



City of Westminster

# Committee Agenda

Title: **Licensing Sub-Committee (5)**

Meeting Date: **Thursday 29th October, 2020**

Time: **10.00 am**

Venue: **This will be a virtual hearing**

Members: **Councillors:**

Murad Gassanly (Chairman)  
Susie Burbridge  
Aziz Toki

**This will be a virtual meeting and members of the public can view the live broadcast by accessing the media links on the council's website.**



**An Induction loop operates to enhance sound for anyone wearing a hearing aid or using a transmitter. If you require any further information, please contact the Committee Officer, Kisi Smith-Charlemagne, Senior Committee and Governance Officer.**

Email: [kscharlemagne@westminster.gov.uk](mailto:kscharlemagne@westminster.gov.uk)  
Tel: 07817054613  
Corporate Website: [www.westminster.gov.uk](http://www.westminster.gov.uk)

**Note for Members:** Members are reminded that Officer contacts are shown at the end of each report and Members are welcome to raise questions in advance of the meeting. With regard to item 2, guidance on declarations of interests is included in the Code of Governance; if Members and Officers have any particular questions they should contact the Director of Law in advance of the meeting please.

## AGENDA

### PART 1 (IN PUBLIC)

#### 1. MEMBERSHIP

To report any changes to the membership.

#### 2. DECLARATIONS OF INTEREST

To receive declarations by Members and Officers of the existence and nature of any pecuniary interests or any other significant interest in matters on this agenda.

#### Licensing Applications for Determination

#### 1. CIVIL SERVICE CLUB, 13-15 GREAT SCOTLAND YARD, LONDON, SW1A 2HJ

(Pages 5 - 44)

App No	Ward / Cumulative Impact Area	Site Name and Address	App Type	Licensing Ref No.
1.	St James's Ward / Not in Cumulative Impact Area	Civil Service Club 13-15 Great Scotland Yard London SW1A 2HJ	New Premises Licence	20/07906/LIPN

**Stuart Love**  
**Chief Executive**  
**23 October 2020**

In considering applications for premises licences under the Licensing Act 2003, the sub-committee is advised of the following:

### **POLICY CONSIDERATIONS**

The Licensing Sub-Committee is required to have regard to the City of Westminster statement of Licensing Policy, effective from 7<sup>th</sup> January 2016.

### **GUIDANCE CONSIDERATIONS**

The Licensing Sub-Committee is required to have regard to any guidance issued by the Secretary of State under Section 182 of the Licensing Act 2003. The most recent version was published in April 2018.

### **CORE HOURS WHEN CUSTOMERS ARE PERMITTED TO BE ON THE PREMISES** (As set out in the Council's Statement of Licensing Policy 2016)

- For premises for the supply of alcohol for consumption on the premises:

Friday and Saturday: 10:00 to midnight  
Sundays immediately prior to Bank Holidays: Midday to midnight  
Other Sundays: Midday to 22:30  
Monday to Thursday: 10:00 to 23:30.

- For premises for the supply of alcohol for consumption off the premises:

Monday to Saturday: 08:00 to 23:00  
Sundays: 10:00 to 22:30.

- For premises for the provision of other licensable activities:

Friday and Saturday: 09.00 to midnight  
Sundays immediately prior to Bank Holidays: 09.00 to midnight  
Other Sundays: 09.00 to 22.30  
Monday to Thursday: 09.00 to 23.30.

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## Procedure for virtual hearings held under the Licensing Act 2003

The purpose of this procedure is to clarify how the Licensing Sub-Committee (“the Sub-Committee”) will conduct virtual licensing hearings made under the Licensing Act 2003 (as amended) and for licensing applications under other regimes. All hearings are conducted with due regard to the Council’s Constitution, relevant legislation and case law, regulations and guidance.

### Accessing virtual hearings

Virtual Licensing Sub-Committee hearings will be held on Microsoft Teams as a live Teams event. Each application will be dealt with by a separate Teams meeting. All applicants, responsible authorities and other persons (who have submitted a valid representation) (collectively called “Parties”) will be provided with a link to the meeting beforehand. **Only these parties will be able to participate in the hearing** (together with their adviser) provided they have registered, in advance, with the Licensing Authority, as specified below. A link for the general public to watch the meeting will be available on the Council’s website.

### Final Submissions before the Hearing

The parties (or their representatives) should use their best endeavours to ensure that all of their final submissions have been made so as to be included in the Sub-Committee report (typically **no later, than 5.pm, 5 working days** before the Sub-Committee hearing). This means by 5pm on the Thursday, the week before the Sub-Committee hearing is due to take place. Final submissions should set out the key points, policies and conditions that a party wishes the Sub-Committee to take account of in determining the application.

Any final submissions that a party wishes to make, (that have not been submitted so as to have been included in the report), **must** be submitted to the Licensing Service by **no later than 12 noon 3 working days** before the hearing is due to take place. The Licensing email address is: [Licensing@westminster.gov.uk](mailto:Licensing@westminster.gov.uk).

### Rules during Licensing Hearings

The following rules must be followed by all parties to ensure the virtual hearing can progress as successfully as possible:

- All parties wishing to participate in the hearing **must** register their wish to participate in the hearing and provide their email addresses to the **Licensing Service at [Licensing@westminster.gov.uk](mailto:Licensing@westminster.gov.uk)** no later than **12 noon on the Monday** before the Thursday hearing is scheduled to take place.
- All parties **should join the virtual hearing at least 15 minutes before the advertised start time** to ensure they are ready to start at the advertised start time. After the advertised start time has passed no registered parties will be allowed to join, except in exceptional circumstances, when permitted by the Chairman, as this could disrupt the meeting.
- All parties must only address the hearing when invited to do so by the Chairman.
- All parties must keep their microphones on mute unless they are speaking. The Chairman has the ability to mute all parties’ microphones.

- If a party wishes to interject, they should put their name in the messaging field. The chairman has the discretion to invite the party to make their comment at an appropriate stage in the hearing.
- All parties are asked to keep their comments as succinct as possible.
- If a party has a question for another party, this must be addressed to the Chairman who will have the discretion to ask the relevant party to respond.
- Parties wishing to make suggestions as to the conditions that may be imposed in the event of the application being granted should do so by reference to the schedule of proposed conditions set out in the Conditions Schedule annexed to the committee papers. In so doing, they should use the same numbering in that schedule. This is to ensure that there is ease of referencing the conditions by all the parties.
- To ensure the smooth running of hearings, a time limit will be placed on each party's submissions. This time limit must be adhered to but the Chairman has the flexibility to amend the time limit when it is considered appropriate to do so.
- When referring to the hearing papers, participants should give the page and paragraph number when appropriate.
- The Chairman has the discretion to amend these rules in any given case where they consider it is appropriate to do so.

### Procedure

1. The Chairman will open the meeting and introduce the members of the Sub-Committee and the other officers attending with the members, including the legal adviser, policy adviser and committee officer.
2. The Chairman will confirm the procedure that the hearing will follow.
3. The Sub-Committee members and officers will be asked to declare any interests they may have and any other procedural business will be transacted.
4. The presenting officer from the licensing service will introduce the application, giving a brief description of the application and introducing all the Parties in attendance for each application
5. Each party who has registered to speak, will be invited to make their representations and will be allowed **a maximum of 10 minutes each**. In order to ensure that the hearing is fair to all parties and is conducted in an orderly manner, the Chairman has the discretion to extend this time limit where it is appropriate for the determination of the application.
6. Parties will normally speak in the following order, (the order may change for other types of licensing applications):
  - a. The applicant
  - b. Responsible authorities
  - c. Other persons
7. The Chairman has the right to grant each party the opportunity to ask questions of each other for the purposes of clarification only where it is appropriate to do so. The Sub-Committee members will then be able to ask questions of the parties.

8. The legal adviser and/or policy officer may ask questions of the parties as they consider appropriate, including in relation to the conditions which should be attached to the application if the Sub-Committee is minded to grant the application.
9. Each party will have an opportunity to make a short closing submission each (not introducing any new evidence or case law) of no more than **5 minutes each**, in the following order:
  - a. Responsible authorities
  - b. Other persons
  - c. The applicant
10. The Chairman shall then **close the meeting** and all parties will leave the meeting. A Decision will not be announced at the end of the hearing unless there is a legal requirement to do so.
11. The Sub-Committee will deliberate in closed session and all parties will be advised of the outcome in a written Summary Decision. Unless otherwise required or permitted by Regulations, summary decisions will be made within a period of five working days of the last day of the hearing. The written summary of the decision (“Summary Decision”) will be sent to all the parties as soon as possible after the Decision has been made. The full Decision, setting out the reasons for the Decision, (Formal Notification) will be sent to the parties as soon as possible thereafter. The time limit for appealing will not commence until the Formal Notification has been sent to the parties.

Dated 15 April 2020

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Item No:	
Date:	5 November 2020
Licensing Ref No:	20/07906/LIPN - New Premises Licence
Title of Report:	Civil Service Club 13-15 Great Scotland Yard London SW1A 2HJ
Report of:	Director of Public Protection and Licensing
Wards involved:	St James's
Policy context:	City of Westminster Statement of Licensing Policy
Financial summary:	None
Report Author:	Angela Seaward Senior Licensing Officer
Contact details	Telephone: 0207 641 6500 Email: aseaward@westminster.gov.uk

# 1. Application

1-A Applicant and premises			
<b>Application Type:</b>	New Premises Licence, Licensing Act 2003		
<b>Application received date:</b>	7 September 2020		
<b>Applicant:</b>	Civil Service Club		
<b>Premises:</b>	Civil Service Club		
<b>Premises address:</b>	13-15 Great Scotland Yard London SW1A 2HJ	<b>Ward:</b>	St James's
		<b>Cumulative Impact Area:</b>	None
<b>Premises description:</b>	According to the application form the premises intends to operate as a Members Club with hotel, bar and restaurant facilities.		
<b>Premises licence history:</b>	<p>The premises currently have the benefit of a Club Premises Certificate Licence (12/07777/LICV) which permits the following activities</p> <p><b>Regulated Entertainment</b> Monday to Sunday: 07:00 to 01:00</p> <p><b>Late Night Refreshment</b> (for residents and their bona fide guests) Monday to Sunday: 23:00 to 05:00</p> <p><b>Supply of Alcohol</b> (for residents and their bona fide guests) Monday to Sunday: 00:00 to 00:00</p> <p><b>Supply of Alcohol</b> Monday to Sunday: 07:00 to 01:00</p> <p>A copy of this licence is attached as <b>Appendix 4</b>.</p> <p>Further details of the premises licence history can be found at <b>Appendix 3</b>.</p>		
<b>Applicant submissions:</b>	The applicant has provided an application summary which can be found in <b>Appendix 2</b> .		

1-B Proposed licensable activities and hours							
<b>Films:</b>	<b>Indoors, outdoors or both</b>						<b>Indoors</b>
<b>Day:</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>Start:</b>	07:00	07:00	07:00	07:00	07:00	07:00	07:00
<b>End:</b>	01:00	01:00	01:00	01:00	01:00	01:00	01:00
<b>Seasonal variations/ Non-standard timings:</b>	From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.						

<b>Live Music:</b>				<b>Indoors, outdoors or both</b>			Indoors
<b>Day:</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>Start:</b>	07:00	07:00	07:00	07:00	07:00	07:00	07:00
<b>End:</b>	01:00	01:00	01:00	01:00	01:00	01:00	01:00
<b>Seasonal variations/ Non-standard timings:</b>		From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.					

<b>Recorded Music:</b>				<b>Indoors, outdoors or both</b>			Indoors
<b>Day:</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>Start:</b>	07:00	07:00	07:00	07:00	07:00	07:00	07:00
<b>End:</b>	01:00	01:00	01:00	01:00	01:00	01:00	01:00
<b>Seasonal variations/ Non-standard timings:</b>		From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.					

<b>Performance of dance:</b>				<b>Indoors, outdoors or both</b>			Indoors
<b>Day:</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>Start:</b>	07:00	07:00	07:00	07:00	07:00	07:00	07:00
<b>End:</b>	01:00	01:00	01:00	01:00	01:00	01:00	01:00
<b>Seasonal variations/ Non-standard timings:</b>		From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.					

<b>Anything of a similar description:</b>				<b>Indoors, outdoors or both</b>			Indoors
<b>Day:</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>Start:</b>	07:00	07:00	07:00	07:00	07:00	07:00	07:00
<b>End:</b>	01:00	01:00	01:00	01:00	01:00	01:00	01:00
<b>Seasonal variations/ Non-standard timings:</b>		From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.					

<b>Late Night Refreshment: Exempt for Residents and their bona fide guests</b>				<b>Indoors, outdoors or both</b>			Indoors
<b>Day:</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>Start:</b>	23:00	23:00	23:00	23:00	23:00	23:00	23:00
<b>End:</b>	01:00	01:00	01:00	01:00	01:00	01:00	01:00
<b>Seasonal variations/ Non-standard timings:</b>		From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.					

<b>Sale by retail of alcohol</b>				<b>On or off sales or both:</b>			Both
<b>Day:</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>Start:</b>	07:00	07:00	07:00	07:00	07:00	07:00	07:00
<b>End:</b>	01:00	01:00	01:00	01:00	01:00	01:00	01:00
<b>Seasonal variations/ Non-standard timings:</b>		From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.					

<b>Sale by retail of alcohol for residents and their bona fide guests</b>				<b>On or off sales or both:</b>			Both
<b>Day:</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>Start:</b>	00:00	00:00	00:00	00:00	00:00	00:00	00:00
<b>End:</b>	00:00	00:00	00:00	00:00	00:00	00:00	00:00
<b>Seasonal variations/ Non-standard timings:</b>		From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.					

<b>Hours premises are open to the public</b>							
<b>Day:</b>	<b>Mon</b>	<b>Tues</b>	<b>Wed</b>	<b>Thur</b>	<b>Fri</b>	<b>Sat</b>	<b>Sun</b>
<b>Start:</b>	00:00	00:00	00:00	00:00	00:00	00:00	00:00
<b>End:</b>	00:00	00:00	00:00	00:00	00:00	00:00	00:00
<b>Seasonal variations/ Non-standard timings:</b>		None					
<b>Adult Entertainment:</b>		None					

## 2. Representations

<b>2-A Responsible Authorities</b>	
<b>Responsible Authority:</b>	Metropolitan Police Service
<b>Representative:</b>	PC Bryan Lewis
<b>Received:</b>	5 <sup>th</sup> October 2020
<p>Police object to this application for a new premises licence as there are insufficient steps offered to promote the licensing objectives, namely the prevention of crime and disorder contained within the 2003 Licensing Act. I have the following concerns:</p> <ul style="list-style-type: none"> <li>• The hours sought are beyond core hours; Westminster Statement of Licensing hours policy</li> <li>• Insufficient conditions offered</li> <li>• More information required regarding the application.</li> </ul> <p><b>Following mediation conditions have been proposed and agreed with the applicant and are detailed in Appendix 5.</b></p>	
<b>Responsible Authority:</b>	Environmental Health
<b>Representative:</b>	Mr Dave Nevitt
<b>Received:</b>	5 <sup>th</sup> October 2020
<p>I wish to make Representations on the following grounds:</p> <p>Representation is made in relation to the application, as the proposals are likely to increase the risk of Public Nuisance and may impact upon Public Safety.</p> <p><b>Following mediation conditions has been proposed and agreed with the applicant and are detailed in Appendix 5</b></p>	

2-B Other Persons			
<b>Name:</b>		[REDACTED]	
<b>Address and/or Residents Association:</b>		[REDACTED]	
<b>Status:</b>	Valid	<b>In support or opposed:</b>	Opposed
<b>Received:</b>	2 <sup>nd</sup> October 2020		
<p>I refer to the above licence application. You represent the occupier of [REDACTED], who is concerned about this application. You have asked me to comment with respect to noise related matters.</p> <p>In the current Covid conditions I have not visited the flat or the club and clearly the club will not currently be operating “normally” and so any ambient noise readings would in any case be of limited value. Therefore my comments are made on the basis of reviewing the licence application, the existing licence for the club, the planning consent in relation to the development of the Corinthia Hotel (which adjoins the flats at 10 Whitehall Place) and the 2020 licence for the Hotel.</p> <p>10 Whitehall Place sits directly opposite the Civil Service Club. Having regard to this arrangement there are three potential noise related issues:</p> <ol style="list-style-type: none"> <li>1) Noise from music emanating from the premises</li> <li>2) Noise from members and guests using the terrace that fronts the club on Whitehall Place</li> <li>3) Noise from customers departing the premises</li> </ol> <p>My comments are prepared on the basis of not objecting to the application, but rather on suggestions on updating licence conditions to allow the club to operate reasonably whilst seeking to protect the amenity of the adjacent residences.</p> <p>1) Operating Hours Under the terms of the 2012 licence (12/0777LICV) dance and music activities are able to take place 07.00-01.00 seven days a week. Condition 13 of Annex 2 to that licence stipulates such activity can only take place in the first floor restaurant. The restaurant is on the side of the building facing your client’s building so there is some potential for noise breakout. Also the terrace and entrance are on this side.</p> <p>This extension to 01.00 hours was only granted in 2012, the previous 2007 licence restricting music only to 23.00 Monday to Saturday and to 22.30 Sundays. I note that with respect to the adjacent Corinthia Hotel its newly issued licence (20/00896/LIPDPS) limits live and recorded music to 09.00 -01.00 Mondays to Saturdays, but only to midnight Sundays and Bank Holidays. This condition is also replicated in the hotel planning consent.</p> <p>As the two venues are in the same area I would propose that it would be reasonable for the Civil Service Club to also have its music operating hours restricted to midnight on Sundays and Bank Holidays in the same way as the hotel.</p> <p>2) Control of Music Sound Levels Clearly whether music can create a nuisance or not depends on the sound levels created. As noted above the Civil Service Club restaurant used for music has windows facing the residences, so there is the potential for noise breakout. With respect to the current licence there are the following provisions in Annex 2 to seek to deal</p>			

with this issue:

*14. All windows and external doors shall be kept closed after 23:00 hours when regulated entertainment of performance of live music, performance of dance, facilities for making music and dancing is provided, except for the immediate access and egress of persons.*

*15. Loudspeakers shall not be located in the entrance lobby or outside the premises building.*

*16. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.*

With respect to the Corinthia Hotel its licence too has conditions 15 and 16 also, with the same wording.

It does however have two further conditions with respect to music sound as follows:

*17 A noise limiter located in a separate and lockable room from the DJ volume control shall be fitted to the musical amplification system set at a level determined by and to the satisfaction of an authorised officer of the Environmental Health Service's Community Protection Department so as to ensure that no noise nuisance is caused to local residents or businesses. The operational panel of the noise limiter shall then be secured to the satisfaction of the offices from the Environmental Health Service. The keys securing the noise limiter room shall be held by the designated premises supervisor only, and shall not be accessed by any other person without their authorisation. The limiter shall not be altered without prior agreement with the Environmental health Service. No alteration or modification to any existing sound system(s) should be effected without prior knowledge of an authorised Officer of the Environmental Health Service.*

*18. No additional sound generating equipment shall be used on the premises for regulated entertainment without being routed through the sound limiter device.*

These two conditions are very similar to composite Westminster City Council standard licence condition MC11. Given the proximity of residences now to the Civil Service Club there is a case for introducing such a condition in the new renewed licence for the club. Installation of noise limiter devices is common these days.

Requiring windows to the restaurant are kept closed during music performance at all times would also be reasonable (similar to Westminster standard condition MC14).

It would clearly take time for the club to install a limiter system, so I would suggest allowing 6 months for this to happen.

### 3) Use of the Terrace

Whilst there is a condition in the 2012 consent limiting numbers using the bar, restaurant and function rooms, (Annex 2 condition 9) there are no such restrictions on use of the ground floor terrace area opposite 10 Whitehall Place. Given that there are residences opposite, some restriction on use would be reasonable (Model condition MC91).

It may be that restricting use of the terrace up to 2300 hours would be appropriate, or restricting it only for smoking by limited numbers after this time (model condition MC67).

I trust the above comments are helpful, but do ask if you have any queries.

<b>Name:</b>		[REDACTED]	
<b>Address and/or Residents Association:</b>		[REDACTED]	
<b>Status:</b>	Valid	<b>In support or opposed:</b>	Opposed
<b>Received:</b>	2 <sup>nd</sup> October 2020		

We act on behalf of the owner of [REDACTED] and are writing to express our concerns about the proposed operating hours in connection with the above licence application ("**the Licence Application**").

### **Background**

The Civil Service Club ("the Club") has been operating for a considerable amount of time. It is located opposite to [REDACTED] which operated as ministerial headquarters for over a century. However, in 2011, [REDACTED] was converted into 12 residential flats and gradually occupied thereafter.

In 2012, the Club was granted a club licence that allowed opening hours Monday to Sunday of 12am – 12am and allowing music and other entertainment until 1am. The Licence Application seeks to renew these hours but our client, and other residents, have been experiencing problems with late night noise disturbance. We do not know if the impact of the late-night operating hours was taken into account in 2012 since 10 WP was a new conversion at that time. However, that impact needs to be taken into account this time round, particularly bearing in mind the cumulative impact in relation to noise and traffic that will arise from the current hotel conversion of the Old War Office in Whitehall and its similar proximity.

### **Noise Impact**

Given the concerns that have arisen as to the level of noise being experienced by our client and other residents of [REDACTED] we instructed acoustic experts, Jarman Cole, to advise on the position. They have advised that the operating hours proposed should be conditioned to protect amenity as follows:

- *Music* – to mirror the adjacent Corinthia Hotel's newly issued licence (20/00896/LIPDPS) and limit live and recorded music to 09.00 - 01.00 Mondays to Saturdays but only to **midnight** Sundays and Bank Holidays.
- *Noise limits* – to include conditions similar to those within Westminster City Council's standard licence (MC11, MC14 and MC67) as well as those within the Corinthia Hotel's licence in relation to:
  - Condition MC11 - installation of noise limiter devices as now common (allowing 6 months for the works);
  - Condition MC14 - windows to the restaurant to be kept closed during music performance at all times; and
  - Condition MC67 – to restrict use of the terrace up to 2300 hours.

### **Traffic**

We also instructed traffic experts, Mode Transport, to advise on suggestions as to limiting traffic noise..

They note that once construction works are complete at the Old War Office ("OWL") site, there will be a significant increase in vehicular activity along Whitehall Place and the cumulative impact on residents of the predicted 74 two-way servicing vehicle movements for the OWL site and the OWO restaurant access onto Whitehall needs to be considered alongside the existing demands that uses such as the Civil Service Club generate.

Furthermore, the on-street waiting and parking restrictions on Whitehall Place, Scotland Place and Great Scotland Yard restrict access for taxis so will need to drive around to collect passengers and are likely to form a large part of the peak evening customer transport mode given the opening hours. The existing taxi bay on Whitehall Place is also likely to be busier as a result. This will result in an increase in the movement of vehicles on these roads during this overnight period, which in-turn will impact on residential amenity.

Mode Transport advise that “opportunities for servicing amalgamation, customer awareness and a strategy for the use of taxis” should be explored by the Council to minimise impact.

In summary, we hope that the amenity of neighbours will be taken into consideration and given due weight. The suggested conditions and traffic checks will provide the protection required for residents as balanced against the Club’s.

<b>Name:</b>	[REDACTED]		
<b>Address and/or Residents Association</b>	[REDACTED]		
<b>Status:</b>	Valid	<b>In support of opposed:</b>	Opposed
<b>Received:</b>	2 <sup>nd</sup> October 2020		

Further to our discussion in relation to the above licence application, mode are instructed by the residents of [REDACTED] to consider the implications of this new licence application and the cumulative impact that arises given other large-scale entertainment and leisure uses within the immediate location.

Whilst the wider policy position adopted by Westminster City Council supports the entertainment and leisure uses that are prevalent within the Borough, it is recognised that such uses must not adversely impact on residential amenity or the environmental quality, character and function of an area (Policy S24, Westminster City Plan). With this in mind, we note that the residents of 10 Whitehall Place have apartment windows facing directly onto Whitehall Place and Great Scotland Yard.

The location of [REDACTED] is central amongst a growing number of developments that have entertainment and leisure uses, notably the Old War Office, and the cumulative implications of these are of concern from a residential amenity perspective. The cumulative impacts are expected across a range of uses of the highway from servicing to the timing of operations and the implications of this in relation peak demand periods on the surrounding highway network.

Once construction works are complete at the Old War Office (OWO) site, there will be a significant increase in vehicular activity along Whitehall Place given this is the servicing access location for the OWO site. The impacts of the predicted (but yet to be confirmed in the Operational Management Plan and Deliveries and Servicing Plan) 74 two-way servicing vehicle movements (Table 7.17 of the WSP Transport Assessment), for the OWO site, need to be considered alongside the existing demands that uses such as the Civil Service Club generate.

In terms of hours of operation, the licence application seeks to operate Monday to Sunday 07:00 to 01:00 hours for the provision of entertainment and refreshment/alcohol during these hours. We note that this is similar to the Planning Conditions on the restriction of the OWO site whereby the restaurant and bar and retail uses can operate between 06:00 – 01:00 hours. Given that the OWO restaurant access is onto Whitehall Place, this does mean that there will be a cumulative impact to residents at 10 Whitehall Place.

The on-street waiting and parking restrictions on Whitehall Place, Scotland Place and Great Scotland Yard will restrict access for taxis, who will need to drive around to collect passengers

and are likely to form a large part of the peak evening customer transport mode given the opening hours. The existing taxi bay on Whitehall Place is likely to be busier as a result. This will result in an increase in the movement of vehicles on these roads during this overnight period, which in-turn can have an impact on residential amenity in this location.

Whilst acknowledging that the Civil Service Club has been existence in this location for a number of years, there is a need for all entrainment and leisure uses in the area to have a continued and ongoing awareness of not only their own operation, but that of the cumulative impact of all such uses in areas such as this.

Opportunities for servicing amalgamation, customer awareness and a strategy for the use of taxis could and should be explored to assist in ensuring the viability and amenity of the area for all users.

<b>Name:</b>		[REDACTED]	
<b>Address and/or Residents Association</b>		[REDACTED] [REDACTED] [REDACTED]	
<b>Status:</b>	Valid	<b>In support or opposed:</b>	Opposed
<b>Received:</b>	5 <sup>th</sup> October 2020		

We act on behalf of [REDACTED] of [REDACTED], and are writing to object to the above licence application. Our building is adjacent to The Civil Service Club and we are directly affected by noise and traffic arising from the Club.

The application would have adverse effects for the following reasons:

1. Noise disturbance from traffic, taxi's and people leaving the venue past 1 am, this would adversely affect our health and wellbeing, and will impact our rights for peaceful hours.
2. Security concerns.
3. Light pollution.

Whilst we accept that the Club has been operating for a number of years, we would like to take the opportunity that has arisen with this renewal application to ask for some additional conditions to be imposed in recognition of our concerns and to protect our amenity.

Our neighbour, as represented by Lewis Silkin LLP, has already submitted detailed comments on the above and has put forward a number of proposed conditions to protect residential amenity as supported by letters from [REDACTED] (traffic experts) and [REDACTED] (noise experts). We support the proposed conditions being:

- 1) *Operating Hours* – the Club seeks opening hours Monday to Sunday of 12am – 12am and allowing music and entertainment until 1am. We accept the proposed opening hours but do not think it fair to residents to allow music/entertainment to continue so late on Sundays and Bank Holidays. These should be reduced to 12am in line with the Corinthia Hotel's licence.
- 2) *Noise levels* – installation of noise limiter devices;
- 3) *Windows* - windows to the restaurant to be kept closed during music performance at all times;
- 4) *Terrace* - to restrict use of the terrace up to 2300 hours; and

5) *Traffic* – Council to require prior approval of a traffic strategy to minimise late night disturbance from taxis etc and to amalgamate servicing and deliveries.

We hope our views will be accordingly be taken into consideration to ensure that the interests of residents who live in the neighbourhood are respected.

### 3. Policy & Guidance

The following policies within the City Of Westminster Statement of Licensing Policy apply:	
<b>Policy RNT1 applies</b>	Applications will generally be granted and reviews determined, subject to the relevant criteria in Policies CD1, PS1, PN1 and CH1.
<b>Policy HRS1 applies</b>	(i) Applications for hours within the core hours set out below in this policy will generally be granted, subject to not being contrary to other policies in the Statement of Licensing Policy.  (ii) Applications for hours outside the core hours set out below in this policy will be considered on their merits, subject to other relevant policies. For premises for the supply of alcohol for consumption on the premises: Monday to Thursday: 10:00 to 23:30 Friday and Saturday: 10:00 to midnight Sundays immediately prior to Bank Holidays: Midday to midnight Other Sundays: Midday to 22:30 For premises for the provision of other licensable activities: Monday to Thursday: 09:00 to 23.30 Friday and Saturday: 09:00 to midnight Sundays immediately prior to Bank Holidays: 09:00 to midnight Other Sundays: 09:00 to 22:30
<b>Policy HOT 1 applies</b>	Subject to the effect on the promotion of the licensing objectives and other relevant policies in this Statement, premises licences for hotels will generally be granted so that: (a) Alcohol is permitted to be sold at any time to people staying in hotel rooms for consumption on the premises. (b) The hours of serving alcohol to the general public will be subject to conditions limiting the sale of alcohol after a specified time to those attending pre-booked events held at the hotel. (c) The exhibition of film, in the form of recordings or nonbroadcast television programmes to be viewed in hotel bedrooms, will generally be permitted.
<b>Policy PB1 applies</b>	Applications will only be granted if it can be demonstrated that the proposal meets the relevant criteria in Policies CD1, PS1, PN1 and CH1.

### 4. Equality Implications

The Council in its capacity as Licensing Authority has a duty to have regard to its public sector equality duty under section 149 of the Equality Act 2010. In summary, section 149 provides that a Public Authority must, in the exercise of its functions, have due regard to the need to:

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

Section 149 (7) of the Equality Act 2010 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.

## 5. Appendices

<b>Appendix 1</b>	Premises plans
<b>Appendix 2</b>	Applicant supporting documents
<b>Appendix 3</b>	Premises history
<b>Appendix 4</b>	Existing premises licence
<b>Appendix 5</b>	Proposed conditions
<b>Appendix 6</b>	Residential map and list of premises in the vicinity

<b>Report author:</b>	Angela Seaward Senior Licensing Officer
<b>Contact:</b>	Telephone: 0207 641 6500 Email: <a href="mailto:aseaward@westminster.gov.uk">aseaward@westminster.gov.uk</a>

**If you have any queries about this report or wish to inspect one of the background papers please contact the report author.**

### **Background Documents – Local Government (Access to Information) Act 1972**

<b>1</b>	Licensing Act 2003	N/A
<b>2</b>	City of Westminster Statement of Licensing Policy	7 <sup>th</sup> January 2016
<b>3</b>	Amended Guidance issued under section 182 of the Licensing Act 2003	April 2018
<b>4</b>	Police representation	5 <sup>th</sup> October 2020
<b>5</b>	Environmental Health Representation	5 <sup>th</sup> October 2020
<b>6</b>	Public Representation 1	2 <sup>nd</sup> October 2020
<b>7</b>	Public Representation 2	2 <sup>nd</sup> October 2020
<b>8</b>	Public Representation 3	2 <sup>nd</sup> October 2020
<b>9</b>	Public Representation 4	5 <sup>th</sup> October 2020

















07/09/2020

**Application for Premises Licence  
Civil Service Club 13-15 Great Scotland Yard, London, SW1A 2HJ**

**Proposed Hours**

Sale of Alcohol: On & Off sales	Monday – Sunday: 07:00 – 01:00
	Monday – Sunday: 00:00 – 00:00 (Residents and their bona fide guests)
Late Night Refreshment: (Exempt for Residents and their bona fide guests)	Monday – Sunday: 23:00 – 01:00
Regulated Entertainment: (Films, Performance of Dance, Live Music, Recorded Music & Anything similar)	Monday – Sunday: 07:00 – 01:00
Opening Hours:	Monday – Sunday: 00:00 – 00:00
Non-standard hours:	From the end of permitted hours on New Year’s Eve to the start of permitted hours on New Year’s Day.

**Proposed Conditions**

10. The Supply of Alcohol for consumption on the premises:
  - a) Shall be restricted to club members and their bona fide guests only;
  - b) Shall only be to persons seated taking a table meal and by waiter/waitress service between 07:00 hours to 10:00 hours Monday to Saturday and 07:00 to 12:00 hours Sunday;
  - c) Residents and their bona fide guests may purchase alcohol 24 hours a day;
  - d) There shall be no self service to alcoholic drinks;
  - e) Persons attending pre-booked private functions.
11. Substantial food and non-intoxicating beverages shall be available throughout the permitted hours in all parts of the premises where alcohol is sold or supplied for consumption on the premises.
12. The provision of regulated entertainment shall be limited to pre-booked private events and to the provision of music and dancing for pre-invited guests only.
13. The provision of regulated entertainment of performance of live music, performance of dance, facilities for making music and dancing shall only be permitted on the first floor within restaurant area.
14. All windows and external doors shall be kept closed after 23:00 hours when regulated entertainment of performance of live music, performance of dance, facilities for making music and dancing is provided, except for the immediate access and egress of persons.
15. Loudspeakers shall not be located in the entrance lobby or outside the premises building.
16. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.

17. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
18. 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.
19. 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 and businesses in the vicinity.
20. The approved arrangements at the premises, including means of escape provisions, emergency warning equipment, the electrical installation and mechanical equipment, shall at all material times be maintained in good condition and full working order.
21. The means of escape provided for the premises shall be maintained unobstructed, free of trip hazards, be immediately available and clearly identified in accordance with the plans provided.
22. All exit doors shall be available at all material times without the use of a key, code, card or similar means.
23. Doors at such exits will be regularly checked to ensure that they function satisfactorily, and a record of the check kept.
24. All emergency doors shall be maintained effectively self closing and not held open other than by an approved device.
25. The edges of the treads of steps and stairways shall be maintained so as to be conspicuous.
26. Curtains and hangings shall be arranged so as not to obstruct emergency safety signs, fire extinguishers or other fire fighting equipment.
27. All fabrics, curtains, drapes and similar features including materials used in finishing and furnishing should be either non-combustible or be durably or inherently flame retarded fabric. Any fabrics used in escape routes, other than foyers, entertainment areas or function rooms, should be non-combustible.
28. The certificates listed below shall be submitted to the Licensing Authority upon written request.
  - Any emergency lighting battery or system
  - Any electrical installation
  - Any emergency warning system
29. Any special effects or mechanical installations shall be arranged and stored so as to minimise any risk to the safety of those using the premises. The following special effects will only be used on 10 days prior notice being given to the Licensing Authority where consent has not previously been given.
  - dry ice and cryogenic fog
  - smoke machines and fog generators
  - pyrotechnics including fire works
  - firearms
  - lasers
  - explosives and highly flammable substances.
  - real flame.

- strobe lighting.
30. No entertainment, performance, service, or exhibition involving nudity or sexual stimulation which would come within the definition of a sex establishment in Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Greater London Council (General Powers) Act 1986 (whether or not locally adopted), shall be provided.
  31. No striptease, no nudity and all persons to be decently attired at all times.
  32. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Westminster Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31 day period.
  33. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.
  34. All waste is to be properly presented and placed out for collection no earlier than 30 minutes before the scheduled collection times.
  35. No rubbish including bottles will be moved, removed or placed in outside areas between 19.00 hours and 07.00 hours.
  36. No deliveries shall be made to the premises between 19.00 hours and 07.00 hours.
  37. Access to the club is only permitted on the production of a valid membership card.
  38. All members must provide their name, address to the Club by virtue of membership joining requirements.
  39. The premises shall not advertise by the use of flyers.
  40. No persons under the age of 18 shall be brought into the club except by express permission of the committee.
  41. Any guest attempting to purchase alcohol who appears under the age of 18 will be requested to supply age-defining identification. Passports, driving licences, Proof of age standards scheme and other similar age-defining identification are accepted.

**Premises History****Appendix 3****LA03 Premises Licence Applications**

<b>Application</b>	<b>Details of Application</b>	<b>Date Determined</b>	<b>Decision</b>
05/09292/LICN	New Club Premises Certificate	16.11.2005	Granted by Licensing Sub-Committee
12/07777/LICV	Variation application  1) to extend the hours for all licensable activities from 07:00 to 01:00 Monday to Sunday  2) To allow residents and their bona fide guests to purchase alcohol and hot food and drinks 24 hours a day.	24.10.2012	Granted under delegated authority

**Temporary Event Notices**

<b>Application</b>	<b>Details of Application</b>	<b>Date Determined</b>	<b>Decision</b>
20/02712/LITENP	Temporary Event Notice for Regulated Entertainment, Sale by retail of alcohol and late night refreshments from 07:00 to 01:00 on 8.5.20 to 9.5.2020	12.03.202	Notice Granted
20/02713/LITENP	Temporary Event Notice for Regulated Entertainment, Sale by retail of alcohol and late night refreshments from 07:00 to 01:00 on 31.12.2020 to 01.01.2021	12.3.2020	Notice Granted



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

Schedule 13  
Part A

WARD: St James's  
UPRN: 100023336981

Club premises certificate

Regulation 35, 36

Club premises certificate number:

12/07777/LICV

Original Reference:

05/09292/LICN

Club details



Name of club in whose name this certificate is granted and relevant postal address of club:

Civil Service Club  
13-15 Great Scotland Yard  
London  
SW1A 2HJ

Telephone Number: Not Supplied

If different from above, the postal address of club premises to which this certificate relates, if any, or if none, ordnance survey map reference or description:

Civil Service Club  
13-15 Great Scotland Yard  
London  
SW1A 2HJ

Telephone Number: Not Supplied

Where the club premises certificate is time limited the dates:

Not applicable

Qualifying club 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  
Supply of Alcohol

The times the certificate authorises the carrying out of qualifying club activities:

Performance of Dance  
Monday to Sunday: 07:00 to 01:00  
Provision of facilities for Dancing  
Monday to Sunday: 07:00 to 01:00

<b>Provision of facilities for making Music</b>	
Monday to Sunday:	07:00 to 01:00
<b>Performance of Live Music</b>	
Monday to Sunday:	07:00 to 01:00
<b>Playing of Recorded Music</b>	
Monday to Sunday:	07:00 to 01:00
<b>Late Night Refreshment</b>	
Monday to Sunday:	23:00 to 05:00 (Residents and their bona fide guests)
<b>Supply of Alcohol</b>	
Monday to Sunday:	00:00 to 00:00 (Residents and their bona fide guests)
Monday to Sunday:	07:00 to 01:00

<b>The opening hours of the club:</b>	
Monday to Sunday:	00:00 to 00:00

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

Date: \_\_\_\_\_ 24<sup>th</sup> October 2012 \_\_\_\_\_

Signed: pp Operational Director - Premises Management

## Annex 1 – Mandatory conditions

1. 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 to members of the club for consumption on the premises.
2. Any alcohol supplied for consumption off the premises must be in a sealed container.
3. Any alcohol supplied for consumption off the premises must be made to a member of the club in person.
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.

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

9. The maximum number of persons permitted on the premises at any one time (excluding staff) shall not exceed:
  - Ground Floor Bar - 100 persons
  - Ground Floor External Area - 20 persons.
  - First Floor Restaurant - 80 persons
  - Second Floor Function Room 1 - 40 persons
  - Second Floor Function Room 2 - 40 persons
10. The Supply of Alcohol for consumption on the premises:
  - a) Shall be restricted to club members and their bona fide guests only.
  - b) Shall only be to persons seated taking a table meal and by waiter/waitress service between 07:00 hours to 10:00 hours Monday to Saturday and 07:00 to 12:00 hours Sunday.
  - c) Residents and their bona fide guests may purchase alcohol 24 hours a day.
  - d) There shall be no self service to alcoholic drinks.
11. Substantial food and non-intoxicating beverages shall be available throughout the permitted hours in all parts of the premises where alcohol is sold or supplied for consumption on the premises.
12. The provision of regulated entertainment shall be limited to pre-booked private events and to the provision of music and dancing for pre-invited guests only.
13. The provision of regulated entertainment of performance of live music, performance of dance, facilities for making music and dancing shall only be permitted on the first floor within restaurant area.
14. All windows and external doors shall be kept closed after 23:00 hours when regulated entertainment of performance of live music, performance of dance, facilities for making music and dancing is provided, except for the immediate access and egress of persons.
15. Loudspeakers shall not be located in the entrance lobby or outside the premises building.
16. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
17. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
18. 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.
19. 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 and businesses in the vicinity.
20. The approved arrangements at the premises, including means of escape provisions, emergency warning equipment, the electrical installation and mechanical equipment, shall at all material times be maintained in good condition and full working order.
21. The means of escape provided for the premises shall be maintained unobstructed, free of trip hazards, be immediately available and clearly identified in accordance with the plans provided.

22. All exit doors shall be available at all material times without the use of a key, code, card or similar means.
23. Doors at such exits will be regularly checked to ensure that they function satisfactorily, and a record of the check kept.
24. All emergency doors shall be maintained effectively self closing and not held open other than by an approved device.
25. The edges of the treads of steps and stairways shall be maintained so as to be conspicuous.
26. Curtains and hangings shall be arranged so as not to obstruct emergency safety signs, fire extinguishers or other fire fighting equipment.
27. All fabrics, curtains, drapes and similar features including materials used in finishing and furnishing should be either non-combustible or be durably or inherently flame-retarded fabric. Any fabrics used in escape routes, other than foyers, entertainment areas or function rooms, should be non-combustible.
28. The certificates listed below shall be submitted to the Licensing Authority upon written request.
  - Any emergency lighting battery or system
  - Any electrical installation
  - Any emergency warning system
29. Any special effects or mechanical installations shall be arranged and stored so as to minimise any risk to the safety of those using the premises. The following special effects will only be used on 10 days prior notice being given to the Licensing Authority where consent has not previously been given.
  - dry ice and cryogenic fog
  - smoke machines and fog generators
  - pyrotechnics including fire works
  - firearms
  - lasers
  - explosives and highly flammable substances.
  - real flame.
  - strobe lighting.
30. No entertainment, performance, service, or exhibition involving nudity or sexual stimulation which would come within the definition of a sex establishment in Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Greater London Council (General Powers) Act 1988 (whether or not locally adopted), shall be provided.
31. No striptease, no nudity and all persons to be decently attired at all times.
32. The venue shall install and maintain a comprehensive CCTV system as per the minimum requirements of a Metropolitan Police Crime Prevention Officer. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the venue is open for licensable activities for a period of 31 days with date and time stamping. Recordings shall be made available, immediately upon the request of Police or authorised officer throughout the preceding 31day.
33. A staff member from the Premises who is conversant with the operation of the CCTV system shall be on the Premises at all times when the Premises is open to the public.

This staff member shall be able to show Police recent data or footage with the absolute minimum of delay when requested.

34. All waste is to be properly presented and placed out for collection no earlier than 30 minutes before the scheduled collection times.
35. No rubbish including bottles will be moved, removed or placed in outside areas between 19.00 hours and 07.00 hours.
36. No deliveries shall be made to the premises between 19.00 hours and 07.00 hours.

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

37. Access to the club is only permitted on the production of a valid membership card
38. All members must provide their name, address to the Club by virtue of membership joining requirements
39. The premises shall not advertise by the use of flyers
40. No persons under the age of 18 shall be brought into the club except by express permission of the committee
41. Any guest attempting to purchase alcohol who appears under the age of 18 will be requested to supply age-defining identification. Passports, driving licences, Proof of age standards scheme and other similar age-defining identification are accepted

#### **Annex 4 – Plans**



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

Part B

WARD: St James's  
UPRN: 100023336981

Club premises certificate  
summary

Regulation 35, 36

Club premises certificate number:

12/07777/LICV

**Club details**

**Name of club in whose name this certificate is granted and relevant postal address of club:**

Civil Service Club  
13-15 Great Scotland Yard  
London  
SW1A 2HJ

**Telephone Number:** Not Supplied

**If different from above, the postal address of club premises to which this certificate relates, if any, or if none, ordnance survey map reference or description:**

Civil Service Club  
13-15 Great Scotland Yard  
London  
SW1A 2HJ

**Telephone Number:** Not Supplied

**Where the club premises certificate is time limited the dates:**

Not applicable

**Qualifying club 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  
Supply of Alcohol

**The times the certificate authorises the carrying out of qualifying club activities:**

**Performance of Dance**  
Monday to Sunday: 07:00 to 01:00  
**Provision of facilities for Dancing**  
Monday to Sunday: 07:00 to 01:00

<b>Provision of facilities for making Music</b>	
Monday to Sunday:	07:00 to 01:00
<b>Performance of Live Music</b>	
Monday to Sunday:	07:00 to 01:00
Non-standard Timings: N/A	
<b>Playing of Recorded Music</b>	
Monday to Sunday:	07:00 to 01:00
<b>Late Night Refreshment</b>	
Monday to Sunday:	23:00 to 05:00 (Residents and their bona fide guests)
<b>Supply of Alcohol</b>	
Monday to Sunday:	00:00 to 00:00 (Residents and their bona fide guests)
Monday to Sunday:	07:00 to 01:00

<b>The opening hours of the club:</b>	
Monday to Sunday:	00:00 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.

<b>State whether access to the premises by children is restricted or prohibited:</b>
Restricted

Date: 24<sup>th</sup> October 2012

Signed: pp Operational Director - Premises Management

**CONDITIONS CONSISTENT WITH THE OPERATING SCHEDULE AND CONDITIONS PROPOSED BY A PARTY TO THE HEARING**

When determining an application for a new premises licence under the provisions of the Licensing Act 2003, the licensing authority must, unless it decides to reject the application, grant the licence subject to the conditions which are indicated as mandatory in this schedule.

At a hearing the licensing authority may, in addition, and having regard to any representations received, grant the licence subject to such conditions which are consistent with the operating schedule submitted by the applicant as part of their application, or alter or omit these conditions, or add any new condition to such extent as the licensing authority considers necessary for the promotion of the licensing objectives.

This schedule lists those conditions which are consistent with the operating schedule, or proposed as necessary for the promotion of the licensing objectives by a responsible authority or an interested party as indicated. These conditions have not been submitted by the licensing service but reflect the positions of the applicant, responsible authority or interested party and have not necessarily been agreed

**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 must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
  - (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
    - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to;
      - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
      - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
    - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
    - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or

less in a manner which carries a significant risk of undermining a licensing objective;

- (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
  - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
5. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
6. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
- (a) a holographic mark, or
  - (b) an ultraviolet feature.
7. The responsible person must ensure that—
- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
    - (i) beer or cider: ½ pint;
    - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
    - (iii) still wine in a glass: 125 ml;
  - (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
  - (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

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.

- 8(i) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
- 8(ii) For the purposes of the condition set out in paragraph 8(i) above -
- (a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
- (b) "permitted price" is the price found by applying the formula -
- $$P = D + (D \times V)$$
- Where -
- (i) P is the permitted price,
- (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;
- (c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence -
- (i) the holder of the premises licence,
- (ii) the designated premises supervisor (if any) in respect of such a licence, or
- (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
- (d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
- (e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.
- 8(iii). Where the permitted price given by Paragraph 8(ii)(b) above would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
- 8(iv). (1) Sub-paragraph 8(iv)(2) below applies where the permitted price given by Paragraph 8(ii)(b) above on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
- (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

#### **Conditions consistent with the operating schedule**

9. The Supply of Alcohol for consumption on the premises:
- a) Shall be restricted to club members and their bona fide guests only;

- b) Shall only be to persons seated taking a table meal and by waiter/waitress service between 07:00 hours to 10:00 hours Monday to Saturday and 07:00 to 12:00 hours Sunday;
  - c) Residents and their bona fide guests may purchase alcohol 24 hours a day;
  - d) There shall be no self service to alcoholic drinks;
  - e) Persons attending pre-booked private functions.
10. Substantial food and non-intoxicating beverages shall be available throughout the permitted hours in all parts of the premises where alcohol is sold or supplied for consumption on the premises.
  11. The provision of regulated entertainment shall be limited to pre-booked private events and to the provision of music and dancing for pre-invited guests only.
  12. The provision of regulated entertainment of performance of live music, performance of dance, facilities for making music and dancing shall only be permitted on the first floor within restaurant area.
  13. All windows and external doors shall be kept closed after 23:00 hours when regulated entertainment of performance of live music, performance of dance, facilities for making music and dancing is provided, except for the immediate access and egress of persons.
  14. Loudspeakers shall not be located in the entrance lobby or outside the premises building.
  15. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
  16. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
  17. 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.
  18. 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 and businesses in the vicinity.
  19. The approved arrangements at the premises, including means of escape provisions, emergency warning equipment, the electrical installation and mechanical equipment, shall at all material times be maintained in good condition and full working order.
  20. The means of escape provided for the premises shall be maintained unobstructed, free of trip hazards, be immediately available and clearly identified in accordance with the plans provided.
  21. All exit doors shall be available at all material times without the use of a key, code, card or similar means.
  22. Doors at such exits will be regularly checked to ensure that they function satisfactorily, and a record of the check kept.
  23. All emergency doors shall be maintained effectively self closing and not held open other than by an approved device.
  24. The edges of the treads of steps and stairways shall be maintained so as to be conspicuous.

25. Curtains and hangings shall be arranged so as not to obstruct emergency safety signs, fire extinguishers or other fire fighting equipment.
26. All fabrics, curtains, drapes and similar features including materials used in finishing and furnishing should be either non-combustible or be durably or inherently flame retarded fabric. Any fabrics used in escape routes, other than foyers, entertainment areas or function rooms, should be non-combustible.
27. The certificates listed below shall be submitted to the Licensing Authority upon written request.
  - Any emergency lighting battery or system
  - Any electrical installation
  - Any emergency warning system
28. Any special effects or mechanical installations shall be arranged and stored so as to minimise any risk to the safety of those using the premises. The following special effects will only be used on 10 days prior notice being given to the Licensing Authority where consent has not previously been given.
  - dry ice and cryogenic fog
  - smoke machines and fog generators
  - pyrotechnics including fire works
  - firearms
  - lasers
  - explosives and highly flammable substances.
  - real flame.
  - strobe lighting.
29. No entertainment, performance, service, or exhibition involving nudity or sexual stimulation which would come within the definition of a sex establishment in Schedule 3 to the Local Government (Miscellaneous Provisions) Act 1982 as amended by the Greater London Council (General Powers) Act 1986 (whether or not locally adopted), shall be provided.
30. No striptease, no nudity and all persons to be decently attired at all times.
31. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Westminster Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31 day period.
32. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises is open. This staff member must be able to provide a Police or authorised council officer copies of recent CCTV images or data with the absolute minimum of delay when requested.
33. All waste is to be properly presented and placed out for collection no earlier than 30 minutes before the scheduled collection times.
34. No rubbish including bottles will be moved, removed or placed in outside areas between 19.00 hours and 07.00 hours.
35. No deliveries shall be made to the premises between 19.00 hours and 07.00 hours.

36. Access to the club is only permitted on the production of a valid membership card.
37. All members must provide their name, address to the Club by virtue of membership joining requirements.
38. The premises shall not advertise by the use of flyers.
39. No persons under the age of 18 shall be brought into the club except by express permission of the committee.
40. Any guest attempting to purchase alcohol who appears under the age of 18 will be requested to supply age-defining identification. Passports, driving licences, Proof of age standards scheme and other similar age-defining identification are accepted.

**Conditions proposed by the Police and agreed by the applicant so as to form part of the operating schedule.**

41. Patrons permitted to temporarily leave and then re-enter the premises, eg to smoke shall not be permitted to take drinks or glass containers with them
42. Alcohol may only be sold for consumption by members of a private club and their bona fide guests (not exceeding (5) guests per member). No person shall be admitted to membership of the private club or be entitled to take advantage of any of the privileges of membership without an interval of at least 48 hours between their nomination or application for membership and their admission.
43. An incident log shall be kept at the premises and made available on request to an authorised officer of the City Council or the Police. It must be completed within 24 hours of the incident and will record the following:
  - i. all crimes reported to the venue
  - ii. all ejections of patrons
  - iii. any complaints received concerning crime and disorder
  - iv. any incidents of disorder
  - v. any faults in the CCTV system
  - vi. any refusal of the sale of alcohol
  - vii. any visit by a relevant authority or emergency service.
44. Other than for members, residents and their bona fide guests, alcohol shall only be sold for consumption by persons attending a pre-booked and bona fide private function or event to which members of the public are not admitted. A register of persons attending the event shall be kept at the premises and made available for immediate inspection by police or an authorised officer of the Council.

**Conditions proposed by interested parties**

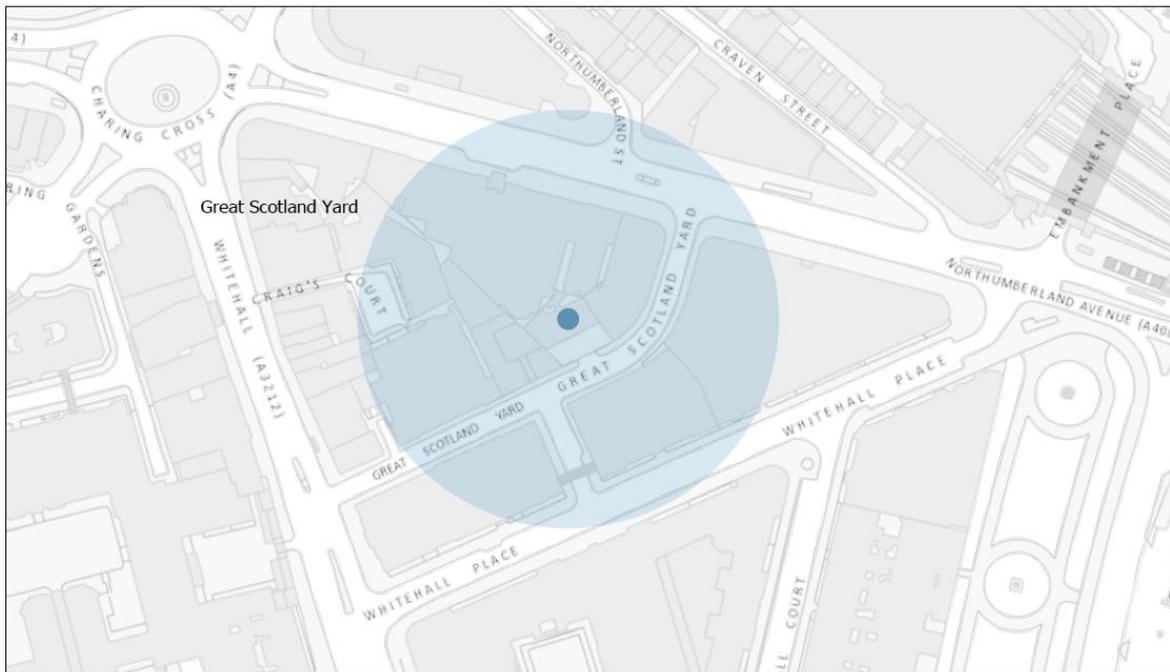
45. A noise limiter must be fitted to the musical amplification system set at a level determined by and to the satisfaction of an authorised officer of the Environmental Health Service, so as to ensure that no noise nuisance is caused to local residents or businesses. The operational panel of the noise limiter shall then be secured by key or password to the satisfaction of officers from the Environmental Health Service and access shall only be by persons authorised by the Premises Licence holder. The limiter shall not be altered without prior agreement with the Environmental Health Service. No alteration or modification to any existing sound system(s) should be effected without prior knowledge of an authorised Officer of the Environmental Health Service. No additional sound generating equipment shall be used on the premises without being routed through the sound limiter device.

46. All windows and external doors shall be kept closed after (21:00) hours, or at any time when regulated entertainment takes place, except for the immediate access and egress of persons.
47. Patrons permitted to temporarily leave and then re-enter the premises to smoke shall be restricted to a designated smoking area defined as (*specify location*).

**Conditions proposed by environmental Health and agreed by the applicant so as to form part of the operation schedule.**

48. The maximum number of persons permitted on the premises (excluding staff) shall not exceed:
  - Ground Floor Bar - 100 persons
  - Ground Floor External Area - 20 persons
  - First Floor Restaurant - 80 persons
  - Second Floor Function Room 1 – 40 persons
  - Second Floor Function Room 2 – 40 persons
49. Licensable activities in the Ground Floor External area shall cease at 2300hrs.
50. Flashing or particularly bright lights on or outside the premises shall not cause a nuisance to nearby properties, save insofar as they are necessary for the prevention of crime.

Civil Service Club



16/10/2020, 11:21:12

1:1,500  
0 0.01 0.03 0.05 mi  
0 0.02 0.04 0.08 km  
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Resident Count = 172

<b>Licensed premises within 75 metres of 13-15 Great Scotland Yard</b>				
<b>Licence Number</b>	<b>Trading Name</b>	<b>Address</b>	<b>Premises Type</b>	<b>Time Period</b>
12/07777/LICV	Civil Service Club	13-15 Great Scotland Yard London SW1A 2HJ	Club or institution	Monday to Sunday; 00:00 - 00:00
20/00896/LIPDPS	Corinthia Hotel London	10 Whitehall Place London SW1A 2BD	Hotel, 4+ star or major chain	Monday to Sunday; 00:00 - 00:00
19/05295/LIPV	50 Kalo Di Ciro Salvo	7 Northumberland Avenue London WC2N 5BY	Restaurant	Friday to Saturday; 10:00 - 00:30   Sunday to Thursday; 10:00 - 00:00

20/03388/LIPV	Not Recorded	Concession - Basement And Ground Floor 8 Northumberland Avenue London WC2N 5BY	Wine bar	Monday; 07:00 - 02:30   Tuesday; 07:00 - 02:30   Wednesday; 07:00 - 02:30   Thursday; 07:00 - 02:30   Friday; 07:00 - 02:30   Saturday; 07:00 - 02:30   Sunday; 07:00 - 02:30
18/07969/LIPN	Not Recorded	Concession - Basement And Ground Floor 8 Northumberland Avenue London WC2N 5BY	Wine bar	Monday to Sunday; 07:00 - 02:30
11/07189/LIPV	Basement & Ground Floors	8 Northumberland Avenue London WC2N 5BW	Hotel, 4+ star or major chain	Monday to Sunday; 07:00 - 02:30
07/04070/WCCMAP	Club Quarters, Trafalgar Square	8 Northumberland Avenue London WC2N 5BW	Hotel, 4+ star or major chain	Monday to Sunday; 00:00 - 00:00
19/13735/LIPT	Not Recorded	3 - 5 Great Scotland Yard London SW1A 2HW	Not Recorded	Monday; 00:00 - 00:00   Tuesday; 00:00 - 00:00   Wednesday; 00:00 - 00:00   Thursday; 00:00 - 00:00   Friday; 00:00 - 00:00   Saturday; 00:00 - 00:00   Sunday; 00:00 - 00:00