



City of Westminster

# Licensing Sub-Committee Report

Item No:	
Date:	26 October 2023
Licensing Ref No:	23/04507/LIPN - New Premises Licence
Title of Report:	Fora Space 14 Bird Street London W1U 1BU
Report of:	Director of Public Protection and Licensing
Wards involved:	West End
Policy context:	City of Westminster Statement of Licensing Policy
Financial summary:	None
Report Author:	Roxsana Haq Senior Licensing Officer
Contact details	Telephone: 020 7641 6500 Email: rhaq@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>	5 July 2023		
<b>Applicant:</b>	Fora Space Limited		
<b>Premises:</b>	Fora Space		
<b>Premises address:</b>	14 Bird Street London W1U 1BU	<b>Ward:</b>	West End
		<b>Cumulative Impact Area:</b>	None
		<b>Special Consideration Zone:</b>	None
<b>Premises description:</b>	The premises is an office building operated by Fora Space Limited (part of The Office Group), who provide flexible workspace in central locations, with individual offices, meeting rooms, co-working, lounge and café facilities. These premises are not open to general members of the public.		
<b>Premises licence history:</b>	This a new premises licence application and therefore no licence history exists.		
<b>Applicant submissions:</b>	The applicant has provided a summary of proposals and a letter to interested parties which can be seen at <b>Appendix 2</b> .		
<b>Applicant amendments:</b>	None.		

1-B Proposed licensable activities and hours							
<b>Late Night Refreshment:</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	
<b>End:</b>	23:30	23:30	23:30	23:30	00:00	00:00	
<b>Seasonal variations/ Non-standard timings:</b>				N/A			
<b>Sale by retail of alcohol</b>				<b>On or off sales or both:</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>	10:00	10:00	10:00	10:00	10:00	10:00	11:00
<b>End:</b>	23:30	23:30	23:30	23:30	00:00	00:00	22:30
<b>Seasonal variations/ Non-standard timings:</b>				N/A			

<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>	10:00	10:00	10:00	10:00	10:00	10:00	11:00
<b>End:</b>	23:30	23:30	23:30	23:30	00:00	00:00	22:30
<b>Seasonal variations/ Non-standard timings:</b>				N/A			

Plays				Indoors, outdoors or both			Indoors
Day:	Mon	Tues	Wed	Thur	Fri	Sat	Sun
<b>Start:</b>	10:00	10:00	10:00	10:00	10:00	10:00	11:00
<b>End:</b>	23:30	23:30	23:30	23:30	00:00	00:00	22:30
<b>Seasonal variations/ Non-standard timings:</b>				N/A			

Hours premises are open							
Day:	Mon	Tues	Wed	Thur	Fri	Sat	Sun
<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>			N/A				
<b>Adult Entertainment:</b>			None				

## 2. Representations

2-A Responsible Authorities	
<b>Responsible Authority:</b>	Environmental Health
<b>Representative:</b>	Maxwell Koduah
<b>Received:</b>	28 July 2023
<b>Fora Space, 14 Bird Street, London, W1U 1BU</b>	
<p>I refer to the application for a new Premises Licence number for the above-mentioned premises. I have considered the information that you have provided within and accompanying this application. I have also considered the application in line with the relevant policies within the Councils Statement of Licensing Policy dated October 2021.</p> <p>The applicant is seeking the following licensable activities:</p> <p>Exhibition of films take indoors at the following times:  Monday – Thursday 10:00 - 23:30 hours  Friday – Saturday 10:00 – 00:00 hours (midnight)  Sunday 11:00 – 22:00 hours</p> <p>Playing of recorded music place indoors at the following times:  Monday – Thursday 10:00 - 23:30 hours  Friday – Saturday 10:00 – 00:00 hours (midnight)  Sunday 11:00 – 22:30 hours</p> <p>Provision of late-night refreshment indoors Monday to Thursday 23:00 – 23:30 hours and Friday – Saturday 23:00 – 00:00 hours</p> <p>Supply of alcohol for consumption on &amp; off the premises at the following times  Monday – Thursday 10:00 - 23:30 hours  Friday – Saturday 10:00 – 00:00 hours (midnight)  Sunday 11:00 – 22:30 hours</p> <p>Following consideration of the application and how it may affect the Licensing Objectives and</p>	

meeting the requirements of the Council's Statement of Licensing Policy I wish to make the following representations:

The hours requested to exhibit films may have the likely effect of causing an increase in Public Nuisance within the area.

The hours requested to play recorded music may have the likely effect of causing an increase in Public Nuisance within the area.

The hours requested to provide late-night refreshment may have the likely effect of causing an increase in Public Nuisance and may affect Public Safety within the area.

The supply of alcohol and the hours requested may have the likely effect of causing an increase in Public Nuisance and may affect Public Safety within the area.

As presented, the application would have the likely effect of causing an increase in Public Nuisance and may affect Public Safety within the area.

The granting of the application as presented would have the likely effect of causing an increase in Public Nuisance and may impact on Public Safety within the area.

Below are proposed conditions to form part of the operating schedule for the applicant to consider.

Proposed conditions to form part of the operating schedule:

The licensable activities authorised by this licence and provided at the premises shall be ancillary to the main function of the premises as offices/workspace

There shall be no sales of alcohol for consumption off the premises after 23:00 hours

No collections of waste or recycling materials (including bottles) from the premises shall take place between 23.00 and 08.00 hours on the following day

No deliveries to the premises shall take place between 23.00 and 08.00 hours on the following day

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

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

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

Please contact me if you are minded discussing any of the matters above.

Maxwell Owusu Koduah  
Environmental Health Officer

<b>2-B Other Persons</b>	
<b>Name:</b>	[REDACTED]
<b>Address and/or Residents Association:</b>	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
<b>Received:</b>	02/08/2023
<p>Good Evening,</p> <p>Our client is a private owner and occupier [REDACTED]. [REDACTED], many of which, including our clients, [REDACTED] [REDACTED]. The noise generated has a direct impact on these properties and their residents. Our clients [REDACTED] Fora propose to have to use until midnight for entertainment purposes. This would greatly disturb our clients [REDACTED]. Since Fora opened the increased disturbance in Bird Street has been noticeable and the proposed licence will only increase this. A licence allowing alcohol to be consumed and music played is clearly a big change in use of this space, does not fit well in a residential setting and is detrimental to the quality of life of those with apartments in this building. We urge you to object to this licence.</p>	
<b>Name:</b>	[REDACTED]
<b>Address and/or Residents Association:</b>	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
<b>Received:</b>	19/07/2023
<p>To whomever it may concern,</p> <p>We are residents [REDACTED]. This new license is going to cause a lot of disturbance for us especially since we have to be waking up early every single day and studying in the evening. We object to this license.</p>	
<b>Name:</b>	[REDACTED]
<b>Address and/or Residents Association:</b>	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
<b>Received:</b>	18/07/2023
<p>I write to object against the permission of licensing for the above name premises [REDACTED] [REDACTED]. A late night alcohol, music entertainment will clearly bring a massive change to the street which is a quiet residential place. It will not be convenient to live here by this change . I therefore request the council to please not grant this permission.</p>	

<b>Name:</b>	[REDACTED]
<b>Address and/or Residents Association:</b>	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
<b>Received:</b>	17/07/2023
<p>I write in my capacity as a [REDACTED].</p> <p>The [REDACTED], many of which [REDACTED] so whatever happens in that street by way of noise, smells, traffic has a direct and immediate impact on the quality of life of a great number of residents.</p> <p>Until approx two years the property now titled The Parcels Building was simply an office block. People came and went at normal times with a few deliveries through the day.</p> <p>Since Fora opened the workspace in its new guise the increased disturbance in Bird Street has been noticeable. We have a marked increase in deliveries and the reversing vehicles do cause noise. Those using the workspace come out onto Bird Street to smoke during breaks. Smoke already gets into our living space through open windows as does the noise from those assembling outside.</p> <p>Now, a licence is sought so that films may be shown, alcohol supplied, music played until well into the night. Clearly, this is a massive change in the use of this space which does not fit well in a quiet residential street. All of the disturbance we already have to tolerate will inevitably increase and be extended into the night time.</p> <p>The shift from office building to shared space to entertainment venue is, in reality, going to have far too detrimental on the quality of life of those living in the street.</p> <p>Please do not grant this licence.</p>	

<b>Name:</b>	[REDACTED]
<b>Address and/or Residents Association:</b>	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
<b>Received:</b>	17/07/2023
<p>This is a residential street and an additional late night establishment bringing extra traffic, noise etc to the area post 10pm is detrimental to the health and well-being of those having to live in the vicinity.</p>	

<b>Name:</b>	[REDACTED]
<b>Address and/or Residents Association:</b>	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
<b>Received:</b>	19/07/2023
<p>I object to this license [REDACTED]</p>	

<b>Name:</b>	[REDACTED]
<b>Address and/or Residents Association:</b>	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
<b>Received:</b>	18/07/2023

Dear sir/ madam

I strongly object to this licence premises permission application

This will affect [REDACTED]

Bird street is a small narrow road and the parcels building is [REDACTED]

The noise levels and disruption to residents gaining access to their apartments and safety issues due to increased passenger traffic will be intolerable if alcohol is served seven days a week until late at night.

<b>Name:</b>	[REDACTED]
<b>Address and/or Residents Association:</b>	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
<b>Received:</b>	11/07/2023

I write in my capacity as a [REDACTED]

[REDACTED].

The [REDACTED], [REDACTED] whatever happens in that street by way of noise, smells, traffic has a direct and immediate impact on the quality of life of a great number of residents.

Until approx two years the property now titled The Parcels Building was simply an office block. People came and went at normal times with a few deliveries through the day.

Since Fora opened the workspace in its new guise the increased disturbance in Bird Street has been noticeable. We have a marked increase in deliveries and the reversing vehicles do cause noise. Those using the workspace come out onto Bird Street to smoke during breaks. Smoke already gets into our living space through open windows as does the noise from those assembling outside.

Now, a licence is sought so that films may be shown, alcohol supplied, music played until well into the night. Clearly, this is a massive change in the use of this space which does not fit well in a quiet residential street. All of the disturbance we already have to tolerate will inevitably increase and be extended into the night time.

The shift from office building to shared space to entertainment venue is, in reality, going to have far too detrimental on the quality of life of those living in the street.

Please do not grant this licence.

<b>Name:</b>	[REDACTED]
<b>Address and/or Residents Association:</b>	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
<b>Received:</b>	17/07/2023

The increased disturbance in Bird Street has been noticeable Since Fora opened. More deliveries and vehicles are coming. We have a marked increase in deliveries and the reversing vehicles do cause noise.

Now, a licence is sought so that films may be shown, alcohol supplied, music played until well into the night. Clearly, this is a massive change in the use of this space which does not fit well in a quiet residential street. All of the disturbance we already have to tolerate will inevitably increase and be extended into the night time.

The shift from office building to shared space to entertainment venue is, in reality, going to have far too detrimental on the quality of life of those living in the street.  
Please do not grant this licence.

<b>Name:</b>	[REDACTED]
<b>Address and/or Residents Association:</b>	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
<b>Received:</b>	18/07/2023

I strongly object to the application for a Premises Licence for 14 Bird Street.

I am a flat owner and also the mother of a young child. [REDACTED]  
[REDACTED] The granting of a Premises Licence will result in the premises being used for evening social activities and the change of usage from simple office use to showing films, alcohol and music will lead to unacceptable increases in noise and unsociable behaviour into the evening.

Bird Street has been a quiet residential street in the many years [REDACTED], but the proposed inclusion of a premises for drinking and socialising after office hours will completely change the peaceful nature of the street.

There are few residential streets in the centre of London remaining: I would ask that the Determining Officer please consider the negative effect this proposal would have on local's family life should it be granted.

<b>Name:</b>	[REDACTED]
<b>Address and/or Residents Association:</b>	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
<b>Received:</b>	23/07/2023

I write in my capacity [REDACTED]  
[REDACTED], many of which [REDACTED] so whatever happens in that street by way of noise, smells, traffic has a direct and immediate impact on our quality of life at The Phoenix.¿



Until approx two years ago the property now titled The Parcels Building was simply an office block. People came and went at normal times with a few deliveries through the day. Since Fora opened the workspace in its new guise the increased disturbance in Bird Street has been noticeable.

Now a licence being sought so that films may be shown, alcohol supplied, music played until well into the night will have a massive effect on the residents at The Phoenix, changing what was once a quiet residential street into an entertainment venue that will create a nightly disturbance to residents of our neighbouring building.

The shift from office building to shared space to entertainment venue is, in reality, going to have far too detrimental on the quality of life of those living in the street.¿

PLEASE DO NOT GRANT THIS LICENCE.

<b>Name:</b>	[REDACTED]
<b>Address and/or Residents Association:</b>	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
<b>Received:</b>	20/07/2023

[REDACTED] I am extremely concerned about granting a new premises licence.  
With Oxford Street and the lively St. Christopherr Place and James Street just around the corner, there has been already an overflow of pedestrian in Bird Street creating noise, getting 'sick' and continuing their celebrations and impacting the evening (sometimes early morning) hours.  
[REDACTED] and professional and not only will this the license effect the street / foot traffic getting to my home [REDACTED] in the evening in regards to comfort and safety but most important the noise level impacting the surrounding residents in the later evening.

<b>Name:</b>	[REDACTED]
<b>Address and/or Residents Association:</b>	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
<b>Received:</b>	17/07/2023

The increased disturbance in Bird Street has been noticeable Since Fora opened. More deliveries and vehicles are coming. We have a marked increase in deliveries and the reversing vehicles do cause noise.

Now, a licence is sought so that films may be shown, alcohol supplied, music played until well into the night. Clearly, this is a massive change in the use of this space which does not fit well in a quiet residential street. All of the disturbance we already have to tolerate will inevitably increase and be extended into the night time.

The shift from office building to shared space to entertainment venue is, in reality, going to have far too detrimental on the quality of life of those living in the street.  
Please do not grant this licence.

<b>Name:</b>	[REDACTED]
<b>Address and/or Residents Association:</b>	[REDACTED] [REDACTED] [REDACTED]
<b>Received:</b>	18/07/2023

I am writing to express my strong objection to the Parcels Building's application for a premises licence to serve alcohol seven days a week until late at night. [REDACTED], I am deeply concerned about the potential negative impact this will have on the local community.

Firstly, the proposed hours of alcohol service are excessive and will undoubtedly lead to increased noise levels and disturbance for residents living nearby. The Fora offices themselves are open only during typical business hours, so it is unclear why alcohol needs to be served until late at night.

Secondly, there are already several licensed premises in the area, and the addition of another will only exacerbate existing issues with anti-social behavior and alcohol-related incidents. The safety and wellbeing of local residents should be the council's top priority, and this application does not align with that objective.

Finally, it is worth noting that the Parcels Building [REDACTED]. Allowing alcohol service until late at night in such close proximity to a residential area is simply unacceptable.

In light of these concerns, I urge you to reject the Parcels Building's premises licence application and prioritize the interests and safety of the local community.

<b>Name:</b>	[REDACTED]
<b>Address and/or Residents Association:</b>	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
<b>Received:</b>	17/07/2023

Good morning

I received the letter this morning regarding the application made from Fora space ref 23/04507/LIPN.

I am the [REDACTED]. I strongly object to this application as both a [REDACTED] - it would cause so much disruption /noise/smoke/ etc to so many residents here at the Phoenix. The close proximity of the two buildings would make it impossible for the residents to enjoy their homes at night, Bird street is a very hollow street and every noise outside is magnified and echoes throughout. If there were alcohol gatherings hosted inside at night people would be in and out to smoke ( which they do already during the day) and the noise and smell would certainly cause unsettlement. We have already had to endure the noisy building disruption for the last few years while this was been refurbished so we implore of you to please do not grant this licence and allow the building to remain what it is meant to be , what its main purpose is which is an office block.

<b>Name:</b>	[REDACTED]
<b>Address and/or Residents Association:</b>	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
<b>Received:</b>	17/07/2023

I write in my capacity as a [REDACTED]  
The [REDACTED] so whatever happens in that street by way of noise, smells, traffic has a direct and immediate impact on the quality of life of ours and a great number of residents.  
Until approx two years the property now titled The Parcels Building was simply an office block. People came and went at normal times with a few deliveries through the day.  
Since Fora opened the workspace in its new guise the increased disturbance in Bird Street has been noticeable. We have a marked increase in deliveries and the reversing vehicles do cause noise. Those using the workspace come out onto Bird Street to smoke during breaks. Smoke already gets into our living space through open windows as does the noise from those assembling outside.  
Now, a licence is sought so that films may be shown, alcohol supplied, music played until well into the night. Clearly, this is a massive change in the use of this space which does not fit well in a quiet residential street. All of the disturbance we already have to tolerate will inevitably increase and be extended into the night time.  
The shift from office building to shared space to entertainment venue is, in reality, going to have far too detrimental on the quality of life of those living in the street.  
Please do not grant this licence.

<b>Name:</b>	[REDACTED]
<b>Address and/or Residents Association:</b>	[REDACTED] [REDACTED] [REDACTED]
<b>Received:</b>	25/07/2023

I write in my capacity as a [REDACTED]  
The [REDACTED] whatever happens in that street by way of noise, smells, traffic has a direct and immediate impact on the quality of life of a great number of residents.  
Until approx two years the property now titled The Parcels Building was simply an office block. People came and went at normal times with a few deliveries through the day.  
Since Fora opened the workspace in its new guise the increased disturbance in Bird Street has been noticeable. We have a marked increase in deliveries and the reversing vehicles do cause noise. Those using the workspace come out onto Bird Street to smoke during breaks. Smoke already gets into our living space through open windows as does the noise from those assembling outside.  
Now, a licence is sought so that films may be shown, alcohol supplied, music played until well into the night. Many of our bedrooms are directly adjacent to the proposed music/video areas. We have young children and critical shift workers sleeping at various times of the day too. Clearly, this is a massive change in the use of this space which does not fit well in a quiet residential street. All of the disturbance we already have to tolerate will inevitably increase and be extended into the night time.  
The shift from office building to shared space to entertainment venue is, in reality, going to have far too detrimental on the quality of life of those living in The Phoenix.  
Please do not grant this licence.

<b>Name:</b>	██████████
<b>Address and/or Residents Association:</b>	████████████████████ ██████████ ██████████
<b>Received:</b>	18/07/2023

I am the ██████████ and i object to this application as this is effectively a change of land use in my opinion to an entertainment venue. It is not suitable with its ██████████. The noise, smells and disturbances from a 24 hour daily alcohol licence, films being shown will take away the basic right of ██████████ to a peaceful and undisturbed use and enjoyment of their residential property. I have had prior tenants terminate their leases early due to the disturbances from the outdoor night seating licence granted to Busaba restaurant ██████████ as the food smells, noise generated and smoking from diners along the street makes it impossible for the tenants to open their windows for the entire evening and night. This is an actual economic impact for landlords when the tenants have lost their right to quiet enjoyment of their residential property. Granting this licence will make the situation at ██████████ worse than it already is. I hope the Council can balance the needs of the building operators with the rights of the residents, and not subject the ██████████ to any further additional disturbances and inconveniences.

<b>Name:</b>	██████████
<b>Address and/or Residents Association:</b>	██████████ ██████████ ██████████ ██████████
<b>Received:</b>	18/07/2023

Hi I am one of the a ██████████. This is a residential area I live ██████████. I already seen a change with allowing this sort of application ions. Causes noise anti social behaviour , pollution and making our residential area un habitable. If you want to remove families from the area this is what will be achieved granting this application. So I strongly ask you to reject and register my objection. Thank you for your consideration.

<b>Name:</b>	████████████████████
<b>Address and/or Residents Association:</b>	████████████████████ ████████████████████ ██████████ ██████████
<b>Received:</b>	17/07/2023

I write in my capacity ██████████. The ██████████, ██████████ whatever happens in that street by way of noise, smells,traffic has a direct and immediate impact on the quality of life of a great number of residents. Until approx two years the property now titled The Parcels Building was simply an office block. People came and went at normal times with a few deliveries through the day. Since Fora opened the workspace in its new guise the increased disturbance in Bird Street has been noticeable. We have a marked increase in deliveries and the reversing vehicles do cause noise. Those using the workspace come out onto Bird Street to smoke during breaks. Smoke already gets into our living space through open windows as does the noise from those assembling outside. Now, a licence is sought so that films may be shown, alcohol supplied, music played until well

into the night. Clearly, this is a massive change in the use of this space which does not fit well in a quiet residential street. All of the disturbance we already have to tolerate will inevitably increase and be extended into the night time.

The shift from office building to shared space to entertainment venue is, in reality, going to have far too detrimental on the quality of life of those living in the street.

Please do not grant this licence. I OBJECT STRONGLY TO THIS.

<b>Name:</b>	[REDACTED]
<b>Address and/or Residents Association:</b>	[REDACTED] [REDACTED] [REDACTED] [REDACTED]
<b>Received:</b>	25/07/2023

To Whom It May Concern

I write as Managing Agent on behalf [REDACTED] and management companies being a [REDACTED], objecting to the proposals of the sale of Alcohol to late each day of the week and also for the external areas to be used again till late at night. We also object to the showing of films and playing of music until late.

[REDACTED] already suffers from noise, smells, traffic etc [REDACTED] and any further increase to this will impact the quality of life and wellbeing of its residents.

Previously the subject property was an office block. Since Fora opened as workspaces, there has been a distinct increase in disturbance in Bird Street in respect of smoke, noise from deliveries, reversing vehicles, patrons taken phone calls etc. Any licence to sell alcohol and food will only see a further increase to this and till late into the evening.

The proposed requests are big changes from the original use of this space and that applied for initially when refurbishing and does not fit with the residential premises next door. The external balconies/areas of 14 Bird Street [REDACTED] some [REDACTED] as would loud music being played and films being shown until late. Residents, including families and children, must be able to leave their windows open for air and not have to close them to keep further noise at bay at any time of the day or night.

We ask that the residents wellbeing be considered in this licensing application and not to have their quality of living deteriorate further.

Kind Regards

<b>Name:</b>	[REDACTED]
<b>Address and/or Residents Association:</b>	[REDACTED] [REDACTED] [REDACTED]
<b>Received:</b>	17/07/2023

Hello

I strongly would like to object to this licence.

It is [REDACTED] and will cause disruption and noise to our street.

Many of [REDACTED] Parcels building and Im certain this would cause so much sleep depriving noise at night when a lot of the residents work and study hard and need to get a good nights sleep including myself.

It will bring smokers out in to the street , causing smoke in our windows and the hollow street

magnifies any sounds especially late at night.  
Please do not allow this.

Thank you

**Name:**

[REDACTED]

**Address and/or Residents Association:**

[REDACTED]  
[REDACTED]  
[REDACTED]

**Received:**

25/07/2023

I write in my capacity as a [REDACTED]

Our [REDACTED] so any noise, smells or traffic have a direct and immediate impact on the quality of life of a great number of residents.

As we have lived in the flat for 3 years we have had constant disturbance because of the Parcels building, that started because of the construction work there, and now because of a large amount of deliveries and reversing vehicles that cause a lot of noise. In addition to this noise, a large number of people from that building smokes during breaks in front of the entrance to the Phoenix building, which causes disturbance as well.

As this new that they are seeking right now may lead to even more disturbance and noise as it will lead to more people staying in the Parcels building until later at night, and as those people will be drinking alcohol it will inevitably lead to more noise and disturbance on the Bird Street.

As our building is already suffering from disturbance from nearby Oxford Street, street tables of Busaba restaurant that block half of the street, adding even more noise and disruption will damage the quality of life of the [REDACTED].

Please do not grant this licence.

**Name:**

[REDACTED]

**Address and/or Residents Association:**

[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

**Received:**

17/07/2023

Dear Sir/Madam,

It was brought to our attention that the Parcels building next door to our apartment building applied for a premises license. We hereby object on the basis of noise and smoke pollution that this would cause so close to our residents.

The licence is sought so that films may be shown, alcohol supplied, music played until well into the night. Clearly, this is a massive change in the use of this space which does not fit well in a quiet residential street. All of the disturbance we already have to tolerate will inevitably increase and be extended into the night time.

The shift from office building to shared space to entertainment venue is, in reality, going to have far too detrimental on the quality of life of those living in the street.

Please do not grant this licence.

### 3. Policy & Guidance

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

**Policy HRS1 applies**

- 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.
- 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:
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.
  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.
  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.
  4. The proposed hours of the licensable activities and when customers will be permitted to remain on the premises.
  5. The proposed hours when any music, including incidental music, will be played.
  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.
  7. The existing hours of licensable activities and the past operation of the premises (if any) and hours of licensable premises in the vicinity.
  8. Whether customers and staff have adequate access to public transport when arriving at and leaving the premises, especially at night.
  9. The capacity of the premises.
  10. The type of use, recognising that some venues are more likely to impact the licensing objectives than others; for example, pubs 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.
<b>Policy COMB1 applies</b>	<p>A. Applications outside the West End Cumulative Impact Zone for premises that propose to operate as a 'combined use premises' will be considered on their merits and 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 for the relevant use 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 Zone policy SCZ1 if the premises are located within a designated zone.</li> </ol> <p>B. Applications inside the West End Cumulative Impact Zones for premises that propose to operate as a 'combined use premises' will be considered on their merits and 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 for the relevant premises use 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 demonstrating that they will not add to cumulative impact within the Cumulative Impact Zone.</li> </ol> <p>C. When considering what weight is to be given to the relevant uses and policies the Licensing Authority will take into account:</p> <ol style="list-style-type: none"> <li>1. Whether it will undermine the licensing objectives.</li> <li>2. The current and proposed use of the premises.</li> <li>3. When those uses will take place.</li> <li>4. What the primary use of the premises is or the uses that will take place in different parts of that premises.</li> <li>5. Whether there would normally be a presumption to refuse an application for that use if it was operating as that premises type and not a combined use premises.</li> <li>6. Whether the hours sought for the all or parts of the premises are within or outside the Core Hours.</li> </ol> <p>D. The Licensing Authority will take into account, when considering the application, the relevant considerations from each of the appropriate premises uses policies within this statement</p> <p>E. For the purpose of this policy a Combined Use Premises means premises which require a premises licence and where there is more than one premises use, and where the uses are not dependent on/ or part of the other uses i.e. are not ancillary to the other uses.</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>	Miss Roxsana Haq
<b>Contact:</b>	Telephone: 020 7641 6500 Email: rhaq@westminster.gov.uk

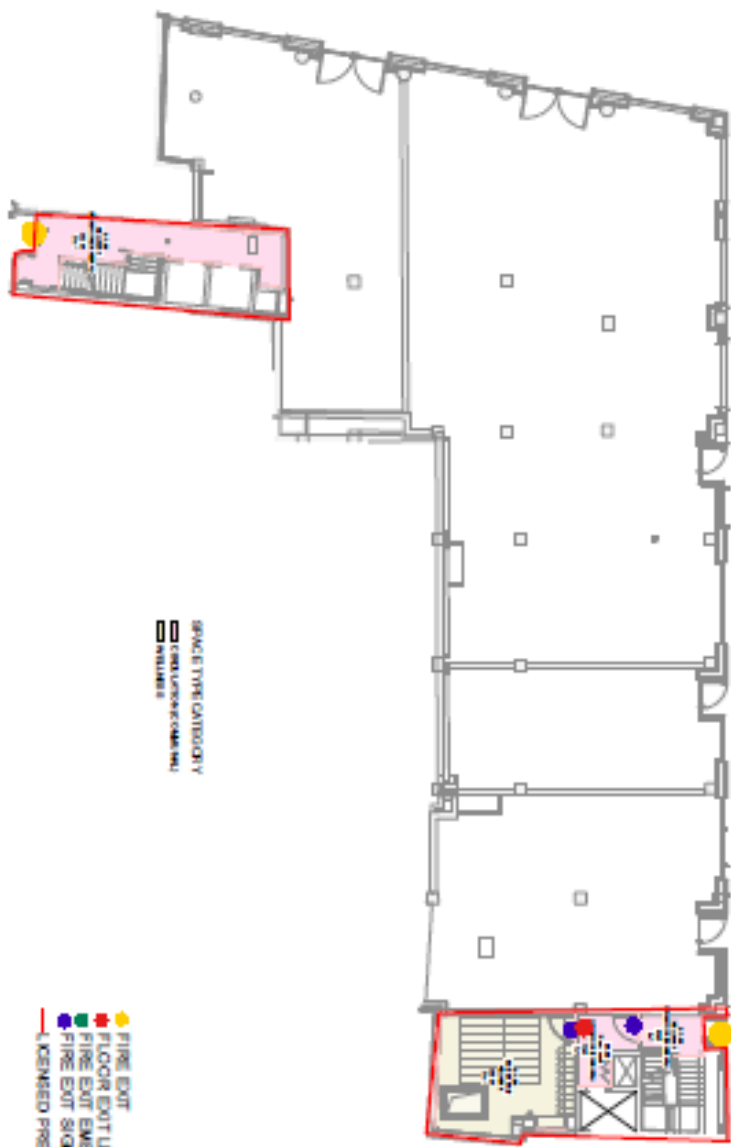
**If you have any queries about this report or wish to inspect one of the background papers please contact the report author.**

**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	October 2021
<b>3</b>	Amended Guidance issued under section 182 of the Licensing Act 2003	December 2022
<b>4</b>	Environmental Health representation	July 2023
<b>5</b>	Interested Party 1	July 2023
<b>6</b>	Interested Party 2	July 2023
<b>7</b>	Interested Party 3	July 2023
<b>8</b>	Interested Party 4	July 2023
<b>9</b>	Interested Party 5	July 2023
<b>10</b>	Interested Party 6	July 2023
<b>11</b>	Interested Party 7	July 2023
<b>12</b>	Interested Party 8	July 2023
<b>13</b>	Interested Party 9	July 2023
<b>14</b>	Interested Party 10	July 2023
<b>15</b>	Interested Party 11	July 2023
<b>16</b>	Interested Party 12	July 2023
<b>17</b>	Interested Party 13	July 2023
<b>18</b>	Interested Party 14	July 2023
<b>19</b>	Interested Party 15	July 2023
<b>20</b>	Interested Party 16	July 2023
<b>21</b>	Interested Party 17	July 2023
<b>22</b>	Interested Party 18	July 2023
<b>23</b>	Interested Party 19	July 2023
<b>24</b>	Interested Party 20	July 2023
<b>25</b>	Interested Party 21	July 2023
<b>26</b>	Interested Party 22	July 2023
<b>27</b>	Interested Party 23	July 2023
<b>28</b>	Interested Party 24	July 2023



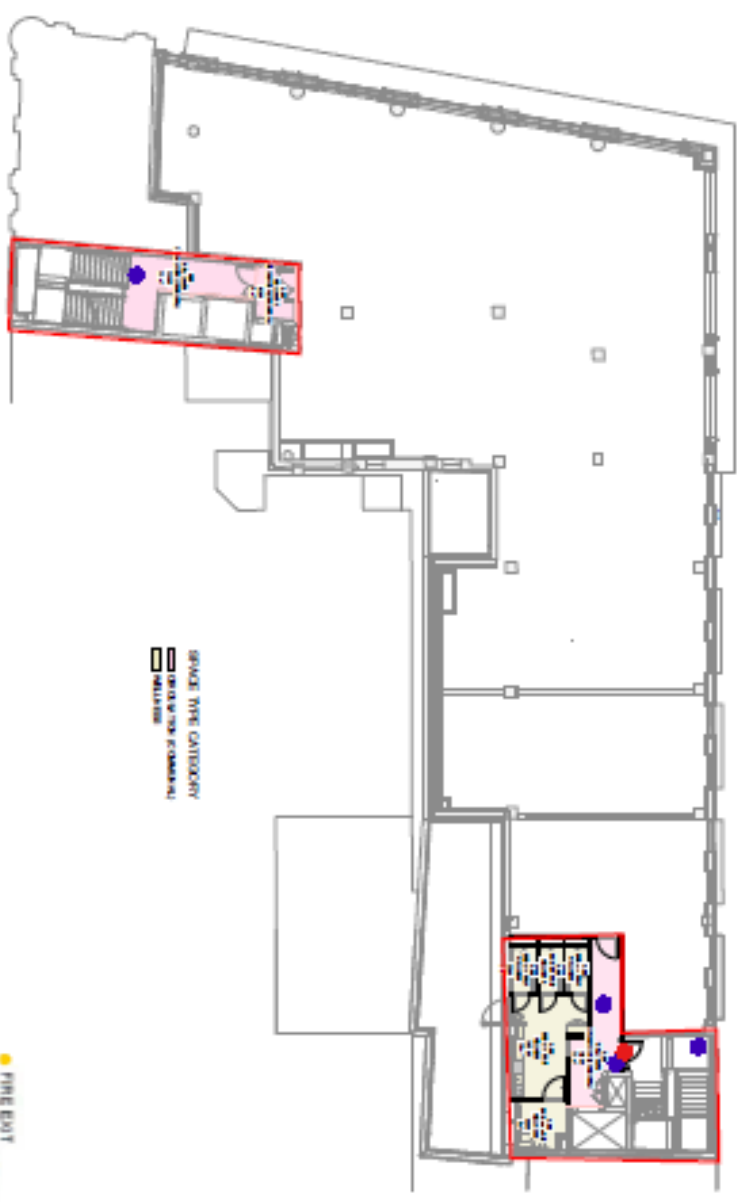
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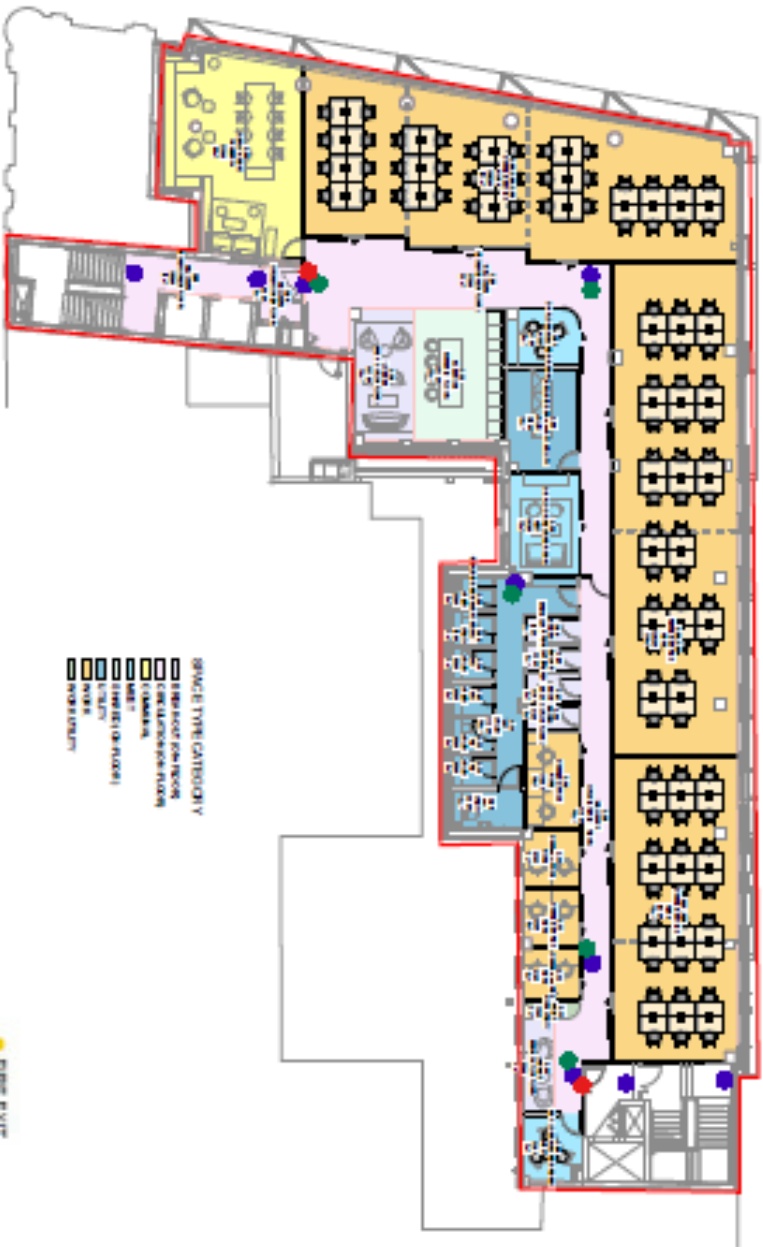
SPACE TYPE CATEGORY  
 01 (CORRIDOR/STAIRWAY)  
 02 (STAIRWAY)

- FIRE EXIT
- FLOOR EXIT LEADING TO FIRE EXIT STAIRWAY
- FIRE EXIT EMERGENCY LIGHT
- FIRE EXIT SIGNAGE
- LICENSED PREMISES

DATE	DESCRIPTION	BY	SCALE	PROJECT	CLIENT	PROJECT NO.
2024-01-15	ISSUED FOR PERMITTING	J. SMITH	1:50	123456	ABC COMPANY	789012
2024-01-10	ISSUED FOR DESIGN	J. SMITH	1:50	123456	ABC COMPANY	789012
2024-01-05	ISSUED FOR CONSTRUCTION	J. SMITH	1:50	123456	ABC COMPANY	789012



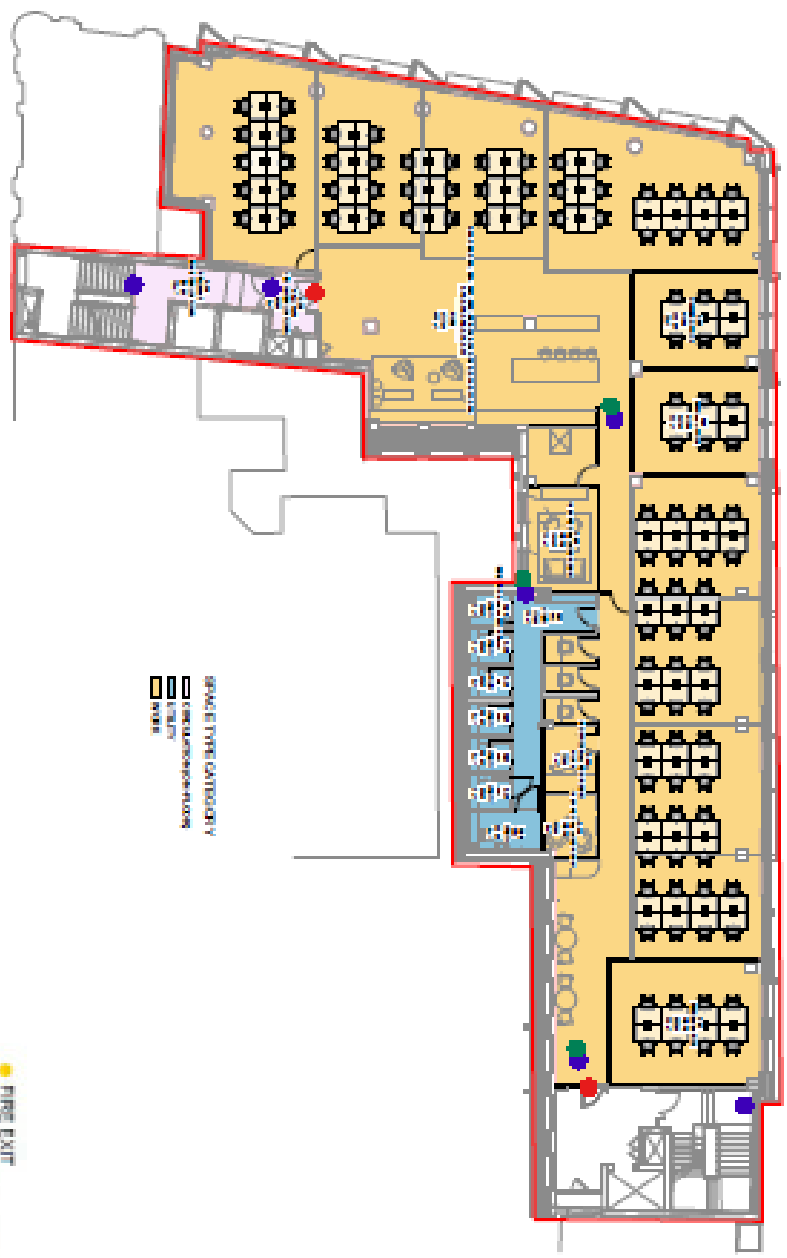
<p><b>PROPOSAL</b>                  1. PROPOSED NEW RESTAURANT                  2. PROPOSED NEW BAR                  3. PROPOSED NEW KITCHEN                  4. PROPOSED NEW TOILETS                  5. PROPOSED NEW STAIRS</p>	<p><b>DATE</b>                  15/08/2024</p>	<p><b>SCALE</b>                  1:100</p>	<p><b>DATE</b>                  15/08/2024</p>	<p><b>SCALE</b>                  1:100</p>	<p><b>DATE</b>                  15/08/2024</p>	<p><b>SCALE</b>                  1:100</p>	<p><b>DATE</b>                  15/08/2024</p>	<p><b>SCALE</b>                  1:100</p>
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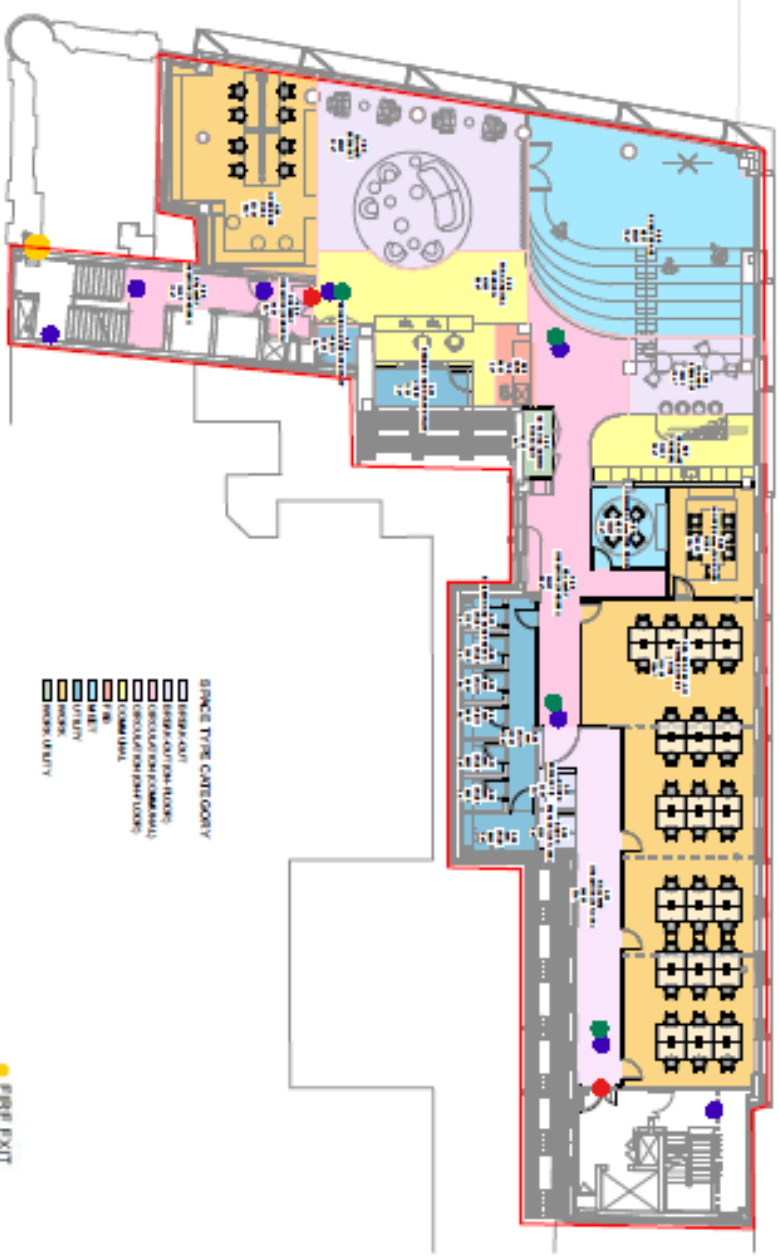
- SPACE TYPE CATEGORY**
- BAR/RESTAURANT ROOM
  - KITCHEN
  - TOILET
  - STAIR
  - CORRIDOR
  - WAREHOUSE

- FIRE EXIT
- FLOOR EXIT LEADING TO FIRE EXIT STAIRWAY
- FIRE EXIT EMERGENCY LIGHT
- FIRE EXIT SIGNAGE
- LICENSED PREMISES

DATE: 11/01/2017	PROJECT: FORA	SCALE: 1/8" = 1'-0"	DATE: 11/01/2017	PROJECT: FORA	SCALE: 1/8" = 1'-0"
DESIGNED BY: [Redacted]	PROJECT: FORA	SCALE: 1/8" = 1'-0"	DATE: 11/01/2017	PROJECT: FORA	SCALE: 1/8" = 1'-0"
DATE: 11/01/2017	PROJECT: FORA	SCALE: 1/8" = 1'-0"	DATE: 11/01/2017	PROJECT: FORA	SCALE: 1/8" = 1'-0"
DATE: 11/01/2017	PROJECT: FORA	SCALE: 1/8" = 1'-0"	DATE: 11/01/2017	PROJECT: FORA	SCALE: 1/8" = 1'-0"



DATE: 12/15/2015	PROJECT: FORA - 1000 W. 10TH AVENUE, DENVER, CO	SCALE: 1/8" = 1'-0"	DATE: 12/15/2015	PROJECT: FORA - 1000 W. 10TH AVENUE, DENVER, CO	SCALE: 1/8" = 1'-0"	DATE: 12/15/2015	PROJECT: FORA - 1000 W. 10TH AVENUE, DENVER, CO	SCALE: 1/8" = 1'-0"	DATE: 12/15/2015	PROJECT: FORA - 1000 W. 10TH AVENUE, DENVER, CO	SCALE: 1/8" = 1'-0"
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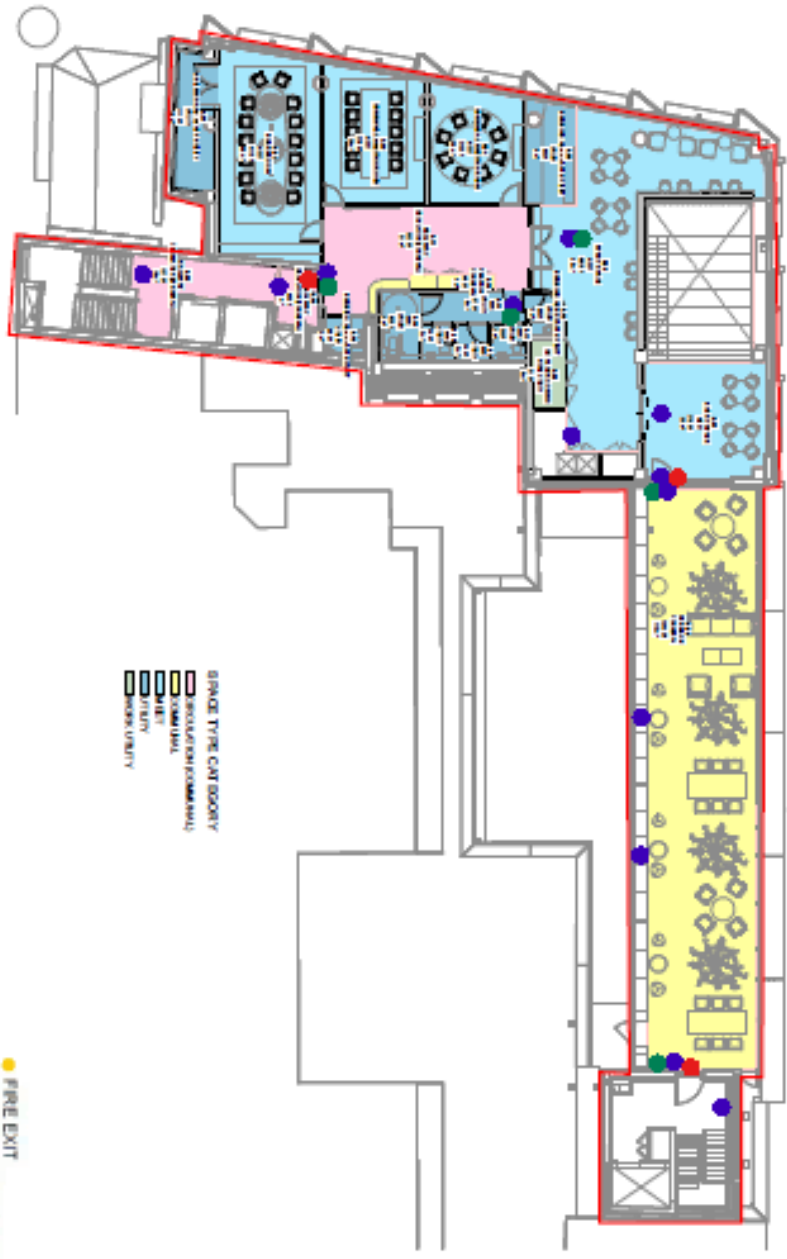


- SINCE TYPE CATEGORY
- BAR/LOUNGE
  - DINING
  - KITCHEN
  - OFFICE
  - OTHER
  - STAIRWAY
  - TOILET
  - UTILITY
  - WAREHOUSE
  - WORK AREA

- FIRE EXIT
- FLOOR EXIT LEADING TO FIRE EXIT STAIRWAY
- FIRE EXIT EMERGENCY LIGHT
- FIRE EXIT SIGNAGE
- LICENSED PREMISES



<p>1. CONSULTING ENGINEER</p> <p>2. PROJECT NO.</p> <p>3. PROJECT NAME</p> <p>4. PROJECT ADDRESS</p> <p>5. PROJECT DATE</p>	<p>6. PROJECT NO.</p> <p>7. PROJECT NAME</p> <p>8. PROJECT ADDRESS</p> <p>9. PROJECT DATE</p>	<p>10. PROJECT NO.</p> <p>11. PROJECT NAME</p> <p>12. PROJECT ADDRESS</p> <p>13. PROJECT DATE</p>	<p>14. PROJECT NO.</p> <p>15. PROJECT NAME</p> <p>16. PROJECT ADDRESS</p> <p>17. PROJECT DATE</p>	<p>18. PROJECT NO.</p> <p>19. PROJECT NAME</p> <p>20. PROJECT ADDRESS</p> <p>21. PROJECT DATE</p>	<p>22. PROJECT NO.</p> <p>23. PROJECT NAME</p> <p>24. PROJECT ADDRESS</p> <p>25. PROJECT DATE</p>	<p>26. PROJECT NO.</p> <p>27. PROJECT NAME</p> <p>28. PROJECT ADDRESS</p> <p>29. PROJECT DATE</p>	<p>30. PROJECT NO.</p> <p>31. PROJECT NAME</p> <p>32. PROJECT ADDRESS</p> <p>33. PROJECT DATE</p>
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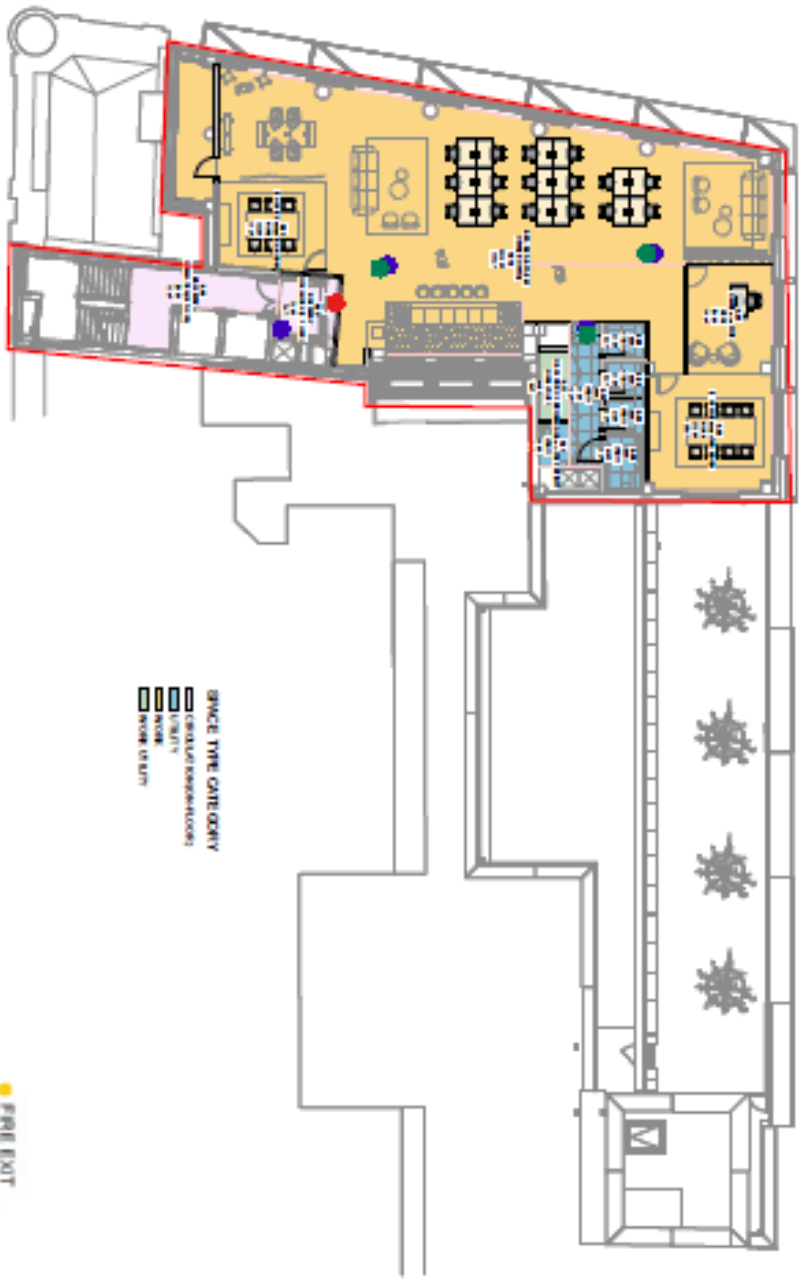


SPACE TYPE CATEGORY

- █ RECEPTION/COMMUNAL
- █ OFFICE
- █ STORE
- █ WORK OFFICE

- FIRE EXIT
- FLOOR EXIT LEADING TO FIRE EXIT STARWAY
- FIRE EXIT EMERGENCY LIGHT
- FIRE EXIT SIGNAGE
- LICENSED PREMISES

	<b>PROJEKT</b> ...	<b>OBJEKT</b> ...	<b>DATA</b> ...	<b>STADIUM</b> ...	<b>WYKONAWCA</b> ...	<b>WYKONAWCA</b> ...
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**ZNICE TYTUŁOWE**

- (ciemnoniebieski) - (ciemnoniebieski)
- (niebieski) - (niebieski)
- (fioletowy) - (fioletowy)
- (czerwony) - (czerwony)

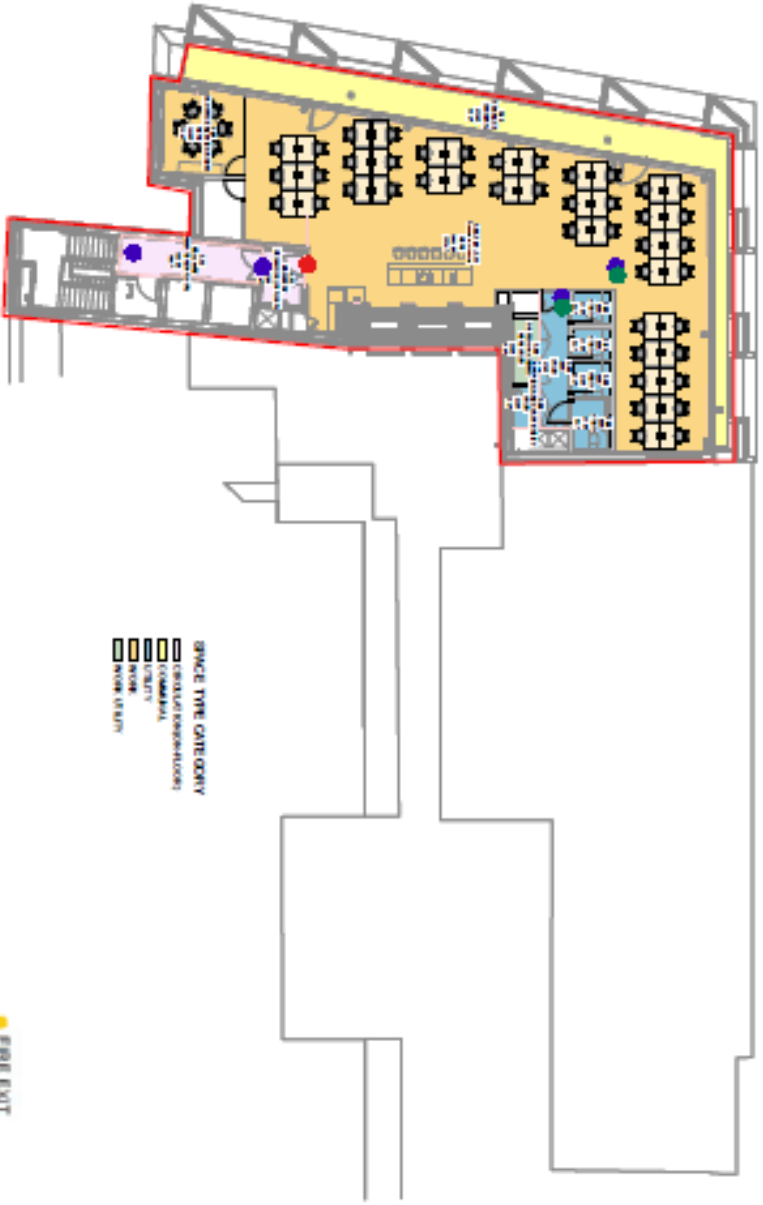
- FIRE EXIT
- FLOOR EXIT LEADING TO FIRE EXIT STARWAY
- FIRE EXIT EMERGENCY LIGHT
- FIRE EXIT SIGNAGE
- LICENSED PREMISES



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SPACE TYPE CATEGORY

- █ Corridor
- █ Lobby
- █ Lift
- █ Stair

● FIRE EXIT  
 ● FLOOR EXIT LEADING TO FIRE EXIT STAIRWAY  
 ● FIRE EXIT EMERGENCY LIGHT  
 ● FIRE EXIT SIGNAGE  
 — LICENSED PREMISES

**Thomas & Thomas**  
Partners LLP

**FORA  
14 Bird Street  
London W1U 1BU**

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**SUMMARY OF PROPOSALS**

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**THOMAS & THOMAS PARTNERS LLP  
38A MONMOUTH STREET  
LONDON  
WC2H 9EP**

**Reference: AT/FOR.37.1  
Solicitors for the Applicant**

Thomas & Thomas Partners LLP is a limited liability partnership registered in England & Wales under number OC363873. A list of members is available for inspection at our registered office at 38a Monmouth Street, London WC2H 9EP. Thomas & Thomas Partners LLP is regulated by the Solicitors Regulation Authority under number 561362.

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## Introduction

1. FORA Space Limited ("FORA") – part of The Office Group – are applying for ancillary licensable activities at a modern, flexible workspace at 14 Bird Street, just off Oxford Street (the "Premises"), with the entrance being on the junction of Oxford Street.
2. The Premises is already in operation as a workspace, having launched earlier this year – with the office facilities split across the second to seventh floors. It is one of many sites FORA operates across Westminster and London more broadly, including prime locations in Soho, Fitzrovia, Clerkenwell, Borough and Shoreditch.
3. FORA provide design-led working environments, with individual offices, meeting rooms, co-working spaces, lounges and café facilities. The concept allows companies regardless of their size to benefit from curated facilities that they might not otherwise have access to, helping them maximise productivity, wellbeing and overall satisfaction.



*Pictures of the office spaces at the Premises*

4. As with many of FORA's sites, 14 Bird Street also has an event space, designed and fitted seamlessly into the office environment. Split across the fourth and fifth floors, the space is centred around a display screen, with tiered seating in a mini-"theatre" setting, as shown in the pictures below. The seating leads up to a communal social space on the fifth floor, with a small external roof terrace at the back.



*Pictures of the event space and terrace at the Premises*

**The application and the use proposed**

5. The application seeks authorisation for alcohol, recorded music, film and late-night refreshment 10am to 11.30pm Monday to Thursday, 10am to midnight Friday & Saturday and 11am to 10.30pm Sunday (Core Hours).

6. The opening hours are specified as 24 hours only because it is necessary for office tenants to have access to the building outside of normal hours. There will no licensable activities outside of Core Hours, and no access to the building for the general public at any time.
7. FORA is asking for the licence because their concept includes the hosting of periodic events in the carefully designed event space, some of which will involve the service of alcohol and food, and the display of film. These events will include networking events, industry presentations, panel discussions and team training sessions – always stringently vetted and curated. Access is strictly controlled.
8. The licensable activities will at all times be ancillary to the main use of the building as a serviced office - the events facilitated by the licence will simply be one piece of the overall business-led environment on site.

#### **Westminster's City Plan 2019-2041 and the regeneration of Oxford Street**

9. This type of investment and use is precisely what Westminster's City Plan 2019-2041 envisages for the regeneration of the Oxford Street area. In particular, the Spatial Development Priority policy 2 sets out in general terms:

*"The intensification of the West End Retail and Leisure Special Policy Area (WERLSPA) over the Plan period will deliver the following priorities:*

*A. Significant jobs growth through a range [of] commercial-led development including retail, leisure, offices and hotel use. Additional commercial floorspace will be provided in a manner that respects its setting, through:*

*[...]*

*2. The sensitive refurbishment and extension, or replacement of existing buildings across the WERLSPA. [emphasis added]"*

10. And paragraph 2.8 in the City Plan provides detail on this policy in relation to Oxford Street specifically:

*"[...] Along with an improved public realm, the built form of Oxford Street offers scope for increased height to deliver a range of commercial floorspace that complements the retail offer and provides*

**modern workspace - reinforcing its role as a key commercial centre.** [emphasis added]"

11. FORA's Premises does precisely this – they are providing a modern, flexible workspace in the area, helping to reinforce and reinvigorate Oxford Street's role as a key commercial centre.

#### **The responsible authorities**

12. The Police visited the site during the consultation period, and confirmed they were comfortable with the proposals. An additional condition was agreed requiring that a full risk assessment is completed for all pre-booked events in the event space (see condition 1 in the Appendix). This reflected FORA's intentions and existing practices in any event – as noted, events are always meticulously vetted and planned, across all of their sites.
13. Environmental Health submitted a protective representation, following which further conditions were agreed, providing additional safeguards for the licensing objectives (see conditions 2 – 7 in the Appendix). These extra conditions are all targeted at ensuring that the building is run smoothly, without causing a disturbance to residents. Again, FORA was happy to agree to these, as they are fully aligned with FORA's plans.
14. The EHO was also accommodated on a site visit on 17 October, following which further conditions were agreed (see conditions 8 – 10 in the Appendix), adding further controls in relation to the sale of alcohol.
15. FORA are also open to having the capacity of the event space during events conditioned on the licence.

#### **Interested parties**

16. Representations from residents were focused on uncertainty about FORA's plans for the premises, and the possibility of disturbance later at night. FORA sought to reassure the interested parties about the measured, office-focused nature of its plans in a letter circulated via the Licensing Authority. A copy of that letter is enclosed for the Sub-Committee.

#### **Licensing policy**

17. Office use is not specifically covered by any premises use policy within the licensing policy, given that it is such a low-risk use profile. In those circumstances, the licensing policy makes clear (on page 5)



that “If the proposed operation of a premises does not meet all or part of the definition within the premises use policies the Licensing Authority will have regard to the policy that most closely relates to that operation.”

18. Applying that principle, the Sub-Committee is invited to apply the logic of the hotels policy HOT1 here – on the basis this is a space with 24/7 access for office “residents” (and their guests), with licensable activities only authorised during a shorter window (within Core Hours), but with no general access to the public at any time (and with a list of attendees kept on the premises at all times, secured by condition).
19. The premises are outside the Cumulative Impact Zone or any Special Consideration Zone.

The primary purpose of the premises

20. The licensable activities here will be completely ancillary to the main use of the building as a serviced office. This will be guaranteed by conditions on the licence – and by the nature of FORA’s business and the events it will be hosting.

The licensing objectives

21. As an experienced operator with an established reputation across London, the Applicant takes the promotion of the licensing objectives extremely seriously - and this is reflected in the comprehensive list of conditions proposed and agreed. Beyond the low-risk nature of the use and type of events, residential amenity in particular will be further safeguarded by the fact that:
  - 21.1 there will be a list of attendees maintained at all times, ensuring accountability;
  - 21.2 the external terrace cannot be used after 11pm in any circumstances;
  - 21.3 there are prescriptive controls on the sale of alcohol, as to where it may be consumed and by whom;
  - 21.4 attendees will not be permitted to take glass containers outside the premises;
  - 21.5 deliveries and waste collections later than 11pm or earlier than 7am will be prohibited, and waste will only be placed outside within 30 minutes of the scheduled collection time;
  - 21.6 all windows and external doors will be kept closed after 11pm, or whenever regulated

entertainment is taking place; and

- 21.7 notices will be displayed requesting people to leave quietly and respect the needs of local residents.

**Conclusion**

22. This application is for ancillary, low-risk licensable activities within Core Hours at a flexible workspace, by a hugely experienced operator, with a proven track-record across Westminster, London and beyond. The low-risk, office-centred use is guaranteed by condition, and a suite of model and tailored conditions have been proposed and agreed to safeguard the licensing objectives. The proposals for the premises are supported by licensing policy - and by planning policies for the development and regeneration of the area.

**Thomas & Thomas Partners**  
**October 2023**

**Appendix – Additional Licence Conditions**

1. The Licence holder will ensure a full risk assessment is completed for all pre-booked events in the event space. This risk assessment will be available to the licensing authority and Police upon request.
2. The licensable activities authorised by this licence and provided at the premises shall be ancillary to the main function of the premises as offices/workspace.
2. There shall be no sales of alcohol for consumption off the premises after 23:00 hours.
3. No collections of waste or recycling materials (including bottles) from the premises shall take place between 23.00 and 07.00 hours on the following day.
4. No deliveries to the premises shall take place between 23.00 and 07.00 hours on the following day.
5. All windows and external doors shall be kept closed after 23:00 hours, or at any time when regulated entertainment takes place, except for the immediate access and egress of persons.
6. 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.
7. 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.
8. The sale of alcohol shall be restricted to the fourth and fifth floors only.
9. The use under this licence shall be ancillary to the office use of the premises and alcohol may only be sold to:
  - a) Office tenants - those persons with a minimum three month contract to occupy office space at these or other Fora Spaces / Office Group premises;
  - b) Club Room members - those persons who pay a minimum membership of £150 per calendar month;
  - c) Virtual office members - those persons who pay a minimum of £30 per calendar month and who pay a minimum charge of £10 per admission to the premises;
  - d) Persons attending a private pre-booked event or function, a list of functions to be kept at reception for inspection by the relevant authorities;
  - e) Directors and employees of the licence holder and its affiliated companies;
  - f) Persons who have pre-booked a meeting room and paid a minimum charge of £20 per visit;

g) Any guests of the above.

10. The consumption of alcohol shall be restricted to the premises and terraces at address 14 Bird Street, as shown on the plans.

Your ref: 23/04507/LPN  
Our ref: AT/FOR.37.1

Licensing Authority  
Westminster City Council  
64 Victoria Street  
London SW1E 5QP

C/O: residents who have submitted representations

By email: [licensing@westminster.co.uk](mailto:licensing@westminster.co.uk)

4 October 2023

Dear all

**Premises licence application for 14 Bird Street – reference 23/04507/LPN**

We are writing on behalf of the applicant – FORA Space Limited – in order to respond to the concerns raised by local residents in the course of representations in relation to the above licence application. Please could this letter be forwarded to the residents who have submitted representations.

We thought it would be helpful first to set out some background to the FORA concept, and what the business is about, before addressing some of the specific concerns raised in the representations.

**Introduction to the FORA business**

1. FORA was founded by Enrico Sanna and Katrina Larkin in 2015 with the aim of reimagining the workplace experience to offer flexible, carefully designed spaces, with premium amenities. The concept allows companies regardless of their size to benefit from curated facilities that they might not otherwise have access to, helping them maximise productivity, wellbeing and overall satisfaction.

2. FORA are hugely experienced at this – they have locations across London, Reading and Cambridge, including prime locations in Soho, Fitzrovia, Clerkenwell, Borough and Shoreditch. They also recently merged with The Office Group, who bring even more experience to the table, as they have been operating in London since opening their first space on City Road in 2004.
3. The concept includes the hosting of periodic events in carefully managed communal spaces within the buildings, some of which involve the service of alcohol - hence the need to apply for a premises licence for 14 Bird Street. These will include things like networking events, industry presentations, panel discussions and team training sessions.



*Pictures of the office space at 14 Bird Street*

#### **14 Bird Street - representations**

4. The representations were focused on uncertainty about FORA's plans for the premises, and the possibility of disturbances later at night – we address each of these below.
5. As an initial point, we should flag that FORA has agreed to eight further licence conditions, following suggestions by the Police and Environmental Health. These are listed in full in the Appendix to this letter. These are in addition to the conditions included in the original application.
6. These extra conditions are all targeted at ensuring that the building is run smoothly, without causing a disturbance to residents. FORA was happy to agree to these, as they are fully aligned with FORA's plans.

The nature of the use

7. As we describe above, the licensable activities here will be completely ancillary to the main use of the building as an office. This will be guaranteed by conditions on the licence – and by the nature of FORA's business and the events it will be hosting. There is no risk of the premises morphing into something other than a flexible workspace.
8. The event space itself is very much in keeping with the office environment, and is centred around a screen with tiered seating, as shown below. Exhibition of film has been included in the application so that this screen can be used for things like screenings, presentations and panel discussions.
9. There will be a full risk assessment completed before any pre-booked event is held in the event space, as agreed with the Police (see condition 1 in the Appendix).



*Pictures of the event space at 14 Bird Street*

The hours

10. This is not a late night application – FORA is only seeking authorisation for licensable activities within Westminster Council's policy "core hours", which are 11.30pm Monday to Thursday, midnight on Friday and Saturday, and 10.30pm on Sunday.
11. FORA would like to reassure residents that the application only specifies a 24 hour opening time because the office building needs to be accessible for the office tenants. FORA will absolutely not be serving alcohol 24/7; the application does not ask for permission to do that, as it would be completely contrary to FORA's business and its intentions for the space.
12. The external terrace also cannot be used after 11pm in any circumstances. This is also protected by condition.

13. As additional safeguards for residents' amenity, further conditions have been agreed with Westminster's Environmental Health team:
- a) prohibiting deliveries and waste collections later than 11pm or earlier than 7am (see conditions 4 and 5 in the Appendix); and
  - b) requiring all windows and external doors to be kept closed after 11pm, or whenever regulated entertainment is taking place (see condition 5 in the Appendix).

We hope this is helpful in alleviating your concerns in relation to this application, but please do not hesitate to contact us if you have any queries in the meantime.

Yours sincerely,

*Thomas and Thomas*

Thomas and Thomas Partners LLP



**Appendix – Additional Licence Conditions**

1. The Licence holder will ensure a full risk assessment is completed for all pre-booked events in the event space. This risk assessment will be available to the licensing authority and Police upon request.
2. The licensable activities authorised by this licence and provided at the premises shall be ancillary to the main function of the premises as offices/workspace.
2. There shall be no sales of alcohol for consumption off the premises after 23:00 hours.
3. No collections of waste or recycling materials (including bottles) from the premises shall take place between 23.00 and 07.00 hours on the following day.
4. No deliveries to the premises shall take place between 23.00 and 07.00 hours on the following day.
5. All windows and external doors shall be kept closed after 23:00 hours, or at any time when regulated entertainment takes place, except for the immediate access and egress of persons.
6. 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.
7. 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.

## **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

9. The premises shall be operated as a serviced office space only (to include drop-in/co-working shared workspace, meeting rooms, and private offices on flexible agreements, along with meeting rooms, and uses ancillary to this main use).
10. A list of the names of persons attending shall be kept on the premises at all times . The list shall be produced on demand for inspection by the police or an authorised officer of the Council.
11.
  - 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.
12. A staff member from the premises who is conversant with the external management company who operate 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 access to the recordings of recent CCTV images or data with the absolute minimum of delay when requested.
13. There shall be no advertising displayed on the building of the licensed facilities save for the name and nature of the business.
14. 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.
15. 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.
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. 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.
18. All waste shall be properly presented and placed out for collection no earlier than 30 minutes before the scheduled collection times.

19. The edges of the treads of steps and stairways shall be maintained so as to be conspicuous.
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 emergency exit doors shall be available at all material times without the use of a key, code, card or similar means.
23. All sales of alcohol for consumption off the premises shall be in sealed containers only, and shall not be consumed on the premises.
24. Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke or make a phone call, shall not be permitted to take glass containers with them.
25. No regulated entertainment in any external area.
26. External areas shall not be used after 23:00.

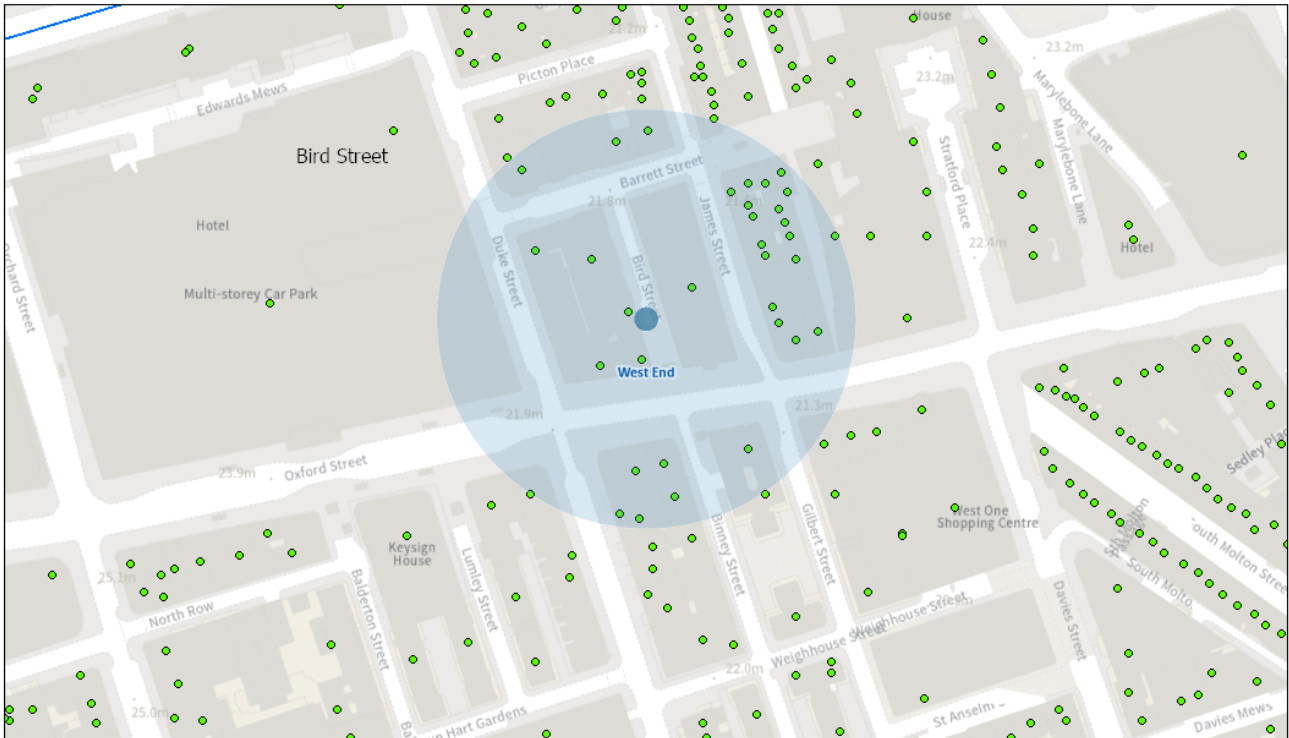
**Conditions proposed by the Metropolitan Police Service and agreed by the applicant.**

27. The Licence holder will ensure a full risk assessment is completed for all pre-booked events in the event space. This risk assessment will be available to the licensing authority and Police upon request.

**Conditions proposed by the Environmental Health Service.**

28. The licensable activities authorised by this licence and provided at the premises shall be ancillary to the main function of the premises as offices/workspace.
29. There shall be no sales of alcohol for consumption off the premises after 23:00 hours
30. No collections of waste or recycling materials (including bottles) from the premises shall take place between 23.00 and 08.00 hours on the following day.
31. No deliveries to the premises shall take place between 23.00 and 08.00 hours on the following day.
32. 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.
33. 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
34. 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.

14 Bird Street London W1U 1BU



13/10/2023, 13:07:19

- Property Mailing List
- Ward Boundaries
- Ward Labels

Resident Count: 101

Licensed premises within 75 metres of 14 Bird Street London W1U 1BU				
Licence Number	Trading Name	Address	Premises Type	Time Period
22/04262/LIPDPS	Busaba Eathai	8 - 13 Bird Street London W1U 1BU	Restaurant	Sunday; 08:00 - 00:30   Monday to Saturday; 08:00 - 01:00
22/05336/LIPCH	Duchess	39 Duke Street London W1U 1LP	Public house or pub restaurant	Thursday; 10:30 - 00:30   Sunday; 11:00 - 23:00   Monday to Wednesday; 10:00 - 00:30   Friday to Saturday; 10:00 - 01:30



23/01123/LIPN	Mildreds	Basement And Ground Floor Woodstock House 10-12 James Street Marylebone London W1U 1EE	Restaurant	Sunday; 12:00 - 22:30   Monday to Thursday; 10:00 - 23:30   Friday to Saturday; 10:00 - 00:00
23/03975/LIPDPS	Nandos, St Christophers Place	Basement And Ground Floor 16- 18 James Street Marylebone London W1U 1EG	Restaurant	Monday; 07:00 - 00:30   Tuesday; 07:00 - 00:30   Wednesday; 07:00 - 00:30   Thursday; 07:00 - 00:30   Friday; 07:00 - 00:30   Saturday; 07:00 - 00:30   Sunday; 07:00 - 00:30
21/01529/LIPT	Not Recorded	20 James Street Marylebone London W1U 1EH	Restaurant	Monday; 11:00 - 21:30   Tuesday; 11:00 - 21:30   Wednesday; 11:00 - 21:30   Thursday; 11:00 - 21:30   Friday; 11:00 - 21:30   Saturday; 11:00 - 21:30   Sunday; 11:00 - 21:30
23/05554/LIPN	Not Recorded	22 James Street Marylebone London W1U 1EJ	Not Recorded	Monday to Sunday; 10:00 - 23:00
22/09755/LIPDPS	Lamb And Flag Public House	24 James Street Marylebone London W1U 1EL	Public house or pub restaurant	Sunday; 07:00 - 23:00   Monday to Thursday; 07:00 - 23:30   Friday to Saturday; 07:00 - 00:00
22/01691/LIPDPS	Pizza Express	21-22 Barrett Street London W1U 1BD	Restaurant	Sunday; 12:00 - 00:00   Monday to Saturday; 10:00 - 00:30

18/00636/LIPDPS	Burger & Lobster	Maranda House 26 - 28 Binney Street London W1K 5BN	Restaurant	Sunday; 12:00 - 22:30   Monday to Thursday; 10:00 - 23:30   Friday to Saturday; 10:00 - 00:00
06/10991/WCCMAP	Silvio's Quality Sandwich Bar	Ground East 37 Duke Street London W1U 1LN	Shop	Sunday; 12:00 - 23:00   Monday to Saturday; 10:00 - 23:30
23/01411/LIPDPS	Blanca	Ground Floor Front 37 Duke Street London W1U 1LN	Wine bar	Sunday; 09:00 - 03:00   Monday to Saturday; 09:00 - 06:00
21/06966/LIPT	Attendant	55 Duke Street London W1K 5NR	Restaurant	Saturday; 10:00 - 21:00   Sunday; 12:00 - 21:00   Monday to Friday; 09:30 - 21:00