal address of premises:

The Beachcomber  
Basement  
86 Queensway  
London  
W2 3RR

**Telephone Number:** 020 7221 2455

### Where the licence is time limited, the dates:

Not applicable

### Licensable activities authorised by the licence:

Performance of Dance  
Provision of facilities for Dancing  
Provision of facilities for making Music  
Performance of Live Music  
Playing of Recorded Music  
Late Night Refreshment  
Private Entertainment consisting of dancing, music or other entertainment of a like kind for consideration and with a view to profit  
Sale by Retail of Alcohol

### The times the licence authorises the carrying out of licensable activities:

#### Performance of Dance

Monday to Thursday:	09:00 to 01:00
Friday to Saturday:	09:00 to 02:00

#### Provision of facilities for Dancing

Monday to Thursday:	09:00 to 01:00
Friday to Saturday:	09:00 to 02:00

#### Provision of facilities for making Music

Monday to Thursday:	09:00 to 01:00
Friday to Saturday:	09:00 to 02:00
Sunday:	09:00 to 00:00

#### Performance of Live Music

Monday to Thursday:	09:00 to 01:00
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Friday to Saturday:	09:00 to 02:00
Sunday:	09:00 to 00:00
<b>Playing of Recorded Music</b>	Unrestricted
<b>Provision of facilities for entertainment of a similar description to making music or dancing</b>	
Monday to Thursday:	09:00 to 01:00
Friday to Saturday:	09:00 to 02:00
<b>Provision of facilities for entertainment of a similar description to making music</b>	
Sunday:	09:00 to 00:00
<b>Anything of a similar description to Live Music, Recorded Music or Performance of Dance</b>	
Monday to Thursday:	09:00 to 01:00
Friday to Saturday:	09:00 to 02:00
<b>Anything of a similar description to Live Music or Recorded Music</b>	
Sunday:	09:00 to 00:00
<b>Late Night Refreshment</b>	
Monday to Thursday:	23:00 to 01:30
Friday to Saturday:	23:00 to 02:00
Sunday:	23:00 to 00:30
<b>Private Entertainment consisting of dancing, music or other entertainment of a like kind for consideration and with a view to profit</b>	
	Unrestricted
<b>Sale by Retail of Alcohol</b>	
Monday to Thursday:	10:00 to 01:00
Friday to Saturday:	10:00 to 02:00
Sunday:	12:00 to 00:00
<i>For times authorised for Christmas, New Year and Good Friday see conditions at Annex 1</i>	

<b>The opening hours of the premises:</b>	
Monday to Thursday:	09:00 to 01:00
Friday to Saturday:	09:00 to 02:00
Sunday:	12:00 to 00:00

<b>Where the licence authorises supplies of alcohol, whether these are on and/or off supplies:</b>
Alcohol is supplied for consumption both on and off the Premises.

## Part 2

<b>Name, (registered) address, telephone number and email (where relevant) of holder of premises licence:</b>
Mr Adam Gonna
<b>Please note: It is the policy of the Licensing Authority not to display the personal address details of a Licensee. Please contact the Licensing Authority for further information</b>

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

N/A

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

**Name:** Mr Adam Gonna

*Please note: It is the policy of the Licensing Authority not to display the address details of a designated premises supervisor.*

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

**Licence Number:** LN/000005501/2012/1

**Licensing Authority:** London Borough of Harrow

**Date:** 21<sup>st</sup> August 2013

**Signed:** pp



**Operational Director - Premises Management**

## **Annex 1 – Mandatory conditions**

1. No supply of alcohol may be made at a time when there is no designated premises supervisor in respect of this licence.
2. No supply of alcohol may be made at a time when the designated premises supervisor does not hold a personal licence or the personal licence is suspended.
3. Every supply of alcohol under this licence must be made or authorised by a person who holds a personal licence.
- 4.—
  - (1) 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.
  - (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises 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 (other than any promotion or discount available to an individual in respect of alcohol for consumption at a table meal, as defined in section 159 of the Act);
    - (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;
    - (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—
      - (i) the outcome of a race, competition or other event or process, or
      - (ii) 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.
5. 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).

6. The responsible person shall ensure that free tap water is provided on request to customers where it is reasonably available.
7.
  - (1) 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.
  - (2) 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 a holographic mark.
8. 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.

A responsible person in relation to a licensed premises means the holder of the premise licence in respect of the premises, the designated premises supervisor (if any) or any individual aged 18 or over who is authorised by either the licence holder or designated premises supervisor. For premises with a club premises certificate, any member or officer of the club present on the premises in a capacity that which enables him to prevent the supply of alcohol.
9. All persons guarding premises against unauthorised access or occupation or against outbreaks of disorder or against damage (door supervisors) must be licensed by the Security Industry Authority

**Conditions reproducing the effect of conditions subject to which the relevant existing licenses have effect**

**Conditions relating to Regulated Entertainment**

10. This licence is subject to all the former Rules of Management for Places of Public Entertainment licensed by Westminster City Council, in force from 4 September 1998 and incorporating amendments agreed by the Council on 25 October 1999, 30 June 2000, 16 January 2001 and 1 October 2001.
11. On New Year's Eve the premises can remain open for the purpose of providing regulated entertainment from the time when the provision of regulated entertainment must otherwise cease on New Year's Eve to the time when regulated entertainment can commence on New Year's Day (or until midnight on New Year's Eve where no regulated entertainment takes place on New Year's Day).
12. Notwithstanding the provisions of Rule of Management No. 6 the premises may be kept open for the purposes of this licence from 23:00 on each of the days Monday to Thursday to 1:00 on the day following and from 23:00 on Friday and Saturday to 2:00 on the days following and from 23:00 to midnight on Sunday.
13. No refuse shall be left outside the premises from 23:30 on any day to 7:00 on the day following.

14. There shall be no private refuse collections between 23:30pm on any day and 7:00 on the day following.
15. Waste is placed out for collection no more than 30 minutes before the time of collection.
16. Waste must not be left on the highway for more than 1.5 hours.
17. All waste presented must be secured for and paid for.
18. At least 2 registered door supervisors shall be stationed at the entrance to the premises from 11pm on each Friday and Saturday night that the premises are open until the premises close to ensure that the maximum number of persons admitted does not exceed 60.
19. On every other night (Monday to Thursday and Sunday evenings) that the premises are open at least 1 registered door supervisor is stationed at the entrance to the premises from 23:00 until the premises close to ensure that the maximum number of persons admitted does not at any time exceed 60.
20. The number of persons accommodated at any one time (excluding staff) in the basement shall not exceed 60.

#### **Conditions for Sale of Alcohol**

21. Intoxicating liquor shall not be sold or supplied on the premises otherwise than to persons taking table meals there and for consumption by such a person as an ancillary to his meal.
22. Suitable beverages other than intoxicating liquor (including drinking water) shall be equally available with or otherwise as an ancillary to meals served in the licensed premises.

#### **Conditions which reproduce the effect of any restriction imposed on the use of the premises by specified enactments**

23. (a) Subject to the following paragraphs, the permitted hours on weekdays shall commence at 10.00 (12.00 on Christmas Day and Good Friday) and extend until 01.00 on each of the days Monday to Thursday and 02:00 on each of the days Friday to Saturday, except that -
  - (i) the permitted hours shall end at 00.00 midnight on any day on which music and dancing is not provided after midnight; and
  - (ii) on any day that music and dancing end between 00.00 midnight and 02.00, the permitted hours shall end when the music and dancing end;
- (b) The permitted hours on Sundays shall commence at 12.00 and extend until 00.00
- (c) The sale of alcohol must be ancillary to the use of the premises for music and dancing and substantial refreshment.
- (d) The permitted hours on New Year's Eve will extend to the start of permitted hours on the following day, or if there are no permitted hours on 1 January, to 24.00 on New Year's Eve.

NOTE - The above restrictions do not prohibit:

- (a) during the first thirty minutes after the above hours the consumption of the alcohol on the premises;
- (b) during the first twenty minutes after the above hours, the taking of the alcohol from the premises unless the alcohol is supplied or taken in an open vessel;
- (c) the sale or supply of alcohol to or the consumption of alcohol by any person residing in the licensed premises;
- (d) the ordering of alcohol to be consumed off the premises, or the despatch by the vendor of the alcohol so ordered;
- (e) the sale of alcohol to a trader or registered club for the purposes of the trade or club;
- (f) the sale or supply of alcohol to any canteen or mess, being a canteen in which the sale or supply of alcohol is carried out under the authority of the Secretary of State or an authorised mess of members of her Majesty's naval, military or air forces;
- (g) the taking of alcohol from the premises by a person residing there;
- (h) the supply of alcohol for consumption on the premises to any private friends of a person residing there who are bona fide entertained by him at his own expense, or the consumption of alcohol by persons so supplied;
- (i) the supply of alcohol for consumption on the premises to persons employed there for the purposes of the business carried on by the holder of the licence, or the consumption of liquor so supplied, if the liquor is supplied at the expense of their employer or of the person carrying on or in charge of the business on the premises.

In this condition, any reference to a person residing in the premises shall be construed as including a person not residing there but carrying on or in charge of the business on the premises.

24. No person under fourteen shall be in the bar of the licensed premises during the permitted hours unless one of the following applies:
- (a) He is the child of the holder of the premises licence.
  - (b) He resides in the premises, but is not employed there.
  - (c) He is in the bar solely for the purpose of passing to or from some part of the premises which is not a bar and to or from which there is no other convenient means of access or egress.
  - (d) The bar is in railway refreshment rooms or other premises constructed, fitted and intended to be used bona fide for any purpose to which the holding of the licence is ancillary.

In this condition "bar" includes any place exclusively or mainly used for the consumption of intoxicating liquor. But an area is not a bar when it is usual for it to be, and it is, set apart for the service of table meals and alcohol is only sold or supplied to persons as an ancillary to their table meals.

25. If any entertainment is provided for children or if an entertainment is provided at which the majority of persons attending are children, then, if the number of children attending the entertainment exceeds 100, it shall be the duty of the holder of the premises licence (or the holder of the club premises certificate):
- (a) to station and keep stationed wherever necessary a sufficient number of adult attendants, properly instructed as to their duties, to prevent more children or



other persons being admitted to the building, or to any part thereof, than the building or part can properly accommodate,

- (b) to control the movement of the children and other persons admitted while entering and leaving the building or any part thereof, and
- (c) to take all other reasonable precautions for the safety of the children.

## **Annex 2 – Conditions consistent with the operating Schedule**

None

**Annex 3 – Conditions attached after a hearing by the licensing authority**

None

## **Annex 4 – Plans**

Attached



**City of Westminster**  
64 Victoria Street, London, SW1E 6QP

**Schedule 12  
Part B**

**WARD: Lancaster Gate  
UPRN: 010033542043**

**Premises licence  
summary**

Regulation 33, 34

**Premises licence number:**

13/05504/LIPDPS

**Part 1 – Premises details**

**Postal address of premises:**

The Beachcomber  
Basement  
86 Queensway  
London  
W2 3RR

**Telephone Number:** 020 7221 2455

**Where the licence is time limited, the dates:**

Not applicable

**Licensable activities authorised by the licence:**

Performance of Dance  
Provision of facilities for Dancing  
Provision of facilities for making Music  
Performance of Live Music  
Playing of Recorded Music  
Late Night Refreshment  
Private Entertainment consisting of dancing, music or other entertainment of a like kind for consideration and with a view to profit  
Sale by Retail of Alcohol

**The times the licence authorises the carrying out of licensable activities:**

**Performance of Dance**

Monday to Thursday:	09:00 to 01:00
Friday to Saturday:	09:00 to 02:00

**Provision of facilities for Dancing**

Monday to Thursday:	09:00 to 01:00
Friday to Saturday:	09:00 to 02:00

**Provision of facilities for making Music**

Monday to Thursday:	09:00 to 01:00
Friday to Saturday:	09:00 to 02:00
Sunday:	09:00 to 00:00

**Performance of Live Music**

Monday to Thursday:	09:00 to 01:00
Friday to Saturday:	09:00 to 02:00
Sunday:	09:00 to 00:00

**Playing of Recorded Music**

Unrestricted

**Provision of facilities for entertainment of a similar description to making music or dancing**

Monday to Thursday:	09:00 to 01:00
Friday to Saturday:	09:00 to 02:00

**Provision of facilities for entertainment of a similar description to making music**

Sunday:	09:00 to 00:00
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**Anything of a similar description to Live Music, Recorded Music or Performance of Dance**

Monday to Thursday:	09:00 to 01:00
Friday to Saturday:	09:00 to 02:00

**Anything of a similar description to Live Music or Recorded Music**

Sunday:	09:00 to 00:00
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**Late Night Refreshment**

Monday to Thursday:	23:00 to 01:30
Friday to Saturday:	23:00 to 02:00
Sunday:	23:00 to 00:30

**Private Entertainment consisting of dancing, music or other entertainment of a like kind for consideration and with a view to profit**

Unrestricted

**Sale by Retail of Alcohol**

Monday to Thursday:	10:00 to 01:00
Friday to Saturday:	10:00 to 02:00
Sunday:	12:00 to 00:00

*For times authorised for Christmas, New Year and Good Friday see conditions at Annex 1*

**The opening hours of the premises:**

Monday to Thursday:	09:00 to 01:00
Friday to Saturday:	09:00 to 02:00
Sunday:	12:00 to 00:00

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

Alcohol is supplied for consumption both on and off the Premises.

**Name and (registered) address of holder of premises licence:**

Mr Adam Gonna  
32 Woodlands Road  
Harrow  
Middlesex  
HA1 2RS

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

N/A

**Name of designated premises supervisor where the premises licence authorises for the supply of alcohol:**

**Name:** Mr Adam Gonna

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

Restricted

**Date:** 21<sup>st</sup> August 2013

**Signed:**

pp



**Operational Director - Premises Management**

## Consultee Comments for Licensing Application 17/07842/LITENP

### Application Summary

Application Number: 17/07842/LITENP  
Address: Basement 86 Queensway London W2 3RL  
Proposal: TEN Personal Licence Holder  
Case Officer: Miss Bina Patel

### Consultee Details

Name: Mr Reaz Guerra  
Address: Westminster City Hall 64 Victoria Street, London, City of Westminster SW1E 6QP  
Email: rguerra@westminster.gov.uk  
On Behalf Of: Metropolitan Police Service For TENs (for Licensing)

### Comments

Dear Adam

With reference to the above TEN the Metropolitan Police, as a Responsible Authority, object to this Temporary event notice to prevent crime and disorder and protect children from harm for the following reasons:-

Insufficient undertakings provided to promote the licensing objectives

Attached is a statement from Commander Musker regarding Policing for Notting Hill Carnival..

I also note that Environmental Health have proposed a number of undertaking, to which you are yet to confirm.

Please contact me should you have any questions and reply to all on this email.

Kind Regards

Reaz

PC Reaz Guerra 1614CW  
Westminster Police Licensing Team  
Westminster City Hall  
4th Floor, 64 Victoria Street  
London SW1E 6QP  
Tel - 0207 641 1708



CITY OF WESTMINSTER

MEMORANDUM

---

TO Licensing Officer

REFERENCE 17/07842/LITENP

---

FROM EH Consultation Team  
REFERENCE 17/22752/ECTENO  
BEING DEALT WITH BY S Fabbricatore (sfabbricatore@westminster.gov.uk)  
TELEPHONE 020 7641 2788  
DATE 18<sup>th</sup> July 2017

---

## The Licensing Act 2003

### RE: The Beachcomber 86 Queensway, London, W2 3RL

I refer to the Temporary Event Notifications for the above premises.

The following licensable activities have been requested:

1. To provide the Supply of Alcohol on and off the premises, on the 27<sup>th</sup> August from 10:30 to 20:00 hours on 28<sup>th</sup> August 2017. The proposed capacity is 20.

I wish to make the following objection:

1. The licensable activity will have the likely effect of causing an increase in Public Nuisance in the area and could impact on Public Safety.

Insufficient undertakings have been proposed in order to minimise Public Nuisance and protect Public Safety. I propose the following:

- There shall be no glass used for drinking vessels.
- A personal licence holder shall be present on site throughout the event.
- A Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.
- There shall be access to the WC onsite free of charge to those people consuming alcohol from your bar.
- The Premises Licence holder must ensure an Event Management Plan is presented to the Westminster Police Licensing Team and Environmental Health Consultation Team for their comments. The Event Management Plan shall include, as a minimum:
  - a) Emergency and Evacuation procedures
  - b) Crowd management and stewarding arrangements
  - c) A detailed plan showing site layout and emergency egress points – site plan must be to scale

- d) Risk Assessments
  - e) A schedule detailing types and locations of emergency equipment
  - f) How the capacity will not be breached
  - g) Contacts and details for the day / description of activity
  - h) Timetable for the event - including detailed build schedule / arrival times / set up times / staff arrivals / opening times / derig etc - both days
  - i) Details of insurance - Public Liability min £5million and all contractors
- So far as is reasonably practicable the Premises Licence Holder shall ensure that the event is run in accordance with the Event Management Plan.

Should you wish to discuss the matter further please do not hesitate to contact me.

Sally Fabbricatore  
Senior Practitioner  
Environmental Health Consultation Team



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POLICE**

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## PROMOTION EVENT RISK ASSESSMENT FORM 696

### Guidance for Artistes and Promoters

(Users should ensure that this guidance sheet is handed or sent to all persons disclosing their personal details)

The Promotion Event Risk Assessment Form 696 is designed to allow the management of licensed premises, promoters of music events, event security and the police to work in partnership to identify and minimise any risk of serious violent crime happening at a proposed event. Should areas of concern be identified the police intention is to work together to create a Risk Management Plan that enables the event to proceed with minimum risk.

The use of this form is voluntary. However, we note that the completion of this form may be a condition on some premises' licences. This means the completion of this form is mandatory for those premises.

The management of the licensed premises or the promoter considers that the proposed event requires a Promotion Event Risk Assessment Form 696 to be completed and it is for this purpose that your personal details are required.

The information provided will be cross-referenced with our systems and data sources to assist with the risk assessment.

The information is processed in accordance with our policing purpose as defined by the Code of Practice for the Management of Police Information (MoPI) as follows:

- Protecting life and property;
- Preserving order;
- Preventing the commission of offences;
- Bringing offenders to justice;
- Any duty or responsibility arising from common or statute law

If you or your client has any concerns or queries regarding the above processing please contact the Metropolitan Police Service Data Protection Officer (details provided below).

**Data Controller Details:** Sir Paul Stephenson, Commissioner for the Metropolis

**Information Commissioner's Office Data Controller Registration Number:** Z4888193

**Data Protection Officer Details:** Merilyne Davies, Public Access Office, PO Box 57192, London, SW6 1SF (Tel: 020 7161 3500)

For a copy of the Metropolitan Police Service's Fair Processing Notice please refer to the following link or contact the Data Protection Officer (details above):

<http://www.met.police.uk/foi/pdfs/otherinformation/corporate/paofairprocessingstatement.pdf>

### Guidance for submission

Please submit the completed form via e-mail to the Clubs Focus Desk and copy in the local borough police licensing unit at least 14 days in advance of your event. This is to ensure that there is sufficient time to implement any risk management plan if needed. The Clubs Focus Desk will carry out an intelligence assessment and provide you with feedback either directly or through the local borough police licensing unit no less than 7 days before your event. If you have not received feedback within this time please contact the Clubs Focus Desk directly on 020 7321 7760

**Clubs Focus Desk - CO14@met.police.uk**


**METROPOLITAN  
POLICE**

Working together for a safer London

 Form 696  
Revised 16th October 2009

# PROMOTION EVENT RISK ASSESSMENT FORM 696

The use of this form is voluntary. However, we note that the completion of this form may be a condition on some premises' licences. This means the completion of this form is mandatory for those premises.

**Please complete this section to enable Clubs and Vice Unit to monitor the use of this Form.**

Is completing Form 696 for Promoted Events a condition on the premises licence? Yes ☐ No ☒

**PLEASE NOTE - The use of this form is not primarily intended for a live music event. If you are using this form for a live music event please give your reasons why in the box.**

## When to complete Form 696

Our recommended guidance to music event organisers, management of licensed premises or event promoter on when to complete Form 696 is where you hold an event that is –

- promoted / advertised to the public at any time before the event, and
- predominantly features DJs or MCs performing to a recorded backing track, and
- runs anytime between the hours of 10pm and 4am, and
- is in a nightclub or a large public house.

The recommended guidance does not restrict the use of the form solely to any specific event. Event managers and promoters may, if they wish, use it for events not strictly covered by the guidance. The Metropolitan Police Service will aim to give appropriate support and advice to ensure a safe event.

**PLEASE COMPLETE ALL SECTIONS.**

<b>Name of Premises</b>	The Beachcomber		
<b>Maximum Capacity of Premises</b>	60		
<b>Full Address</b>	86, Queensway, London, W2 3RR		
<b>Telephone Number</b>	T020-7221 2455	<b>Email Address</b>	beachcomber104@hotmail.com
<b>Designated Premises Supervisor</b>	Adam Gonna		
<b>Contact Telephone Numbers</b>	Landline: T020-7221 2455	Mobile: T07799 357 738	

PROMOTER'S DETAILS			
<b>Promoter's Full Name</b> <i>(include any other names used)</i>	Adam Gonna		
<b>Date of Birth (dd/mm/yyyy)</b>	10/06/1990		
<b>Address</b>	The Beachcomber		
<b>Contact Telephone Numbers</b>	Landline: T020-7221 2455	Mobile: T07799 357 738	
<b>Email Address</b>	beachcomber104@hotmail.com		

PROMOTION / EVENT DETAILS			
<b>Promotion / Event Name</b>	Notting Hill Carnival extended bar		
<b>Event Date (dd/mm/yyyy)</b>	27 & 28/08/2017		
<b>Start Time (HH:mm)</b>	10.30	<b>Finishing Time (HH:mm)</b>	20.00
<b>Expected numbers attending event?</b>	499	<b>Is this a regular event at this venue?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<b>Is the event...? (Check relevant box)</b>	Private <input type="checkbox"/> Public <input checked="" type="checkbox"/>	<b>Will tickets be sold on the door?</b>	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

**RESTRICTED WHEN COMPLETE**

**Please list below all DJ's, MC's, featured artistes / other promoters performing**

We need a minimum of name and date of birth to cross-reference with our systems and data sources. We need an address to confirm the performer's identity. It is the responsibility of the person submitting this form to check that the information is correct.

Real Name	Role and other name used (i.e. stage name)	Date of Birth (dd/mm/yyyy)	Address
NONE			

**RESTRICTED WHEN COMPLETE**

<b>SECURITY FOR THE EVENT</b>			
Please provide the name of the security company to be used		GET Security Services	
Contact name at security company to be used		Wayne Thomas	
Registration no.	08545963	Email	wayne@getsecurityservices.co.uk
Contact nos. of security company	Landline: T020-3761 9696	Mobile: T07761 818 284	

<b>SECURITY DETAIL AND DEPLOYMENT</b>		
Number of door supervisors	Male: 3	Female:
Please outline below how you propose to deploy your security staff and what equipment will be available to facilitate searching on entry		
Uniform dress Radios 2 Doormen on bar for crowd limitation 1 downstairs within premises		
Total security staff	3	
Performer / artiste security <i>(Show company name &amp; contact numbers)</i>	not applicable	

Do you have other knowledge that needs special consideration in order to limit violent crime at the event?
[Notting Hill Carnival]

When complete please e-mail this whole document **at least 14 days in advance** to:

**Clubs Focus Desk - CO14@met.police.uk**

**And to your Borough Police Licensing Unit.**

Retention period: 6 years  
MP 989/09

RESTRICTED WHEN COMPLETE



**METROPOLITAN  
POLICE**

Working together for a safer London

Form 696  
Revised 16th October 2009

# PROMOTION EVENT RISK ASSESSMENT FORM 696

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**Please complete this section to enable Clubs and Vice Unit to monitor the use of this Form.**

Is completing Form 696 for Promoted Events a condition on the premises licence?

Yes ☐ No ☒

**PLEASE NOTE - The use of this form is not primarily intended for a live music event. If you are using this form for a live music event please give your reasons why in the box.**

## When to complete Form 696

Our recommended guidance to music event organisers, management of licensed premises or event promoter on when to complete Form 696 is where you hold an event that is –

- promoted / advertised to the public at any time before the event, and
- predominantly features DJs or MCs performing to a recorded backing track, and
- runs anytime between the hours of 10pm and 4am, and
- is in a nightclub or a large public house.

The recommended guidance does not restrict the use of the form solely to any specific event. Event managers and promoters may, if they wish, use it for events not strictly covered by the guidance. The Metropolitan Police Service will aim to give appropriate support and advice to ensure a safe event.

**PLEASE COMPLETE ALL SECTIONS.**

Name of Premises	The Beachcomber		
Maximum Capacity of Premises	60		
Full Address	86, Queensway, London, W2 3RR		
Telephone Number	T020-7221 2455	Email Address	beachcomber104@hotmail.com
Designated Premises Supervisor	Adam Gonna		
Contact Telephone Numbers	Landline: T020-7221 2455	Mobile: T07799 357 738	

## PROMOTER'S DETAILS

Promoter's Full Name <i>(include any other names used)</i>	Adam Gonna		
Date of Birth (dd/mm/yyyy)	10/06/1990		
Address	The Beachcomber		
Contact Telephone Numbers	Landline: T020-7221 2455	Mobile: T07799 357 738	
Email Address	beachcomber104@hotmail.com		

## PROMOTION / EVENT DETAILS

Promotion / Event Name	Notting Hill Carnival The Beachcomber Bar		
Event Date (dd/mm/yyyy)	27 & 28/08/2017		
Start Time (HH:mm)	10.30	Finishing Time (HH:mm)	20.00
Expected numbers attending event?	499	Is this a regular event at this venue?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Is the event...? <i>(Check relevant box)</i>	Private <input type="checkbox"/> Public <input checked="" type="checkbox"/>	Will tickets be sold on the door?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

**Please list below all DJ's, MC's, featured artistes / other promoters performing**

**RESTRICTED WHEN COMPLETE**

We need a minimum of name and date of birth to cross-reference with our systems and data sources. We need an address to confirm the performer's identity. It is the responsibility of the person submitting this form to check that the information is correct.

Real Name	Role and other name used <i>(i.e. stage name)</i>	Date of Birth <i>(dd/mm/yyyy)</i>	Address
NONE			
No performers at this event			



**RESTRICTED WHEN COMPLETE**

SECURITY FOR THE EVENT			
Please provide the name of the security company to be used		GET Security Services	
Contact name at security company to be used		Wayne Thomas	
Registration no.	08545963	Email	wayne@getsecurityservices.co.uk
Contact nos. of security company	Landline: T020-3761 9696	Mobile: T07761 818 284	

SECURITY DETAIL AND DEPLOYMENT		
Number of door supervisors	Male: 3	Female: 0
Please outline below how you propose to deploy your security staff and what equipment will be available to facilitate searching on entry		
<p>Two security, at either end of bar to control the crowd, capacity and to ensure Challenge 25 proof of age scheme is adhered to.</p> <p>Only plastic cups to be provided and no glass drinking vessels used on the premises.</p> <p>Access into the premises restricted to guests consuming drinks from the stall for the purpose of using the toilets free of charge. One security inside premises to control guests using toilets.</p> <p>All security SIA and First Aiders in uniform with radios.</p>		
Total security staff	3	
Performer / artiste security (Show company name & contact numbers)	not applicable	

Do you have other knowledge that needs special consideration in order to limit violent crime at the event? Queensway
<p>Queensway and Bayswater stations are the closest open stations to Notting Hill Carnival. There will be a large passing crowd in front of our stall. We will have three security and a Personal License holder throughout the event to reduce any public nuisance. Our presence and activity will prevent the only two recessed doorways in the street from being crime scenes.</p>

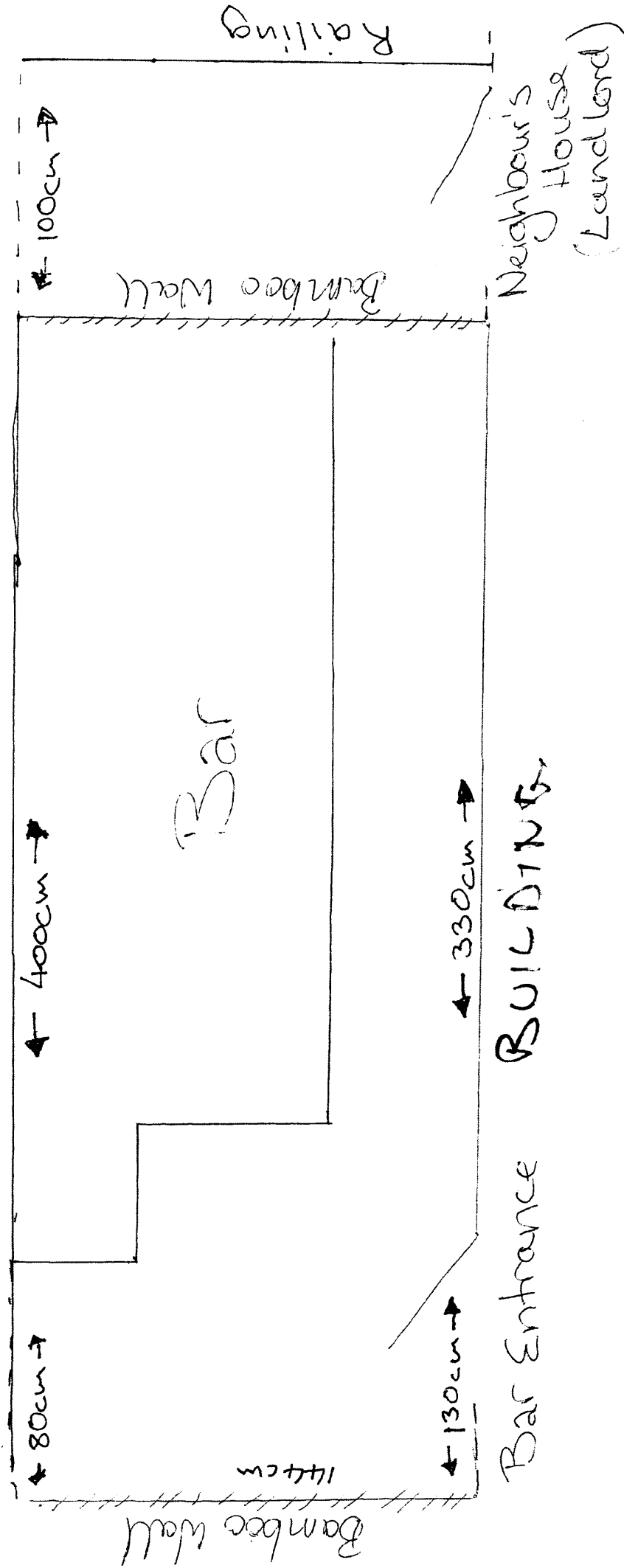
When complete please e-mail this whole document **at least 14 days in advance** to:

**Clubs Focus Desk - CO14@met.police.uk**

**And to your Borough Police Licensing Unit.**

Retention period: 6 years  
MP 989/09

# PAVEMENT



## Donovan, Jessica: WCC

---

**From:** Adam Gonna <beachcomber104@hotmail.com>  
**Sent:** 06 August 2017 23:18  
**To:** Guerra, Reaz: WCC  
**Cc:** Ehtens: WCC; Police Tens: WCC; TEN's Mailboxes: WCC; Fabbriatore, Sally: WCC; Nevitt, Dave: WCC; Whiteley, Cherie: WCC; Donovan, Jessica: WCC  
**Subject:** Re: 17/07842/LITENP - Beachcomber Basement 86 Queensway London W2 3RL - (CARNIVAL)

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Dear Mr Guerra,

Than you for the reminder. As stated in my email on 31/07/17 we are preparing the necessary documentation which we intend to forward to you on or before this Tuesday 8th.

Regards,

Adam Gonna.

---

**From:** Guerra, Reaz: WCC <rguerra@westminster.gov.uk>  
**Sent:** 06 August 2017 22:05  
**To:** Adam Gonna  
**Cc:** Ehtens: WCC; Police Tens: WCC; TEN's Mailboxes: WCC; Fabbriatore, Sally: WCC; Nevitt, Dave: WCC; Whiteley, Cherie: WCC; Donovan, Jessica: WCC  
**Subject:** RE: 17/07842/LITENP - Beachcomber Basement 86 Queensway London W2 3RL - (CARNIVAL)

Adam,

I am yet to receive anything from you, please confirm below or alternatively withdraw the TEN.

Please email should you have any questions.

Kind Regards  
Reaz

---

**From:** Guerra, Reaz: WCC  
**Sent:** 31 July 2017 16:43  
**To:** Adam Gonna  
**Cc:** Ehtens: WCC; Police Tens: WCC; TEN's Mailboxes: WCC; Fabbriatore, Sally: WCC; Nevitt, Dave: WCC; Whiteley, Cherie: WCC  
**Subject:** RE: 17/07842/LITENP - Beachcomber Basement 86 Queensway London W2 3RL - (CARNIVAL)

Adam

As per phone call, Thanks for the update, may I suggest you provide the Event Management Plan at the earliest opportunity such that we can fully asses it.

Any questions please let me know.

Kind Regards  
Reaz

---

**From:** Adam Gonna [<mailto:beachcomber104@hotmail.com>]  
**Sent:** 31 July 2017 16:24  
**To:** Guerra, Reaz: WCC  
**Cc:** Ehtens: WCC; Police Tens: WCC; TEN's Mailboxes: WCC  
**Subject:** Re: 17/07842/LITENP - Beachcomber Basement 86 Queensway London W2 3RL - (CARNIVAL)

Thank you for your call today.

Confirming we are happy to pursue all suggestions made before us and we are preparing the necessary documents. We will get these to you before too long I am sure but if there is any specific deadlines that must be met please do let me know.

Best regards,

Adam Gonna

---

**From:** Guerra, Reaz: WCC <[rguerra@westminster.gov.uk](mailto:rguerra@westminster.gov.uk)>  
**Sent:** 19 July 2017 09:47  
**To:** [beachcomber104@hotmail.com](mailto:beachcomber104@hotmail.com)  
**Cc:** Ehtens: WCC; Police Tens: WCC; TEN's Mailboxes: WCC  
**Subject:** 17/07842/LITENP - Beachcomber Basement 86 Queensway London W2 3RL - (CARNIVAL)

Dear Adam

With reference to the above TEN the Metropolitan Police, as a Responsible Authority, object to this Temporary event notice to prevent crime and disorder and protect children from harm for the following reasons:-

- Insufficient undertakings provided to promote the licensing objectives

Attached is a statement from Commander Musker regarding Policing for Notting Hill Carnival..

I also note that Environmental Health have proposed a number of undertaking, to which you are yet to confirm.

Please contact me should you have any questions and **reply to all on this email.**

Kind Regards  
Reaz

**PC Reaz Guerra 1614CW**  
Westminster Police Licensing Team  
Westminster City Hall  
4th Floor, 64 Victoria Street  
London SW1E 6QP  
Tel - 0207 641 1708

# BEACHCOMBER BAR NOTTING HILL CARNIVAL 2017 EVENT MANAGEMENT PLAN

## CONTENTS

- 1) MISSION STATEMENT
- 2) EVENT OUTLINE
- 3) EVENT MANAGEMENT STRUCTURE
- 4) EMERGENCY PROCEDURES AND EQUIPMENT
- 5) CROWD MANAGEMENT
- 6) TOILETS
- 7) WASTE MANAGEMENT
- 8) NOISE MANAGEMENT
- 9) APPENDIX
  - A) EVENT PROGRAMME
  - B) RISK ASSESSMENT

### 1) Mission Statement

It is our intention to sell non-alcoholic and alcoholic beverages from a stall in front of our premises (86 Queensway, London, W23RR)

### 2) Event outline

To introduce people to the music and beverages traditional to Caribbean culture to help raise the profile of the world renowned Notting hill Carnival.

Notting hill Carnival takes place this year on the 27<sup>th</sup> and 28<sup>th</sup> of August. Our stall will be directly in front of our premises not on public highway and will be available to the public between 10:30am-8pm each day for:

- Sale of beverage: banks Caribbean lager, Caribbean style cocktails, spirit+mixer, soft drinks

- background traditional Caribbean music

In 2016 an estimated 2 million people attended a similar attendance is expected this year.

### 3) Event Management Structure

Event Manager – Adam Gonna 02072212455/07799357738

Site Manager – Damian Gayle 07522925297

Safety Officer – Wayne Thomas 07761818284

Stall Manager – Ashera Goonewardene 07722141889

### 4) Emergency procedures and Equipment

In the event of emergency: the event manager will make an announcement, 2 outside security will usher patrons away from the stall as much as possible in the direction away from carnival while the internal security guard evacuates any guests that are inside the premises.

Emergency meeting point for staff is outside 88 Queensway Souvenir shop.

2 water extinguishers, 1 foam extinguisher, 1 fire blanket and 1 first aid kit will be available at the stall outside the premises. Event and Safety managers are trained in the use of all pieces of equipment

### 5) Crowd management

Each outdoor security guard is tasked with controlling any crowd that may form around the stall, imposing the challenge 25 proof of age scheme and making sure only plastic glassware provided is used and no unapproved glass drinking vessels are kept around the stall.

In the event of capacity breaching or the crowd forming becoming unruly the stall will cease service until security are able to control any situations.

### 6) Toilets

Toilets will be available free of charge to those consuming alcohol from the stall.

A security guard will be posted next to the toilets to discourage any use of drugs or unruly behaviour while maintaining cleanliness.

#### 7) Waste Management

Waste produced from the stall (plastic cups, beer cans etc) that can be reasonably collected and cleaned will be stored on the premises and disposed of at the appropriate time in council approved rubbish bags.

#### 8) Noise Management

The background music emanating from the bar will be kept to levels in tune with Notting hill carnival and as to avoid disturbance to the public no speakers will be placed outside the premises 86 Queensway.

Sale and use of whistles, horns, and vuvuzelas is strictly prohibited.

## Appendix

### a) Event Programme

#### 27<sup>th</sup> August

9:00 Team arrival, Stall setup and construction (pre-built)

10:00 Stall bar stocked and setup

10:30 Sale of beverage and music begins

19:00 Music stops

20:00 Stall closes

21:00 Stall deconstruction complete

#### 28<sup>th</sup> August

9:00 Team arrival, Stall setup and construction (pre-built)

10:00 Stall bar stocked and setup

10:30 Sale of beverage and music begins

19:00 Music stops

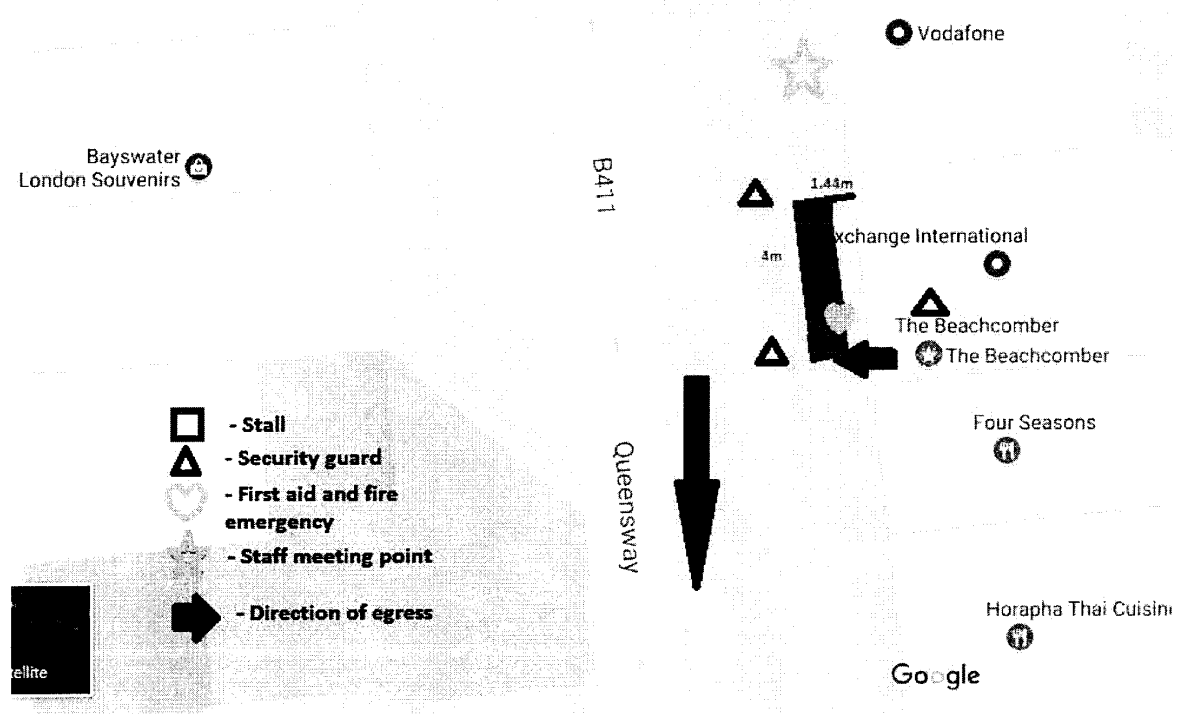
20:00 Stall closes

21:00 Stall deconstruction complete

Event Closes



b) Site Plan



c) Risk Assessments

To be supplied by Get Security Services on 8/08/17 [separately]



# PROMOTION EVENT RISK ASSESSMENT FORM 696

## Guidance for Artistes and Promoters

(Users should ensure that this guidance sheet is handed or sent to all persons disclosing their personal details)

The Promotion Event Risk Assessment Form 696 is designed to allow the management of licensed premises, promoters of music events, event security and the police to work in partnership to identify and minimise any risk of serious violent crime happening at a proposed event. Should areas of concern be identified the police intention is to work together to create a Risk Management Plan that enables the event to proceed with minimum risk.

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The management of the licensed premises or the promoter considers that the proposed event requires a Promotion Event Risk Assessment Form 696 to be completed and it is for this purpose that your personal details are required.

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**Information Commissioner's Office Data Controller Registration Number:** Z4888193

**Data Protection Officer Details:** Merilyne Davies, Public Access Office, PO Box 57192, London, SW6 1SF (Tel: 020 7161 3500)

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<http://www.met.police.uk/foi/pdfs/otherinformation/corporate/paofairprocessingstatement.pdf>

## Guidance for submission

Please submit the completed form via e-mail to the Clubs Focus Desk and copy in the local borough police licensing unit at least 14 days in advance of your event. This is to ensure that there is sufficient time to implement any risk management plan if needed. The Clubs Focus Desk will carry out an intelligence assessment and provide you with feedback either directly or through the local borough police licensing unit no less than 7 days before your event. If you have not received feedback within this time please contact the Clubs Focus Desk directly on 020 7321 7760

**Clubs Focus Desk - CO14@met.police.uk**



## Pub Insurance Schedule

<b>Insured Name:</b>	Honey Lulu Ltd t/a The Beachcomber
<b>Postal Address:</b>	86 Queensway London United Kingdom
<b>Post Code:</b>	W2 3RR
<b>Business:</b>	Wine Bar

<b>Broker:</b>	Arthur J Gallagher	<b>Agency No:</b>	5358
<b>Address:</b>	Magden Park Green Meadow		
<b>Post Code:</b>	CF72 8XL		

**If after reading your schedule you have any questions, please contact your broker, intermediary or agent.**

<b>Policy Number:</b>	LIC00026551		
<b>Effective Date:</b>	31/07/2017	<b>Renewal Date:</b>	31/07/2018
<b>Expiry Date:</b>	30/07/2018	<b>Date of Issue:</b>	31/ 07/ 2017

<b>Annual Premium:</b>	£1,924.94
Insurance Premium Tax:	£230.99
<b>Total incl IPT:</b>	£2,155.93

Policy Number: LIC00026551

1 of 6

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21549802 07/15



## Pub Insurance Schedule

### SECTION 1: MATERIAL DAMAGE

<b>Risk Address:</b>	86 Queensway London United Kingdom
<b>Post Code:</b>	W2 3RR
<b>Business:</b>	Wine Bar

DESCRIPTION	SUM INSURED
Buildings	£
Tenants' Improvements	£65,000
Rent Payable	Nil
Contents	£10,000
Stock	£2,500
Wines and Spirits	£2,500
Insured Perils:	1-14
	<b>Amount</b>
Excess	£350
Subsidence	£1,000

Policy Number: LIC00026551

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LV= and Liverpool Victoria are registered trademarks of Liverpool Victoria Friendly Society Limited and LV= and LV= Liverpool Victoria are trading styles of the Liverpool Victoria Group of companies. Liverpool Victoria Insurance Company Limited, registered in England and Wales number 3232514, is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority, register number 202965. Registered address: County Gates, Bournemouth BH1 2NF. Tel: 01202 292333

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# Pub Insurance Schedule

## Additional Covers

<b>Glass</b>	Excess £250
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<b>MONEY</b>	
<b>Item - see policy for full description</b>	<b>Limit</b>
A - In building during hours	£3,000
B - In Transit	£3,000
C - Private Dwelling House	£500
D - In buildings outside hours	£500
E - Unspecified Safe	£3,000
F - Specified Safe	Nil
G - Non-negotiable money	£250,000
<b>Excess</b>	£100

<b>PERSONAL ACCIDENT (ASSAULT)</b>	
<b>Item - see policy for full description</b>	<b>Limit</b>
1 - Death	£10,000
2 - Loss of Limbs or Eyes	£10,000
3 - Permanent Total Disablement	£10,000
4 - Temporary Total Disablement	£100 Per Week

<b>THEFT BY EMPLOYEES</b>	Excess £250
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<b>ALL RISKS ON PORTABLE PROPERTY</b>			
<b>Geographical Area</b>	<b>Item Description</b>	<b>Sum Insured</b>	<b>Excess</b>
No Items Selected			

<b>GOODS IN TRANSIT</b>			
<b>Item - see policy for full description</b>	<b>Sum Insured</b>	<b>Excess</b>	
a) Carrying any vehicle	£3,000	£100	
b) Sendings	£3,000	£100	

Policy Number: LIC00026551

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# Pub Insurance Schedule

## SECTION 2: BUSINESS INTERRUPTION

<b>Risk Address:</b>	86 Queensway London United Kingdom
<b>Post Code:</b>	W2 3RR

DESCRIPTION	SUM INSURED
Gross Revenue	£600,000
Indemnity Period (months)	24
Outstanding Debit Balances	£25,000
Loss of Licence	£100,000

## SECTION 3: EQUIPMENT BREAKDOWN

Limit of Indemnity	£1,000,000
Excess	£250

## SECTION 4: EMPLOYERS' LIABILITY

	LIMIT OF INDEMNITY
Employers' Liability	£10,000,000

## SECTION 5: PUBLIC AND PRODUCTS LIABILITY

	LIMIT OF INDEMNITY
Public and Products Liability	£5,000,000
	<b>Amount</b>
Third Party Property Damage Excess	£100

Policy Number: LIC00026551

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# Pub Insurance Schedule

## SECTION 6: TERRORISM

**NOT INSURED**

## SECTION 7: LEGAL EXPENSES

**INSURED**

Limit of Indemnity

Any One Claim £100,000

In Aggregate £1,000,000

Excess

Sub-Section A - £250

All other Sub-Sections - Nil

Insurer's Appointed Representative

Lyons Davidson Limited

LV= Legal Line

0800 032 1143

Legal Expenses Claim Line

0800 032 1145

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# Pub Insurance Schedule

## **GEN05 - Computer Virus Exclusion**

General Exclusion 5. Computer Virus is deleted and replaced as follows

### 5. Computer Virus

Any losses whatsoever directly or indirectly caused by or contributed to by or arising from or occasioned by or resulting from

- a. the alteration modification distortion corruption of or damage to any computer or other equipment or component or system or item which processes stores transmits or receives data or any part thereof whether tangible or intangible (including but without limitation any information or programs or software) or
- b. any alteration modification distortion erasure corruption of data processed by any such computer or other equipment or component or system or item

whether the property of the **Insured** or not where such loss is directly or indirectly caused by or contributed to by or arising from or occasioned by or resulting from **Virus or Similar Mechanism** or **Hacking** or **Phishing** or **Denial of Service Attack**

For the purposes of this Exclusion **Phishing** shall mean any access or attempted access to data or information made by means of misrepresentation or deception

Policy Number: LIC00026551

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# APPENDIX E

## ADDITIONAL INFORMATION FOR TEMPORARY EVENT NOTICES

### 1. TEMPORARY EVENT NOTICE PROCEDURE

- 1.1 Under s.100 (1) of the Licensing Act 2003 certain temporary events, which include licensable activities, are permitted under the Act if they are notified to the Council and the Police/Environmental Health by giving a 'Temporary Event Notice'. The notice must be given by the 'premises user' (usually the event organiser responsible for all aspects of the event).
- 1.2 Permitted temporary events are events that take place in any premises, open space or temporary structure. The event must consist of one or more licensable activities; and the premises must be used over a period of no longer than 168 hours, with no more than 499 people in attendance.
- 1.3 Licensable activities include the sale by retail of alcohol; the provision of regulated entertainment and the provision of late night refreshment (hot food or drink supplied between 11pm and 5am).
- 1.4 The premises user must send two copies of the temporary event notice to the Council, one copy to the environmental health department and one copy to the police leaving at least 10 clear working days before the event is due to begin. The Council must acknowledge receipt of the temporary event notice by the next working day.

### 2. NOTICE OF OBJECTION BY POLICE/ENVIRONMENTAL HEALTH

- 2.1 If the Police/ Environmental Health are satisfied that the event would undermine one or more of the licensing objectives, they must give a notice of objection stating their reasons as to why an objective would be undermined to the Council and premises user within 3 working days of receipt of the notice.

### 3. HEARING PROCEDURE FOLLOWING NOTICE OF OBJECTION BY POLICE/ENVIRONMENTAL HEALTH

- 3.1 The Sub-Committee is being asked to consider the notice of objection and hear any oral evidence given by or on behalf of the premises user and the Police/Environmental Health.
- 3.2 The Sub-Committee must consider whether to give a counter notice to the temporary event notice given by the premises user if it considers it necessary for the promotion of the licensing objectives.
- 3.3 The Council must convene a hearing to consider the notice of objection and give at least two day's notice to the premises user and the police.
- 3.4 The Sub-Committee must either reject the notice of objection to allow the event to take place, or issue a counter notice to prevent the event from taking place, or where or, after hearing the objections, allow the notice but attach relevant conditions from the premises licence. Please note not all premises will hold a premises licence.

- 3.5 The Council must, where it decides not to give a counter notice, give the premises user and the Police/Environmental Health a notice of the decision at least 24 hours before the beginning of the event period specified in the temporary event notice.
- 3.6 Where the Council decides to give a counter notice, it must give the premises user the counter notice and the reasons for its decision; and a copy of the counter notice and the reason for its decision to the police, at least 24 hours before the beginning of the event period specified in the temporary event notice.

#### **4. APPEAL**

- 4.1 Schedule 5, Part 3 of the Licensing Act 2003 provides a right of appeal to the premises user against the giving of a counter notice, and a right of appeal to the chief officer of Police/Environmental Health where the Council decides not to give a counter notice. Such an appeal must be commenced within 21 days beginning with the day on which the appellant was notified by the Licensing Authority of the decision appealed against.
- 4.2 No appeal may be brought later than five working days before the day on which the event period specified in the temporary event notice begins.

#### **5. POLICY CONSIDERATIONS**

- 5.1 The Westminster Statement of Licensing Policy for applications relating to premises and personal licences and temporary event notices made under the Licensing Act 2003 was determined for a three-year period commencing 7 January 2011. This contains no specific policy for Temporary Event Notices but urges longer periods of notice to be given for events which involve the use of the streets or necessitate the special management of traffic and services.