



City of Westminster

# Licensing Sub-Committee Report

Item No:

Date:

6 October 2022

Licensing Ref No:

22/06519/LIPN - New Premises Licence

Title of Report:

Coffee Island  
Ground Floor South  
Orion House  
5 Upper St Martin's Lane  
London  
WC2H 9EA

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:

Jessica Donovan  
Senior Licensing Officer

Contact details

Telephone: 020 7641 6500  
Email: [Jdonovan@westminster.gov.uk](mailto:Jdonovan@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>	30 June 2022		
<b>Applicant:</b>	Coffee Island (London B) Ltd		
<b>Premises:</b>	Coffee Island		
<b>Premises address:</b>	Ground Floor South Orion House 5 Upper St Martin's Lane London	<b>Ward:</b>	St James's
		<b>Cumulative Impact Area:</b>	West End
		<b>Special Consideration Zone:</b>	None
<b>Premises description:</b>	The premises intends to operate as a coffee shop and sell small prepacked bottles of alcohol with a sitting area provided inside and outside of the premises.		
<b>Premises licence history:</b>	This is a new premises licence therefore there is no premises licence history.		
<b>Applicant submissions:</b>	The applicant has provided a response to the Licensing Authority which can be found at <b>Appendix 2</b> .		
<b>Applicant amendments:</b>	None		

1-B Proposed licensable activities and hours							
<b>Sale by retail of alcohol</b>				<b>On or off sales or both:</b>			On sales
<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>	11:00	11:00	11:00	11:00	11:00	11:00	11:00
<b>End:</b>	21:00	21:00	21:00	21:00	21:00	21:00	21:00
<b>Seasonal variations/ Non-standard timings:</b>		None					

Hours premises are open to the public							
<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>	07:30	07:30	07:30	07:30	07:30	08:00	08:00
<b>End:</b>	21:00	21:00	21:00	21:00	21:00	21:00	21:00
<b>Seasonal variations/ Non-standard timings:</b>		None					

## 2. Representations

2-A Responsible Authorities	
<b>Responsible Authority:</b>	The Licensing Authority
<b>Representative:</b>	Karyn Abbott
<b>Received:</b>	15 August 2022
<p>I write in relation to the application submitted for a new premises licence for Ground Floor South, Orion House, 5 Upper St Martin's Lane, London, WC2H 9EA.</p> <p>As a responsible authority under section 13 (4) of the Licensing Act 2003 as amended under the Police and Social Responsibility Act 2011, the Licensing Authority have considered your application in full. The Licensing Authority has concerns in relation to this application and how the premises would promote the four Licensing Objectives:</p> <ul style="list-style-type: none"><li>• Public Nuisance</li><li>• Prevention of Crime &amp; Disorder</li><li>• Public Safety</li><li>• Protection of children from harm</li></ul> <p>The application seeks the following:</p> <ul style="list-style-type: none"><li>• <b>Supply of Alcohol On and Premises</b> Monday to Sunday 11:00 to 21:00</li><li>• <b>Opening Hours to Public</b> Monday to Friday 07:30 to 21:00 Saturday to Sunday 08:00 to 21:00</li></ul> <p>The premises is located within the West End Cumulative Impact Area and as such various policy points must be considered, namely CIP1, HRS1, PB1 and RNT1.</p> <p>The Licensing Authority notes within the operating schedule that the intended use of the premises is a Coffee Shop, and that the application falls within Westminster's core hours.</p> <p>The Licensing Authority note that the applicant hasn't provided much detail in regard to the premises within the operating schedule. Currently, there is no ancillary nature to the way in which alcohol is served at the premises and as such the application must be considered under the Council's Policy PB1.</p> <p>Westminster's PB1 (B) policy states: B. It is the Licensing Authority's policy to refuse applications within the West End Cumulative Impact Zone other than:</p> <ol style="list-style-type: none"><li>1. Applications to vary the existing licence hours within the council's Core Hours Policy HRS1.</li><li>2. Applications that seek to vary the existing licence so as to reduce the overall capacity of the premises.</li></ol> <p>D. For the purposes of this policy a Public House or Bar is defined as a premises, or part of a premises that's primary use is the sale or supply of alcohol for consumption on those premises and/or for consumption off the premises for consumption outside the venue.</p> <p>The Licensing Authority encourages the applicant to provide further submissions on how the supply of alcohol will be controlled and monitored. i.e. will the premises operate with</p>	

waiter/waitress service or by way of a bar with vertical drinking?

The Licensing Authority also encourages the applicant to consider the below model conditions 38, 39 and 86 to bring the application more in line with Westminster's RNT1 policy

1. *The supply of alcohol at the premises shall only be to a person seated taking a substantial table meal there and for consumption by such a person as ancillary to their meal.  
For the purpose of this condition a 'Substantial Table Meal' means – a meal such as might be expected to be served as the main midday or main evening meal, or as a main course at either such meal and is eaten by a person seated at a table, or at a counter or other structure which serves the purposes of a table and is not used for the service of refreshments for consumption by persons not seated at a table or structure servicing the purposes of a table.*
2. *The supply of alcohol shall be by waiter or waitress service only.*
3. *The licensable activities authorised by this licence and provided at the premises shall be ancillary to the main function of the premises as a coffee shop*

RNT1 policy states;

Westminster's RNT1 (B) Policy which states 'Applications inside the West End Cumulative Impact Zone will generally be granted subject to:

1. The application meeting the requirements of policies CD1, PS1, PN1 and CH1.
2. The hours for licensable activities are within the council's Core Hours Policy HRS1.
3. The operation of any delivery services for alcohol and/or late-night refreshment meeting the council's Ancillary Delivery of Alcohol and/or Late-Night Refreshment Policy DEL1.
4. The applicant has demonstrated that they will not add to cumulative impact within the Cumulative Impact Zone.
5. The application and operation of the venue meeting the definition of a restaurant as per Clause C.

C. For the purposes of this policy a restaurant is defined as:

1. A premises in which customers are shown to their table or the customer will select a table themselves to which food is either served to them or they have collected themselves.
2. Which provide food in the form of substantial table meals that are prepared on the premises and are served and consumed at a table.
3. Which do not provide any takeaway service of food and/or drink for immediate consumption, except if provided via an ancillary delivery service to customers at their residential or workplace address.
4. Where alcohol shall not be sold, supplied, or consumed on the premises otherwise than to persons who are bona fide taking substantial table meals and provided always that the consumption of alcohol by such persons is ancillary to taking such meals.
5. The sale and consumption of alcohol prior to such meals may be in a bar area but must also be ancillary to the taking of such meal.'

The premises currently benefits from a separate premises licence (16/03314/LIPV). This licence has not been proposed to be surrendered as part of this new premises licence application or operating schedule, does the applicant have capacity to do so? If this is the case The Licensing Authority would propose model conditions 62 as follows;

1. No licensable activities shall take place at the premises until premises 16/03314/LIPV (or such other number subsequently issued for the premises) has been surrendered [and is incapable of resurrection].

The Licensing Authority would like confirmation whether the applicant is agreeable to the above proposed conditions to be able to assess any further relevant policy considerations.

The Licensing Authority encourages the applicant to provide further submissions as to how the premises will not add to cumulative impact in the West End cumulative impact area, in accordance with policy CIP1.

The Licensing Authority looks forward to receiving further submissions from the applicant in due course.

Please accept this as a formal representation.

<b>Responsible Authority:</b>	Environmental Health Service
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<b>Representative:</b>	Anil Drayan
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<b>Received:</b>	18 August 2022
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**I refer to the application for a new Premises Licence for the above premises which is located in the West End Cumulative Impact Zone as defined in Westminster's Statement of Licensing Policy which can be found on the Council's website.**

Plans showing the Ground Floor, Mezzanine, Basement and external area have been submitted in support of the application.

**The following licensable activities are being sought:**

1. Supply of Alcohol 'On' the premises from 11:00 to 21:00 hours Monday to Sunday.

**I wish to make the following representations based on the plans and operating schedule submitted:**

1. The Supply of Alcohol and for the hours requested may have the effect of increasing Public Nuisance in the Area.

**Environmental Health also makes the following further comments:**

- Some undertakings have been offered in the operating schedule. These will need to be converted into enforceable conditions but in any case are considered to be insufficient to allay Environmental Health concerns.
- It is unclear from the application if the premises have already been constructed for the proposed use. Nevertheless, it will need to be inspected for Public Safety by Environmental Health prior to commencement of any licensable activities.
- The food preparation/cooking facilities will also need to be assessed in order to evaluate whether Public Nuisance may arise from cooking odour and/or noise from the operation of any plant and machinery.
- The standard of the party-wall sound insulation will also need to be assessed for the prevention of internal transfer of noise through the building fabric which may affect other users within the building block. The standard to be achieved is detailed in Appendix 11 of the Policy.
- The provision of sanitary accommodation for a public capacity of over 25 must be at least in line with the guidance set out in British Standard 6465 and, where necessary, separate facilities for staff in compliance with guidance to Food Hygiene legislation.
- The Council revised the Policy in 2021. One of the enhanced requirements is that licensed premises must demonstrate achieving compliance with policy CH1 (Protection of Children from Harm, see page 36 of Policy). Free advice on achieving this can be



found at:

[Stat guidance template \(publishing.service.gov.uk\)](https://publishing.service.gov.uk)

The applicant is therefore requested to contact the undersigned to discuss the above issues and arrange a site visit after which Environmental Health may propose additional conditions for the proposed use.

<b>Responsible Authority:</b>	Metropolitan Police Service
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<b>Representative:</b>	PC Andy Elliot
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<b>Received:</b>	17 August 2022
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As a responsible authority the Metropolitan Police Service is objecting to the Application of Coffee Island (Lindon) Limited, Ground Floor South, Orion House, 5 Upper St Martin's Lane, London, WC2N 9EA on the grounds of undermining the Licensable Objectives namely the Prevention of Crime & Disorder.

The Application appears contradictory in Part 3 – Operating Schedule: 'We intend to sell alcohol in our premises prepacked in small bottles with sitting area within the shop premises, inside and outside of the shop. The area has widespread long running issues with street drinkers entering premises and stealing small portable miniatures and vessels of alcohol for personal consumption within the public realm. Whereas of the same Application Section P (c) & (d): No consumption of alcohol outside the store premises. Please can the Applicant confirm that by 'outside the store premises' this is a reference to External Area Plan A04 and does not refer to any private areas outside the premises which border the public realm.

There were few Conditions offered in the Application Form and one such that was requires correcting namely Section P (b): 24/7 'CCTV system with 30 days video capturing capabilities'. We would require the inclusion of Model Condition 01: CCTV - System requirements including retention of recordings and viewing on request, equally Model Condition 02: CCTV - Staff CCTV operator required on premises and recordings of footage available on request.

There is concern over the business model of supplying alcohol 'prepacked in small bottles' as this could clearly give rise to carry outs which the Applicant clearly is not asking for. Equally it is unclear how this alcohol will be made available namely self selection or table service. In order to mitigate this risk we recommend Model Condition 39: Waiter service – Alcohol must be by waiter/waitress service.

While the Application is within the West End Cumulative Impact Area as the proposed operating schedule is within core hours we have no representations in respect of this policy.

Finally as the Applicant has proposed Conditions covering CCTV (MC01 & MC02) and Challenge21/25 (MC47) to complement these Conditions we are proposing Model Condition 49: Incident Log – All incidents to be kept.

***Conditions proposed by the Metropolitan Police Service can be found within the conditions proposed by the Environmental Health Service at Appendix 4.***

2-B Other Persons			
Name:		[REDACTED] (Withdrawn 23 September 2022)	
Address and/or Residents Association:		[REDACTED] [REDACTED] [REDACTED]	
Status:	Valid	In support or opposed:	Opposed
Received:	02 August 2022		
<p>This is an application by Coffee Island to sell alcohol (in bottles) to customers until 21:00. We do not object to the operations as described but are concerned that there are no conditions offered on the licence to ensure that it does operate in this way.</p> <p>We therefore ask that the following conditions are added.</p> <p>Sale of alcohol shall only be made to persons seated at a table inside the premises or in the external area marked on the plan [as submitted with the application]</p> <p>We would also ask that MC18 [No noise emanating to cause a nuisance] is added to the licence in case the consumption of alcohol increases the level of noise from customers, especially those in the external area.</p> <p>Given the 21:00 terminal hour we believe that otherwise the application is sufficiently limited so as to be unlikely to harm the Licencing Objectives.</p> <p><b>Conditions proposed by the interested party can be found within the conditions proposed by the Environmental Health Service at Appendix 4.</b></p> <p><b>Following an agreement of conditions with the applicant, the interested party withdrew their representation on 23 September 2022.</b></p>			
Name:		[REDACTED]	
Address and/or Residents Association:		[REDACTED] [REDACTED] [REDACTED]	
Status:	Valid	In support or opposed:	Opposed
Received:	26 July 2022		
<p>There are already too many coffee shops in this area even the same coffee island already in Orion House therefore not adding amenity or convenience to a residential neighbourhood. From the commercial point the existing coffee island in Orion house is not performing well and the proposed location on West Street will not improve the footfall or chances of success outing the existing coffee island on upper saint martins lane.</p> <p>Hours of trading need to be considered if minded to allow this application also restrict deliveries and collections to the hours of 6am to 9pm to allow [REDACTED] to have some rest.</p>			

### 3. Policy & Guidance

The following policies within the City Of Westminster Statement of Licensing Policy apply:	
<b>Policy CIP1 applies</b>	<p>A. It is the Licensing Authority's policy to refuse applications within the West End Cumulative Impact Zone for: pubs and bars, fast food premises, and music and dancing and similar entertainment, other than applications to:</p> <ol style="list-style-type: none"> <li>1. Vary the hours within Core Hours under Policy HRS1, and/or</li> <li>2. Vary the licence to reduce the overall capacity of the premises.</li> </ol> <p>C. Applications for other premises types within the West End Cumulative Impact Zones will be subject to other policies within this statement and must demonstrate that they will not add to cumulative impact.</p> <p>D. For the purposes of this policy the premises types referred to in Clause A are defined within the relevant premises use policies within this statement.</p>
<b>Policy HRS1 applies</b>	<p>A. Applications within the core hours set out below in this policy will generally be granted for the relevant premises uses, subject to not being contrary to other policies in the Statement of Licensing Policy.</p> <p>B. Applications for hours outside the core hours set out in Clause C will be considered on their merits, subject to other relevant policies, and with particular regard to the following:</p> <ol style="list-style-type: none"> <li>1. The demonstration of compliance in the requirements of policies CD1, PS1, PN1 and CH1 associated with the likelihood of the effect of the grant of a licence for later or earlier hours on crime and disorder, public safety, public nuisance and the protection of children from harm.</li> <li>2. If the application is located within a Special Consideration Zone they have demonstrated that they have taken account of the issues identified in that area and provided adequate mitigation.</li> <li>3. Whether there is residential accommodation in the proximity of the premises that would likely be adversely affected by premises being open or carrying out operations at the hours proposed.</li> <li>4. The proposed hours of the licensable activities and when customers will be permitted to remain on the premises.</li> <li>5. The proposed hours when any music, including incidental music, will be played.</li> <li>6. The hours when customers will be allowed to take food or drink outside the premises or be within open areas which form part of the premises.</li> <li>7. The existing hours of licensable activities and the past operation of the premises (if any) and hours of licensable premises in the vicinity.</li> <li>8. Whether customers and staff have adequate access to public transport when arriving at and leaving the premises, especially at night.</li> <li>9. The capacity of the premises.</li> <li>10. The type of use, recognising that some venues are more likely to impact the licensing objectives than others; for example, pubs</li> </ol>



and bars are higher risk than theatres, cinemas and other cultural and sporting venues due to the nature of the operation.

11. The Licensing Authority will take into account the active measures proposed for a 'winding down' period including arrangements for people to be collected from the premises to travel home safely.

12. Conditions on hours may be attached that require that the supply of alcohol for consumption on the premises ceases a suitable period of time before customers are required to leave the premises.

13. The council, acting as the Licensing Authority, may reduce hours if, after review, it is necessary to impose conditions specifying shorter hours in order to promote the licensing objectives.

14. Specific days for non-standard hours should be identified and justified as part of the application to allow responsible authorities and interested parties to evaluate the impact that these licensable activities may have, and to plan accordingly. The consideration of applications for later hours for Bank Holiday Mondays will take into account that later hours are generally granted for preceding Sundays and that the next day is a working day. Non-specific days are expected to be covered by Temporary Event Notices or variation applications.

C. For the purpose of Clauses A and B above, the Core Hours for applications for each premises use type as defined within this policy are:

1. **Casinos:** Up to 24 hours a day whilst casino gaming is permitted by a premises licence under the Gambling Act 2005.

2. **Cinemas, Cultural Venues and Live Sporting Premises:**  
Monday to Sunday: 9am to 12am

3. **Hotels:** Monday to Thursday: 9am to 11.30pm. Friday and Saturday: 9am to 12am. Sunday: 9am to 10.30pm. Sundays immediately prior to a bank holiday: 9am to 12am. For the sale of alcohol to guests for consumption in hotel/guest rooms only: Anytime up to 24 hours.

4. **Off licences:** Monday to Saturday: 8am to 11pm. Sunday: 9am to 10.30pm.

5. **Outdoor Spaces:** Monday to Thursday: 9am to 11.30pm. Friday and Saturday: 9am to 12am. Sunday: 9am to 10.30pm. Sundays immediately prior to a bank holiday: 9am to 12am.

6. **Pubs and bars, Fast Food and Music and Dance venues:**  
Monday to Thursday: 10am to 11.30pm. Friday and Saturday: 10am to 12am. Sunday: 9am to 10.30pm. Sundays immediately prior to a bank holiday: 12pm to 12am.

7. **Qualifying Clubs:** Monday to Thursday: 9am to 12am.. Friday and Saturday: 9am to 12am. Sunday: 9am to 10.30pm. Sundays immediately prior to a bank holiday: 9am to 12am.

8. **Restaurants:** Monday to Thursday: 9am to 11.30pm. Friday and Saturday: 9am to 12am. Sunday: 9am to 10.30pm. Sundays immediately prior to a bank holiday: 9am to 12am.

9. **Sexual Entertainment Venues and Sex Cinemas:** Monday to Thursday: 9am to 11.30pm. Friday and Saturday: 9am to 12am. Sunday: 9am to 10.30pm. Sundays immediately prior to a bank holiday: 9am to 12am.

D. Core hours are when customers are permitted to be on the premises and therefore the maximum opening hours permitted will be to the same start and terminal hours for each of the days where licensable activity is permitted.

	<p>E. For the purposes of this policy, 'premises uses' are defined within the relevant premises use policies within this statement.</p>
<p><b>Policy PB1 applies</b></p>	<p>A. Applications outside the West End Cumulative Zone will generally be granted subject to:</p> <ol style="list-style-type: none"> <li>1. The application meeting the requirements of policies CD1, PS1, PN1 and CH1.</li> <li>2. The hours for licensable activities being within the council's Core Hours Policy HRS1.</li> <li>3. The operation of any delivery services for alcohol and/or latenight refreshment meeting the council's Ancillary Delivery of Alcohol and/or Late-Night Refreshment Policy DEL1.</li> <li>4. The applicant has taken account of the Special Consideration Zones policy SCZ1 if the premises are located within a designated zone.</li> <li>5. The application and operation of the venue meet the definition of a Public House or Bar in Clause D.</li> </ol> <p>B. It is the Licensing Authority's policy to refuse applications within the West End Cumulative Impact Zone other than:</p> <ol style="list-style-type: none"> <li>1. Applications to vary the existing licence hours within the council's Core Hours Policy HRS1.</li> <li>2. Applications that seek to vary the existing licence so as to reduce the overall capacity of the premises.</li> </ol> <p>C. The applications referred to in Clause B1 and B2 will generally be granted subject to:</p> <ol style="list-style-type: none"> <li>1. The application meeting the requirements of policies CD1, PS1, PN1 and CH1, and/or,</li> <li>2. The operation of any delivery services for alcohol and/or latenight refreshment meeting the council's Ancillary Delivery of Alcohol and/or Late-Night Refreshment Policy DEL1.</li> <li>3. The application and operation of the venue continuing to meet the definition of a Public House or Bar in Clause D.</li> </ol> <p>D. For the purposes of this policy a Public House or Bar is defined as a premises, or part of a premises that's primary use is the sale or supply of alcohol for consumption on those premises and/or for consumption off the premises for consumption outside the venue.</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.

#### 5. Appendices

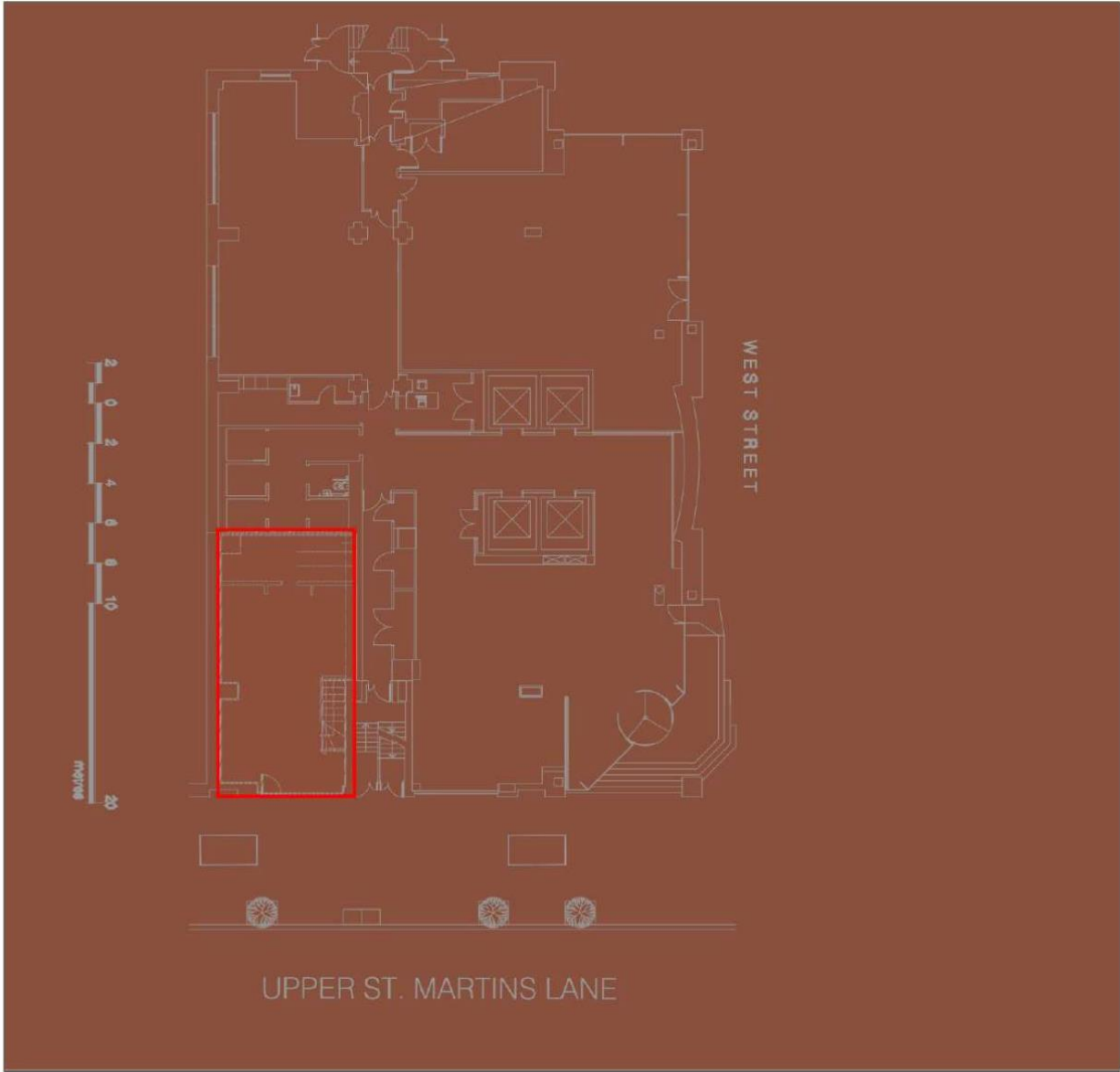
<b>Appendix 1</b>	Premises plans
<b>Appendix 2</b>	Applicant supporting documents
<b>Appendix 3</b>	Premises history
<b>Appendix 4</b>	Proposed conditions
<b>Appendix 5</b>	Residential map and list of premises in the vicinity

<b>Report author:</b>	Jessica Donovan Senior Licensing Officer
<b>Contact:</b>	Telephone: 020 7641 6500 Email: Jdonovan@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**

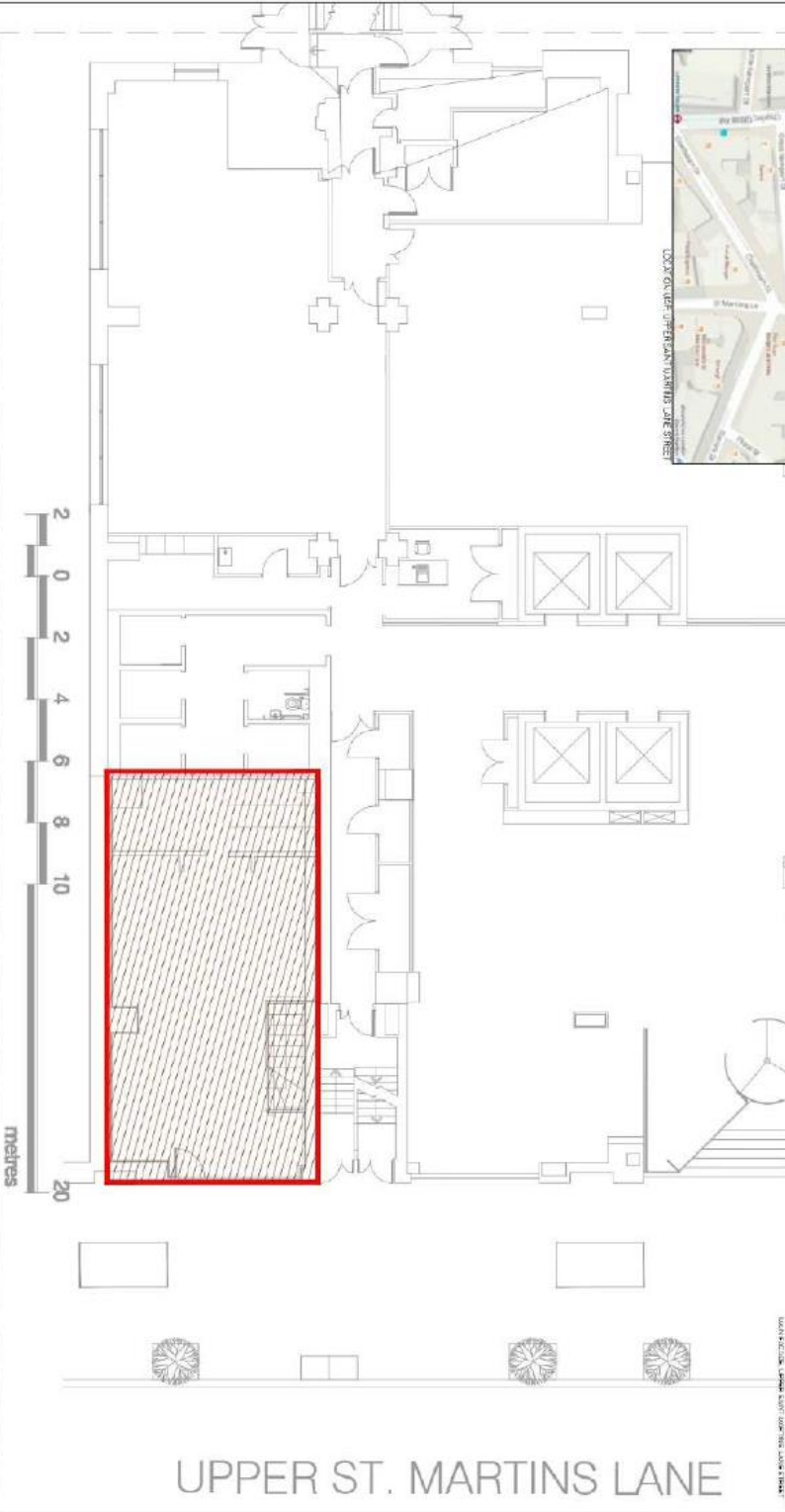
<b>1</b>	Licensing Act 2003	N/A
<b>2</b>	City of Westminster Statement of Licensing Policy	01 October 2021
<b>3</b>	Amended Guidance issued under section 182 of the Licensing Act 2003	April 2018
<b>4</b>	The Licensing Authority representation	15 August 2022
<b>5</b>	Environmental Health Service representation	18 August 2022
<b>6</b>	Metropolitan Police Service representation	17 August 2022
<b>7</b>	Interested party 1 representation ( <b><i>Withdrawn 23 September 2022</i></b> )	02 August 2022
<b>8</b>	Interested party 2 representation	26 July 2022



Location: Upper Saint Martins Lane - London - United Kingdom



WEST STREET

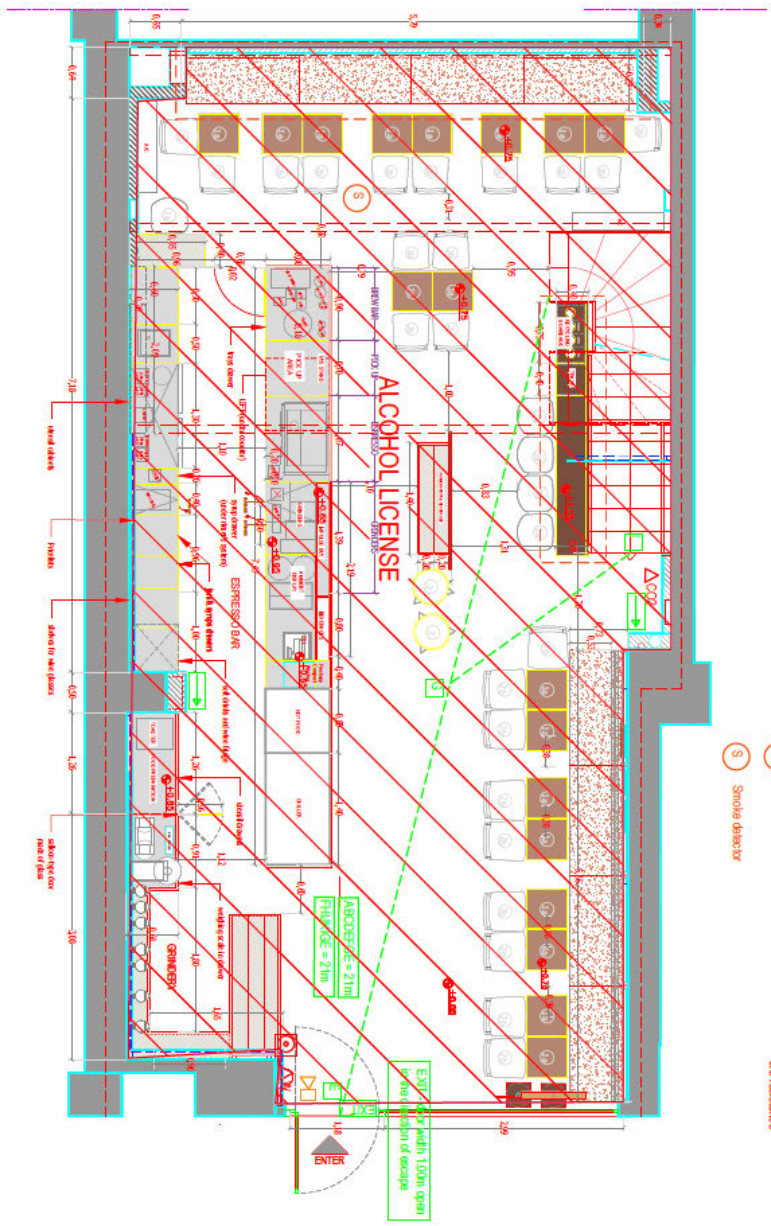


UPPER ST. MARTINS LANE

COFFEE ISLAND

Location: Upper Saint Martins Lane - London - United Kingdom  
Project: Architects: David Sousa | Approval: Engineer: Nikos Politis  
Process: April 2016

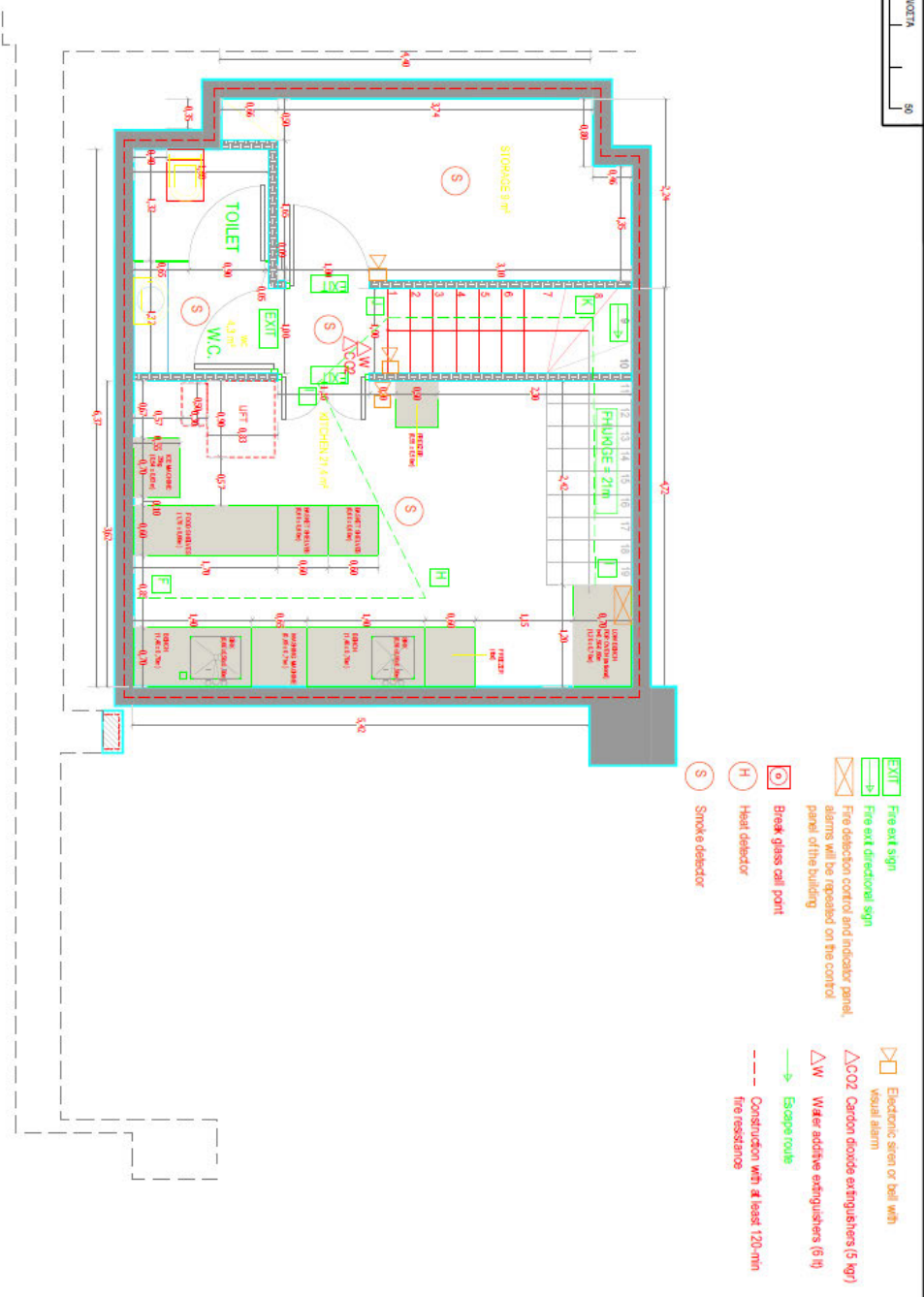




- Fire exit sign
- Fire exit directional sign
- Fire alarm control and indicator panel, alarm will be installed on the corner panel of the building
- Break glass call point
- Heat detector
- Smoke detector
- Electronic alarm or bell with visual alarm
- Cdn2 Cdn2 double extinguishers 5kg
- Water additive extinguishers (6 l)
- Escape route
- Construction with at least 120-min fire resistance

1 GROUND FLOOR PLAN  
1:50

Project: Martins 30 Plot no: 283 St GREECE Tel: 201044 978 Fax: 201044 600 www.dorlandgroup.com													
PROJECT NAME: <b>C11 LONDON STORE RENOVATION</b>													
CLIENT: <b>CI</b>													
LOCATION: <b>UPPER SAINT MARTINS          LANE ST.          London          United Kingdom</b>													
REVISIONS: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>No.</th> <th>Date</th> <th>Description</th> <th>Drawn</th> <th>Checked</th> <th>By</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		No.	Date	Description	Drawn	Checked	By						
No.	Date	Description	Drawn	Checked	By								
NOTES: Drawing units in meters													
DRAWING TITLE: <b>GROUND FLOOR PLAN          FIRE PROTECTION</b>													
DATE: <b>06.05.2022</b>	DRAWING NO.: <b>A01</b>												
SCALE: PAPER <b>1:50</b>	REV.: <b>A3</b>												



- Fire exit sign
- Fire detection control and indicator panel, alarms will be repeated on the control panel of the building
- Break glass call point
- Heat detector
- Smoke detector
- Electronic siren or bell with visual alarm
- CO2 Carbon dioxide extinguishers (5 kg)
- Water additive extinguishers (6 l)
- Escape route
- Construction with at least 120-min fire resistance

Parsons Vision 30  
 PARK  
 GORSE  
 T4 2510 54579  
 Fax: 2510 043 900  
 www.oxbellandp.com

PROJECT NAME:

CI LONDON STORE  
 RENOVATION

CLIENT:

CI

LOCATION:

UPPER SAINT MARTINS  
 LANE ST.  
 London  
 United Kingdom

REVISIONS:

No.	Date	Description	Drawn/Checked/Approved

NOTES:

Drawing units in meters

DRAWING TITLE:

BASEMENT FLOOR PLAN  
 FIRE PROTECTION

DATE:

06.05.2022

DRAWING NO.:

A03

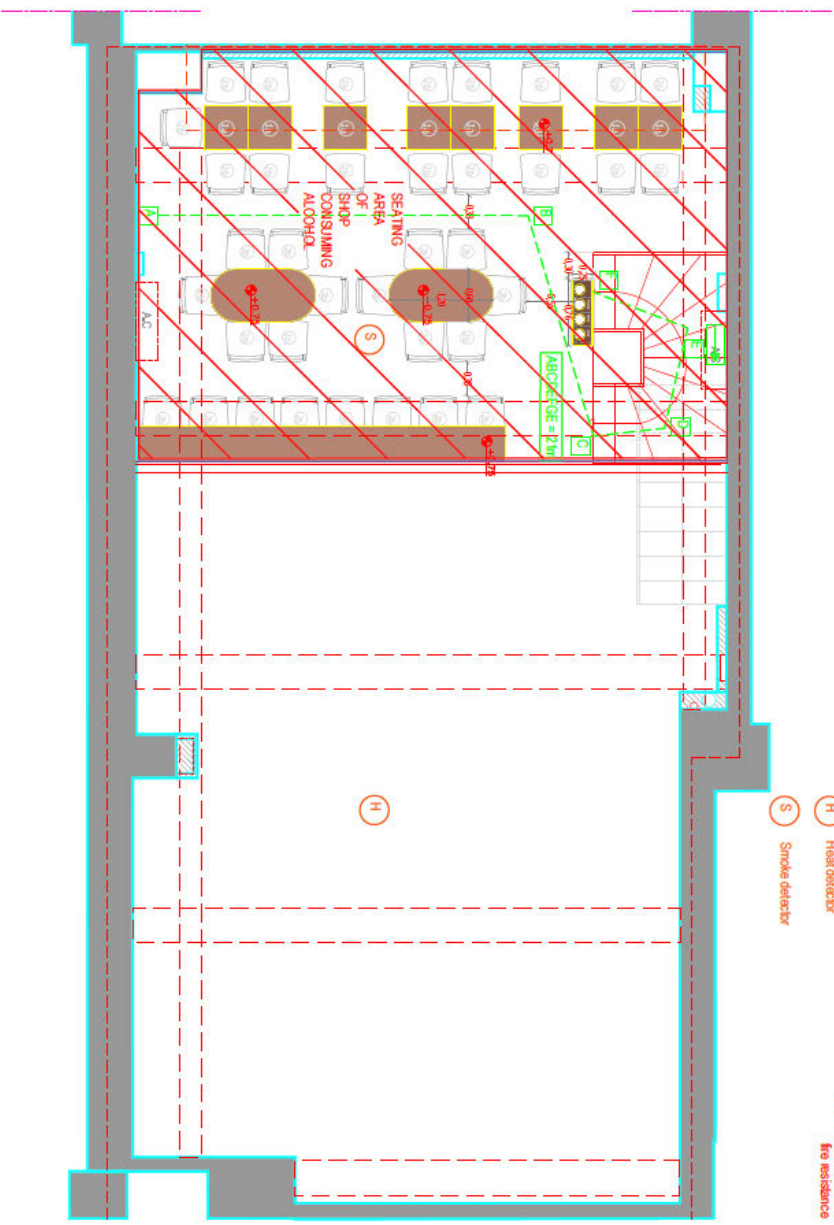
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1:50

A3

REV.:

1 BASEMENT FLOOR PLAN  
 1:50



- Fire exit sign
- Fire exit directional sign
- Fire alarm control and indicator panel. alarms will be repeated on the control panel of the building
- Break glass call point
- Heat detector
- Smoke detector
- Electronic sign or bell with visual alarm
- CO2 alarm
- Water additive extinguishers (5 l)
- Escape route
- Construction with at least 120-min fire resistance

1 MEZZANINE FLOOR PLAN  
1:50

Project Name: CI LONDON STORE RENOVATION

Client: CI

Location: UPPER SAINT MARTINS LANE ST. London United Kingdom

Project & Office Name: 2022

Project No: 2022

Office: GREECE

Phone: +30 210 643 879

Fax: +30 210 643 880

www.cedinsid.gr

PROJECT NAME: CI LONDON STORE RENOVATION

CLIENT: CI

LOCATION: UPPER SAINT MARTINS LANE ST. London United Kingdom

REVISIONS:

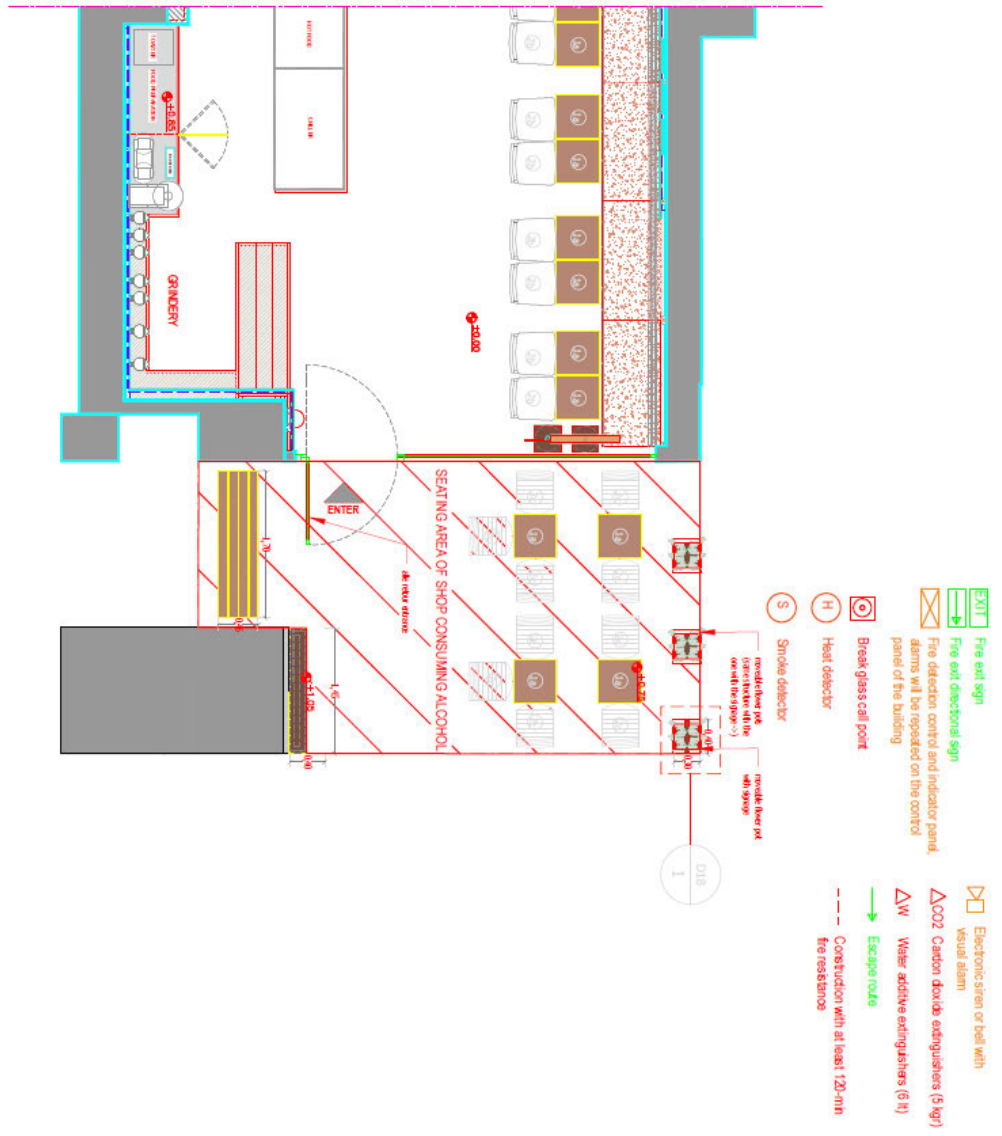
No.	Date	Description	Drawn	Checked/Approved

NOTES: Drawing units in meters

DRAWING TITLE: MEZZANINE FLOOR PLAN FIRE PROTECTION

DATE: 06.05.2022 DRAWING NO.: A02

SCALE: 1:50 PAPER: A3 REV: -



1 EXTERNAL AREA PLAN  
1:50

- Fire exit sign
- Fire exit directional sign
- Fire detection control and indicator panel, alarms will be repeated on the control panel of the building
- Break glass call point
- Heat detector
- Smoke detector
- CO2 Carbon dioxide extinguishers (5 kg)
- Water additive extinguishers (6 lt)
- Escape route
- Construction with at least 120-min fire resistance
- Electronic sign or bell with visual alarm

Parsons Wasterson 30  
 Floor 44  
 263-34  
 GREECE  
 Tel: 2010 043679  
 Fax: 2010 043 699  
 www.parsons30.gr

PROJECT NAME:  
**CI LONDON STORE  
 RENOVATION**

CLIENT:  
**CI**

LOCATION:  
**UPPER SAINT MARTINS  
 LANE ST.  
 London  
 United Kingdom**

REVISIONS:

No.	Date	Description	Drawn	Checked/Approved

NOTES:  
 - Drawing units in meters

DRAWING TITLE:  
**EXTERNAL AREA PLAN**

DATE:	06.05.2022	DRAWING NO.:	A04
SCALE:	1:50	PAPER:	A3
REV.:			



**Applicant response to the Licensing Authority**

Dear Mrs. Abbott,

Thank you very much for all the feedback provided, we will provide all requirements with due respect in a timely manner. Please see the following regarding:

**1. *The Licensing Authority has concerns in relation to this application and how the premises would promote the four Licensing Objectives:***

- ***Public Nuisance***
  - No consumption of alcohol outside the store premises
  - All customers will be asked to leave quietly.
  - Clear and legible notices will be prominently displayed to remind customers to leave quietly and have regard to our neighbours.
- ***Prevention of Crime & Disorder***
  - Any incidents of a criminal nature that may occur on the premises will be reported to the Police.
  - The Licensee will install comprehensive CCTV coverage at the premises and it is operated and maintained at the premises.
- ***Public Safety***
  - Appropriate fire safety procedures are in place including fire extinguishers (foam, H2O and CO2), fire blanket, internally illuminated fire exit signs, numerous smoke detectors and emergency lighting (see enclosed plan for details of locations). All appliances are inspected annually.
  - All emergency exits shall be kept free from obstruction at all times.
- ***Protection of children from harm***
  - The licensee and staff will ask persons who appear to be under the age of 25 for photographic ID such as proof of age cards, the Connexions Card and Citizen Card, photographic driving licence or passport, an official identity card issued by HM Forces or by an EU country, bearing the photograph and date of birth of bearer.
  - All staff will be trained for UNDERAGE SALES PREVENTION regularly.
  - A register of refused sales shall be kept and maintained on the premises.

**2. *The Licensing Authority encourages the applicant to provide further submissions on how the supply of alcohol will be controlled and monitored***

3. *The licensable activities authorised by this licence and provided at the premises shall be ancillary to the main function of the premises as a coffee shop. where alcohol will be sold at small, ready to consume pre-packed bottles, over the counter for consumption at the seating area. Alcohol for sale will be small bottles of wine, bottled beer and already mixed small bottled cocktails.*

**3. *The premises currently benefit from a separate premises licence (16/03314/LIPV). This licence has not been proposed to be surrendered as part of this new premises licence application or operating schedule, does the applicant have capacity to do so?***

Searching at the website "<https://idoxpa.westminster.gov.uk/online-applications/simpleSearchResults.do?action=firstPage>" the license 16/03314/LIPV refers to



'Starbucks' and not "Coffee Island" which used to operate at another place - the opposite corner- at the same building but are closed now. Our coffee shop has been operational since 2016. Would you like us to provide you with our initial premises license?

**4. The Licensing Authority encourages the applicant to provide further submissions as to how the premises will not add to cumulative impact in the West End cumulative impact area, in accordance with policy CIP1.**

1. No supply of alcohol when there is no designated premises supervisor in respect of this licence.
2. No supply of alcohol 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. Free potable water will be provided on request to customers when it is reasonably available.
5. No alcohol will be sold or supplied for consumption on or off the premises for a price which is less than the permitted price.
6. The premises maintain a comprehensive CCTV system as per the minimum requirements of the Westminster Police Licensing Team. All entry and exit points are covered enabling frontal identification of every person entering in any light condition. The CCTV system will continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings are stored for a minimum period of 31 days with date and time stamping. Viewing of recordings can be made available immediately upon the request of Police or authorised officers throughout the entire 31 day period.
7. Patrons permitted leaving and then re-entering the premises, e.g. to smoke, shall not be permitted to take drinks with them.
8. There shall be no off sales of alcohol.

Please let us know what are your thoughts on the above items so we could provide you with any additional requirements.

Looking forward again to your feedback to guide us through the process.

## **Premises History**

## **Appendix 3**

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**

None



## Conditions proposed by the Environmental Health Service

9. The licensable activities authorised by this licence and provided at the premises shall be ancillary to the main function of the premises as a retail café which primarily sells coffee and other hot drinks.
10.
  - (a) The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Westminster Police Licensing Team.
  - (b) All entry and exit points will be covered enabling frontal identification of every person entering in any light condition.
  - (c) The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises and will include the external area immediately outside the premises entrance.
  - (d) All recordings shall be stored for a minimum period of 31 days with date and time stamping.
  - (e) Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31-day period.
11. 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.
12. A Challenge 21 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.
13. 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
  - (g) any refusal of the sale of alcohol
  - (h) any visit by a relevant authority or emergency service.
14. Substantial food and non-intoxicating beverages, including drinking water, shall be available in all parts of the premises where alcohol is sold or supplied for consumption on the premises.
15. Sale of alcohol shall only be made to persons seated at a table inside the premises or in the external area marked on the plan.
16. There shall be no self-service of alcohol at the premises.
17. Outside of the hours authorised for the sale of alcohol and whilst the premises are open to the public, the licence holder shall ensure that all alcohol within the premises (including alcohol behind the counter) is secured in a locked storeroom or behind locked grilles, locked screens or locked cabinet doors so as to prevent access to the alcohol by both customers and staff.
18. Prominent signage indicating the permitted hours for the sale of alcohol shall be displayed so as to be visible before entering the premises and at the service bar.

19. 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.
20. No fumes, steam or odours shall be emitted from the licensed premises so as to cause a nuisance to any persons living or carrying on business in the area where the premises are situated.
21. All outside tables and chairs shall be removed or rendered unusable by 21.00 hours each day.
22. During the hours of operation of the premises, the licence holder shall ensure sufficient measures are in place to remove and prevent litter or waste arising or accumulating from customers in the area immediately outside the premises, and that this area shall be swept and or washed, and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements by close of business.
23. No deliveries to the premises shall take place between 21.00 and 7.00 hours on the following day.
24. All waste shall be properly presented and placed out for collection no earlier than 30 minutes before the scheduled collection times.
25. No waste or recyclable materials, including bottles, shall be moved, removed from or placed in outside areas between 21.00 hours and 07.00 hours on the following day unless it is during the Council's own hours for collection of waste for the street.
26. No collections of waste or recycling materials (including bottles) from the premises shall take place between 21.00 and 07.00 hours on the following day unless it is during the Council's own hours for collection of waste for the street.
27. The number of persons accommodated at the premises (including staff) shall not exceed 40. Subject to the sanitary accommodation being improved to the satisfaction of the Council's Environmental Health Officer, the capacity may be increased to such number as may be agreed with the licence holder. The actual capacity will only increase when an appropriate condition to that effect has replaced this condition on the licence.
28. No licensable activities shall take place at the premises until the premises has been assessed as satisfactory by the Environmental Health Consultation Team at which time this condition shall be removed from the Licence by the licensing authority.

### **Conditions proposed by The Licensing Authority**

29. The supply of alcohol at the premises shall only be to a person seated taking a substantial table meal there and for consumption by such a person as ancillary to their meal.

For the purpose of this condition a 'Substantial Table Meal' means – a meal such as might be expected to be served as the main midday or main evening meal, or as a main course at either such meal and is eaten by a person seated at a table, or at a counter or other structure which serves the purposes of a table and is not used for the service of refreshments for consumption by persons not seated at a table or structure servicing the purposes of a table.

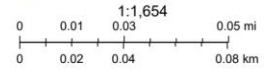
30. No licensable activities shall take place at the premises until premises 16/03314/LIPV (or such other number subsequently issued for the premises) has been surrendered [and is incapable of resurrection].

Coffee Island, Ground Floor South, Orion House, 5 Upper St Martin's Lane, London, WC2H 9EA



22/09/2022, 13:14:43

- Property Mailing List
- Ward Labels
- Borough Boundary - Mask
- Borough Boundary - Detailed
- Ward Boundaries



**Resident Count: 165**

**Licensed premises within 75 metres of Ground Floor South, Orion House, 5 Upper St Martin's Lane, London, WC2H 9EA**

<b>Licence Number</b>	<b>Trading Name</b>	<b>Address</b>	<b>Premises Type</b>	<b>Time Period</b>
16/03314/LIPV	Starbucks	Orion House 5 Upper St Martin's Lane London WC2H 9EA	Cafe	Sunday; 07:30 - 23:00   Monday to Saturday; 06:30 - 23:00
22/06127/LIPDPS	St Martins House	4A Upper St Martin's Lane London WC2H 9NY	Restaurant	Sunday; 08:00 - 00:30   Monday to Saturday; 08:00 - 02:00   Sundays before Bank Holidays; 08:00 - 00:30
22/05785/LIPDPS	Reynolds Venue	5 Great Newport Street London WC2H 7JB	Concert Hall	Sunday; 09:00 - 22:30   Monday to Saturday; 09:00 - 23:59
20/00903/LIPVM	The Arts Theatre	The Arts Theatre 6-7 Great Newport Street London WC2H 7JB	Not Recorded	
21/00599/LIPV	Not Recorded	11 Upper St Martin's Lane London WC2H 9FB	Restaurant	Monday; 08:00 - 23:30   Tuesday; 08:00 - 23:30   Wednesday; 08:00 - 23:30   Thursday; 08:00 - 23:30   Friday; 08:00 - 00:00   Saturday; 08:00 - 00:00   Sunday; 08:00 - 23:30
21/04713/LIPDPS	Salvador & Amanda	8 Great Newport Street London WC2H 7JA	Restaurant	Monday; 09:00 - 01:30   Sunday; 09:00 - 01:00   Tuesday to Thursday; 09:00 - 02:30   Friday to Saturday; 09:00 - 03:30
22/06989/LIPDPS	Longacre	1 Upper St Martin's	Night clubs and discos	Monday; 08:00 - 03:30

		Lane London WC2H 9NY		Tuesday; 08:00 - 03:30   Wednesday; 08:00 - 03:30   Thursday; 08:00 - 03:30   Friday; 08:00 - 03:30   Saturday; 08:00 - 03:30   Sunday; 08:00 - 23:00
20/04771/LIPVM	Stringfellows	16-19 Upper St Martin's Lane London WC2H 9EF	Night clubs and discos	Not Recorded; XXXX - XXXX
22/04857/LIPN	Shadow Licence	16-19 Upper St Martin's Lane London WC2H 9EF	Night clubs and discos	Monday; 10:00 - 06:00   Tuesday; 10:00 - 06:00   Wednesday; 10:00 - 06:00   Thursday; 10:00 - 06:00   Friday; 10:00 - 06:00   Saturday; 10:00 - 06:00   Sunday; 09:00 - 23:00
22/00647/LIPT	28-50 Kitchen	10 Upper St Martin's Lane London WC2H 9FB	Restaurant	Sunday; 08:00 - 22:30   Monday to Thursday; 08:00 - 23:30   Friday to Saturday; 08:00 - 00:00   Sundays before Bank Holidays; 12:00 - 00:00
14/10096/LIPT	Subway	2 Upper St Martin's Lane London WC2H 9NY	Takeaway food outlet	Sunday; 10:00 - 22:00   Monday to Saturday; 10:00 - 00:00
22/07763/LIPDPS	PF Changs	10-11 Great Newport Street London WC2H 7JA	Restaurant	Sunday; 10:00 - 23:00   Monday to Thursday; 10:00 - 00:00   Friday to Saturday; 10:00 - 00:30   Sundays before Bank Holidays; 12:00 - 00:00
16/11140/LIPN	Aviva (Shadow)	10-11 Great	Premises Licence	Sunday; 12:00 -

		Newport Street London WC2H 7JA	- Shadow Licence	22:30   Monday to Thursday; 10:00 - 23:30   Friday to Saturday; 10:00 - 00:00
22/06295/LIPDPS	Not Recorded	19 Slingsby Place London WC2E 9AB	Restaurant	Monday to Sunday; 09:00 - 00:00
21/11027/LIPN	Caffe Concerto	Basement To First Floor Sussex House 143 Long Acre London WC2E 9AD	Cafe	Sunday; 08:00 - 22:30   Monday to Thursday; 08:00 - 23:30   Friday to Saturday; 08:00 - 00:00