



City of Westminster

# Licensing Sub-Committee Report

Item No:	
Licensing Ref No:	<b>14/08158/LIPN</b>
Date:	<b>20 November 2014</b>
Classification:	<b>For General Release</b>
Title of Report:	<b>Lower Ground Floor To Fourth Floor 12 Hay Hill London W1J 6DQ</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>Mr Ryan Peermamode Environmental Health Case Officer (Licensing)</b>
Contact Details:	<b>Telephone: 020 7641 1879 E-mail: rpeeramode@westminster.gov.uk</b>

## APPLICATION DETAILS

<b>Application Type:</b>	A new premises licence application under the Licensing Act 2003.		
<b>Applicant:</b>	Cabinet Lounge UK Ltd	<b>Date Application Received:</b>	24 September 2014 (valid on 25 Sept)
<b>Premises Name and Address:</b>	Lower Ground Floor To Fourth Floor 12 Hay Hill London W1J 6DQ		
<b>Ward Name:</b>	West End	<b>Stress Area:</b>	No
<b>Description of Premises:</b>	The premises propose to operate as serviced offices with licensable facilities, consisting of 7 levels from basement to 4 <sup>th</sup> floor. Lounge areas are sought within lower ground (including external terrace) and 4 <sup>th</sup> floor.		

*Note: Where the committee is minded to grant the licence 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.*

### **Proposed Licensable Activities, Proposed Hours:**

#### **1.1 Late Night Refreshment: Indoors**

Monday to Thursday 23:00 to 00:00  
Friday to Saturday 23:00 to 01:30

#### **1.2 Sale of Alcohol: On the premises**

Monday to Thursday 10:00 to 23:30  
Friday to Saturday 10:00 to 01:00  
Sunday 12:00 to 22:00

#### **1.3 Seasonal Variations and Non-Standard Timings:**

None

#### **1.4 Opening Hours:**

Monday to Thursday 08:00 to 00:00  
Friday to Saturday 08:00 to 01:30  
Sunday 08:00 to 22:30

*(Note: Opening hours are not a licensable activity under the Licensing Act 2003, however they can still be taken into consideration when assessing the application's effect on the licensing objectives.)*

	<b>Relevant representations and policies applicable:</b>	<b>References / Notes</b>
<b>1A</b>	An adverse representation has been received from the Police Licensing Team stating that the application if granted would undermine the crime prevention objective.	<b>Police; representation</b>
<b>1B</b>	An adverse representation has been received from the Environmental Health Service stating that the application if granted will have the likely effect of causing an increase to public nuisance and may impact upon public safety within the area.	<b>Environmental Health Service; representation</b>
<b>1C</b>	<p>Adverse representations have been received from the following interested parties:-</p> <ul style="list-style-type: none"> <li>• Managing Agent company for 18 Berkeley Street;</li> <li>• Managing Agent company for 4 Hay Hill;</li> <li>• 2 Residents of Berkeley House, 15 Hay Hill;</li> <li>• 17 Berkeley Street Residents Association;</li> <li>• Mayfair Residents Group.</li> </ul> <p>The concerns raised further to the licensing objectives, most notably, the prevention of public nuisance and of crime &amp; disorder, as well the cumulative impact of another licensed premises within the vicinity.</p> <p><i>Note: 2 conditions have been proposed jointly by the resident associations. These are shown within <b>Appendix B</b></i></p>	<b>6 Residential representations</b>
<b>1D</b>	<p>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)  Combined use premises (COMB1)</p>	<b>Policies applicable</b>
<b>1E</b>	<p><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>	
<b>1F</b>	<p><b>Policy COMB1 applies:</b></p> <p>(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.</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>	

<b>1G</b>	<p>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>
<b>Current Licensing Position:</b>	This premises do not hold a premises licence. Please refer to <b>Appendix A</b>	
<b>Current Planning Position:</b>	This premises has long-established use as offices (Class B1) with ancillary support operations and catering facilities.	
<b>Residential Density:</b>	97 of the 222 units within a 75m radius of the premises are residential or proposed residential (44%). Please refer to <b>Appendix C</b>	
<b>List of Appendices:</b>	A – Premises Licence History B - Conditions C – Residential Map and list of premises in the vicinity	

#### **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 (June 2013)
- Application form
- Plans
- Representations received
- Photos

**Licence & Appeal History**

There are no previous Licensing Act 2003 applications for this premises.

## APPENDIX B

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

When determining an application for a new premises licence under the provisions of the Licensing Act 2003, the licensing authority must, unless it decides to reject the application, grant the licence subject to the conditions which are indicated as mandatory in this schedule.

At a hearing the licensing authority may, in addition, and having regard to any representations received, grant the licence subject to such conditions which are consistent with the operating schedule submitted by the applicant as part of their application, or alter or omit these conditions, or add any new condition to such extent as the licensing authority considers 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.

- (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.
- (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.
- (iv) (1) Sub-paragraph 8(iv)(2) below applies where the permitted price given by Paragraph 8(ii)(b) above on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
- (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

**Conditions consistent with the operating schedule:**

9. The venue shall install and maintain a comprehensive CCTV system at the premises as per the minimum requirements of a Metropolitan 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 venue 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. Recordings shall be immediately arranged by a member of staff for hand over to Police or authorised officer following their request, throughout the preceding 31 day period.

10. 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 to the public. This staff member must be able to show a Police or authorised council officer recent data or footage with the absolute minimum of delay when requested.
11. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
12. There shall be no sales of alcohol for consumption off the premises.
13. 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.
14. A log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log 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 is open.
15. An incident log shall be kept at the premises, and made available on request to an authorised officer of the City Council or the Police, which will record the following:
  - (a) all crimes reported to the venue
  - (b) all ejections of patrons
  - (c) any complaints received
  - (d) any incidents of disorder
  - (e) all seizures of drugs or offensive weapons
  - (f) any faults in the CCTV system or searching equipment or scanning equipment
  - (g) any refusal of the sale of alcohol
  - (h) any visit by a relevant authority or emergency service.
16. The Licence will have no effect until the Licensing Authority are satisfied that the premises is constructed or altered in accordance with the appropriate provisions of the District Surveyor's Association – Technical Standards for Places of Entertainment and the reasonable requirements of Westminster Environmental Health Consultation Team, at which time this condition will be removed from the Licence.
17. Access to the premises will be limited to persons who are tenants or members of a private club ("the Club") and their bona fide guests save for persons attending pre booked events at the premises.
18. Alcohol may only be purchased by tenants or members of the Club save that persons attending pre booked events at the premises will be permitted to purchase alcohol.

**\*Alternative condition proposed by responsible authorities;**

- 18a. *Alcohol may only be sold for consumption by members of a private club/tenants and their bona fide guests (not exceeding (4) guests per member). No person shall be admitted to membership of the private club or be entitled to take advantage of any of the privileges of membership without an interval of at least 48 hours between their nomination or application for membership and their admission.*
19. No person shall be admitted to be a tenant or member of the Club or be entitled to take advantage of any of the privileges of tenancy or membership without an interval of at least 48 hours between their nomination or application for tenancy or membership and their admission.

20. A list of the names and addresses of tenants and members of the Club shall be kept on the premises at all times together with a book showing the names and dates of attendance of any guests introduced by tenants and members. Both the list and the book shall be produced on demand for inspection by the police or an authorised officer of the Council.
21. The outside terrace will have a capacity restricted to 60 persons excluding staff.
22. All waste shall be properly presented and placed out for collection no earlier than 30 minutes before the scheduled collection times.
23. No waste or recyclable materials, including bottles, shall be moved, removed or placed in outside areas between (23.00) hours and (08.00) hours.
24. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
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. A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents and businesses in the vicinity.
27. The licence holder shall enter into an agreement with a hackney carriage and/or private carriage firm to provide transport for customers, with contact numbers made readily available to customers who will be encouraged to use such services.
28. A proof of age scheme, such as Challenge (21/25), shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence or passport.

**\*Alternative condition proposed by responsible authorities;**

- 28a. *A Challenge 21 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.*

**Conditions proposed by Environmental Health Service & Police Licensing Team; Additional to those outlined above (NOT agreed by applicant);**

29. The licensable activities are restricted to:
  - Lower Ground Floor
  - Ground Floor
  - First Floor
  - Second Floor
  - Third Floor
  - Fourth Floor
30. The number of persons accommodated at any one time (excluding staff) shall not exceed the following: (*Capacity yet to be agreed by District Surveyor*).
  - Lower Ground Floor: 50
  - Ground Floor: 80
  - First Floor: 70
  - Second Floor Internal: 60
  - Second Floor External Terrace: 30
  - Third Floor: 55
  - Fourth Floor: 55

The maximum numbers are subject to final approval by the District Surveyor upon the removal of the works condition.

31. There shall be no internal service bars permitted on the First Floor, Second Floor, Third Floor and Fourth Floor.
32. The Ground floor shall only operate as a restaurant:-
  - (i) in which customers are shown to their table,
  - (ii) where the supply of alcohol is by waiter or waitress service only,
  - (iii) which provide food in the form of substantial table meals that are prepared on the premises and are served and consumed at the table using non disposable crockery, and
  - (iv) where alcohol shall not be sold or supplied, otherwise than for consumption by persons who are seated in the premises and bona fide taking substantial table meals there, and provided always that the consumption of alcohol by such persons is ancillary to taking such meals.
33. 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.
34. There shall be no self service of alcohol on the premises.
35. Members/tenants of the private club must have taken out a 6 months office lease. This lease agreement must be available at the premises on request by Authorised Officer or the Council.
36. Alcohol consumed outside the premises building shall only be consumed by patrons seated at tables.
37. The Lower Ground Floor External area shall not be used after 22.00.
38. The Second Floor External Roof terrace shall not be used after 22.00.
39. No deliveries or collections of waste or recycling materials (including bottles) from the premises shall take place between 23.00 hours and 07.30 hours on the following day.
40. 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.
41. Loudspeakers shall not be located in the entrance lobby or outside the premises building.
42. Provide an acoustic lobby to Ground Floor front entrance door to assist with noise control. The Licence will have no effect until the premises have been assessed as satisfactory by the Environmental Health Consultation Team and this condition has been removed from the Licence.

**Conditions proposed by Residential representation; Not agreed by applicant:**

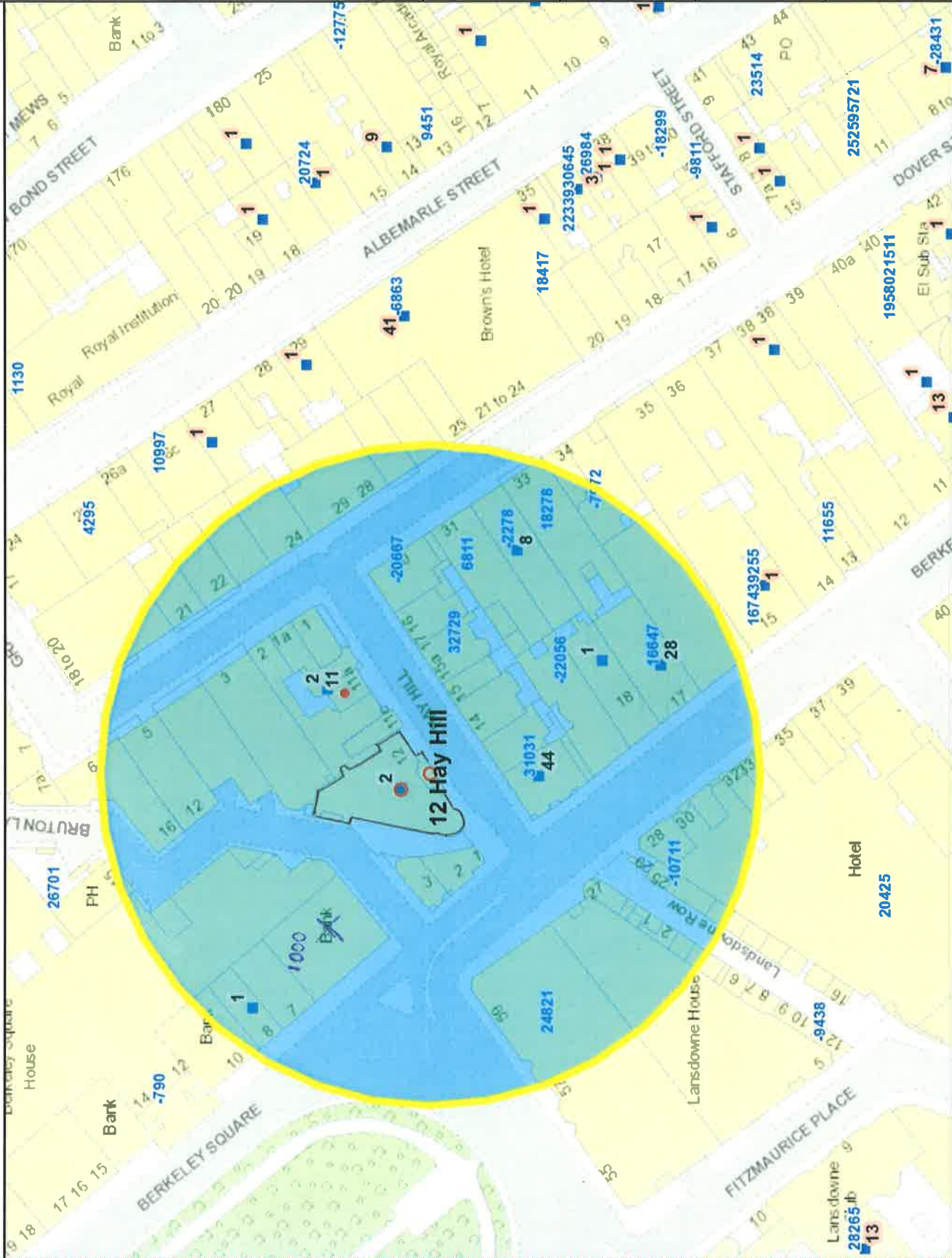
43. The licence holder will support any neighbourhood monitoring scheme that may exist (from time to time) including contributing financially to any paid for policing scheme on Berkeley Street.

44. The licensee shall operate the premises in accordance with a Berkeley Street Best Practice Policy which shall be created to promote the four licensing objectives. The best practice policy will be reviewed from time to time with the Licensing Authority and the local licensing police.



# Ground Floor To Fourth Floor, 12 Hay Hill, London, W1J

City of Westminster



Residential / Proposed Residential	97
Under Construction	0
Other Uses	125
Proportion Residential of all Uses	44%

Data Source: Uniform Database  
 Date: 30/10/2014

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**Premises within 75 metres of: 12 Hay Hill, London, W1J 6DQ**

<b>p / n</b>	<b>Name of Premises</b>	<b>Premises Address</b>	<b>Licensed Hours</b>
6811	Aubaine	Basement Ground Floor And Mezzanine Floor 31 Dover Street London W1S 4ND	Monday to Saturday 10:00 - 00:30 Sunday 12:00 - 00:00
16647	Manray	Basement And Ground Floor 17 Berkeley Street London W1J 8EA	Monday to Sunday 07:00 - 06:00
18278	Automat	Basement And Ground Floor 33 Dover Street London W1S 4NF	Monday to Friday 07:00 - 03:00 Saturday 08:00 - 03:00 Sunday 10:00 - 23:30 Sundays before Bank Holidays 10:00 - 01:00
24821	Babble	59 Berkeley Square London W1S 4EA	Monday to Saturday 09:00 - 03:30 Sunday 09:00 - 01:00
32729	Le Rififi Club	15A Hay Hill London W1J 8NX	Monday to Saturday 09:00 - 03:30 Sunday 12:00 - 23:00
31031	Cafe Pushkin	20 Berkeley Street London W1J 8EE	Monday to Wednesday 07:00 - 23:30 Thursday to Saturday 07:00 - 00:00 Sunday 08:00 - 23:00
-22056	Bocconcino	19 Berkeley Street London W1J 8ED	Monday to Saturday 10:00 - 00:30 Sunday 12:00 - 22:30
-20667	Chucs Bar & Grill	30B Dover Street London W1S 4NB	Monday to Thursday 07:00 - 00:00 Friday to Saturday 07:00 - 00:30 Sunday 07:00 - 23:00 Sundays before Bank Holidays 07:00 - 00:00
-10711	Baku	22 - 24 Lansdowne Row London W1J 8QL	Monday to Thursday 07:00 - 00:00 Friday to Saturday 07:00 - 00:30 Sunday 07:00 - 23:00 Sundays before Bank Holidays 07:00 - 00:00
-7972	Quattro Passi	Basement And Ground Floor Dover House 34 Dover Street London W1S 4NG	Monday to Saturday 09:00 - 01:00 Sunday 09:00 - 00:30
-2278	Wolf And Badger	32 Dover Street London W1S 4NE	Monday to Thursday 09:00 - 23:30 Friday to Saturday 09:00 - 00:00 Sunday 12:00 - 22:30
1000		4 Berkeley Square London W1J 6EB	Monday to Saturday 07:00 to 02:00 Sunday 08:00 to 01:00



Application for a premises licence to be granted  
under the Licensing Act 2003

**PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST**

Before completing this form please read the guidance notes at the end of the form.  
If you are completing this form by hand please write legibly in block capitals. In all cases ensure that your answers are inside the boxes and written in black ink. Use additional sheets if necessary.

You may wish to keep a copy of the completed form for your records.

I/We Cabinet Lounge UK Ltd

*(insert name(s) of applicant)*

apply for a premises licence under section 17 of the Licensing Act 2003 for the premises described in Part 1 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

**Part 1 – Premises Details**

Postal address of premises or, if none, ordnance survey map reference or description 12 Hay Hill			
Post town	London	Post code	W1J 8NR

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£1,489,000

**Part 2 - Applicant Details**

Please state whether you are applying for a premises licence as  
Please tick yes

- a) an individual or individuals \*  please complete section (A)
- b) a person other than an individual \*
- i. as a limited company  please complete section (B)
- ii. as a partnership  please complete section (B)
- iii. as an unincorporated association or  please complete section (B)
- iv. other (for example a statutory corporation)  please complete section (B)

- c) a recognised club  please complete section (B)
- d) a charity  please complete section (B)
- e) the proprietor of an educational establishment  please complete section (B)
- f) a health service body  please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales  please complete section (B)
- ga) a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England  please complete section (B)
- h) the chief officer of police of a police force in England and Wales  please complete section (B)

\* If you are applying as a person described in (a) or (b) please confirm:

Please tick yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or
- I am making the application pursuant to a
  - statutory function or
  - a function discharged by virtue of Her Majesty's prerogative

**(A) INDIVIDUAL APPLICANTS (fill in as applicable)**

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/>	Please tick yes
Current postal address if different from premises address					
Post Town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

**SECOND INDIVIDUAL APPLICANT (if applicable)**



Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
I am 18 years old or over				<input type="checkbox"/> Please tick yes	
Current postal address if different from premises address					
Post Town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					

**(B) OTHER APPLICANTS**

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

Name Cabinet Lounge UK Ltd
Address 7 Bramham Gardens London SW5 0JQ
Registered number (where applicable) 8967861
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company
Telephone number (if any)
E-mail address (optional)

**Part 3 Operating Schedule**

When do you want the premises licence to start?

Day			Month			Year		
2	3	1	0	2	0	1	4	

If you wish the licence to be valid only for a limited period, when do you want it to end?

Day			Month			Year		
±	±	±	±	±	±	±	±	±

Please give a general description of the premises (please read guidance note1)

An office building with meeting room facilities situated at 12 Hay Hill, London, W1J 8NR.

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

What licensable activities do you intend to carry on from the premises?

(Please see sections 1 and 14 of the Licensing Act 2003 and Schedules 1 and 2 to the Licensing Act 2003)

**Provision of regulated entertainment**

Please tick yes

- a) plays (if ticking yes, fill in box A)
- b) films (if ticking yes, fill in box B)
- c) indoor sporting events (if ticking yes, fill in box C)
- d) boxing or wrestling entertainment (if ticking yes, fill in box D)
- e) live music (if ticking yes, fill in box E)
- f) recorded music (if ticking yes, fill in box F)
- g) performances of dance (if ticking yes, fill in box G)
- h) anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)

**Provision of late night refreshment** (if ticking yes, fill in box I)

**Supply of alcohol** (if ticking yes, fill in box J)



**In all cases complete boxes K, L and M**

**A**

<b>Plays</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of a play take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue			<b><u>State any seasonal variations for performing plays</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Fri					
Sat					
Sun					

**B**

<b>Films</b> Standard days and timings (please read guidance note 6)			<b><u>Will the exhibition of films take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue			<b><u>State any seasonal variations for the exhibition of films</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Fri					
Sat					
Sun					

**C**

Indoor sporting events Standard days and timings (please read guidance note 6)			<u>Please give further details</u> (please read guidance note 3)
Day	Start	Finish	
Mon			
Tue			<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 4)
Wed			
Thur			<u>Non standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 5)
Fri			
Sat			
Sun			

**D**

<b>Boxing or wrestling entertainments</b> Standard days and timings (please read guidance note 6)			<b><u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 2)</u></b>	Indoors <input type="checkbox"/>
				Outdoors <input type="checkbox"/>
				Both <input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here (please read guidance note 3)</u></b>	
Mon				
Tue			<b><u>State any seasonal variations for boxing or wrestling entertainment (please read guidance note 4)</u></b>	
Wed				
Thur			<b><u>Non standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 5)</u></b>	
Fri				
Sat				
Sun				

**E**

<b>Live music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of live music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>			
Mon			<b><u>Please give further details here</u></b> (please read guidance note 3)		
Tue					
Wed			<b><u>State any seasonal variations for the performance of live music</u></b> (please read guidance note 4)		
Thur					
Fri			<b><u>Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat					
Sun					



**F**

<b>Recorded music</b> Standard days and timings (please read guidance note 6)			<b><u>Will the playing of recorded music take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue			<b><u>State any seasonal variations for the playing of recorded music</u></b> (please read guidance note 4)		
Wed					
Thur			<b><u>Non standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Fri					
Sat					
Sun					

**G**

<b>Performances of dance</b> Standard days and timings (please read guidance note 6)			<b><u>Will the performance of dance take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)		
Mon					
Tue					
			<b><u>State any seasonal variations for the performance of dance</u></b> (please read guidance note 4)		
Wed					
Thur					
			<b><u>Non standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Fri					
Sat					
Sun					

**H**

<p><b>Anything of a similar description to that falling within (e), (f) or (g)</b>                  Standard days and timings (please read guidance note 6)</p>			<p><b><u>Please give a description of the type of entertainment you will be providing</u></b></p>		
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<p><b><u>Will this entertainment take place indoors or outdoors or both – please tick</u></b> (please read guidance note 2)</p>	Indoors	<input type="checkbox"/>
Mon				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue			<p><b><u>Please give further details here</u></b> (please read guidance note 3)</p>		
Wed					
Thur			<p><b><u>State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g)</u></b> (please read guidance note 4)</p>		
Fri					
Sat			<p><b><u>Non standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list</u></b> (please read guidance note 5)</p>		
Sun					

<b>Late night refreshment</b> Standard days and timings (please read guidance note 6)			<b>Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 2)</b>	Indoors	<input checked="" type="checkbox"/>			
				Outdoors	<input type="checkbox"/>			
				Both	<input type="checkbox"/>			
<b>Day</b>	<b>Start</b>	<b>Finish</b>	<b><u>Please give further details here</u></b> (please read guidance note 3)					
Mon	2300	2400						
Tue	2300	2400						
Wed	2300	2400				<b><u>State any seasonal variations for the provision of late night refreshment</u></b> (please read guidance note 4)		
Thur	2300	2400						
Fri	2300	0130				<b><u>Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list</u></b> (please read guidance note 5)		
Sat	2300	0130						
Sun								

**J**

<b>Supply of alcohol</b> Standard days and timings (please read guidance note 6)			<b>Will the supply of alcohol be for consumption (Please tick box)</b> (please read guidance note 7)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
<b>Day</b>	<b>Start</b>	<b>Finish</b>			
Mon	1000	2330	<b>State any seasonal variations for the supply of alcohol</b> (please read guidance note 4)		
Tue	1000	2330			
Wed	1000	2330			
Thur	1000	2330	<b>Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list</b> (please read guidance note 5)		
Fri	1000	0100			
Sat	1000	0100			
Sun	1200	2200			

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

<b>Name</b> Anton Khmelnitskiy	
<b>Address</b>	
<b>Postcode</b>	
<b>Personal Licence number (if known)</b> Awaiting	
<b>Issuing licensing authority (if known)</b> Awaiting	

**K**

**Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 8)**

None

**L**

<b>Hours premises are open to the public</b> Standard days and timings (please read guidance note 6)			<b>State any seasonal variations</b> (please read guidance note 4)
Day	Start	Finish	
Mon	0800	2400	<p><b><u>Non standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list</u></b> (please read guidance note 5)</p>
Tue	0800	2400	
Wed	0800	2400	
Thur	0800	2400	
Fri	0800	0130	
Sat	0800	0130	
Sun	0800	2230	

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

**a) General – all four licensing objectives (b,c,d,e) (please read guidance note 9)**

**b) The prevention of crime and disorder**

1. The venue shall install and maintain a comprehensive CCTV system at the premises as per the minimum requirements of a Metropolitan 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 venue 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. Recordings shall be immediately arranged by a member of staff for hand over to Police or authorised officer following their request, 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 to the public. This staff member must be able to show a Police or authorised council officer recent data or footage with the absolute minimum of delay when requested.
3. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
4. There shall be no sales of alcohol for consumption off the premises.
5. 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.
6. A log shall be kept detailing all refused sales of alcohol. The log should include the date and time of the refused sale and the name of the member of staff who refused the sale. The log 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 is open.
7. 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, which will record the following:
  - (a) all crimes reported to the venue
  - (b) all ejections of patrons
  - (c) any complaints received
  - (d) any incidents of disorder
  - (e) all seizures of drugs or offensive weapons
  - (f) any faults in the CCTV system or searching equipment or scanning equipment
  - (g) any refusal of the sale of alcohol
  - (h) any visit by a relevant authority or emergency service.

8. The Licence will have no effect until the Licensing Authority are satisfied that the premises is constructed or altered in accordance with the appropriate provisions of the District Surveyor's Association – Technical Standards for Places of Entertainment and the reasonable requirements of Westminster Environmental Health Consultation Team, at which time this condition will be removed from the Licence.
9. Access to the premises will be limited to persons who are tenants or members of a private club ("the Club") and their bona fide guests save for persons attending pre booked events at the premises.
10. Alcohol may only be purchased by tenants or members of the Club save that persons attending pre booked events at the premises will be permitted to purchase alcohol.
11. No person shall be admitted to be a tenant or member of the Club or be entitled to take advantage of any of the privileges of tenancy or membership without an interval of at least 48 hours between their nomination or application for tenancy or membership and their admission.
12. A list of the names and addresses of tenants and members of the Club shall be kept on the premises at all times together with a book showing the names and dates of attendance of any guests introduced by tenants and members. Both the list and the book shall be produced on demand for inspection by the police or an authorised officer of the Council.
13. The outside terrace will have a capacity restricted to 60 persons excluding staff.

**c) Public safety**

1. All waste shall be properly presented and placed out for collection no earlier than 30 minutes before the scheduled collection times.
2. No waste or recyclable materials, including bottles, shall be moved, removed or placed in outside areas between (23.00) hours and (08.00) hours.

**d) The prevention of public nuisance**

1. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
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. A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents and businesses in the vicinity.
4. The licence holder shall enter into an agreement with a hackney carriage and/or private carriage firm to provide transport for customers, with contact numbers made readily available to customers who will be encouraged to use such services.



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

A proof of age scheme, such as Challenge (21/25), shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence or passport.

**Please tick yes**

- I have made or enclosed payment of the fee
- I have enclosed the plan of the premises
- I have sent copies of this application and the plan to responsible authorities and others where applicable
- I have enclosed the consent form completed by the individual I wish to be premises supervisor, if applicable
- I understand that I must now advertise my application
- I understand that if I do not comply with the above requirements my application will be rejected

**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**

**Part 4 – Signatures** (please read guidance note 10)

**Signature of applicant or applicant's solicitor or other duly authorised agent** (See guidance note 11). **If signing on behalf of the applicant please state in what capacity.**

Signature	Winchworth Stenwood LLP
Date	23 September 2014
Capacity	Solicitors duly authorised on behalf of the Applicant

**For joint applications signature of 2<sup>nd</sup> applicant or 2<sup>nd</sup> applicant's solicitor or other authorised agent.** (please read guidance note 12). **If signing on behalf of the applicant please state in what capacity.**

Signature	
Date	

Capacity			
<b>Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 13)</b> Winckworth Sherwood LLP (Ref: CVE/35059/1/RPB) Minerva House 5 Montague Close			
Post town	London	Post code	SE1 9BB
Telephone number (if any)	020 7593 0277		
<b>If you would prefer us to correspond with you by e-mail your e-mail address (optional)</b> cedwards@wslaw.co.uk			

### Notes for Guidance

1. Describe 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.
2. Where taking place in a building or other structure please tick as appropriate. Indoors may include a tent.
3. For example the 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.
4. For example (but not exclusively), where the activity will occur on additional days during the summer months.
5. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
6. Please 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.
7. If you wish people to be able to consume alcohol on the premises please tick on, if you wish people to be able to purchase alcohol to consume away from the premises please tick off. If you wish people to be able to do both please tick both.
8. Please 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, the presence of gaming machines.
9. Please list here steps you will take to promote all four licensing objectives together.
10. The application form must be signed.
11. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
12. Where there is more than one applicant, both applicants or their respective agents must sign the application form.
13. This is the address which we shall use to correspond with you about this application.

## **Peermamode, Ryan**

---

**Subject:** FW: 12 Hay Hill

### **Basement**

Kitchens / storage / technical

### **Lower ground floor**

Lounge bar / deli / small external terrace area / Meeting room / technical rooms

### **Ground floor**

Reception area / restaurant / meeting rooms / hot desks

### **1<sup>st</sup> floor**

Offices / Gym

### **2<sup>nd</sup> floor**

Offices / meeting rooms / external terrace area

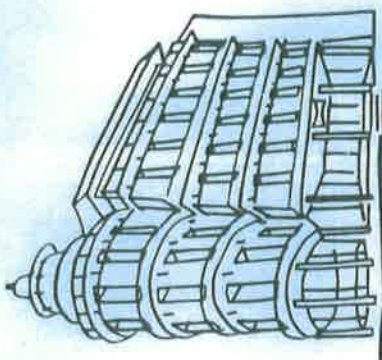
### **3<sup>rd</sup> floor**

Offices / meeting rooms

### **4<sup>th</sup> floor**

Meeting rooms / hot desks

CA



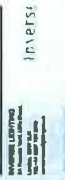
# 12 HAY HILL

Licensing Plans



Architects of Invention

08/09/2014



Project Name: [Redacted]  
 Project No: [Redacted]  
 Date: [Redacted]

Client: [Redacted]  
 Architect: [Redacted]

Contractor: [Redacted]

Scale: 1:100

Sheet No: [Redacted]

Revision: [Redacted]



Service Officer  
 12 May 11



LAP - Basement Floor

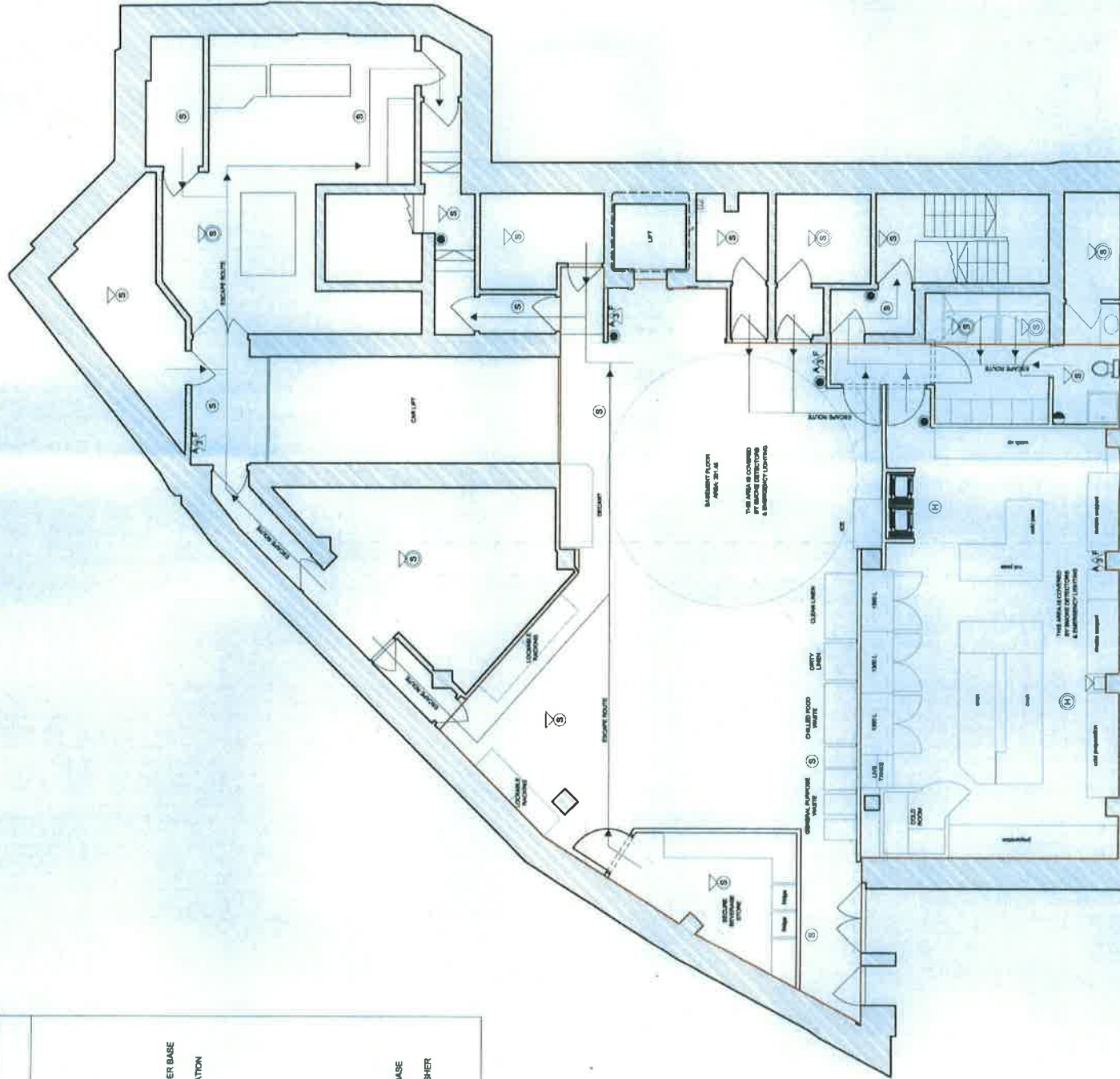
WORK IN PROGRESS

Scale: 1:100

HH-4-2100

SYMBOL	DESCRIPTION
(S)	SMOKE DETECTOR
(H)	HEAT DETECTOR
(X)	DENOTES SOUNDER BASE
(F)	DENOTES NEON FLASHING BASE
(N)	DENOTES COMBINED NEON & SOUNDER BASE
(D)	DETECTOR WITH REMOTE LED INDICATION
(L)	LOOP SOUNDER
(C)	CALL POINT
(E)	ELECTRONIC SOUNDER
(W)	WATERPROOF
(V)	CEILING VOID
(I)	REFUGE POINT INTERCOM UNIT
(A-F)	ELECTRONIC SOUNDER WITH NEON BASE
(A-F)	AFFF MULTIPURPOSE FIRE EXTINGUISHER
(A-F)	FIRE ALARM PANEL

SYMBOL	DESCRIPTION
(S)	SMOKE DETECTOR
(H)	HEAT DETECTOR
(X)	DENOTES SOUNDER BASE
(F)	DENOTES NEON FLASHING BASE
(N)	DENOTES COMBINED NEON & SOUNDER BASE
(D)	DETECTOR WITH REMOTE LED INDICATION
(L)	LOOP SOUNDER
(C)	CALL POINT
(E)	ELECTRONIC SOUNDER
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(I)	REFUGE POINT INTERCOM UNIT
(A-F)	ELECTRONIC SOUNDER WITH NEON BASE
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SYMBOL	DESCRIPTION
(S)	SMOKE DETECTOR
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(A-F)	ELECTRONIC SOUNDER WITH NEON BASE
(A-F)	AFFF MULTIPURPOSE FIRE EXTINGUISHER
(A-F)	FIRE ALARM PANEL



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 5100 Westpark Drive  
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 Dallas, TX 75244  
 Phone: 214.343.9000  
 Fax: 214.343.9001  
 Website: www.interiors.com

**Construction & Renovation**  
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 Dallas, TX 75244  
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**HCD Group LLC**  
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**HBB**  
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**Dual Design LLC**  
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**FRANKLIN**  
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 Fax: 214.343.9001

**TRACON**  
 3011 Westpark Drive  
 Suite 1000  
 Dallas, TX 75244  
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 Fax: 214.343.9001

**13th Floor**  
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 13th Floor

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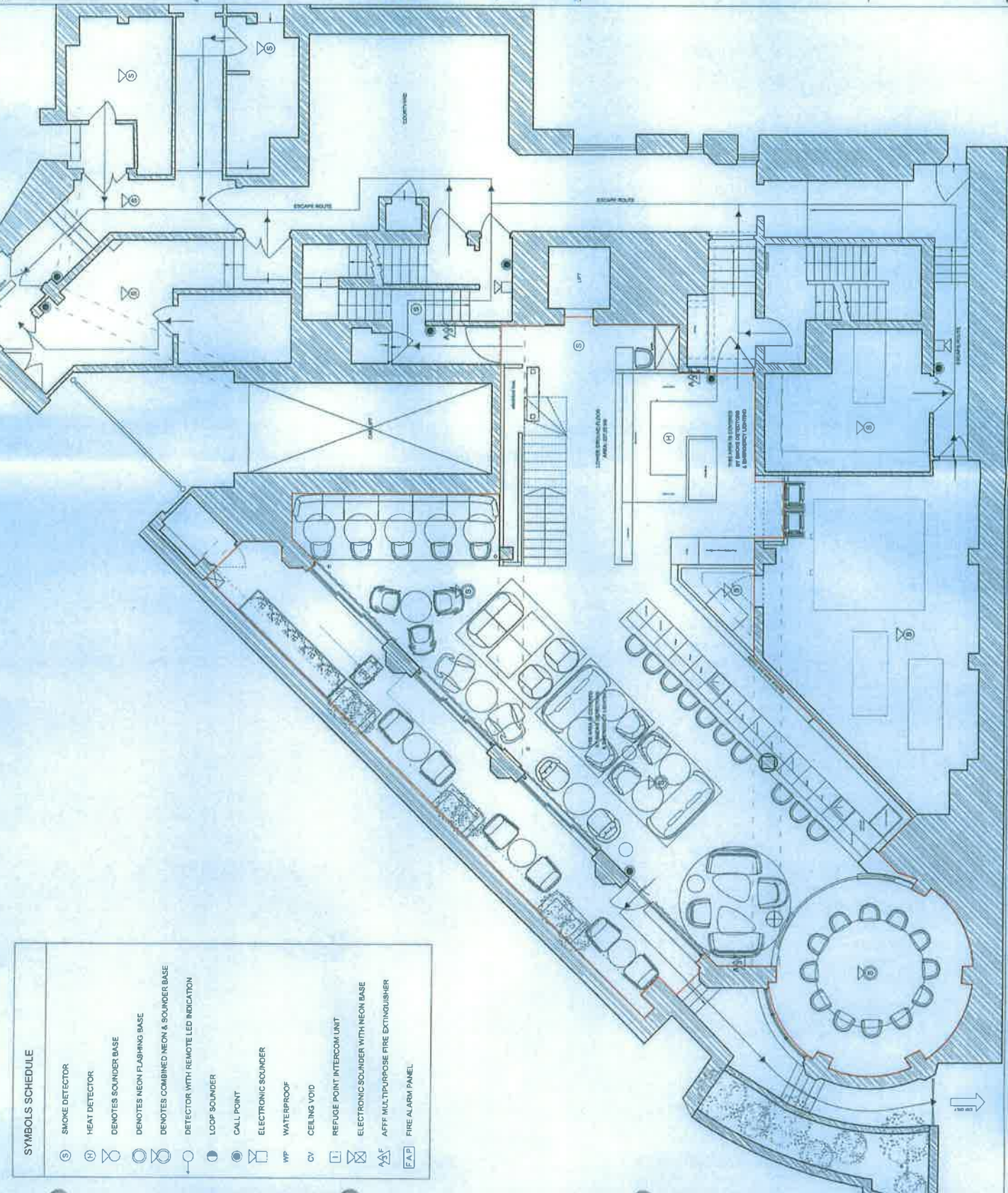
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**13th Floor**  
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 13th Floor

**Legend**  
 SMOKE DETECTOR  
 HEAT DETECTOR  
 DENOTES SOUNDER BASE  
 DENOTES NEON FLASHING BASE  
 DENOTES COMBINED NEON & SOUNDER BASE  
 DETECTOR WITH REMOTE LED INDICATION  
 LOOP SOUNDER  
 CALL POINT  
 ELECTRONIC SOUNDER  
 WATERPROOF  
 CEILING VOID  
 REFUGE POINT INTERCOM UNIT  
 ELECTRONIC SOUNDER WITH NEON BASE  
 AFFF MULTIPURPOSE FIRE EXTINGUISHER  
 FIRE ALARM PANEL



Architect of Record  
1234 Main Street  
City, State, Zip

General Contractor  
5678 Market Street  
City, State, Zip

Manufacturer  
9012 Industrial Blvd  
City, State, Zip

Investor  
3456 Finance Ave  
City, State, Zip

Project Location

Architectural Drawing

**Service Offices**  
12 May Hill

12 MAY HILL

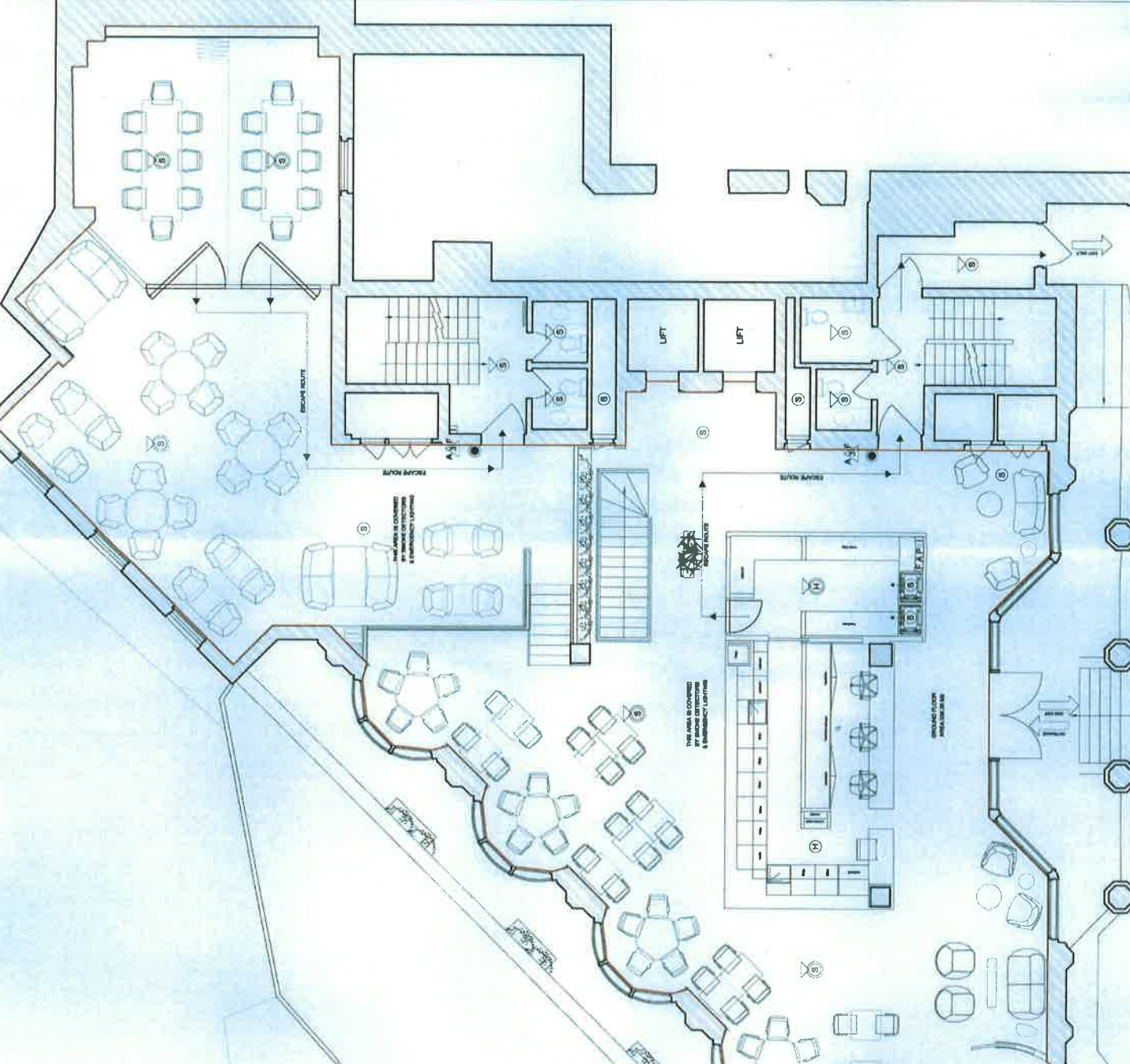
LAP - Ground Floor

WORK IN PROGRESS

DATE: 11/02 4:3 11/02/02

HH-4-210Z

<p>ROOF PANEL</p> <p>ROOF FINISH</p> <p>WALL TYPE SYMBOL</p> <p>FLOOR TYPE SYMBOL</p> <p>DOOR No.</p> <p>FLOOR FINISH CODE</p> <p>CEILING FINISH CODE</p> <p>WALL FINISH CODE</p> <p>COLUMN FINISH CODE</p>	<p>PAV. LIFT - CODE 1 REV</p> <p>CONV. CODE 1 REV</p> <p>STAIR CODE 1 REV</p> <p>FINISHED FLOOR LEVEL</p> <p>FINISHED WALL LEVEL</p> <p>FINISHED CEILING LEVEL</p> <p>FINISHED FLOOR LEVEL</p> <p>FINISHED WALL LEVEL</p> <p>FINISHED CEILING LEVEL</p>	<p>SECTION No.</p> <p>CHASIS REFERENCE</p> <p>FINISH REFERENCE</p> <p>FINISH REFERENCE</p> <p>FINISH REFERENCE</p> <p>FINISH REFERENCE</p>	<p>WALL TYPE SYMBOL</p> <p>FLOOR TYPE SYMBOL</p> <p>DOOR No.</p> <p>FLOOR FINISH CODE</p> <p>CEILING FINISH CODE</p> <p>WALL FINISH CODE</p> <p>COLUMN FINISH CODE</p>	<p>WALL TYPE SYMBOL</p> <p>FLOOR TYPE SYMBOL</p> <p>DOOR No.</p> <p>FLOOR FINISH CODE</p> <p>CEILING FINISH CODE</p> <p>WALL FINISH CODE</p> <p>COLUMN FINISH CODE</p>	<p>WALL TYPE SYMBOL</p> <p>FLOOR TYPE SYMBOL</p> <p>DOOR No.</p> <p>FLOOR FINISH CODE</p> <p>CEILING FINISH CODE</p> <p>WALL FINISH CODE</p> <p>COLUMN FINISH CODE</p>
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SYMBOLS SCHEDULE	
(8)	SMOKE DETECTOR
(14)	HEAT DETECTOR
(X)	DENOTES SOUNDER BASE
(O)	DENOTES NEON FLASHING BASE
(O)	DENOTES COMBINED NEON & SOUNDER BASE
(O)	DETECTOR WITH REMOTE LED INDICATION
(O)	LOOP SOUNDER
(O)	CALL POINT
(O)	ELECTRONIC SOUNDER
WP	WATERPROOF
CV	CEILING VOID
(O)	REFUGE POINT INTERCOM UNIT
(X)	ELECTRONIC SOUNDER WITH NEON BASE
(X)	AFF MULTIPURPOSE FIRE EXTINGUISHER
(F.A.P.)	FIRE ALARM PANEL

Project: Serviced Offices 12 May Hill

Client: [Redacted]

Architect: [Redacted]

Contractor: [Redacted]

12 May Hill

UAP - 1st Floor

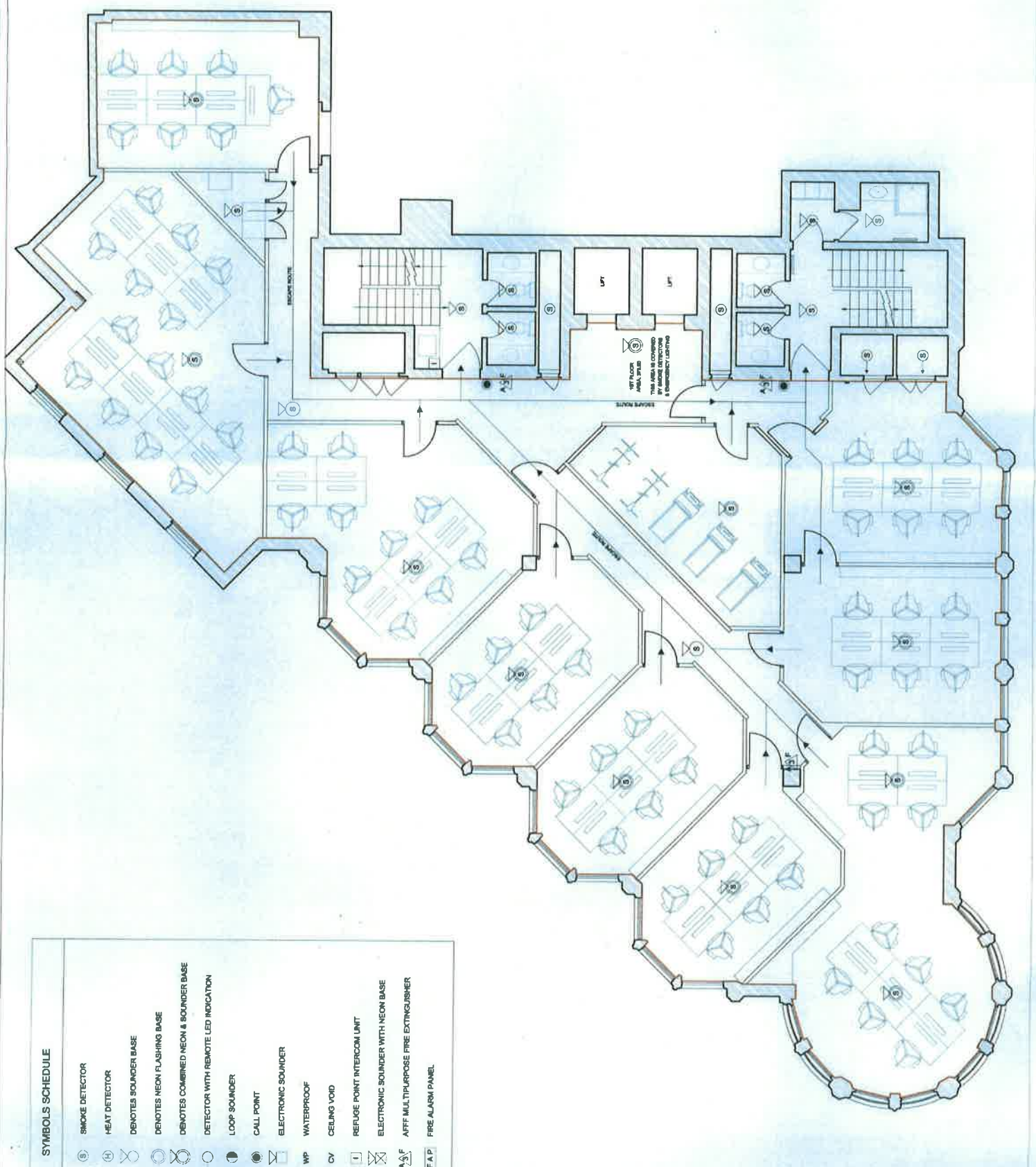
WORK IN PROGRESS

UAP004N T20 A2 14/06/08

HH-L2103

**SYMBOLS SCHEDULE**

Room Name	Panel UPT - CORE 1 100
Room No./Panel	Room CORE 1 101
Panel UPT - CORE 1 101	Room CORE 1 102
Panel UPT - CORE 1 102	Panel UPT - CORE 1 103
Panel UPT - CORE 1 103	Panel UPT - CORE 1 104
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**SYMBOLS SCHEDULE**

(S)	SMOKE DETECTOR
(H)	HEAT DETECTOR
(X)	DENOTES SOUNDER BASE
(N)	DENOTES NEON FLASHING BASE
(N/S)	DENOTES COMBINED NEON & SOUNDER BASE
(S)	DETECTOR WITH REMOTE LED INDICATION
(L)	LOOP SOUNDER
(C)	CALL POINT
(E)	ELECTRONIC SOUNDER
WP	WATERPROOF
CV	CEILING VOID
(I)	REFUGE POINT INTERCOM UNIT
(X)	ELECTRONIC SOUNDER WITH NEON BASE
(A/S)	AFF MULTIPURPOSE FIRE EXTINGUISHER
(F.A.P)	FIRE ALARM PANEL





**HCD 1100**

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Address of Project

Client & Designer

123 Street, Suite 1000  
City, State, Zip

Architect License No.

Professional Seal

Date of Issue

Scale

Project No.

Revision

Sheet No.

Total Sheets

Project Name

Project Location

Project Date

Project Status

Project Budget

Project Owner

Project Manager

ROOM NAME  
ROOM NUMBER

WALL TYPE SYMBOL

FLOOR TYPE SYMBOL

DOOR No.

FLOOR FINISH CODE

CEILING FINISH CODE

WALL FINISH CODE

COLUMN FINISH CODE

SECTION No.

FACE ELEVATION No.

FACE ELEVATION No.

FACE ELEVATION No.

FACE ELEVATION No.

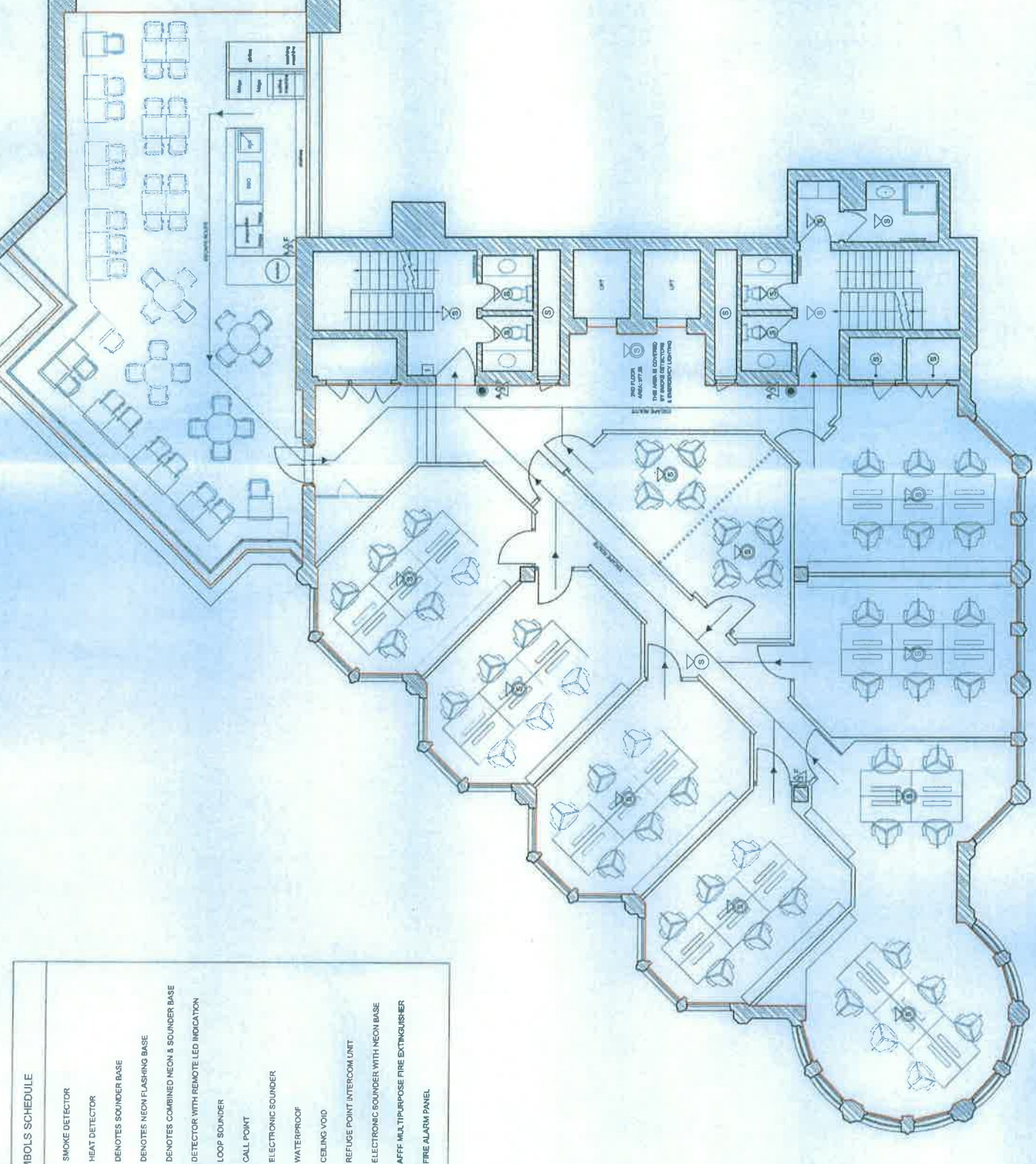
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FACE ELEVATION No.



**SYMBOLS SCHEDULE**

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	HEAT DETECTOR
	DENOTES SOUNDER BASE
	DENOTES NEON FLASHING BASE
	DENOTES COMBINED NEON & SOUNDER BASE
	DETECTOR WITH REMOTE LED INDICATION
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	WATERPROOF
	CEILING VOID
	REFUGE POINT INTERCOM UNIT
	ELECTRONIC SOUNDER WITH NEON BASE
	AFFF MULTIPURPOSE FIRE EXTINGUISHER
	FIRE ALARM PANEL

**AI** **G** **HCB** **INVEST**

**PROVISIONS OF SPECIFICATIONS**  
 1. The drawings shall be in accordance with the latest edition of the Australian Standard AS/NZS 1530.4:2005.

**GENERAL NOTES**  
 1. All work shall be in accordance with the latest edition of the Australian Standard AS/NZS 1530.4:2005.

**WORK IN PROGRESS**  
 LAMP - 500 Floor  
 WORK IN PROGRESS

1:100 A3 1/2008

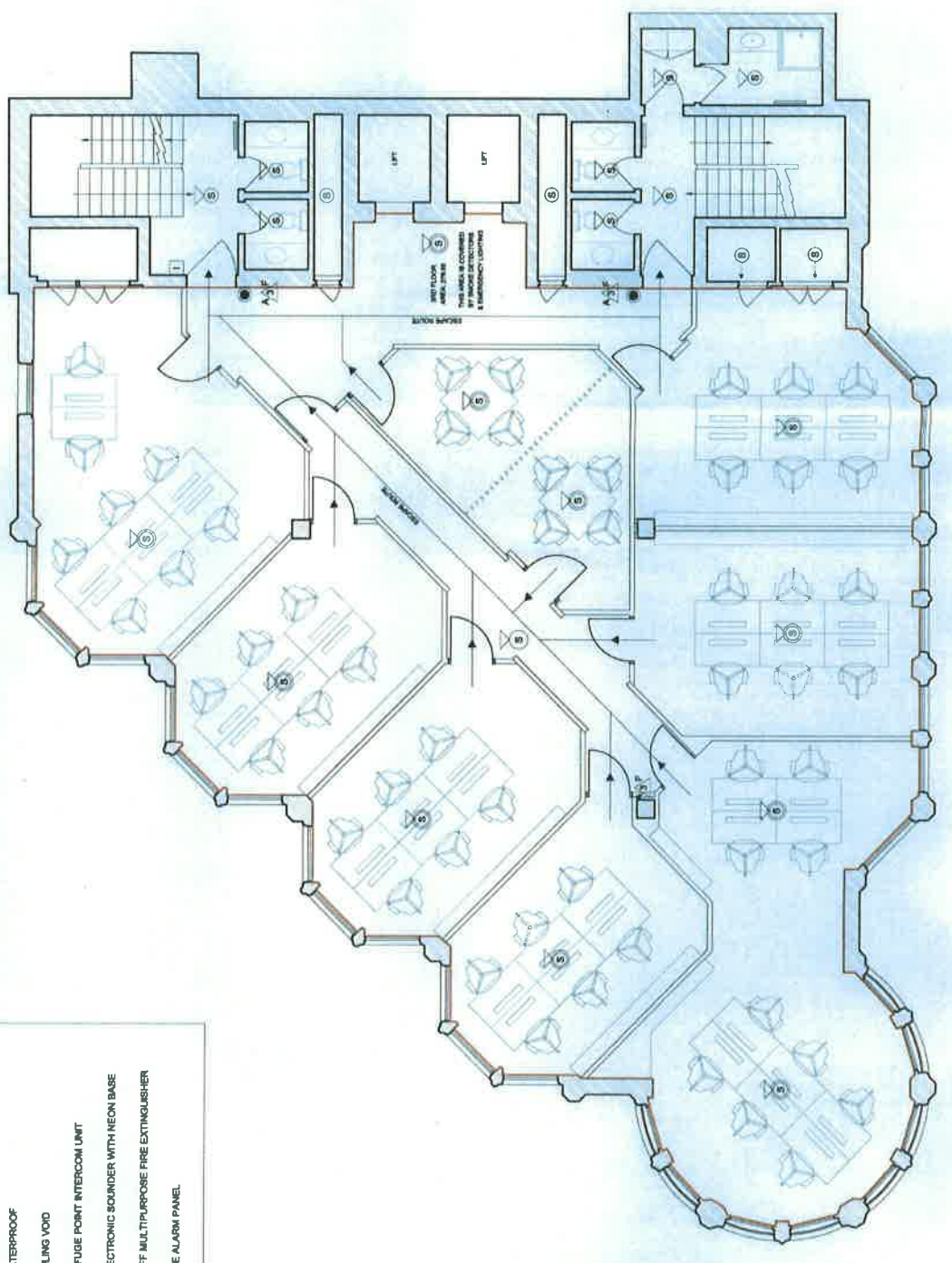
HH-L-2105

**SYMBOLS**

SMOKE DETECTOR  
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 DENOTES COMBINED NEON & SOUNDER BASE  
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 LOOP SOUNDER  
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 REFUGEE POINT INTERCOM UNIT  
 ELECTRONIC SOUNDER WITH NEON BASE  
 A P P FIRE ALARM PANEL

**LEGEND**

SMOKE DETECTOR  
 HEAT DETECTOR  
 DENOTES SOUNDER BASE  
 DENOTES NEON FLASHING BASE  
 DENOTES COMBINED NEON & SOUNDER BASE  
 DETECTOR WITH REMOTE LED INDICATION  
 LOOP SOUNDER  
 CALL POINT  
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 CEILING VOID  
 REFUGEE POINT INTERCOM UNIT  
 ELECTRONIC SOUNDER WITH NEON BASE  
 A P P FIRE ALARM PANEL



**SYMBOLS SCHEDULE**

	SMOKE DETECTOR
	HEAT DETECTOR
	DENOTES SOUNDER BASE
	DENOTES NEON FLASHING BASE
	DENOTES COMBINED NEON & SOUNDER BASE
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	WATERPROOF
	CEILING VOID
	REFUGEE POINT INTERCOM UNIT
	ELECTRONIC SOUNDER WITH NEON BASE
	A P P FIRE ALARM PANEL



**Your**

**Our** 14/08158/LIPN

**Date:** 14/10/2014



C Edwards  
Winckworth Sherwood  
Minerva House  
London SE1 9BB

**METROPOLITAN POLICE  
SERVICE**  
**Police Constable Reaz Guerra**  
Westminster Police Licensing Unit  
**Westminster City Hall**  
Fourth Floor  
64 Victoria Street  
London  
SW1E 6QP

Telephone: 020 7641 1705  
Facsimile: 020 7641 4236  
Email: [rguerra@westminster.gov.uk](mailto:rguerra@westminster.gov.uk)

**Application for a Premises Licence Variation**  
**12 Hay Hill, London W1J 6DQ– Ref 14/08158/LIPN**

Dear Ms Edwards ,

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 as it is our belief that if granted the application would undermine the Licensing and Crime Prevention Objectives.

Should you wish to discuss the matter further please contact the Police Licensing Team on **0207 641 1709/1705** or via email, [rguerra@westminster.gov.uk](mailto:rguerra@westminster.gov.uk)

Yours sincerely.

Reaz Guerra  
Police Constable  
Westminster Police Licensing Team

**Peermamode, Ryan**

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**Subject:** FW: 12 Hay Hill, London W1J 6DQ - 14/08158/LIPN

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**From:** Guerra, Reaz  
**Sent:** 15 November 2014 02:39  
**To:** [cedwards@wslaw.co.uk](mailto:cedwards@wslaw.co.uk)  
**Cc:** Harman, Becky; Eaton, Sam  
**Subject:** RE: 12 Hay Hill, London W1J 6DQ - 14/08158/LIPN

Charlotte,

I note that the EHO has sent you some proposed conditions, I can confirm that the Police also support these conditions.

Kind Regards  
Reaz

**PC Reaz Guerra 1614CW**  
Westminster Police Licensing Team

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**TO  
REFERENCE** Ryan Peermamode, Licensing Officer  
14/08158/LIPN

---

**FROM  
BEING DEALT WITH BY  
TELEPHONE  
DATE** EH Consultation Team, 4<sup>th</sup> Floor, City Hall  
Becky Harman  
0207 641 5994  
22<sup>nd</sup> October 2014

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**The Licensing Act 2003**

**RE: Cabinet, Ground Floor to Fourth Floor 12 Hay Hill London W1J 6DQ**

I refer to the application for a New Premises Licence for the above premises.

The applicant has submitted floor plans of the Basement (Ref: HH-I-2100), Lower Ground floor (Ref: HH-I-2101), Ground floor (Ref: HH-I-2102) and the First Floor (Ref: HH-I-2103), Second Floor (Ref: HH-I-2104), Third Floor (Ref: HH-I-2105) to Fourth Floor (Ref: HH-I-2106) dated 08<sup>th</sup> September 2014.

The operating schedule describes the premises as 'an office building with meeting room facilities situated at 12 Hay Hill, London, W1J 8NR'. However, the application also refers to 'members of a private club'.

Clarification is required regarding the description of the premises.

This representation is based on the plans and operating schedule submitted.

**The applicant is seeking the following**

1. To provide for the Supply of Alcohol 'On' the premises Monday to Thursday between 10.00 - 23.30 hours, Friday between 10.00 - 01.00 hours and 10.00 - 00.00 hours, Sunday between 00.00 - 01.00 hours and 12.00- 22.00 hours.
2. To provide Late Night Refreshment 'Indoors' Monday to Thursday between 23.00 - 00.00 hours, Friday to Saturday 23.00 - 01.30 hours.

**I wish to make the following representation**

1. The hours requested for the Supply of Alcohol will have the likely effect of causing an increase in Public Nuisance within the area and impact on Public Safety.
2. The hours requested to permit the provision of late night refreshment will have the likely effect of causing an increase in Public Nuisance and impact on Public Safety within the area.

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

The applicant has provided additional information along with proposed conditions with the application which are being considered but do not fully address the concerns of Environmental Health.

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

Becky Harman  
**Environmental Health Officer**  
**Environmental Health Consultation Team**

CC: [cedward@wslaw.co.uk](mailto:cedward@wslaw.co.uk)

**CITY OF WESTMINSTER MEMORANDUM**

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**TO** Ryan Peermamode  
**REFERENCE** 14/08158/LIPN

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**FROM** EH Consultation Team, 4<sup>th</sup> Floor, City Hall  
**REFERENCE** 14/041885/EHCT  
**BEING DEALT WITH BY** Ms Becky Harman  
**TELEPHONE EXT.**  
**DATE** 7 November 2014

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**12 HAY HILL, BASEMENT TO FOURTH FLOOR, 12 HAY HILL, LONDON**

I refer to the application for a new Premises Licence for the above premises.

**Proposed Environmental Health Conditions  
Based application and site visit on 07/11/14**

**The premises**

1. The licensable activities are restricted to:

Lower Ground Floor  
Ground Floor  
First Floor  
Second Floor  
Third Floor  
Fourth Floor

2. The number of persons accommodated at any one time (excluding staff) shall not exceed the following: Capacity yet to be agreed by District Surveyor.

Lower Ground Floor: 50  
Ground Floor: 80  
First Floor: 70  
Second Floor Internal: 60  
Second Floor External Terrace: 30  
Third Floor: 55  
Fourth Floor: 55



The maximum numbers are subject to final approval by the District Surveyor upon the removal of the works condition.

3. There shall be no internal service bars permitted on the First Floor, Second Floor, Third Floor and Fourth Floor.
4. The Ground floor shall only operate as a restaurant
  - (i) in which customers are shown to their table,
  - (ii) where the supply of alcohol is by waiter or waitress service only,
  - (iii) which provide food in the form of substantial table meals that are prepared on the premises and are served and consumed at the table using non disposable crockery, and
  - (vi) where alcohol shall not be sold or supplied, otherwise than for consumption by persons who are seated in the premises and bona fide taking substantial table meals there, and provided always that the consumption of alcohol by such persons is ancillary to taking such meals.
5. A Challenge 21 proof of age scheme shall be operated at the premises where the only acceptable forms of identification are recognised photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.
6. 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.
7. There shall be no self service of alcohol on the premises.
8. Alcohol may only be sold for consumption by members of a private club/tenants and their bona fide guests (not exceeding (4) guests per member). No person shall be admitted to membership of the private club or be entitled to take advantage of any of the privileges of membership without an interval of at least 48 hours between their nomination or application for membership and their admission.
9. Members/tenants of the private club must have taken out a 6 months office lease. This lease agreement must be available at the premises on request by Authorised Officer or the Council.
10. A list of the names and addresses of members of the Club shall be kept on the premises at all times together with a book showing the names and dates of attendance of any guests introduced by members. Both the list and the book shall be produced on demand for inspection by the police or an authorised officer of the Council.
11. Alcohol consumed outside the premises building shall only be consumed by patrons seated at tables.
12. The Lower Ground Floor External area shall not be used after 22.00.

13. The Second Floor External Roof terrace shall not be used after 22.00.
14. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
15. 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.
16. The licence holder shall enter into an agreement with a hackney carriage and/or private carriage firm to provide transport for customers, with contact numbers made readily available to customers who will be encouraged to use such services.
17. No deliveries or collections of waste or recycling materials (including bottles) from the premises shall take place between 23.00 hours and 07.30 hours on the following day.
18. 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.
19. Loudspeakers shall not be located in the entrance lobby or outside the premises building.
20. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
21. Provide an acoustic lobby to Ground Floor front entrance door to assist with noise control. The Licence will have no effect until the premises have been assessed as satisfactory by the Environmental Health Consultation Team and this condition has been removed from the Licence.

Ms Becky Harman  
Environmental Health Officer

Details of public representations relating to 14/08158/LIPN - 12 Hay Hill, W1J 6DQ

- **Mr Prakash Rajasekaran**  
**Director, Savile House Management Company (Mayfair) Limited**  
**Flat 11, Savile House, 18 Berkeley Street, London, W1J 8EB**  
*Received: 6 Oct 2014*  
**OBJECTION**

*(See attached letter)*

Flat11  
Savile House  
18 Berkeley Street  
Mayfair  
LONDON W1J 8EB

Licensing Team  
FAO: Steven Harrison  
Westminster City Hall  
64 Victoria Street  
LONDON SW1E 6QP

06 October 2014

Dear Sir/Madam

**RE REF 14/08158/LIPN**  
**New Premises Licence Application**  
**12 Hay Hill, London W1J 6DQ**

I wish to object to this licence renewal on behalf of Savile House Management Company (Mayfair) Limited (which represents the service company for all residents at 18 Berkeley Street) and myself.

- We live around the corner (15 metres) to the premises in question
- We would like to object on the following grounds

The objections are mainly on the grounds of:

1. Prevention of crime and disorder and
  2. Prevention of public nuisance
- The area around Berkeley Street has many clubs/ late night licensed premises and the area is now SATURATED with such establishments. Moreover, there are a number of premises in close proximity that three premises are trying to obtain late licences/renewals next door to each other 17 Park Chinois, 15 Berkeley Street (Funky Buddha, Mayfair Club) Nobu. There is a danger of "rise in crime and disorder or cause unreasonable detriment to local community" and "problems of disturbance to residential amenity and public disorder ...by the sheer number of premises and the hours of operation"
  - Noise generated from these premises are loud, especially in the early hours of the morning as patrons leave the premises Patrons maybe involved in anti social behaviour outside the premises
  - It is not uncommon to find the pavement and door steps littered with empty bottles, cigarette butts or vomit
  - The nearby surrounding areas outside these premises usually have a lot of litter (empty bottles, smokers litter and chewing gum)
  - Premises tend to attract the attention of illegal minicabs touting for business
  - Double parking results as patrons arrive and leave the premises
  - These type of premises create added congestion around this residential area

Yours faithfully



P Rajasekaran  
(Resident and Director of Savile House Management Company (Mayfair) Limited)

- **Mr Kenneth Clark**  
**66 Berkeley House, 15 Hay Hill, London, W1J 8NT**  
*Received: 11 Oct 2014*  
**OBJECTION**

*The granting of an all day, seven days a week alcohol drinking license to four or five floors of 12 Hay Hill would increase the public nuisance and potentially increase crime affecting the residents living and trying to sleep in Hay hill and Mayfair. We already suffer from a lot of noise caused by late night drinking from establishments already open into the early morning.*

- **Ms Sharon French**  
**Partner - Central London Property & Asset Management, Cushman & Wakefield LLP**  
**Capital House, 85 King William Street, London, EC4N 7BL**  
*Received: 17 Oct 2014*  
**OBJECTION**

*Dear Sirs*

*We act as managing agents for the property known as 4 Hay Hill and have been passed a copy of your letter dated 25th September 2014 in respect of the application that has been made to you for a new premises licence for 12 Hay Hill Ground Floor to Fourth Floor.*

*Having surveyed the premises and taken into account the use being applied for we have some concerns around noise and disturbance for our residential tenant at 4 Hay Hill and wish to make a representation.*

*12 Hay Hill adjoins 31 Grafton Street to the rear of the premises and on the side of which the residential apartment 4 Hay Hill is located. The Public Notice received dated 25th September refers to the premises Ground Floor to Fourth Floor and as a large balcony resides on the 4th floor of 12 Hay Hill with which appears to have sufficient space to host events (photographs attached) we feel this may have an adverse effect on the residential amenity of our tenant at 4 Hay Hill, by reason of noise and disturbance if the balcony is used for this reason. Having looked at the plans submitted for the variation they only refer to the ground floor and basement area. Therefore, we are looking for clarity around the application and that our tenant of 4 Hay Hill can continue to expect and receive quiet enjoyment of their premises.*

*We look forward to hearing from you  
Kind regards  
Sharon French*

*(See attached Photo's x3)*









- **Mr & Mrs Ken And Catherine McGrath**  
**46 Berkeley House, 15 Hay Hill, London, W1J 8NS**  
*Received: 20 Oct 2014*  
**OBJECTION**

*Dear Sirs*

*We wish to object to the above referenced licensing application for 12 Hay Hill, London W1J 6DQ. We live at Flat 46, 15 Hay Hill, London W1J 8NS which is just opposite for the premises in question.*

*Our grounds for objection are*

- o *Prevention of Public Nuisance, and*
- o *Prevention of Crime and Disorder*

*The prospect of having alcoholic beverages being served in what is a quiet Mayfair residential street is highly objectionable. We already have seen a large number of similar establishments open in the immediate area in recent months, and are fearful that yet another will accelerate the number of late night party goers and drunken revellers in the area.*

*Already, we note a much higher level of solicitation from late night establishments on Berkeley Street just across from Hay Hill and significant increase in loud noise as people emerge late at night. On Hay Hill, another licensed club open a few months ago and has resulted in a high increase in people traffic, late night noise and loitering in the steps of our building. The establishment in question has already installed a very large coloured neon sculpture which lights up the whole of Hay Hill all night, causing significant disturbance to residents.*

*We would ask that this application be rejected.*

*Many thanks*

*Ken and Catherine McGrath*  
*46 Berkeley House*  
*15 Hay Hill*  
*London W1J 8NS*

- **Ms Jaleh Zand**  
**17 Berkeley Street Residents Association**  
**Received: 22 Oct 2014**  
**OBJECTION**

Dear Sirs

17 Berkeley Street Residents' Association would like to make a representation in respect of the above application. We are concerned about the application on the basis of prevention of public nuisance. However, we have met with the applicant and proposed the following conditions which they are happy to accept, and this has somewhat eased our concerns, if the Sub-Committee are minded to impose them on the license:

Requested conditions accepted by the applicant:

The license holder will support any neighbourhood monitoring scheme that may exist (from time to time) including contributing financially to any paid for policing scheme on Berkeley Street.

The licensee shall operate the premises in accordance with a Berkeley Street Best Practice Policy which shall be created to promote the four licensing objectives. The best practice policy will be reviewed from time to time with the Licensing Authority and the local licensing police. We look forward to being kept informed of any developments.

Kind regards

Jaleh Zand

on behalf of 17 Berkeley Street Residents' Association

- **Mr Ron Whelan**  
**Chairman, Mayfair Residents Group, 29A Brook Street, London, W1K 4HE**  
**Received: 23 Oct 2014**  
**OBJECTION**

The Mayfair Residents Group wishes to make a representation in respect of the above application, in support of the representation already submitted by the 17 Berkeley Street Residents Association. We agree with The Association that if the applicant accepts the conditions itemised below then our concerns about this license application will be significantly reduced.

These conditions are;

- (a) The License Holder will support any neighbourhood monitoring scheme that may exist (from time to time) including financially to any paid-for policing policy on Berkeley Street;
- (b) The Licensee shall operate the premises in accordance with a Berkeley Street Best Practice Policy which shall be created to promote the four licensing objectives. The Best Practice Policy shall be reviewed from time to time with the Licensing Authority and the local licensing police.

Yours sincerely,

Ron Whelan

Chairman

Mayfair Residents Group

29A Brook Street W1K 4HE



03/10/2014 14:54:45

Stamp The Photo from AvanSoft