



**CITY OF WESTMINSTER**

# MINUTES

## **Licensing Sub-Committee (3)**

### **MINUTES OF PROCEEDINGS**

Minutes of a meeting of the **Licensing Sub-Committee (3)** held on **Wednesday 27th June, 2018**, Room 3.1, 3rd Floor, 5 Strand, London, WC2 5HR.

**Members Present:** Councillors Melvyn Caplan (Chairman), Jim Glen and Shamim Talukder

**Also Present:** Councillors

**Apologies for Absence:**

**1 MEMBERSHIP**

**2 DECLARATIONS OF INTEREST**

**3 GROSVENOR SQUARE GARDENS, GROSVENOR SQUARE, W1K 6LD**

### **LICENSING SUB-COMMITTEE No.3**

*Wednesday 27<sup>th</sup> June 2018*

**Membership:** Councillor Melvyn Caplan (Chairman) Councillor Jim Glen and Councillor Shamim Talukder

**Legal Adviser:** Horatio Chance

**Committee Officer:** Kisi Smith-Charlemagne

**Presenting Officers:** Samantha Eaton

**Relevant Representations:** Environmental Health, The Metropolitan Police and Local Resident's.

**Present:** Mr Craig Baylis (Solicitor, representing the Applicant), Mr Nick Morgan, Mr Nigel Hughes, Chrissy Cullen all on behalf of the Applicants) ("The Applicant"), PC Bryan Lewis (Metropolitan Police) and Mr David Nevitt (Environmental Health) Richard Brown (CAB Project Officer)

**Grosvenor Square Gardens, Grosvenor Square, London, W1K 6LD ("The Premises" also referred to in this Decision as the "Square") 18/03517/LIPN**

1.	<p><b>Sale of Alcohol (both on and off sale):</b></p> <p>Monday to Thursday: 10:00 to 22:00  Friday to Saturday: 10:00 to 22:30  Sunday: 12:00 to 21:00</p> <p><b>Seasonal variations / Non-Standard Timings:</b></p> <p>From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.</p> <p>On Sundays prior to bank holidays/public holidays 09:00 – 23:00.</p>
	<p>Amendments to application advised at hearing:</p> <p><b>(i) Sale of Alcohol for Free Non-Ticketed events (On sale only):</b>  Monday to Friday: 10:00 to 21:30  Sunday: 12:00 to 20:00</p> <p><b>(ii) Sale of Alcohol for Ticketed events (On sale only):</b>  Monday to Friday: 10:00 to 22:00  Sunday: 12:00 to 21:00</p> <p><b>Seasonal variations / Non-Standard Timings:</b></p> <p>From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.</p> <p>On Sundays prior to bank holidays/public holidays 09:00 – 23:00</p>
2.	<p>Decision (including reasons if different from those set out in report):</p> <p>The Sub-Committee considered an application by Grosvenor West End Properties for a new premises licence in respect of Grosvenor Square Gardens, Grosvenor Square, London, W1K 6LD ("The Premises"). The Presenting Officer provided an outline of the application to the Sub-Committee. This was a continuation of an adjourned application from the hearing on the 7 June 2018, the application was for a new premises licence for Grosvenor Square. Mr Baylis advised that the Applicant had now considered the application during the adjournment period and admitted there was some initial confusion regarding the application and the new schedule of conditions had been slimmed down and made clearer. The Sub-Committee was also advised that the Applicant would no longer be offering private events, and had removed the off sale of alcohol and had limited the number of free and ticketed events.</p> <p>Mr Baylis advised that the new licence is intended for events held within the Square. The proposal is for 2 types of events, (1) 55 free events where the whole square is open to the public, and (2) 25 ticketed events for ballet, theatre</p>

and jazz. The Sub-Committee asked questions and sought further clarification from the Applicant about the number of days sought, capacity and times for these events. The Sub-Committee also enquired from the Applicant the use of TENs previously used by the Applicant to host many of these events.

The Sub-Committee heard from Ms Chrissy Cullen representing the Applicant, who advised the Sub-Committee that the 55 Free and non-ticketed events for the community were designed to foster a sense of community for local residents, schools and businesses. Using the events to create a sense of place within Mayfair that is inclusive, friendly and welcoming.

Ms Cullen advised that the 2018/19 days would be broken down as follows:

- Summer in the park would be 30 days throughout July
- Mayfair (Mayday 1<sup>st</sup> bank holiday in May ) 7 days in May
- Christmas Events 14 days in December
- Seasonal (i.e. Easter) London or National Events (i.e. Olympics) 4 days

Ms Cullen then went on to discuss the 25 ticketed events, advising the Sub-Committee that these events would be introduce a sense of culture to Mayfair and working in line with partners such as the English National Ballet, attracting local residents and new people to Mayfair. Ticket prices would range from less than £20 to £100, in line with other theatre and ticketed events in London. A certain amount of tickets will always be available to local residents through a ballot system. Ms Cullen advised the Sub-Committee that for ticketed events, 4 metre wide gates would be installed, these gates would only be closed to the public during ticketed events.

Mr Baylis brought the Sub-Committee's attention to proposed condition 19, advising that the after taking back Grosvenor Square from DCMS, where they are required to form a management group which is to be comprised of local stakeholders including residents approved in writing by Grosvenor. The Sub-Committee sought further clarification regarding the number of days and types of events with the Applicant, referring to "Transition" in August. Ms Cullen confirmed that this was no longer happening. Mr Baylis explained that the dates were not set in stone and that the Applicant was trying to give the Sub-Committee an indication of how the events would be managed. The Sub-Committee questioned the 25 ticketed events and queried whether 17 of the 25 days had been publicised, set out in a programme and advertised already. Ms Cullen confirmed that for this year those 17 days had been set. The Sub-Committee queried what events might be held on the remaining 8 days. Ms Cullen confirmed that for this year (2018) the other 8 days would not be utilised. In future years, similar events will be held over more days.

The Sub-Committee then sought further clarification regarding the dispersal of customers for both the ticketed and non-ticketed events, specifically requesting details on what time customers are likely to leave the Square. The Sub-committee were concerned that although customers would not be supplied alcohol after 22:00 hours Monday to Saturday and 21:00 hours on Sunday; there were no conditions to prohibit patrons from staying in the Square consuming that

alcohol until much later into the night. Mr Baylis explained that for ticked events this would be managed, as customers will be in one structure and the sale of alcohol would cease at 22:00 hours and regulated entertainment would end 30 minutes later. Mr Baylis advised that he would be happy to consider a condition where the consumption of alcohol will cease 30 minutes thereafter.

The Sub-Committee then queried how this would be managed for non-ticked events, especially when we do not have a capacity limitation. Mr Baylis felt that because of the nature of the events, people coming and going, the Applicant has used their previous 6 /7 years' experience of running these events. Ms Cullen advised that at the non-ticketed events there are small bar areas and as it starts to get dark, customers tend to start leaving the Square at approximately 21:30 hours. The Sub-Committee advised that they are dealing with a premises licensing and previous experiences is relevant, but is only part of the story, the Sub-Committee needed to consider the whole story and with certainty know how the licensing objectives will be observed. The Sub-Committee appreciated past experience, however it was felt that this was not helpful in terms of conditioning a licence, as there were no means to control dispersal. Mr Baylis advised the Sub-Committee that there was still an element of uncertainty and that he believed the agreements with the Responsible Authorities, in advance of the event (Management Plans), would be much more detailed regarding how the bar areas in the Square would operate in practice . The Police and EH will have the ability to veto any type of licensing activity. The Sub-Committee made it clear that there are significant differences between TEN's and premises licenses, i.e. 499 people as appose to an unknown number.

PC Bryan Lewis (Metropolitan Police) advised the Sub-Committee that the Police originally objected to the application on the prevention of crime and disorder, conditions were recommended to the Applicant, which had been agreed. PC Lewis explained that it had been difficult to formulate the conditions, due to the different types and nature of these events, PC Lewis highlighted concerns regarding security being difficult to condition. PC Lewis advised the Sub-Committee that there was still one condition regarding CCTV that has not been agreed, PC Lewis referred to earlier concerns, regarding patrons staying in the Square after the events had ended and the unknown number of customers. It was felt that there would be a high risk of violence with the bigger events selling alcohol; smaller events where there is no sale of alcohol would in the Police opinion pose a lesser risk. PC Lewis however still strongly maintained that all events would require CCTV to prevent crime and disorder.

The Sub-Committee then heard the concerns raised from Mr David Nevitt Environmental Health (EH) Officer, who explained that since the matter had been adjourned there had been some helpful meetings held with the Applicant, who has since agreed to Event Management Plans for each event, each plan will need to be approved by EH and the Police before the event can take place. However EH still remained concerned regarding noise levels, late hours, capacity and crowd dispersal. It was also felt that 80 days was a substantial amount of days, Mr Nevitt expressed that there was also nothing stopping the Applicant for applying for TEN's in addition to the Premises Licence. The Sub-Committee asked Mr Nevitt to comment on the capacity numbers, In reply Mr Nevitt advised that the Sub-Committee should consider the lateness of the hours

and the number of each events, It was felt that each event or Event Management Plan would need to be scrutinised prior to each event taking place to ensure that it was fit for purpose and have the desired effect of promoting the public safety licensing objective.

A number of representations were made from local residents, who attended the meeting and addressed the Sub-Committee. Mike Dunn Local resident, explained that the previous public events held by Grosvenor Square (Summer in the Square) were small in scale and impact; and were welcomed and appreciated by the community. Mr Brookfield Local resident, objected to the level of noise music performance would generate, number of days, capacity and lateness of hours of the new application, advising that this was a residential area and would have a large impact on the community particularly with regard to nuisance. Richard Brown, CAB project Officer representing Vivienne Loesch, raised concerns regarding residents not being able to access the Square during ticketed events, the dispersal of crowds, consumption of alcohol and taking open containers out of the Square. One resident requested that if the Sub-Committee was minded to grant the application, a phone number be available to residents should they have any concerns during the events.

The Sub-Committee acknowledged that there had been some changes to the original application, these were removing off sales, reducing the total number of events and operating hours. The Sub-Committee after careful consideration of all the evidence submitted and heard at both hearings, and taking in to consideration the promotion of the licensing objectives, the Sub-Committee granted the application for a period of 12 months with a number of additional conditions. The Sub-Committee felt that this was the right and proportionate decision to make, advising that only then would it be clear how the Square will be used going and properly managed going forward that would promote the licensing objectives for the licensable activities granted. The Sub-Committee felt that by granting a time limit Premises Licence this would be fair to the Applicant and to those who had raised a number of concerns in how the Square would cope with the vast numbers of people attending such events and the hype of activity that would follow as a consequence. Conditions imposed on the licence included reduced hours (From Mon-Sat 23:30 & Sun 22:30 to Mon-Sun 20:00), a reduction in the number of days of ticketed events (From 25 to 10) and a maximum capacity of 850 for ticketed events. CCTV will also be used at each event and no bottling out between 21:00 hours to 08:00 hours. The Sub-Committee advised that the Event Management Plan for each type of event to be held in the Square was crucial in its decision in agreeing the conditions to be imposed on the Premises Licence.

The Sub-Committee considered that the conditions imposed on the Premises Licence to be appropriate and proportionate that will help promote the licensing objectives

#### 55 Free Non-Ticketed Events

Regulated Entertainment and the Sale of Alcohol Ending at 20:00

Alcohol Consumption Ending 20:30

Square Close 21:00

	<p><u>10 Ticketed Events</u>  Regulated Entertainment and the Sale of Alcohol Ending at 20:00  Alcohol Consumption Ending 20:30  Square Close 21:00  Capacity 850</p>
3.	<p><b>Performance of Dance (Indoor, outdoor or both)</b>  <b>Exhibition of a Film: Both</b>  <b>Performance of Live Music: Both</b>  <b>Playing of Recorded Music: Both</b>  <b>Anything of a similar description: Both</b></p> <p>Monday to Thursday: 09:00 to 22:30  Friday to Saturday: 09:00 to 23:00  Sunday: 09:00 to 21:30</p> <p><b>Seasonal variations / Non-Standard Timings:</b></p> <p>From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.</p> <p>On Sundays prior to bank holidays/public holidays 09:00 – 23:00.</p>
	<p>Amendments to application advised at hearing:</p> <p><b>Performance of Dance (Indoor, outdoor or both)</b>  <b>Exhibition of a Film: Both</b>  <b>Performance of Live Music: Both</b>  <b>Playing of Recorded Music: Both</b>  <b>Anything of a similar description: Both</b></p> <p><b>(i)Free-Non Ticketed Events</b>  Monday to Saturday: 09:00 to 21:30  Sunday: 09:00 to 20:00</p> <p><b>(ii)Ticketed Events</b>  Monday to Saturday: 09:00 to 22:30  Sunday: 09:00 to 21:30</p> <p><b>Seasonal variations / Non-Standard Timings:</b></p> <p>From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.</p> <p>On Sundays prior to bank holidays/public holidays 09:00 – 23:00.</p>
4.	<p><b>Open to the Public</b></p> <p>Monday to Thursday: 09:00 to 23:00  Friday to Saturday: 09:00 to 23:30  Sunday: 09:00 to 22:00</p>

	<p><b>Seasonal variations / Non-Standard Timings:</b></p> <p>From the end of permitted hours on New Year's Eve to the start of permitted hours on New Year's Day.</p> <p>On Sundays prior to bank holidays/public holidays 09:00 – 23:00.</p>
	<p>Amendments to application advised at hearing:</p> <p>None.</p>

<b>Conditions attached to the Licence</b>
<p><b><u>Mandatory Conditions</u></b></p> <ol style="list-style-type: none"> <li>1. No supply of alcohol may be made at a time when there is no designated premises supervisor in respect of this licence.</li> <li>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.</li> <li>3. Every supply of alcohol under this licence must be made or authorised by a person who holds a personal licence.</li> <li>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. <p>(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—</p> <p>(a) games or other activities which require or encourage, or are designed to require or encourage, individuals to;</p> <p>(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</p> <p>(ii) drink as much alcohol as possible (whether within a time limit or otherwise);</p> <p>(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;</p> <p>(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;</p> <p>(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</p> </li> </ol>

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 subparagraph 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.

### **Additional Conditions**

9. All persons guarding premises against unauthorised access or occupation or against outbreaks of disorder or against damage (Door supervisors) must be licensed by the Security Industry Authority.

10. Licensable activities under this licence shall only be provided in respect of either free events which are non-ticketed and open to the public or ticketed events which are

open to the public.

11. Licensable activities under this licence shall take place on no more than 65 days in the 12 months following the granting of this licence.

12. The terminal hour for regulated entertainment for free events which are non-ticketed and open to the public shall be 20.00 Monday to Sunday.

13. The terminal hour for the supply of alcohol for free events which are non-ticketed and open to the public shall be 20:00 Monday to Sunday. Consumption of alcohol for free events shall cease at 20:30, with the premises closing at 21:00 with all persons having vacated the premises at that time.

14. Licensable activity under this licence for free events which are non-ticketed shall take place on no more than 55 days in any calendar year.

15. A suitable and sufficient Event Management Plan that helps to promote the licencing objectives shall be drawn up prior to an event and submitted for approval to the Licensing Authority, Environmental Health and Police a minimum of 14 working days prior to the event. This shall be kept for at least one year and shall include where necessary, as a minimum, details on the following aspects:

- i) Emergency and evacuation procedures
- ii) Crowd management and stewarding arrangements
- iii) Overnight security arrangements
- iv) A detailed site plan showing all permanent and temporary structures and all access and egress points
- v) Capacity at any one time
- vi) Certificates from competent persons on Structures, Electrical Power Supply and Gas equipment (including LPG)
- vii) First Aid and Lost Children arrangements
- viii) Noise Management Plan
- ix) Risk Assessments
- x) A waste management plan
- xi) Sanitary accommodation
- xii) Public Liability Insurance
- xiii) The setup and break down arrangements for the event
- xiv) The dispersal of customers at the end of the event.

16. When creating the Event Management Plan, reference will be made to the following Publications (or any replacement thereof): The Technical Standards for Places of Entertainment – District Surveyor's Association, The Event Safety Guide (purple guide), Guide To Safety At Sports Grounds (green guide), FRSA - Open Air Events and Venues.
17. The number of persons permitted on the premises attending public ticketed events at any one time (excluding staff) shall not exceed 850 persons coloured blue on premises plan.
18. The terminal hour for regulated entertainment under this licence shall be 20:00 Monday to Sunday. Consumption of alcohol for free events shall cease at 20:30, with the premises closing at 21:00 with all persons having vacated the premises at that time.
19. Licensable activity under this licence for public ticketed events shall take place on no more than 10 days per calendar year.
20. The terminal hour for the supply of alcohol under this licence shall be 20:00 Monday to Sunday.
21. 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 licensable activities are taking place. 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. This is in addition to the operator of the CCTV system.
22. It shall be agreed with the Westminster Police Event Planning Office and Westminster Police Licensing Team 14 days in advance of all events if a search policy is required for both customers and staff. The search policy will set out the extent of the search i.e. bags or bags and full outer clothing pat down. Male and female Security will conduct searches of customers of the same gender. Notices shall be displayed stating that a refusal to be searched will result in a refusal of entry. Any such refusals will be noted a refusal log.
23. A suitable and sufficient Event Management Plan shall be drawn up prior to an event and submitted for approval to the Licensing Authority, Environmental Health and Police a minimum of 28 working days prior to the event. This shall be kept for at least one year and shall include where necessary, as a minimum, details on the following aspects:
- i) Emergency and evacuation procedures
  - ii) Crowd management and stewarding arrangements
  - iii) Overnight security arrangements
  - iv) A detailed site plan showing all permanent and temporary structures and all access and egress points

v) Capacity at any one time

vi) Certificates from competent persons on Structures, Electrical Power Supply and Gas equipment (including LPG)

vii) First Aid and Lost Children arrangements

viii) Noise Management Plan

ix) Risk Assessments

x) A waste management plan

xi) Sanitary accommodation

xii) Public Liability Insurance

xiii) The setup and break down arrangements for the event

xiv) The dispersal of customers at the end of the event.

24. When creating the Event Management Plan, reference will be made to the following publications (or any replacement thereof): The Technical Standards for Places of Entertainment – District Surveyor's Association, The Event Safety Guide (purple guide), Guide To Safety At Sports Grounds (green guide), FRSA - Open Air Events and Venues.

25. Licensable activities and the consumption of alcohol at the premises shall only be provided ancillary to the primary use of the premises as a Garden Square.

26. All events taking place in the Gardens will be subject to an individual Risk Assessment.

27. All events taking place in the Gardens will have been reviewed by the Grosvenor Square Management Group (which comprises local stakeholders including amenity societies, residents, businesses, The Royal Parks and relatives of the memorial to the victims of 9/11) and will have been approved in writing by Grosvenor.

28. Non-intoxicating beverages, including drinking water, shall be available to patrons throughout the permitted hours for the sale or supply of alcohol.

29. All instances of crime and disorder shall be reported to the police.

30. An incident book shall be used to record all instances of public disorder.

31. Music shall not emanate from the premises so as to cause nuisance to nearby properties.

32. No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises which gives rise to a nuisance, including the setting up and

breaking down of an event.

33. Where regulated entertainment is provided a noise management plan shall be submitted to EHCT at least 14 days in advance of the event.

34. There shall be no bottling out between the hours of 21:00 – 08:00 on the following day.

35. All deliveries and collections relating to events will be scheduled to take place between 07:00 - 19:00. Should it be necessary for any deliveries to take place outside of these hours, prior notification will be made to the Grosvenor Square Management Group and residents in Grosvenor Square.

36. Prominent, clear and legible notices must be displayed at all exits requesting the public to respect the needs of local residents and to leave the premises and the area quietly.

37. In relation to the sale of alcohol, a Challenge 25 will be in operation at all events featuring the supply of alcohol and only approved ID will be accepted: Passport, Photo Driving Licence, Prove It Card with PASS hologram.

38. Challenge 25 signage will be on display at all alcohol service points.

39. The PLH and staff should note any refusals to sell to young people in a refusals log. The refusal log shall be checked and where necessary updated and signed monthly by the Designated Premises Supervisor (DPS). The refusals log shall be made available for inspection by the licensing team, police or trading standards.

40. The Westminster Police Event Planning Office and Westminster Police Licensing Team shall be notified 14 days in advance of any event involving a minimum of 150 attendees, during which licensable activities will be provided. The Police have the right to veto any event following notification.

41. A communication system shall be provided to ensure the effective operation of the site under both normal and emergency evacuation conditions. The Premises Licence Holder must provide an adequate incident control centre and a rendezvous point for the Police and other emergency services.

42. The Westminster Police Event Planning Office and Westminster Police Licensing Team shall have the right to veto any event following notification. Full details to be agreed 14 days in advance as part of the event management plan given under public safety.

43. On request of a Police Officer supervisor, the premises shall cease all licensable activities and only resume licensable activities when authorised by a Police Officer supervisor.

44. 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) Any faults in any CCTV system, searching equipment or scanning kit
- (f) Any refusal of the sale of alcohol
- (g) Any visit by a relevant authority or emergency service.

45. Substantial food and non-intoxicating beverages, including drinking water, shall be available in all parts of the premises where alcohol is sold or supplied for consumption on the premises.

46. The premises Licence holder shall comply with all reasonable requirements of Westminster Police Licensing Team, the London Fire and Emergency Planning Authority and Westminster City Council's Environmental Health Consultation Team and Filming & Events Team.

47. All drinks sold, supplied or consumed shall only be in open polycarbonate or crushable vessels unless prior exemption has been obtained from the Environmental Health Consultation Team for a specific event in writing or by email.

48. A direct telephone number for the manager at the premises shall be publicly available at all times licensable activities are taking place at the premises. This telephone number is to be made available to residents and businesses in the vicinity.

49. Door supervisors:

- An agreed minimum number of SIA licensed door supervisors shall be on duty at the premises. The minimum number of SIA site security shall be agreed with the Westminster Police Event Planning Office and Westminster Police Licensing Team 14 days in advance of the event.
- All SIA Door Supervisors shall wear yellow high visibility tabards or jackets at all times they are on duty and have their SIA licences on display at all times on the outside of their upper arm.

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

51. 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.

The Meeting ended at 1.00 pm

**CHAIRMAN:** \_\_\_\_\_

**DATE** \_\_\_\_\_