

Licensing Sub-Committee Report

Item No:	
Date:	3 December 2020
Licensing Ref No:	20/08468/LIPN - New Premises Licence
Title of Report:	24 Upper Berkeley Street London W1H 7QH
Report of:	Director of Public Protection and Licensing
Wards involved:	Bryanston And Dorset Square
Policy context:	City of Westminster Statement of Licensing Policy
Financial summary:	None
Report Author:	Kevin Jackaman Senior Licensing Officer
Contact details	Telephone: 0207 641 6500 Email: kjackaman@westminster.gov.uk

1. Application

1-A	Applicant and premises		
Application Type:	New Premises Licence, Licensing Act 2003		
Application received date:	18 September 2020		
Applicant:	Temple Guiting Manor Limited		
Premises:	Henry's Townhouse		
Premises address:	24 Upper Berkeley Street London W1H 7QH	Ward:	Bryanston and Dorset Square
		Cumulative Impact Area:	None
Premises description:	According to the application form the premises will trade as Small luxury boutique hotel.		
Premises licence history:	This is a new premises licence application and therefore no premises history exists		
Applicant submissions:	<p>The premises are a small luxury boutique hotel with 7 bedrooms sleeping 16 guests maximum. A Pantry kitchen area for dining seating 14, a small lounge area, and a small landing snug with honesty bar, outdoor seating 6-8 guests. There are then 7 individual bedrooms with minibar.</p> <p>Alcohol will be served within the reception rooms between 09.00 and 00:00. Only the mini-bars in room will be available 24 hours</p>		

1-B	Proposed licensable activities and hours						
Sale by retail of alcohol				On or off sales or both:			On
Day:	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Start:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
End:	24:00	24:00	24:00	24:00	24:00	24:00	24:00
Seasonal variations/ Non-standard timings:			Alcohol will be served within the reception rooms between 09.00 and 00:00. Only the mini-bars in room will be available 24 hours				

Hours premises are open to the public							
Day:	Mon	Tues	Wed	Thur	Fri	Sat	Sun
Start:	00:00	00:00	00:00	00:00	00:00	00:00	00:00
End:	24:00	24:00	24:00	24:00	24:00	24:00	24:00
Seasonal variations/ Non-standard timings:			None				
Adult Entertainment:			None				

2. Representations

2-A Responsible Authorities	
Responsible Authority:	Environmental Health Service
Representative:	Anil Drayan
Received:	21 October 2020 (withdrawn 12 November 2020)
<p>Representation is made to this application as it may undermine the Public Nuisance and Public Safety licensing objectives.</p> <p>Further information is requested on whether the general public will also be able to use the licensing facilities and how the 'honesty bar' and use of any external area will be managed. The applicant has offered undertakings in the operating schedule which will need to be converted into enforceable conditions based on the Council's model conditions. Environmental Health may also propose additional conditions following a site visit.</p> <p>The applicant is requested to contact the undersigned to discuss the above and to arrange a site visit.</p> <p>Following a mediation and agreement of conditions, the Environmental Health Service representation was withdrawn on 12 November 2020</p>	
Responsible Authority:	Metropolitan Police Service
Representative:	Brian Hunter
Received:	15 October 2020 (withdrawn 23 October 2020)
<p>Good afternoon.</p> <p>I am in receipt of the above application and note its contents. We the Metropolitan Police as a responsible authority are making a representation against it in the prevention of crime and disorder.</p> <p>There is insufficient details contained within the operating schedule.</p> <p>I have taken the opportunity to list those conditions we would like to see placed onto the Premises Licence should it be granted</p> <p>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.</p> <p>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.</p> <p>A Challenge 21 or Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards,</p>	

such as a driving licence, passport or proof of age card with the PASS Hologram.

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: (a) all crimes reported to the venue (b) all ejections of patrons (c) any complaints received concerning crime and disorder (d) any incidents of disorder (e) all seizures of drugs or offensive weapons (f) any faults in the CCTV system, searching equipment or scanning equipment (g) any refusal of the sale of alcohol (h) any visit by a relevant authority or emergency service.

In regards to the honesty bar, can you please advice how this is to be operated to prevent patrons :-

- 1- Not paying and therefore creating an allegation of theft. (Crime)
- 2- Leaving the venue with Alcohol to drink in the street
- 3- How the Alcohol will be secured

I look forward to your reply in due course.

Following a mediation and agreement of conditions, the Metropolitan Police Service representation was withdrawn on 23 October 2020

2-B Other Persons

Name:

[REDACTED]

Address and/or Residents Association:

[REDACTED]
[REDACTED]
[REDACTED]

Received:

16 October 2020

We received a letter from you in relation to Application 20/08/08468/LIPN for 24 Upper Berkeley Street yet when we try to look up the application online using the reference number we are told no such reference exists.

We are concerned if the granting of the licence will in any way increase noise levels at the back of 24 Upper Berkeley Street, [REDACTED] and where the buildings act as an echo chamber.

3. Policy & Guidance

The following policies within the City of Westminster Statement of Licensing Policy apply:

Policy HRS1 applies

- (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

	<p>Other Sundays: Midday to 22:30</p> <p><u>For premises for the provision of other licensable activities:</u> 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</p>
Policy HOT1 applies	<p>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:</p> <p>(a) Alcohol is permitted to be sold at any time to people staying in hotel rooms for consumption on the premises.</p> <p>(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.</p> <p>(c) The exhibition of film, in the form of recordings or non broadcast television programmes to be viewed in hotel bedrooms, will generally be permitted.</p>

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

4. Appendices

Appendix 1	Premises plans
Appendix 2	Applicant supporting documents
Appendix 3	Photograph submitted by the Interested Party
Appendix 4	Premises history
Appendix 5	Proposed conditions
Appendix 6	Residential map and list of premises in the vicinity
Report author:	Kevin Jackaman Senior Licensing Officer
Contact:	Telephone: 0207 641 6500 Email: kjackaman@westminster.gov.uk

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

1	Licensing Act 2003	N/A
2	City of Westminster Statement of Licensing Policy	7 th January 2016
3	Amended Guidance issued under section 182 of the Licensing Act 2003	April 2018
4	Environmental Health Service Representation (withdrawn 21 November 2020)	21 October 2020
5	Metropolitan Police Service Representation (withdrawn 23 October 2020)	15 October 2020
6	Interested party representation	16 October 2020

Correspondence with the Metropolitan Police

From: [Hunter, Brian: WCC](#)
To: [Caroline Horstmann](#)
Cc: [Licensing: WCC](#); [EH Consultation Team: WCC](#); [Jackaman, Kevin: WCC](#); [Hunter Brian - AW-CU](#)
Subject: RE: Application for a Premises Licence - 24 Upper Berkeley Street (20/08468/LIPN)
Date: 22 October 2020 09:43:30

Good Morning Caroline.

Thank you for your prompt response and explanations. Based on your acceptance of my CCTV and Incident Log conditions as per our previous e mails, and your explanation regarding the public access, we the Metropolitan Police as a responsible authority withdraw our representation.

Best wishes in your venture

Brian Hunter Police Constable 2437CW

Westminster Police Licensing Team

15th Floor
City Hall
64 Victoria Street
Victoria
London
SW1E 6QP

Office : 0207 641 3347

Mobile : 07785397837

E-Mail Brian.Hunter@met.pnn.police.uk



www.met.police.uk

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From: Caroline Horstmann <caroline@templeguitingmanor.co.uk>
Sent: 21 October 2020 21:45
To: Hunter, Brian: WCC <bhunter@westminster.gov.uk>
Cc: Licensing: WCC <Licensing@westminster.gov.uk>; EH Consultation Team: WCC <EHConsultationTeam@westminster.gov.uk>; Jackaman, Kevin: WCC <kjackaman@westminster.gov.uk>
Subject: Re: Application for a Premises Licence - 24 Upper Berkeley Street (20/08468/LIPN)

Good Evening,

We are only open to our resident guests or for those who have booked a private event of which can be no more than 16. The door is always secured and residents need a code to access so people can't just enter off the street. We have a staff member onsite at all times. If people want to smoke we have a small terrace with 3 tables for our residents at the back of the property so guests can not leave with drinks or glass containers at the front of the building onto the street.

I hope this provides further clarity.

Best wishes

Caroline

Caroline Hörstmann
Operations Director

Henry's Townhouse, London
Temple Guiting Manor, Barns & Pantry, The Cotswolds.

M: 07557 100 892

www.templeguitingmanor.co.uk

www.templeguitingpantry.co.uk

On 21 Oct 2020, at 14:08, Hunter, Brian: WCC <bhunter@westminster.gov.uk> wrote:

Good Afternoon, and thank you for the response to my previous email.

Can I have some further clarity if members of the public will be allowed to use the premises to both buy and consume alcohol? (if so we may have to discuss a terminal hour for non-guests and possibly security)

We would also like to see the following condition placed on the premises licence, should it be granted.

“ Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall not be permitted to take drinks or glass containers with them.”

I look forward to your response in due course

Best Regards

Brian Hunter Police Constable 2437CW

Westminster Police Licensing Team

15th Floor

City Hall

64 Victoria Street

Victoria

London

SW1E 6QP

Office : 0207 641 3347

Mobile : 07785397837

E-Mail Brian.Hunter@met.pnn.police.uk

<image001.jpg>

www.met.police.uk

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Twitter: @metpoliceuk

From: Caroline Horstmann <caroline@templeguitingmanor.co.uk>

Sent: 21 October 2020 10:15

To: Hunter, Brian: WCC <bhunter@westminster.gov.uk>

Cc: Licensing: WCC <Licensing@westminster.gov.uk>; EH Consultation Team: WCC

<FHConsultationTeam@westminster.gov.uk>; Hunter Brian - AW-CU

<Brian.Hunter@met.police.uk>

Subject: Re: Application for a Premises Licence - 24 Upper Berkeley Street
(20/08468/LIPN)

Dear Mr Hunter,

Apologies for the delay in responding but this has gone into my spam mailbox so I just saw this last night.

Thank you for your response to our application at 24 Upper Berkeley Street. Following our conversation and from speaking with my team we will remove the honesty bar from the Townhouse application and just offer clients a waiter/waitress service around the building to ensure guests cannot take drinks out of the building and we can maintain control of how much is being served safely.

We can confirm we already have the following in place:
CCTV at entry point which takes frontal identification at all times of day and can be kept for 31 days and available to the police at any time when requested
Challenge 25 proof of age scheme will operate within the premises
An incident log is available for inspection from the police or council at all times detailing any incidents taking place as listed in your email below.

I hope this will assist in ensuring we will be playing an active role in ensuring the safety of our customers and neighbours.

Please do let me know if you need any further information from me.

Best wishes
Caroline

Caroline Hörstmann
Operations Director

Temple Guiting Manor, Barns & Pantry
Henry's Townhouse, Marylebone, London

M: 07557 100 892
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www.templeguitingpantry.co.uk

On 14 Oct 2020, at 17:26, Hunter, Brian: WCC
<bhunter@westminster.gov.uk> wrote:

Good afternoon.

I am in receipt of the above application and note its contents. We the Metropolitan Police as a responsible authority are making a representation against it in the prevention of crime and disorder.

There is insufficient details contained within the operating schedule.

I have taken the opportunity to list those conditions we would like to see placed onto the Premises Licence should it be granted

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.

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.

A Challenge 21 or 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.

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: (a) all crimes reported to the venue (b) all ejections of patrons (c) any complaints received concerning crime and disorder (d) any incidents of disorder (e) all seizures of drugs or offensive weapons (f) any faults in the CCTV system, searching equipment or scanning equipment (g) any refusal of the sale of alcohol (h) any visit by a relevant authority or emergency service.

In regards to the honesty bar, can you please advice how this is to be operated to prevent patrons :-

1. Not paying and therefore creating an allegation of theft. (Crime)
2. Leaving the venue with Alcohol to drink in the street
3. How the Alcohol will be secured

I look forward to your reply in due course.

Best Regards

Brian Hunter Police Constable 2437CW
Westminster Police Licensing Team
15th Floor
City Hall
64 Victoria Street
Victoria
London
SW1E 6QP

Photograph submitted by the Interested Party

Appendix 3

From: [REDACTED]
To: [Jackaman, Kevin: WCC](#)
Subject: further to the "terrace" Upper Berkeley Street
Date: 12 November 2020 17:43:02

Dear Mr Jackaman,

I am sending a photograph to show [REDACTED] (I am not sure if there is to be another 'terrace' constructed as well?). A balcony used for commercial purposes with guests sitting out on [REDACTED]

Yours sincerely,

[REDACTED]



There is no licence or appeal history for the premises.

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 bar is not open to the public but guests in residence & those onsite for private events.

10. No customers will be admitted or permitted to leave when carrying open bottles or glasses.
11. Escape routes & exits maintained to ensure no obstruction, in good order with non-slippery & even surfaces, free of trip hazards & clearly identified. Internal gangways kept unobstructed.
12. Exit doors easily openable from inside the building & regularly checked to ensure they function satisfactorily and records kept.
13. Fire doors maintained effectively not held open. Fire brigade called at once to any outbreak of fire & details recorded in Fire Log-book.
14. Access for emergency vehicles kept clear free from obstruction.
15. Adequate supply of first aid equipment and materials on premises.
16. All systems (gas, electrics, boilers, alarms, fire equipment, appliances) maintained & inspected by qualified professional persons in accordance with British Standards and at intervals recommended in national guidance. Records kept and available for inspection by authorised officers on request:
17. Valid public liability insurance and copy of schedule available for inspection on request.
18. Guests of residents signed in & out of building
19. The playing of live or recorded music outside the premises will not be permitted.
20. The placing of bottles into receptacles outside the premises takes place at times that will minimise disturbance to nearby properties.
21. Offensive smells from the licensed premises shall not be permitted so as to cause a nuisance to nearby properties and the premises are properly vented.
22. Adequate and suitable (lidded) receptacles will be provided to receive and store refuse from the premises/site.
23. We will make sure that receptacles for refuse storage are maintained in a clean condition.
24. Only residents and their guests or private hire guests may use the premises

Conditions proposed by the Environmental Health and agreed by the applicant so as to form part of the operating schedule

25. No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
26. The use of the external terrace shall cease by 23.00 each day.
27. 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.
28. The number of persons permitted in the premises at any one time (excluding staff) shall not exceed 30 persons.

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

29. 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.
30. 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.
31. A Challenge 21 or 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.
32. 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:
 - (a) all crimes reported to the venue
 - (b) all ejections of patrons
 - (c) any complaints received concerning crime and disorder
 - (d) any incidents of disorder
 - (e) all seizures of drugs or offensive weapons
 - (f) any faults in the CCTV system, searching equipment or scanning equipment
 - (g) any refusal of the sale of alcohol
 - (h) any visit by a relevant authority or emergency service.



Resident Count 223

Licensed premises with 75m of 24 Upper Berkeley Street, London, W1				
Licence Number	Trading Name	Address	Premises Type	Time Period
16/13175/LIPDPS	Fratelli Greci	Basement And Ground Floor 26 Seymour Place London W1H 7NN	Food store	Monday to Sunday; 08:00 - 23:00
11/08266/LIPDPS	The Sumner Hotel	54 Upper Berkeley Street London W1H 7QR	Hotel, 3 star or under	Monday to Sunday; 00:00 - 00:00
10/09521/LIPDPS	The Portman	51 Upper Berkeley Street London W1H 7QW	Public house or pub restaurant	Monday to Friday; 07:30 - 00:00 Saturday; 09:00 - 00:00 Sunday; 09:00 - 23:30

18/02434/LIPCH	The Gate : Seymour Place	Basement And Ground Floor 24 Seymour Place London W1H 7NL	Restaurant	Monday to Thursday; 08:00 - 23:30 Friday to Saturday; 08:00 - 00:00 Sunday; 09:00 - 22:30 Sundays before Bank Holidays; 09:00 - 00:00
17/05074/LIPDPS	Shaftesbury Suites Marble Arch	41 Great Cumberland Place London W1H 7LG	Hotel, 4+ star or major chain	Monday to Sunday; 00:00 - 00:00
17/05081/LIPDPS	The Marble Arch By Montcalm London	31 Great Cumberland Place London W1H 7TA	Restaurant	Monday to Sunday; 00:00 - 00:00
10/02003/LIPN	Sandy's	14 Seymour Place London W1H 7NF	Restaurant	Monday to Saturday; 11:00 - 23:30 Sunday; 11:00 - 23:00
18/12779/LIPDPS	Vinoteca	15 Seymour Place London W1H 5BE	Wine bar	Monday to Sunday; 08:00 - 23:00