



City of Westminster

# Licensing Sub-Committee Report

Item No:	
Licensing Ref No:	<b>14/07229/LIPN</b>
Date:	<b>23<sup>rd</sup> October 2014</b>
Classification:	<b>For General Release</b>
Title of Report:	<b>The Work Foundation 21 Palmer Street London SW1H 0AD</b>
Report of:	<b>Operational Director of Premises Management</b>
Policy context:	<b>City of Westminster Statement of Licensing Policy</b>
Financial summary:	<b>None</b>
Report Author:	<b>Sumeet Anand-Patel, Environmental Health Case Officer (Licensing)</b>
Contact Details:	<b>Telephone: 020 7641 2737 E-mail: <a href="mailto:sanandpatel@westminster.gov.uk">sanandpatel@westminster.gov.uk</a></b>

## 1. APPLICATION DETAILS

<b>Application Type:</b>	New premises licence under the Licensing Act 2003.		
<b>Applicant:</b>	The Work Foundation Alliance Limited	<b>Date Application Received:</b>	21 <sup>st</sup> August 2014
<b>Premises Name and Address:</b>	The Work Foundation 21 Palmer Street London SW1H 0AD		
<b>Ward Name:</b>	St James's	<b>Stress Area:</b>	No
<b>Description of Premises:</b>	This premises is used a conference venue with rooms available on the ground floor. This venue shall only be used for private functions and networking events.		
<i>Note: Where the committee is minded to grant the application it will be granted subject to the mandatory conditions and conditions consistent with the operating schedule modified to such extent as the authority considers appropriate for the promotion of the licensing objectives detailed in Appendix D to this report.</i>			
<b>Proposed Licensable Activities, Proposed Hours:</b>			<b>References / Notes</b>
<b>1.</b>	<p><b>Sale of Alcohol: On the premises</b></p> <p>Monday to Saturday 10:00 to 23:00 Sunday 12:00 to 22:00</p> <p><b>Relevant representations and policies applicable:</b></p> <p><b>1A</b> The Metropolitan Police have made an adverse representation to this application as they believe this application would undermine the licensing objectives. Please refer to <b>Appendix B1</b>. The Police have proposed conditions which are attached at <b>Appendix D</b>.</p> <p><b>1B</b> Environmental Health Consultation Team have submitted an adverse representation to this proposal stating that the proposals will lead to an increase in public nuisance and may impact on public safety in the area. Please refer to <b>Appendix B2</b> for further information. Environmental Health have proposed conditions, please refer to <b>Appendix D</b>.</p> <p><b>1C</b> 4 local residents have made representations against this application on the grounds of public nuisance. They have concerns with people congregating outside the venue. The applicant has written to them directly to address their concerns. Please refer to <b>Appendices B3 – B5</b>.</p> <p><b>1D</b> The following policies within the City Of Westminster Statement of Licensing Policy apply:</p> <p>Prevention of crime and disorder (CD1) Public Safety (PS1) Prevention of public nuisance (PN1) Protection children from harm (CH1) Hours (HRS1) Public houses and bars outside the Stress Areas (PB1) Combined use premises (COMB1)</p> <p><b>1E</b> <b>Policy HRS1 applies:</b></p> <p>(i) Applications for hours within the core hours set out in this policy will generally be granted, subject to not being contrary to other policies in the Statement of Licensing Policy.</p> <p>(ii) Applications for hours outside the core hours in this policy will be considered on their merits, subject to other relevant policies and with particular regard to criteria set out in the policy.</p>		<p><b>Metropolitan Police, and conditions</b></p> <p><b>Environmental Health Service representation and conditions</b></p> <p><b>4 local resident representations</b></p> <p><b>Policies applicable</b></p>

	<p><b>1F Policy PB1:</b> Applications will only be granted if it can be demonstrated that the proposal meets the relevant criteria in Policies CD1, PS1, PN1 and CH1.</p> <p><b>1G Policies COMB1:</b> (i) Where a premises proposes to operate as a 'combined use premises' applications will be considered on their merits with regard to each of the relevant policies e.g. Policies CD1, PS1, PN1 CH1 STR1 and HRS1.</p> <p>(ii) The Licensing Authority will take into account the current and proposed use of the premises when considering what weight is to be given to the relevant uses and policies. It will take into account what is the primary use of the premises, if any, and which licensable activities are proposed outside the core hours (see policy HRS1).</p> <p>(iii) It will consider any premises which include any pub or bar use or provide facilities for fast food and drink or for music and dancing primarily under the policies specific to those uses e.g. PB1&amp;PB2, FFP1 &amp; FFP2, MD1 &amp; MD2.</p> <p><b>1H</b> The Licensing Sub-committee may refuse, grant in full or grant in part this proposal, having taken into account the representations received and Westminster's Statement of Licensing Policy. The decision taken should promote the licensing objectives of:</p> <ul style="list-style-type: none"> <li>• prevention of public nuisance,</li> <li>• prevention of crime &amp; disorder,</li> <li>• public safety and</li> <li>• protection of children from harm.</li> </ul>	<b>Summary</b>
<p><b>2.</b></p>	<p><b>Films: Indoors</b></p> <p>Monday to Saturday 09:00 to 23:00 Sunday 12:00 to 22:00</p> <p><i>Please note: the applicant amended their application regarding the commencement hours for films, from 07:00 to 09:00 Monday to Saturday. Please see email attached at <b>Appendix A3</b>.</i></p> <p style="text-align: center;"><b>Relevant representations and policies applicable:</b></p> <p><b>2A</b> Please refer to 1A to 1G above.</p> <p><b>2B</b> The Licensing Sub-committee may refuse, grant in full or grant in part this proposal, having taken into account the representations received and Westminster's Statement of Licensing Policy. The decision taken should promote the licensing objectives of:</p> <ul style="list-style-type: none"> <li>• prevention of public nuisance,</li> <li>• prevention of crime &amp; disorder,</li> <li>• public safety and</li> <li>• protection of children from harm.</li> </ul>	<p><b>Opposed by Police, EH and 4 local residents</b></p> <p><b>Summary</b></p>
<p><b>3.</b></p>	<p><b>Opening Hours:</b></p> <p>Monday to Saturday 07:00 to 23:00 Sunday 12:00 to 22:00</p> <p><i>(Note: Opening hours are not a licensable activity under the Licensing Act 2003, however they can still be taken into consideration when</i></p>	

	<p><i>assessing the application's effect on the licensing objectives.)</i></p> <p><b>Relevant representations and policies applicable:</b></p> <p><b>3A</b> Please refer to 1A to 1G above.</p> <p><b>3B</b> The Licensing Sub-committee may refuse, grant in full or grant in part this proposal, having taken into account the representations received and Westminster's Statement of Licensing Policy. The decision taken should promote the licensing objectives of:</p> <ul style="list-style-type: none"> <li>• prevention of public nuisance,</li> <li>• prevention of crime &amp; disorder,</li> <li>• public safety and</li> <li>• protection of children from harm.</li> </ul>	<p><b>Opposed by Police, EH and 4 local residents</b></p> <p><b>Summary</b></p>
<b>Current Licensing Position</b>	<p>The premises has not been previously licensed.</p> <p>Full licence history is provided at <b>Appendix C</b>.</p>	
<b>Current Planning Position</b>	<p>The planning department have confirmed that there has been no change of use applications recently and the application site is lawfully in Office use at ground floor level. There is no objection from the planning department to the ancillary office uses for networking events.</p>	
<b>Residential Density:</b>	<p>31 of the 60 units within a 75m radius of the premises are residential, proposed residential and residential under construction (52%%), refer to <b>Appendix E</b></p>	
<b>List of Appendices:</b>	<p>A1 – Application Form  A2 – Plans  A3 – Applicant amends commencement hour for films  B1 – Metropolitan Police representation and conditions  B2 – Environmental Health representation and conditions  B3 – B5 – Local resident representations and emails from the applicant  C – Premises Licence History  D – Conditions  E – Residential Map and list of premises in the vicinity  F – Photo of premises</p>	
<b>Relevant Representations:</b>	<p>Metropolitan Police  Environmental Health  4 x local residents</p>	

## 2. APPLICANT SUBMISSIONS AND EVIDENCE

2.1 The evidence submitted by the applicant in support of the Licensing Objectives is provided in **Appendix A1**.

## 3. LICENSING ACT 2003 APPLICATIONS AND APPEAL HISTORY

3.1 Any chronology relating to appeals is set out in Appendix C.

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

- Licensing Act 2003
- City of Westminster Statement of Licensing Policy (7<sup>th</sup> January 2011)
- Amended Guidance issued under section 182 of the Licensing Act 2003 (October 2014)

# APPENDIX A1



**Westminster**  
**Application for a premises licence**  
**Licensing Act 2003**

For help contact  
[licensing.vsw1@westminster.gov.uk](mailto:licensing.vsw1@westminster.gov.uk)  
Telephone: 020 7641 8549

\* required information

## Section 1 of 19

You can save the form at any time and resume it later. You do not need to be logged in when you resume.

System reference  This is the unique reference for this application generated by the system.

Your reference  You can put what you want here to help you track applications if you make lots of them. It is passed to the authority.

Are you an agent acting on behalf of the applicant?

Yes  No

Put "no" if you are applying on your own behalf or on behalf of a business you own or work for.

### Applicant Details

\* First name

\* Family name

\* E-mail

Main telephone number  Include country code.

Other telephone number

Indicate here if you would prefer not to be contacted by telephone

Are you:

Applying as a business or organisation, including as a sole trader

Applying as an individual

A sole trader is a business owned by one person without any special legal structure. Applying as an individual means you are applying so you can be employed, or for some other personal reason, such as following a hobby.

### Applicant Business

\* Is your business registered in the UK with Companies House?  Yes  No

\* Registration number

\* Business name  If your business is registered, use its registered name.

\* VAT number   Put "none" if you are not registered for VAT.

\* Legal status

**Continued from previous page...**

\* Your position in the business

Home country

The country where the headquarters of your business is located.

**Registered Address**

Address registered with Companies House.

\* Building number or name

\* Street

District

\* City or town

County or administrative area

\* Postcode

\* Country

**Section 2 of 19**

**PREMISES DETAILS**

I/we, as named in section 1, apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in section 2 below (the premises) and I/we are making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003.

**Premises Address**

Are you able to provide a postal address, OS map reference or description of the premises?

- Address     OS map reference     Description

**Postal Address Of Premises**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Further Details**

Telephone number

Non-domestic rateable value of premises (£)

**Section 3 of 19****APPLICATION DETAILS**

In what capacity are you applying for the premises licence?

- An individual or individuals
- A limited company
- A partnership
- An unincorporated association
- A recognised club
- A charity
- The proprietor of an educational establishment
- A health service body
- A person who is registered under part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales
- A person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 in respect of the carrying on of a regulated activity (within the meaning of that Part) in an independent hospital in England
- The chief officer of police of a police force in England and Wales
- Other (for example a statutory corporation)

**Section 4 of 19****NON INDIVIDUAL APPLICANTS**

Provide name and registered address of applicant in full. Where appropriate give any registered number. In the case of a partnership or other joint venture (other than a body corporate), give the name and address of each party concerned.

**Non Individual Applicant's Name**

Name

**Details**

Registered number (where applicable)

Description of applicant (for example partnership, company, unincorporated association etc)

Continued from previous page...

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**Contact Details**

E-mail

Telephone number

Other telephone number

**Section 5 of 19**

**OPERATING SCHEDULE**

When do you want the premises licence to start?  /  /   
dd mm yyyy

If you wish the licence to be valid only for a limited period, when do you want it to end  /  /   
dd mm yyyy

Provide a general description of the premises

For example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off- supplies you must include a description of where the place will be and its proximity to the premises.

Conference room max capacity 70, 3 x Meeting rooms and a break / refreshment area located on the ground floor of office premises. Licence required for the provision of Alcohol at business networking events.

If 5,000 or more people are expected to attend the premises at any one time, state the number expected to attend

**Section 6 of 19**

**PROVISION OF PLAYS**



Continued from previous page...

Will you be providing plays?

Yes  No

**Section 7 of 19**

**PROVISION OF FILMS**

Will you be providing films?

Yes  No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

Will the exhibition of films take place indoors or outdoors or both?

Indoors  Outdoors  Both

Where taking place in a building or other  
structure tick as appropriate. Indoors may  
include a tent.

State type of activity to be authorised, if not already stated, and give relevant further details, for example (but not  
exclusively) whether or not music will be amplified or unamplified.

Films in the form of presentations and educational presentations are occasionally shown on projectors in the conference  
space.

Continued from previous page...

State any seasonal variations for the exhibition of film

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where the premises will be used for the exhibition of film at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 8 of 19**

**PROVISION OF INDOOR SPORTING EVENTS**

Will you be providing indoor sporting events?

- Yes                       No

**Section 9 of 19**

**PROVISION OF BOXING OR WRESTLING ENTERTAINMENTS**

Will you be providing boxing or wrestling entertainments?

- Yes                       No

**Section 10 of 19**

**PROVISION OF LIVE MUSIC**

Will you be providing live music?

- Yes                       No

**Section 11 of 19**

**PROVISION OF RECORDED MUSIC**

Will you be providing recorded music?

- Yes                       No

**Section 12 of 19**

**PROVISION OF PERFORMANCES OF DANCE**

Will you be providing performances of dance?

- Yes                       No

**Section 13 of 19**

**PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE**

Continued from previous page...

Will you be providing anything similar to live music, recorded music or performances of dance?

Yes

No

**Section 14 of 19**

**LATE NIGHT REFRESHMENT**

Will you be providing late night refreshment?

Yes

No

**Section 15 of 19**

**SUPPLY OF ALCOHOL**

Will you be selling or supplying alcohol?

Yes

No

**Standard Days And Timings**

MONDAY

Start

End

Start

End

Give timings in 24 hour clock.  
(e.g., 16:00) and only give details for the days  
of the week when you intend the premises  
to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

SATURDAY

Start

End

Start

End

SUNDAY

Start

End

Start

End

*Continued from previous page...*

Will the sale of alcohol be for consumption:

- On the premises       Off the premises       Both

If the sale of alcohol is for consumption on the premises select on, if the sale of alcohol is for consumption away from the premises select off. If the sale of alcohol is for consumption on the premises and away from the premises select both.

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non-standard timings. Where the premises will be used for the supply of alcohol at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

State the name and details of the individual whom you wish to specify on the licence as premises supervisor

**Name**

Continued from previous page...

### PROPOSED DESIGNATED PREMISES SUPERVISOR CONSENT

How will the consent form of the proposed designated premises supervisor be supplied to the authority?

- Electronically, by the proposed designated premises supervisor
- As an attachment to this application

Reference number for consent form (if known)

If the consent form is already submitted, ask the proposed designated premises supervisor for its 'system reference' or 'your reference'.

### Section 16 of 19

#### ADULT ENTERTAINMENT

Highlight any adult entertainment or services, activities, or other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children

Give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups etc gambling machines etc.

### Section 17 of 19

#### HOURS PREMISES ARE OPEN TO THE PUBLIC

##### Standard Days And Timings

MONDAY

Start

End

Start

End

Give timings in 24 hour clock. (e.g., 16:00) and only give details for the days of the week when you intend the premises to be used for the activity.

TUESDAY

Start

End

Start

End

WEDNESDAY

Start

End

Start

End

THURSDAY

Start

End

Start

End

FRIDAY

Start

End

Start

End

**Continued from previous page...**

**SATURDAY**

Start

End

Start

End

**SUNDAY**

Start

End

Start

End

State any seasonal variations

For example (but not exclusively) where the activity will occur on additional days during the summer months.

Non standard timings. Where you intend to use the premises to be open to the members and guests at different times from those listed in the column on the left, list below

For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.

**Section 18 of 19**

**LICENSING OBJECTIVES**

Describe the steps you intend to take to promote the four licensing objectives:

a) General – all four licensing objectives (b,c,d,e)

List here steps you will take to promote all four licensing objectives together.

1. CCTV – 21 Palmer Street is managed by Jones Lang Lasalle who has CCTV through the reception and entrance area to licenced area and is monitored by security and reception.
2. The building also has dedicated security staffs who are employed on a 24 hours a day 7 days per week.
3. Supervision for events is provided by The Work Foundations event team and licenced DSP who are clearly identifiable at the events. One person, normally the DSP is present for events up to 70 people; additional staffs are present on occasions where the number of attendees is greater.
4. Stewards engaged by the licence holder who undertake any marshalling duties are clearly identifiable.
5. The maximum occupancy of the meeting rooms and main event room and breakout area is 100 attendees. Persons admitted to the licenced area including all staff will not exceed this number.
6. Alcohol shall only be consumed within the area within the demise shown on the plans attached to this application.
7. All empty glasses and bottles will be cleared from the event space on a regular basis
8. Any person appearing to be under the age of 21 will be required to provide proof of age.
9. The licence holder / DSP will maintain an incident book to record any instance of disorder.

b) The prevention of crime and disorder

1. The maximum occupancy of the meeting rooms and main event room and breakout area is 100 attendees. Persons admitted to the licenced area including all staff will not exceed this number.

**Continued from previous page...**

2. Entrance to the premises is by invitation only
3. The premises shall not be accessible to the general public.
4. Exits and emergency exits will be kept free of obstruction and trip hazards. Fire escapes are regularly checked. Records of checks can be made available to Fire, Police, Environmental and Licencing officers upon request.
5. Risk assessments have been undertaken for the event space and control measures have been put in place.
6. All exit doors are easily opened without the use of security restrictions.
7. Arrangements are in place through the fire and evacuation procedures to enable safe evacuation of all persons, including disabled persons. Procedures can be made available to Fire, Police, Environmental and Licencing officers upon request.
8. Adequate and appropriate supply of first aid is available on the premises.
9. Emergency lighting is tested and certified. Locations are shown on the plan with this application additional details can be made available to Fire, Police, Environmental and Licencing officers upon request.
10. Staff will not be considered as being able to assist in the event of an emergency unless they are the DSP or qualified and nominated by the DSP.

**c) Public safety**

1. Events held at the venue are generally network meetings and professional presentations. Noise from licensed activities at the premises from amplification devices such as microphones and speakers is strictly controlled by management.
2. Movement of goods to and from events will take place during normal working hours.
3. All refuse generated on the premises is stored securely at the rear of the building in 1100ltr recycling wheelie bins which are collected three days a week.

**d) The prevention of public nuisance**

1. Events held at the venue are business related so noise would be negligible.
2. The premises have a cleaner that also cleans around the outside of the building should there be any left litter
3. There is plenty of space outside the building so there would be no overcrowding or congestion.

**e) The protection of children from harm**

1. Events held at the premises are professional business related events. As such for the purposes of the licence, children are not admitted. Those who appear under 21 without an accredited proof of age, driving licence or passport will also not be admitted to events.

**Section 19 of 19**

**PAYMENT DETAILS**

This fee must be paid to the authority. If you complete the application online, you must pay it by debit or credit card.

Premises Licence Fees are determined by the non domestic rateable value of the premises.

To find out a premises non domestic rateable value go to the Valuation Office Agency site at [http://www.voa.gov.uk/business\\_rates/index.htm](http://www.voa.gov.uk/business_rates/index.htm)

Band A - No RV to £4300	£100.00
Band B - £4301 to £33000	£190.00
Band C - £33001 to £8700	£315.00
Band D - £87001 to £12500	£450.00*
Band E - £125001 and over	£635.00*

\*If the premises rateable value is in Bands D or E and the premises is primarily used for the consumption of alcohol on the premises then you are required to pay a higher fee

Band D - £87001 to £12500	£900.00
Band E - £125001 and over	£1,905.00

There is an exemption from the payment of fees in relation to the provision of regulated entertainment at church halls, chapel halls or premises of a similar nature, village halls, parish or community halls, or other premises of a similar nature. The costs associated with these licences will be met by central Government. If, however, the licence also authorises the use of the premises for the supply of alcohol or the provision of late night refreshment, a fee will be required.

**Continued from previous page...**

Schools and sixth form colleges are exempt from the fees associated with the authorisation of regulated entertainment where the entertainment is provided by and at the school or college and for the purposes of the school or college.

If you operate a large event you are subject to ADDITIONAL fees based upon the number in attendance at any one time

Capacity 5000-9999	£1,000.00
Capacity 10000 -14999	£2,000.00
Capacity 15000-19999	£4,000.00
Capacity 20000-29999	£8,000.00
Capacity 30000-39000	£16,000.00
Capacity 40000-49999	£24,000.00
Capacity 50000-59999	£32,000.00
Capacity 60000-69999	£40,000.00
Capacity 70000-79999	£48,000.00
Capacity 80000-89999	£56,000.00
Capacity 90000 and over	£64,000.00

\* Fee amount (£)

**ATTACHMENTS**

**AUTHORITY POSTAL ADDRESS**

**Address**

Building number or name

Street

District

City or town

County or administrative area

Postcode

Country

**DECLARATION**

\* I/we understand it is an offence, liable on conviction to a fine up to level 5 on the standard scale, under section 158 of the licensing act 2003, to make a false statement in or in connection with this application.

Ticking this box indicates you have read and understood the above declaration

This section should be completed by the applicant, unless you answered "Yes" to the question "Are you an agent acting on behalf of the applicant?"

\* Full name

\* Capacity

Date (dd/mm/yyyy)



***Continued from previous page...***

Once you're finished you need to do the following:

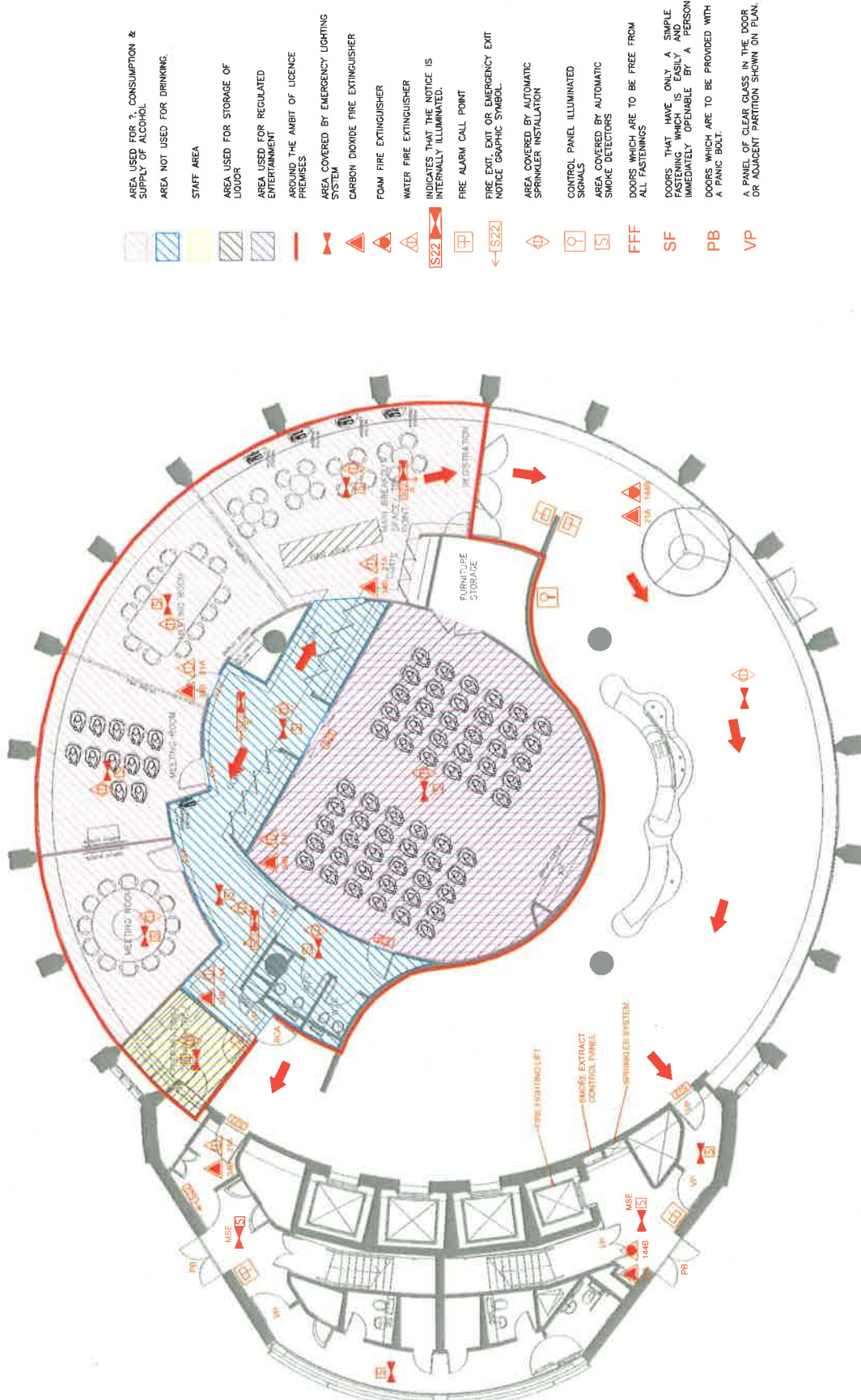
1. Save this form to your computer by clicking file/save as...

2. Go back to <https://www.gov.uk/apply-for-a-licence/premises-licence/westminster/apply-1> to upload this file and continue with your application.

Don't forget to make sure you have all your supporting documentation to hand.

**IT IS AN OFFENCE, LIABLE ON SUMMARY CONVICTION TO A FINE NOT EXCEEDING LEVEL 5 ON THE STANDARD SCALE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION**

# APPENDIX A2



- AREA USED FOR ? CONSUMPTION & SUPPLY OF ALCOHOL
- AREA NOT USED FOR DRINKING
- STAFF AREA
- AREA USED FOR STORAGE OF LIQUOR
- AREA USED FOR REGULATED ENTERTAINMENT AROUND THE AMBIT OF LICENCE PREMISES
- AREA COVERED BY EMERGENCY LIGHTING SYSTEM
- CARBON DIOXIDE FIRE EXTINGUISHER
- FOAM FIRE EXTINGUISHER
- WATER FIRE EXTINGUISHER
- INDICATES THAT THE NOTICE IS INTERNALLY ILLUMINATED.
- FIRE ALARM CALL POINT
- FIRE EXIT OR EMERGENCY EXIT NOTICE GRAPHIC SYMBOL
- AREA COVERED BY AUTOMATIC SPRINKLER INSTALLATION
- CONTROL PANEL ILLUMINATED SIGNALS
- AREA COVERED BY AUTOMATIC SMOKE DETECTORS
- DOORS WHICH ARE TO BE FREE FROM ALL FASTENINGS
- DOORS THAT HAVE ONLY A SIMPLE FASTENING WHICH IS EASILY AND IMMEDIATELY OPENABLE BY A PERSON
- DOORS WHICH ARE TO BE PROVIDED WITH A PANIC BOLT
- A PANEL OF CLEAR GLASS IN THE DOOR OR ADJACENT PARTITION SHOWN ON PLAN.

JOB NO: CMS_10041   SCALE: 1:1000m@A2		DRAWN: SJC	DATE: JULY 2014	SHEET: Licence Application	KEY: All information contained in this drawing (including digital data) should be checked and verified prior to any fabrication or construction.	NORTH:	CLIENT: THE WORK FOUNDATION
REVISION:	LEVELLING:	PROJECT TITLE: Ground Floor, 21 Palmer Street, London, SW1H 0AD		SITE ADDRESS: Ground Floor, 21 Palmer Street, London, SW1H 0AD			
Cadmap Studio Ltd 3A, Chapel Lane Miford, Godalming Surrey, GU6 3HU T 0208 1111 220 E info@cadmapstudio.co.uk www.cadmapstudio.co.uk							

# APPENDIX A3

**Anand-Patel, Sumeet**

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**Subject:** FW: 21 Palmer Street  
**Attachments:** PROPOSED EH CONDITIONS 21 PALMER STREET.doc

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**From:** Kennedy, Marie-Claire [<mailto:mckennedy@theworkfoundation.com>]

**Sent:** 08 October 2014 15:12

**To:** Agleby, Peter

**Subject:** FW: 21 Palmer Street

Hi Peter,

I had a meeting with the EH Consultation team yesterday and they have sent me the following information. We are happy to change the time in our application. Do I need to do that here or can you just change that in the system?

Many thanks for your assistance.

Best regards,

**Marie-Claire Kennedy**  
Conference and Meetings Manager

---

Telephone +44 (0) 20 7976 3521

[www.theworkfoundation.com](http://www.theworkfoundation.com)  
[Follow us on Twitter @WorkFoundation](https://twitter.com/WorkFoundation)

The Work Foundation is part of Lancaster University

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The Work Foundation Alliance Ltd is a subsidiary of Lancaster University  
21 Palmer Street, London SW1H 0AD Registered Office: University House, Lancaster University, Lancashire, LA1 4YW  
Registered Number 07746776 Registered Charity Number 1146813

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**From:** Coleman, Cliona [<mailto:ccoleman@westminster.gov.uk>]

**Sent:** 07 October 2014 16:34

**To:** Kennedy, Marie-Claire

**Cc:** Anand-Patel, Sumeet

**Subject:** 21 Palmer Street

Hi Marie- Claire,

Please see attached proposed EH conditions.

I request that you adjust the start time for the showing of films to 09:00 hours in your application.

**Cliona Coleman**  
Environmental Health Officer  
EH Consultation Team  
Premises Management

T: 020 7641 6830  
E: [ccoleman@westminster.gov.uk](mailto:ccoleman@westminster.gov.uk)

# APPENDIX B1

07/10/2014 10:43:01

From: "Russell, Sandy" </O=CITYOFWESTMINSTER/OU=CORPORATE/CN=RECIPIENTS/CN=SRUSSEL>  
Sent: 09/09/2014 09:28:36  
To: idoxlicensing </O=CITYOFWESTMINSTER/OU=CORPORATE/CN=RECIPIENTS/CN=IDOXLICENSING>  
Cc: idoxlicensing  
Subject: 14/07229/LIPN (The Work Foundation, 21 , Palmer St, SW1)

Dear Mr Van't Erve,

Please find attached our initial objection to the above application and the proposed police conditions. I look forward to hearing from you.

Best Wishes,

Sandy Russell

PC Sandy Russell 4167CW  
Westminster Police Licensing Team  
4th Floor, 64 Victoria Street,  
LONDON, SW1E 6QP  
Tel: 0207 641 3179

Your

Our 14/07229/LIPV

Date: 9th September, 2014



**METROPOLITAN POLICE  
SERVICE**

**Constable Sandy Russell 4167CW**  
Westminster Police Licensing Unit  
**Westminster City Hall**

Fourth Floor  
64 Victoria Street  
London  
SW1E 6QP

Telephone: 020 7641 1705  
mob

Facsimile: 020 7641 4236

Email: srussell@westminster.gov.uk

**Application for a New Premises Licence: The Work Foundation, 21 Palmer St, SW1.**

Dear Mr Van't Erve

With reference to the above application, I am writing to inform you that the Metropolitan Police, as a responsible authority, will be objecting to this application. It is our belief that if granted the application would undermine the Licensing Objectives.

The venue is situated within a locality where there is traditionally high crime and disorder. There are concerns that this application will cause further policing problems in an already demanding area. It is for this reason that we are objecting to the application at this stage.

Below are the conditions police require to be added to any future operating schedule. Please let me know whether they are agreeable as your agreement may enable me to withdraw our representation.

1. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Westminster Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the preceding 31 day period.
2. 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.

3. There shall be no self service of alcohol
4. Admission to the *specified function room* shall be through the premises lobby area only
5. A Challenge 21 or Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.
6. A record shall be kept detailing all refused sales of alcohol. The record should include the date and time of the refused sale and the name of the member of staff who refused the sale. The record shall be available for inspection at the premises by the police or an authorised officer of the City Council at all times whilst the premises are open.
7. All functions in the *specified function room* shall be pre-booked and attended by invited guests only.
8. Patrons permitted to temporarily leave and then re-enter the premises, eg to smoke, shall not be permitted to take drinks or glass containers with them.

Should you wish to discuss the matter further please contact me on **0207 641 3179** or via email [srussell@westminster.gov.uk](mailto:srussell@westminster.gov.uk)

Yours sincerely

Sandy Russell.

# APPENDIX B2

CITY OF WESTMINSTER

MEMORANDUM

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TO  
REFERENCE

Mrs Sumeet Anand-Patel  
14/07229/LIPN

---

FROM  
BEING DEALT WITH BY  
TELEPHONE  
DATE

EH Consultation Team, 4<sup>th</sup> Floor, City Hall  
Cliona Coleman  
0207 641 6830  
18<sup>th</sup> Sept 2014

---

**Re: Ground Floor Rear And First Floor 21 Palmer Street London SW1H 0AD**

I refer to the application for a New Premises Licence number 14/07229/LIPN. The applicant has submitted plans for the premises showing the proposed ground floor plans. This representation is based on the application submitted and the operating schedule.

The applicant is seeking the following:

1. To provide facilities for film, 'Indoors' from Monday to Saturday 07:00 to 23:00 and Sunday 12:00- 22:00
2. To provide for the Supply of Alcohol 'On' the premises Monday to Saturday 10:00 to 23:00 and Sunday 12:00 to 22:00

I wish to raise following representations:

1. The hours requested to permit the provision of 'films' will have the likely effect of causing an increase in Public Nuisance in the area
2. The provision of the supply of alcohol 'On' the premises and the hours requested may have the likely effect of an increase in Public Nuisance and impact on Public Safety in the area

**The granting of the new premises licence as presented would have the likely effect of causing an increase in Public Nuisance and may impact on Public Safety in the area.**

The applicant has provided some conditions in support of the application which are being considered but do not fully address the concerns of Environmental Health. A site visit will be arranged to assess the premises to ensure the premises is satisfactory and following this, additional conditions may be recommended by Environmental Health to support the licensing objectives Prevention of Public Nuisance and Public Safety.

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

**Cliona Coleman**

## **Anand-Patel, Sumeet**

---

**From:** Coleman, Cliona  
**Sent:** 07 October 2014 16:34  
**To:** Kennedy, Marie-Claire  
**Cc:** Anand-Patel, Sumeet  
**Subject:** 21 Palmer Street  
**Attachments:** PROPOSED EH CONDITIONS 21 PALMER STREET.doc

Hi Marie- Claire,

Please see attached proposed EH conditions.

I request that you adjust the start time for the showing of films to 09:00 hours in your application.

**Cliona Coleman**  
Environmental Health Officer  
EH Consultation Team  
Premises Management

T: 020 7641 6830  
E: [ccoleman@westminster.gov.uk](mailto:ccoleman@westminster.gov.uk)

 Please consider your environmental responsibilities before printing this email!



## EH Proposed Conditions/Comments

### Ground Floor Rear and First Floor 21 Palmer Street London SW1H 0AD

As discussed during a recent site meeting I propose the following Conditions:

1. There shall be a personal licence holder on duty on the premises at all times when the premises are authorised to sell alcohol.
2. Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.
3. The supply of alcohol shall be by waiter or waitress service only.
4. 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.
5. LICENSABLE ACTIVITIES SHALL ONLY BE AVAILABLE TO PERSONS ATTENDING A PRE-BOOKED CONFERENCE, MEETING OR EVENT.
6. Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall not be permitted to take drinks or glass containers with them.
7. Patrons permitted to temporarily leave and then re-enter the premises to smoke shall be restricted to a designated smoking area located South East front external area.
8. The premises licence holder shall ensure that any patrons drinking and/or smoking outside the premises do so in an orderly manner and are supervised by staff so as to ensure that there is no public nuisance or obstruction of the public highway.
9. No waste or recyclable materials, including bottles, shall be moved, removed from or placed in outside areas between 22.30 hours and 08.00 hours on the following day.
10. No deliveries to the premises shall take place between **20:00** and **08.00** on the following day.
11. The maximum number of persons accommodated at any one time (including staff) shall not exceed- Ground Floor: 100
12. No CINEMA STYLE SEATING SHALL BE PROVIDED FOR THE SHOWING OF FILMS

Cliona Coleman

Environmental Health Consultation Team

From: "Jolyon Leslie" <jolyonleslie@yahoo.com>  
Sent: 13/09/2014 13:24:34  
To: Premises Licensing  
Subject: Ref: 14/07229/LIPN Palmer St London SW1H 0AD

Dear Sir/Madam,

As the leaseholder of a residential property at 20 Albany Court, Palmer St, I write to register my objection to the issuing of a premises licence for 'The Work Foundation' at 21 Palmer St SW1H 0AD on the grounds of it being a potential public nuisance.

The proposed licence is likely to result in behaviour that will cause significantly more noise from a premises that adjoins several residential properties in the south block of Albany Court. The experience from the Adam\_Eve public house in Palmer Street is that customers tend to drink on the sidewalk and not only obstruct passers-by but also generate noise in the evenings for those of us who live within earshot. It is inevitable that customers of the premises at 21 Palmer Street will spill over on the forecourt of the building, which is under the bedroom windows of 7 flats in the adjoining block at Albany Court. I would urge that this issue be taken into account in considering the issue of a licence.

Yours faithfully,  
Jolyon Leslie

20 Albany Court, Palmer St SW1H0AB

07/10/2014 10:46:11

---

From: "Kennedy, Marie-Claire" <mckennedy@theworkfoundation.com>  
Sent: 25/09/2014 15:25:24  
To: "Agbley, Peter" </O=CITYOFWESTMINSTER/OU=CORPORATE/CN=RECIPIENTS/CN=PAGBLEY>  
Cc: Agbley, Peter  
Subject: RE: 14/07229/LIPN, The Work Foundation, 21 Palmer St London SW1H 0AD

Dear Jolyon,

I wished to contact you in regards to the objections you have regarding The Work Foundations application for an alcohol license. We have a venue space for conferences and meetings that occasionally wish to be used for private and invite only book launches and networking sessions etc. It is for these events only that we will be serving alcohol, and at most this will be a couple of times a month. No delegates will be allowed to leave the building with glasses so there will be no noise from the forecourt to bother you.

I hope this allays your reservations in this matter and if you have any further questions please do not hesitate to contact me.

Best regards,

Marie-Claire Kennedy  
Conference and Meetings Manager

Telephone +44 (0) 20 7976 3521

[www.theworkfoundation.com](http://www.theworkfoundation.com) <<http://www.theworkfoundation.com/>>

From: "Yu, Jun" <jun.yu@pyrford.co.uk>  
Sent: 19/09/2014 16:09:18  
To: Premises Licensing  
Subject: Ref: 14/07229/LIPN Palmer St London SW1H 0AD

Dear Sir/Madam,

As the leaseholder of a residential property at 16 Albany Court, Palmer St, I write to register my objection to the issuing of a premises licence for 'The Work Foundation' at 21 Palmer St SW1H 0AD on the grounds of it being a potential public nuisance.

The proposed licence is likely to result in behaviour that will cause significantly more noise from a premises that adjoins several residential properties in the south block of Albany Court. The experience from the Adam, Eve public house in Palmer Street is that customers tend to drink on the sidewalk and not only obstruct passers-by but also generate noise in the evenings for those of us who live within earshot. It is inevitable that customers of the premises at 21 Palmer Street will spill over on the forecourt of the building, which is under the bedroom windows of 7 flats in the adjoining block at Albany Court. I would urge that this issue be taken into account in considering the issue of a licence.

In addition, the delivery of alcohol/refreshments to the premises will likely happen in the night which will generate further loud noises. The current night deliveries/loading/unloading of supplies by heavy trucks to several commercial premises nearby have already caused severe disruption to the residents' sleep. As 14-20 Albany Court is a small resident building surrounded by offices, it is quite easy to be neglected by the people who handle the deliveries at night.

Therefore I sincerely hope that the council could look into this to restrict further night deliveries to reduce noises at night.

Yours faithfully,

Jun Yu

16 Albany Court, Palmer St SW1H0AB

# APPENDIX B5

**Mrs Agapi Fylaktou & Mr Andrea Cattaneo**  
**19 Albany Court**  
**Palmer Street**  
**London SW1H 0AB**

**Licensing Service**  
**Westminster City Council**  
**4th Floor**  
**64 Victoria Street**  
**London SW1P 6QP**

**24 September 2014**  
(by hand and email)

**Dear Sir/Madam,**  
**Application Reference: 14/07229/LIPN**

My husband and I are the leaseholders of 19 Albany Court, Palmer Street, London SW1H 0AB. We bought our flat in 2008 and have enjoyed living in this mixed-use area with a residential emphasis in our immediate vicinity. This letter concerns the registration of our objection to the issuing of a new premises licence for The Work Foundation, Ground Floor Rear And First Floor, 21 Palmer Street, London, SW1H 0AD, on the grounds of Public Nuisance.

We believe that the prospective activities of the Work Foundation will disrupt the area's existing balance as their building and forecourt are located between two residential blocks namely 14-20 Albany Court and the Historic Caxton Hall. As the Work Foundation's premises will be open seven days a week, potentially hundreds of people will be using their facilities and forecourt, a stone's throw away from the bedroom windows as well as entrances of the aforementioned residential properties. These premises will be open for over 16 hours a day six days a week, and for over 10 hours on Sundays (excluding deliveries and potential closing times).

Kindly consider that the provision of a licence to the Work Foundation will add to the existing environmental noise - London Underground's frequent nocturnal activities, Starbuck's early morning deliveries, the Adam and Eve public house (customers also drink on the Palmer Street/Petty France sidewalk obstructing passage on a regular basis). Finally as Palmer Street and its pavements are narrow, they will also suffer with the inevitable increase in traffic and pedestrians wanting access to the cinema and bar while increasing noise levels.

We will greatly appreciate your consideration regarding the aforementioned issues during your deliberations in connection to the issuing of a licence.

**Yours faithfully,**

**Agapi Fylaktou & Andrea Cattaneo**

07/10/2014 10:46:04

---

From: "Kennedy, Marie-Claire" <mckennedy@theworkfoundation.com>

Sent: 25/09/2014 15:22:36

To: "Agbley, Peter" </O=CITYOFWESTMINSTER/OU=CORPORATE/CN=RECIPIENTS/CN=PAGBLEY>

Cc: Agbley, Peter

Subject: RE: Application Reference: 14/07229/LIPN - The Work Foundation, 21 Palmer Street, London, SW1H 0AD

Dear Mrs Fylaktou,

I wished to contact you in regards to the objections you have regarding The Work Foundations application for an alcohol license. We have a venue space for conferences and meetings that occasionally wish to be used for private and invite only book launches and networking sessions etc. It is for these events only that we will be serving alcohol, and at most this will be a couple of times a month. No delegates will be allowed to leave the building with glasses so there will be no noise from the forecourt to bother you.

I hope this allays your reservations in this matter and if you have any further questions please do not hesitate to contact me.

Best regards,

Marie-Claire Kennedy  
Conference and Meetings Manager

Telephone +44 (0) 20 7976 3521

[www.theworkfoundation.com](http://www.theworkfoundation.com) <<http://www.theworkfoundation.com>>

**Licence & Appeal History**

There is no licence history for this premises.



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

When determining an application for variation of 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 appropriate for the promotion of the licensing objectives.

This schedule lists those conditions which are consistent with the operating schedule, or proposed as appropriate 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. Security staff shall be on duty 24 hours a day
- 10. Stewards who are employed by the licence holder for marshalling duties shall be clearly identifiable.
- 11. All empty glasses shall be cleared from the event space on a regular basis.
- 12. The DPS/licence holder shall maintain an incident book to record any instances of disorder.
- 13. The entrance to the premises shall be by invitation only.
- 14. The premises shall not be accessible to the general public.

#### **Conditions proposed by the Police**

- 16. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Westminster Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the preceding 31 day period.
- 17. 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.
- 18. There shall be no self service of alcohol.
- 19. Admission to the *specified function room* shall be through the premises lobby area only.
- 20. A Challenge 21 or Challenge 25 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.
- 21. A record shall be kept detailing all refused sales of alcohol. The record should include the date and time of the refused sale and the name of the member of staff who refused the sale. The record shall be available for inspection at the premises by the police or an authorised officer of the City Council at all times whilst the premises are open.
- 22. All functions in the *specified function room* shall be pre-booked and attended by invited guests only.

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

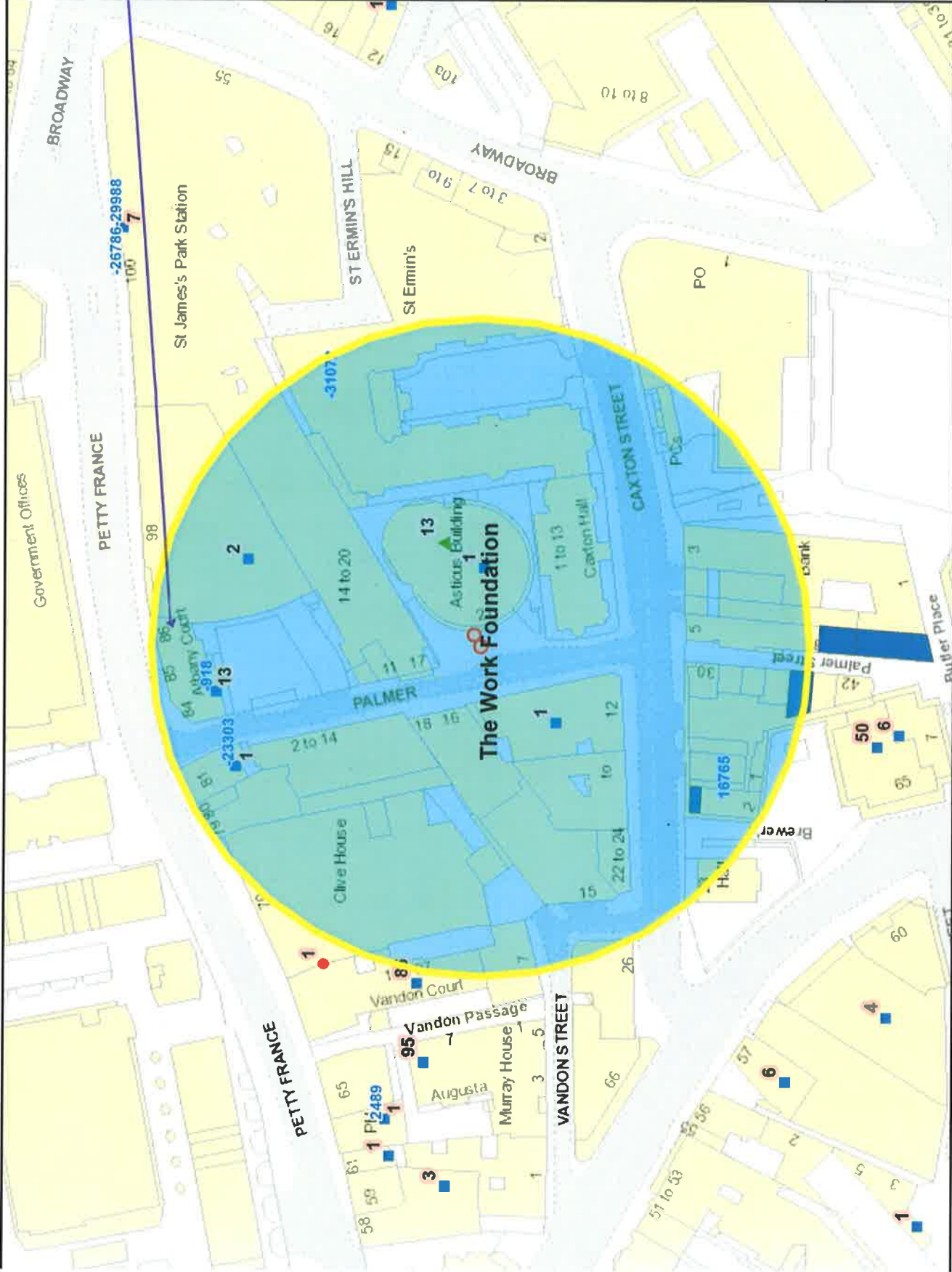
**Conditions proposed by EH**

24. There shall be a personal licence holder on duty on the premises at all times when the premises are authorised to sell alcohol.
25. Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.
26. The supply of alcohol shall be by waiter or waitress service only.
27. 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.
28. Licensable activities shall only be available to persons attending a pre-booked conference, meeting or event.
29. Patrons permitted to temporarily leave and then re-enter the premises, e.g. to smoke, shall not be permitted to take drinks or glass containers with them.
30. Patrons permitted to temporarily leave and then re-enter the premises to smoke shall be restricted to a designated smoking area located South East front external area.
31. The premises licence holder shall ensure that any patrons drinking and/or smoking outside the premises do so in an orderly manner and are supervised by staff so as to ensure that there is no public nuisance or obstruction of the public highway.
32. No waste or recyclable materials, including bottles, shall be moved, removed from or placed in outside areas between 22.30 hours and 08.00 hours on the following day.
33. No deliveries to the premises shall take place between 20:00 and 08.00 on the following day.
34. The maximum number of persons accommodated at any one time (including staff) shall not exceed:  
Ground Floor: 100
35. No cinema style seating shall be provided for the showing of films.



City of Westminster

21 Palmer Street, London, SW1H 0AD



J. LESLIE  
 J. YU  
 A. FYLAKTOU  
 A. CATTANEO

# APPENDIX E

Residential / Proposed Residential	18
Under Construction	13
Other Uses	29
Proportion Residential of all Uses	52%

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 Date: 08/10/2014

10 Meters



APPENDIX F



