



City of Westminster

# Licensing Sub-Committee Report

Item No:

Date:

25 November 2021

Licensing Ref No:

21/07628/LIPV - Premises Licence Variation

Title of Report:

London Cocktail Club  
Basement  
Portland House  
4 Great Portland Street  
London  
W1W 8QJ

Report of:

Director of Public Protection and Licensing

Wards involved:

West End

Policy context:

City of Westminster Statement of Licensing Policy

Financial summary:

None

Report Author:

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Senior Licensing Officer

Contact details

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## 1. Application

1-A Applicant and premises			
<b>Application Type:</b>	Variation of a Premises Licence, Licensing Act 2003		
<b>Application received date:</b>	1 August 2021		
<b>Applicant:</b>	The London Cocktail Club Limited		
<b>Premises:</b>	London Cocktail Club		
<b>Premises address:</b>	Basement Portland House 4 Great Portland Street London W1W 8QJ	<b>Ward:</b>	West End
		<b>Cumulative Impact Area:</b>	West End
		<b>Special Consideration Zone:</b>	None
<b>Premises description:</b>	The premises is currently operating as a Cocktail Lounge.		
<b>Variation description:</b>	<p>The application seeks the following:</p> <ul style="list-style-type: none"> <li>To vary the terminal hour on Thursdays from 23.30 to 00.30 for film, live music, recorded music, late night refreshment and retail sale of alcohol.</li> <li>To Vary the terminal hour on Fridays and Saturdays from 00.00 to 01:30 for film, live music, recorded music, late night refreshment and retail sale of alcohol.</li> <li>To add additional conditions as set out in the operating schedule at <b>Appendix 4</b>.</li> <li>The variation is a time limited until 30 March 2023.</li> </ul>		
<b>Premises licence history:</b>	The premises has had the benefit of a premises licence since February 2014. The current premises licence (18/06324/LIPCH) can be viewed at <b>Appendix 3</b> of this report along with the premises history.		
<b>Applicant submissions:</b>	The applicant has provided a noise and dispersal policy at <b>Appendix 2</b> .		
<b>Applicant amendments:</b>	None		

1-B Current and proposed licensable activities, areas and hours						
Regulated Entertainment						
Exhibition of films						
	Current Hours		Proposed Hours		Licensable Area	
	Start:	End:	Start:	End:	Current:	Proposed:
Monday	10:00	23:30	10:00	23:30	Basement	No change
Tuesday	10:00	23:30	10:00	23:30		
Wednesday	10:00	23:30	10:00	23:30		
Thursday	10:00	23:30	10:00	00:30		
Friday	10:00	00:00	10:00	01:30		
Saturday	10:00	00:00	10:00	01:30		
Sunday	12:00	22:30	12:00	22:30		
<b>Seasonal Variations/ Non-standard timings:</b>	<b>Current:</b>				<b>Proposed:</b>	
	The hours for regulated entertainment, sale of alcohol and opening shall be permitted from the end of permitted hours on New Year's Eve to start of permitted hours on New Year's Day.				<p>The hours for regulated entertainment, sale of alcohol and opening shall be permitted from the end of permitted hours on New Year's Eve to start of permitted hours on New Year's Day.</p> <p>On the morning that Greenwich Mean Time changes to British Summer Time one hour will be added to the terminal hour of any activities and to the closing time for the premises where the existing terminal hour for the activities and/or closing hour for the premises ends after 01.00.</p>	

Performance of live music						
	Current Hours		Proposed Hours		Licensable Area	
	Start:	End:	Start:	End:	Current:	Proposed:
<b>Monday</b>	23:00	23:30	23:00	23:30	Basement	No change
<b>Tuesday</b>	23:00	23:30	23:00	23:30		
<b>Wednesday</b>	23:00	23:30	23:00	23:30		
<b>Thursday</b>	23:00	23:30	10:00	00:30		
<b>Friday</b>	23:00	00:00	10:00	01:30		
<b>Saturday</b>	23:00	00:00	10:00	01:30		
<b>Sunday</b>	N/A	N/A	N/A	N/A		
<b>Seasonal variations/ Non-standard timings:</b>	<b>Current:</b>				<b>Proposed:</b>	
	The hours for regulated entertainment, sale of alcohol and opening shall be permitted from the end of permitted hours on New Year's Eve to start of permitted hours on New Year's Day.				The hours for regulated entertainment, sale of alcohol and opening shall be permitted from the end of permitted hours on New Year's Eve to start of permitted hours on New Year's Day.  On the morning that Greenwich Mean Time changes to British Summer Time one hour will be added to the terminal hour of any activities and to the closing time for the premises where the existing terminal hour for the activities and/or closing hour for the premises ends after 01.00.	

Playing of recorded music						
	Current Hours		Proposed Hours		Licensable Area	
	Start:	End:	Start:	End:	Current:	Proposed:
<b>Monday</b>	10:00	23:30	10:00	23:30	Basement	No change
<b>Tuesday</b>	10:00	23:30	10:00	23:30		
<b>Wednesday</b>	10:00	23:30	10:00	23:30		
<b>Thursday</b>	10:00	23:30	10:00	00:30		
<b>Friday</b>	10:00	00:00	10:00	01:30		
<b>Saturday</b>	10:00	00:00	10:00	01:30		
<b>Sunday</b>	12:00	22:30	12:00	22:30		
<b>Seasonal variations/ Non-standard timings:</b>	<b>Current:</b>				<b>Proposed:</b>	
	The hours for regulated entertainment, sale of alcohol and opening shall be permitted from the end of permitted hours on New Year's Eve to start of permitted hours on New Year's Day.				The hours for regulated entertainment, sale of alcohol and opening shall be permitted from the end of permitted hours on New Year's Eve to start of permitted hours on New Year's Day.  On the morning that Greenwich Mean Time changes to British Summer Time one hour will be added to the terminal hour of any activities and to the closing time for the premises where the existing terminal hour for the activities and/or closing hour for the premises ends after 01.00.	

Late night refreshment						
Indoors, outdoors or both			Current :		Proposed:	
			Indoors		No change	
	Current Hours		Proposed Hours		Licensable Area	
	Start:	End:	Start:	End:	Current:	Proposed:
<b>Monday</b>	23:00	23:30	23:00	23:30	Basement	No change
<b>Tuesday</b>	23:00	23:30	23:00	23:30		
<b>Wednesday</b>	23:00	23:30	23:00	23:30		
<b>Thursday</b>	23:00	23:30	23:00	00:30		
<b>Friday</b>	23:00	00:00	23:00	01:30		
<b>Saturday</b>	23:00	00:00	23:00	01:30		
<b>Sunday</b>	N/A	N/A	N/A	N/A		
Seasonal variations/ Non-standard timings:	Current:				Proposed:	
	The terminal hour for late night refreshment on New Year's Eve is extended to 05:00 on New Year's Day.				The terminal hour for late night refreshment on New Year's Eve is extended to 05:00 on New Year's Day.  On the morning that Greenwich Mean Time changes to British Summer Time one hour will be added to the terminal hour of any activities and to the closing time for the premises where the existing terminal hour for the activities and/or closing hour for the premises ends after 01.00.	

Sale by Retail of Alcohol						
On or off sales			Current :		Proposed:	
			On sales		No change	
	Current Hours		Proposed Hours		Licensable Area	
	Start:	End:	Start:	End:	Current:	Proposed:
<b>Monday</b>	10:00	23:30	10:00	23:30	Basement	No change
<b>Tuesday</b>	10:00	23:30	10:00	23:30		
<b>Wednesday</b>	10:00	23:30	10:00	23:30		
<b>Thursday</b>	10:00	23:30	10:00	00:30		
<b>Friday</b>	10:00	00:00	10:00	01:30		
<b>Saturday</b>	10:00	00:00	10:00	01:30		
<b>Sunday</b>	12:00	22:30	12:00	22:30		
Seasonal variations/ Non-standard timings:	Current:				Proposed:	
	The hours for regulated entertainment, sale of alcohol and opening shall be permitted from the end of permitted hours on New Year's Eve to start of permitted hours on New Year's Day.				The hours for regulated entertainment, sale of alcohol and opening shall be permitted from the end of permitted hours on New Year's Eve to start of permitted hours on New Year's Day.  On the morning that Greenwich Mean Time changes to British Summer Time one hour will be added to the terminal hour of any activities and to the closing time for the premises where the existing terminal hour for the activities and/or closing hour for the premises ends after 01.00.	

**Hours premises are open to the public**

	Current Hours		Proposed Hours		Premises Area	
	Start:	End:	Start:	End:	Current:	Proposed:
<b>Monday</b>	10:00	23:30	10:00	23:30	Basement	No change
<b>Tuesday</b>	10:00	23:30	10:00	23:30		
<b>Wednesday</b>	10:00	23:30	10:00	23:30		
<b>Thursday</b>	10:00	23:30	10:00	00:30		
<b>Friday</b>	10:00	00:00	10:00	01:30		
<b>Saturday</b>	10:00	00:00	10:00	01:30		
<b>Sunday</b>	12:00	22:30	12:00	22:30		
<b>Seasonal variations/ Non-standard timings:</b>	<b>Current:</b>				<b>Proposed:</b>	
	The hours for regulated entertainment, sale of alcohol and opening shall be permitted from the end of permitted hours on New Year's Eve to start of permitted hours on New Year's Day.				The hours for regulated entertainment, sale of alcohol and opening shall be permitted from the end of permitted hours on New Year's Eve to start of permitted hours on New Year's Day.  On the morning that Greenwich Mean Time changes to British Summer Time one hour will be added to the terminal hour of any activities and to the closing time for the premises where the existing terminal hour for the activities and/or closing hour for the premises ends after 01.00.	



## 1-C Conditions proposed to be added

1. There shall be a minimum of 2 SIA on Friday and Saturday nights and a minimum of 1 SIA on Thursday night, between 9pm and 15 mins after the premises closes. Their SIA licences shall be displayed at all times. This condition shall be in force for a limited period until 30 March 2023.
2. There shall be a 15 minute wind down period prior to the end of licensable activities on Thursday, Friday and Saturday trading nights. The style tempo and volume of music shall be consistent with the wind down period. This condition shall be in force for a limited period until 30 March 2023.
3. On Thursdays there shall be no admittance or readmittance to the premises after 23.30 except for patrons permitted to temporarily leave the premises to smoke. This condition shall be in force for a limited period until 30 March 2023.
4. On Fridays and Saturdays there shall be no admittance or readmittance to the premises after midnight except for patrons permitted to temporarily leave the premises to smoke. This condition shall be in force for a limited period until 30 March 2023.
5. On Thursdays the capacity of patrons within the premises shall be reduced to 150 after midnight. This condition shall be in force for a limited period until 30 March 2023.
6. On Fridays and Saturdays the capacity of patrons within the premises shall be reduced to 150 after 00.30. This condition shall be in force for a limited period until 30 March 2023.
7. The variation of hours under ref: xxxx shall be permitted for a limited period until 30 March 2023 only.
8. Condition 36 (There shall be a minimum of one SIA security person on duty Friday and Saturday from 9pm until 15 minutes after the premises closes) shall be suspended until 30 March 2023.
9. On the morning that Greenwich Mean Time changes to British Summer Time one hour will be added to the terminal hour of any activities and to the closing time for the premises where the existing terminal hour for the activities and/or closing hour for the premises ends after 01.00.

## 2. Representations

2-A Responsible Authorities	
<b>Responsible Authority:</b>	The Licensing Authority
<b>Representative:</b>	Roxsana Haq
<b>Received:</b>	26 August 2021
<p>I write in relation to the application (21/07628/LIPV) submitted for a variation of the premises licence for:</p> <p><b>London Cocktail Club, Basement - Portland House, 4 Great Portland Street, London W1W 8QJ</b></p> <p>As a responsible authority under section 13 (4) of the Licensing Act 2003 as amended under the Police and Social Responsibility Act 2011, the Licensing Authority have considered your application in full. The Licensing Authority has concerns in relation to this application and how the premises would promote the four Licensing Objectives:</p> <ul style="list-style-type: none"><li>• Public Nuisance</li><li>• Prevention of Crime &amp; Disorder</li><li>• Public Safety</li><li>• Protection of children from harm</li></ul> <p>The application seeks the following:</p> <p>A time limited variation of the terminal hour for all licensable activities and opening hours from Core Hours to 1am (the following day) on Monday to Saturday and Sunday's immediately before Bank Holiday Mondays. The applicant proposes that the temporarily extended hours have effect until 31 May 2023.</p> <p>The premises are located within the West End Cumulative Impact Area and as such various policy points must be considered, namely Cumulative Impact Policy CIP1, Core Hours Policy HRS1 and Pubs and Bars Policy PB1.</p> <p>Policy CIP1 states:</p> <p>A. It is the Licensing Authority's policy to refuse applications within the West End Cumulative Impact Zone for: pubs and bars, fast food premises, and music and dancing and similar entertainment, other than applications to:</p> <ol style="list-style-type: none"><li>1. Vary the hours within Core Hours under Policy HRS1, and/or</li><li>2. Vary the licence to reduce the overall capacity of the premises.</li></ol> <p>C. Applications for other premises types within the West End Cumulative Impact Zones will be subject to other policies within this statement and must demonstrate that they will not add to cumulative impact.</p> <p>D. For the purposes of this policy the premises types referred to in Clause A are defined within the relevant premises use policies within this statement.</p> <p>Policy PB1(B) states:</p> <p>It is the Licensing Authority's policy to refuse applications within the West End Cumulative Impact Zone other than:</p> <ol style="list-style-type: none"><li>1. Applications to vary the existing licence hours within the council's Core Hours Policy HRS1.</li><li>2. Applications that seek to vary the existing licence so as to reduce the overall capacity of the premises.</li></ol> <p>For the purposes of this policy a Public House or Bar is defined as a premises, or part of a premises that's primary use is the sale or supply of alcohol for consumption on those premises</p>	

and/or for consumption off the premises for consumption outside the venue.

The Licensing Authority note that this is a time limited application seeking extended hours to help the business recover from the Covid-19 pandemic however it is noted that the extension is for a period beyond the current lifting of Covid-19 restrictions. The Licensing Authority will therefore require further submissions from the applicant justifying the period sought.

Notwithstanding that this is a time limited application, the applicant is seeking hours in excess of core hours in the West end cumulative impact zone, the applicant will have to demonstrate exceptional circumstances to allow a departure from the Policy.

The Licensing Authority's policies, in relation to the Cumulative Impact Areas, are directed at the global and cumulative effects of licences on the area as a whole. The Licensing Authority encourages the applicant to provide further submissions as to how the premises will not add to cumulative impact in the cumulative impact area, as per policy CIP1 and PB1.

It will be for Licensing Sub-Committee Members to determine this application, given its location within the West End Cumulative Impact area and the proposed hours of operation.

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

Please accept this as a formal representation.

### 3. Policy & Guidance

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

open areas which form part of the premises.

7. The existing hours of licensable activities and the past operation of the premises (if any) and hours of licensable premises in the vicinity.

8. Whether customers and staff have adequate access to public transport when arriving at and leaving the premises, especially at night.

9. The capacity of the premises.

10. The type of use, recognising that some venues are more likely to impact the licensing objectives than others; for example, pubs and bars are higher risk than theatres, cinemas and other cultural and sporting venues due to the nature of the operation.

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

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

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

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

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

**1. Casinos**

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

**2. Cinemas, Cultural Venues and Live Sporting Premises**

Monday to Sunday: 9am to Midnight.

**3. Delivery Centres**

Monday to Saturday: 8am to 11pm.  
Sunday: 9am to 10.30pm.

**4. Hotels**

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

**5. Outdoor Spaces**

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

**6. Pubs and bars, Fast Food and Music and Dance venues**

Monday to Thursday: 10am to 11.30pm.  
Friday and Saturday: 10am to Midnight.  
Sunday: Midday to 10.30pm.  
Sundays immediately prior to a bank holiday: Midday to Midnight.

**7. Qualifying Clubs**

Monday to Thursday 9am to 11.30pm  
Friday and Saturday 9am to Midnight  
Sunday: 9am to 10.30pm  
Sunday immediately prior to a bank holiday: 9am to Midnight.

**8. Restaurants**

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

**9. Sexual Entertainment Venues and Sex Cinemas**

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

**10a. Shops (all licensable activities that are provided as ancillary to the primary use of the premises as a shop except the off sale of alcohol)**

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

**10b. Shops (off-sales of alcohol where it forms either the ancillary or primary use of the premises)**

Monday to Saturday: 8am to 11pm.  
Sunday: 9am to 10.30pm.

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

E. For the purposes of this policy, 'premises uses' are defined within the relevant premises use policies within this statement.

	<p>Note: The core hours are for all licensable activities but if an application includes late night refreshment then the starting time for that licensable activity will be 11pm.</p>
<p><b>Policy PB1 applies</b></p>	<p>A. Applications outside the West End Cumulative Zone will generally be granted subject to:</p> <ol style="list-style-type: none"> <li>1. The application meeting the requirements of policies CD1, PS1, PN1 and CH1.</li> <li>2. The hours for licensable activities being within the council's Core Hours Policy HRS1.</li> <li>3. The operation of any delivery services for alcohol and/or latenight refreshment meeting the council's Ancillary Delivery of Alcohol and/or Late-Night Refreshment Policy DEL1.</li> <li>4. The applicant has taken account of the Special Consideration Zones policy SCZ1 if the premises are located within a designated zone.</li> <li>5. The application and operation of the venue meet the definition of a Public House or Bar in Clause D.</li> </ol> <p>B. It is the Licensing Authority's policy to refuse applications within the West End Cumulative Impact Zone other than:</p> <ol style="list-style-type: none"> <li>1. Applications to vary the existing licence hours within the council's Core Hours Policy HRS1.</li> <li>2. Applications that seek to vary the existing licence so as to reduce the overall capacity of the premises.</li> </ol> <p>C. The applications referred to in Clause B1 and B2 will generally be granted subject to:</p> <ol style="list-style-type: none"> <li>1. The application meeting the requirements of policies CD1, PS1, PN1 and CH1, and/or,</li> <li>2. The operation of any delivery services for alcohol and/or latenight refreshment meeting the council's Ancillary Delivery of Alcohol and/or Late-Night Refreshment Policy DEL1.</li> <li>3. The application and operation of the venue continuing to meet the definition of a Public House or Bar in Clause D.</li> </ol> <p>D. For the purposes of this policy a Public House or Bar is defined as a premises, or part of a premises that's primary use is the sale or supply of alcohol for consumption on those premises and/or for consumption off the premises for consumption outside the venue.</p>

#### 4. Equality Implications

The Council in its capacity as Licensing Authority has a duty to have regard to its public sector equality duty under section 149 of the Equality Act 2010. In summary, section 149 provides that a Public Authority must, in the exercise of its functions, have due regard to the need to:

- (a) eliminate discrimination harassment, victimisation and any other conduct that is prohibited by or under this Act;
- (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
- (c) foster good relations between persons who share a relevant protected characteristics and persons who do not share it.

Section 149 (7) of the Equality Act 2010 defines the relevant protected characteristics as age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.

## 5. Appendices

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

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

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

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

<b>1</b>	Licensing Act 2003	N/A
<b>2</b>	City of Westminster Statement of Licensing Policy	01 October 2021
<b>3</b>	Amended Guidance issued under section 182 of the Licensing Act 2003	April 2018
<b>4</b>	The Licensing Authority	26 August 2021





**Site Specific Noise Policy & Dispersal Sign Off  
London Cocktail Club  
Great Portland Street , Oxford Circus**

**Noise Policy**

- Front doors on entry are to be controlled and leakage of volume managed throughout trading when guests are entering. Peak trading this is to be managed by the security positioned on the front entrance
- Proactively communicate with customers to keep their voices at a low level and to not cause nuisance outside and within the vicinity of the premises.
- Understand and implement the company dispersal policy and direct people away from Grape Street and not to congregate outside the premises.
- Communication between residents and management on direct phones and to react immediately in real time in form of addressing relevant issue stated.
- Log all noise complaints on compliance centre immediately and to be discussed and reviewed as part of senior weekly Monday meetings.
- Any council visits should be communicated immediately to senior ops team and logged on compliance.
- Visible signage to be displayed at various points in the venue stating patrons to keep the noise to a minimum and the venue is located within a residential area.
- Staff to proactively inform patrons at the end of the trade on clearance to touch tables and inform them to keep the noise at a minimal level when exiting the premises.

**Dispersal Policy**

London Cocktail Club We will employ best practice to ensure that the normal commercial operation of the premises does not have a negative impact on residents when our patrons, and our employees, leave the premises.

To ensure that patrons behave in an ordered and responsible manner as they leave the premises it is important that they have been well managed leading up to the time of their departure. Therefore, our employees are trained in customer management skills, and we will be calm and polite as they leave. There are further measures that we will take that can impact positively on our patrons' behaviour after they have left:

- Onward transport information will be provided on the premises
- Chargers will be available on site for patrons as an emergency to allow for online taxi bookings, and bookings through Apps on their personal mobile devices
- At the exit doors a prominent and clear notice will be displayed asking patrons to be considerate to residents by leaving the premises and the area quietly
- Internal noise levels will be reduced in areas close to the exit

- Internal noise levels will be reduced, and lighting levels increased during the last 30 minutes of trading to ensure a gradual exit of remaining customers as the evening winds down.
- There will be clearly signed toilet facilities (male and female) in the building which will be always available for patrons. Employee training includes the provision that any patron in the process of leaving the premises that requests re-admission to use the toilets is allowed to do so.
- At the end of service there will be one member of the team at the exit ensuring patrons move away from the area quickly and as quietly as possible. A second member of the team will be downstairs monitoring the flow of patrons exiting.
- At the end of the shift employees will say goodbye to each other inside the premises and arrange for lifts and taxis to collect them at a convenient and safe stopping point away from residential properties
- We will attach the utmost importance to the careful investigation and prompt resolution of any complaint made in respect of the running of the premise. The telephone number of the General manager, and Head office will be available on site. We will constantly review our Dispersal Policy and respond quickly to the needs of our neighbours.

I understand that I have read and understood the above policy and the need to conduct all the above on my shifts at Oxford Circus.

Full Name \_\_\_\_\_  
Position \_\_\_\_\_  
Signature \_\_\_\_\_  
Date \_\_\_\_\_



City of Westminster  
64 Victoria Street, London,  
SW1E 6QP

Schedule 12  
Part A

WARD: West End  
UPRN: 100023603726

**Premises licence**

Regulation 33, 34

**Premises licence  
number:**

18/06324/LIPCH

**Original Reference:**

13/10160/LIPN

**Part 1 – Premises details**

**Postal address of premises:**

London Cocktail Club  
Basement  
Portland House  
4 Great Portland Street  
London  
W1W 8QJ

**Telephone Number:** Not Supplied

**Where the licence is time limited, the dates:**

Not applicable

**Licensable activities authorised by the licence:**

Exhibition of a Film  
Performance of Live Music  
Playing of Recorded Music  
Late Night Refreshment  
Sale by Retail of Alcohol

**The times the licence authorises the carrying out of licensable activities:**

**Exhibition of a Film**

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

**Performance of Live Music**

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

**Playing of Recorded Music**

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

**Late Night Refreshment**

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

**Sale by Retail of Alcohol**

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

*For times authorised for New Year see conditions at Annex 3*

**The opening hours of the premises:**

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

**Where the licence authorises supplies of alcohol, whether these are on and/or off supplies:**

Alcohol is supplied for consumption on the Premises.

**Part 2****Name, (registered) address, telephone number and email (where relevant) of holder of premises licence:**

The London Cocktail Club Limited  
3rd Floor  
33 Percy Street  
London  
W1T 2DF

**Registered number of holder, for example company number, charity number (where applicable)**

07438012

**Name, address and telephone number of designated premises supervisor where the premises licence authorises the supply of alcohol:**

**Name:** Mr John James Goodman

***Please note: It is the policy of the Licensing Authority not to display the address details of a designated premises supervisor.***

**Personal licence number and issuing authority of personal licence held by designated premises supervisor where the premises licence authorises for the supply of alcohol:**

**Licence Number:** PERS-LIC819

**Licensing Authority:** London Borough Of Camden

**Date:** 15 November 2021

**This licence has been authorised by Miss Jessica Donovan on behalf of the Director - Public Protection and Licensing.**

## Annex 1 – Mandatory conditions

1. No supply of alcohol may be made at a time when there is no designated premises supervisor in respect of this licence.
2. No supply of alcohol may be made at a time when the designated premises supervisor does not hold a personal licence or the personal licence is suspended.
3. Every supply of alcohol under this licence must be made or authorised by a person who holds a personal licence.
4.
  - (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
  - (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
    - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to;
      - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
      - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
    - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
    - (c) provision of free or discounted alcohol or any other thing as a prize to encourage or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;
    - (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
    - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
5. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
6.
  - (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
  - (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

- (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
- (a) a holographic mark, or
  - (b) an ultraviolet feature.

7. The responsible person must ensure that—

- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
  - (i) beer or cider: ½ pint;
  - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
  - (iii) still wine in a glass: 125 ml;
- (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
- (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

A responsible person in relation to a licensed premises means the holder of the premise licence in respect of the premises, the designated premises supervisor (if any) or any individual aged 18 or over who is authorised by either the licence holder or designated premises supervisor. For premises with a club premises certificate, any member or officer of the club present on the premises in a capacity that which enables him to prevent the supply of alcohol.

8(i) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

8(ii) For the purposes of the condition set out in paragraph 8(i) above -

- (a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;
- (b) "permitted price" is the price found by applying the formula -

$$P = D + (D \times V)$$

Where -

- (i) P is the permitted price,
- (ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and
- (iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;



- (c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence -
    - (i) the holder of the premises licence,
    - (ii) the designated premises supervisor (if any) in respect of such a licence, or
    - (iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;
  - (d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and
  - (e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.
- 8(iii). Where the permitted price given by Paragraph 8(ii)(b) above would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.
- 8(iv). (1) Sub-paragraph 8(iv)(2) below applies where the permitted price given by Paragraph 8(ii)(b) above on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.
- (2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.
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. Admission of children to the premises must be restricted in accordance with the film classification recommended by the British Board of Film Classification or recommended by this licensing authority as appropriate.

## **Annex 2 – Conditions consistent with the operating Schedule**

None

### **Annex 3 – Conditions attached after a hearing by the licensing authority**

11. The number of persons permitted in the premises at any one time (excluding staff) shall not exceed 200 persons.
12. There shall be waiter/waitress service throughout the premises at all times.
13. There shall be no sales of alcohol for consumption off the premises.
14. Substantial food and non-intoxicating beverages, including drinking water, shall be available in all parts of the premises where alcohol is sold or supplied for consumption on the premises.
15. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Westminster Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the preceding 31 day period.
16. 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.
17. A noise limiter must be fitted to the musical amplification system set at a level determined by and to the satisfaction of an authorised officer of the Environmental Health Service, Premises Management so as to ensure that no noise nuisance is caused to local residents or businesses. The operational panel of the noise limiter shall then be secured by key or password to the satisfaction of officers from the Environmental Health Service and access shall only be by persons authorised by the Premises Licence holder. The limiter shall not be altered without prior agreement with the Environmental Health Service. No alteration or modification to any existing sound system(s) should be effected without prior knowledge of an authorised Officer of the Environmental Health Service. No additional sound generating equipment shall be used on the premises without being routed through the sound limiter device.
18. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
19. Loudspeakers shall not be located in the entrance lobby or outside the premises building.
20. No unauthorised advertisements of any kind (including placard, poster, sticker, flyer, picture, letter, sign or other mark) is inscribed or affixed upon the surface of the highway, or upon any building, structure, works, street furniture, tree, or any other property, or is distributed to the public, that advertises or promotes the establishment, its premises, or any of its events, facilities, goods or services.
21. 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.

22. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
23. 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.
24. There shall be no striptease or nudity, and all persons shall be decently attired at all times, except when the premises are operating under the authority of a Sexual Entertainment Venue licence.
25. There shall be no cinema style showing of films.
26. 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 concerning crime and disorder
  - (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.
27. The premises shall join the local Pubwatch or other local crime reduction scheme approved by the police, and local radio scheme if available.
28. The food bar shown on the plans shall be maintained functioning and available to patrons at all times the premises are trading.
29. A taxi service shall be available to patrons.
30. There shall be no draught beer sold at the premises.
31. The terminal hour for late night refreshment on New Year's Eve is extended to 05:00 on New Year's Day.
32. The hours for regulated entertainment, sale of alcohol and opening shall be permitted from the end of permitted hours on New Year's Eve to start of permitted hours on New Year's Day.
33. No waste or recyclable materials, including bottles, shall be moved, removed from or placed in outside areas between 23.00 hours and 08.00 hours on the following day.
34. No deliveries to the premises shall take place between 23.00 and 08.00 on the following day.
35. The premises shall operate as a cocktail lounge, and a minimum percentage of cocktail drinks on any given day sold at the premises shall be 75% of total sales.
36. There shall be a minimum of one SIA security person on duty Friday and Saturday from 9pm until 15 minutes after the premises closes.





City of Westminster  
64 Victoria Street, London,  
SW1E 6QP

Schedule 12  
Part B

Premises licence  
summary

WARD: West End  
UPRN: 100023603726

Regulation 33, 34

Premises licence  
number:

18/06324/LIPCH

Part 1 – Premises details

Postal address of premises:

London Cocktail Club  
Basement  
Portland House  
4 Great Portland Street  
London  
W1W 8QJ

Telephone Number: Not Supplied

Where the licence is time limited, the dates:

Not applicable

Licensable activities authorised by the licence:

Exhibition of a Film  
Performance of Live Music  
Playing of Recorded Music  
Late Night Refreshment  
Sale by Retail of Alcohol

The times the licence authorises the carrying out of licensable activities:

**Exhibition of a Film**

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

**Performance of Live Music**

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

**Playing of Recorded Music**

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

**Late Night Refreshment**

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

**Sale by Retail of Alcohol**

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

*For times authorised for New Year see conditions at Annex 3*

**The opening hours of the premises:**

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

**Where the licence authorises supplies of alcohol, whether these are on and/or off supplies:**

Alcohol is supplied for consumption on the Premises.

**Name and (registered) address of holder of premises licence:**

The London Cocktail Club Limited  
3rd Floor  
33 Percy Street  
London  
W1T 2DF

**Registered number of holder, for example company number, charity number (where applicable)**

07438012

**Name of designated premises supervisor where the premises licence authorises for the supply of alcohol:**

**Name:** Mr John James Goodman

**State whether access to the premises by children is restricted or prohibited:**

Restricted

**Date: 15 November 2021**

**This licence has been authorised by Miss Jessica Donovan on behalf of the Director -  
Public Protection and Licensing.**



### Licence & Appeal History

Application	Details of Application	Date Determined	Decision
13/10160/LIPN	<p>New premises licence</p> <p><b>Exhibition of a Film</b>  Monday to Thursday:  10:00 to 23:30  Friday to Saturday:  10:00 to 00:00  Sunday: 12:00 to 22:30</p> <p><b>Performance of Live Music</b>  Monday to Thursday:  23:00 to 23:30  Friday to Saturday:  23:00 to 00:00</p> <p><b>Playing of Recorded Music</b>  Monday to Thursday:  10:00 to 23:30  Friday to Saturday:  10:00 to 00:00  Sunday: 12:00 to 22:30</p> <p><b>Late Night Refreshment</b>  Monday to Thursday:  23:00 to 23:30  Friday to Saturday:  23:00 to 00:00</p> <p><b>Sale by Retail of Alcohol</b>  Monday to Thursday:  10:00 to 23:30  Friday to Saturday:  10:00 to 00:00  Sunday: 10:00 to 22:30</p> <p><b>Opening Hours</b>  Monday to Thursday:  10:00 to 23:30  Friday to Saturday:  10:00 to 00:00  Sunday: 12:00 to 22:30</p>	13.02.2014	Granted By Licensing Sub-Committee

15/06997/LIPCH	Change of details	14.08.2015	Granted under Delegated Authority
17/00601/LIPV	<p>Variation application:</p> <p>To vary the terminal hour from 23:30 until 01:00 on a Thursday for film, live music, recorded music, late night refreshment and retail sale of alcohol.</p> <p>To vary the terminal hour from 00:00 until 02:00 on a Friday and Saturday for film, live music, recorded music, late night refreshment and retail sale of alcohol.</p> <p>To add a number of conditions to the premises licence.</p>	09.03.2017	Refused by Licensing Sub-Committee
18/06324/LIPCH	Change of details	31.05.2018	Granted under Delegated Authority

**There is no appeal history**

<b>Application</b>	<b>Details of Application</b>	<b>Date Determined</b>	<b>Decision</b>
20/06467/LITENP	Temporary Event Notice	27.08.2020	Event allowed to proceed
21/04138/LITENP	Temporary Event Notice	06.05.2021	Event allowed to proceed
21/06259/LITENP	Temporary Event Notice	01.07.2021	Event allowed to proceed
21/06464/LITENP	Temporary Event Notice	08.07.2021	Event allowed to proceed
21/07009/LITENP	Temporary Event Notice	22.07.2021	Event allowed to proceed

21/07085/LITENP	Temporary Event Notice	21.07.2021	Event allowed to proceed
21/07277/LITENP	Temporary Event Notice	27.07.2021	Event allowed to proceed
21/07350/LITENP	Temporary Event Notice	23.07.2021	Event not allowed to proceed

***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

**Conditions: On Current Licence -**

**Mandatory:**

1. No supply of alcohol may be made at a time when there is no designated premises supervisor in respect of this licence.
2. No supply of alcohol may be made at a time when the designated premises supervisor does not hold a personal licence or the personal licence is suspended.
3. Every supply of alcohol under this licence must be made or authorised by a person who holds a personal licence.
4.
  - (1) The responsible person must ensure that staff on relevant premises do not carry out, arrange or participate in any irresponsible promotions in relation to the premises.
  - (2) In this paragraph, an irresponsible promotion means any one or more of the following activities, or substantially similar activities, carried on for the purpose of encouraging the sale or supply of alcohol for consumption on the premises—
    - (a) games or other activities which require or encourage, or are designed to require or encourage, individuals to;
      - (i) drink a quantity of alcohol within a time limit (other than to drink alcohol sold or supplied on the premises before the cessation of the period in which the responsible person is authorised to sell or supply alcohol), or
      - (ii) drink as much alcohol as possible (whether within a time limit or otherwise);
    - (b) provision of unlimited or unspecified quantities of alcohol free or for a fixed or discounted fee to the public or to a group defined by a particular characteristic in a manner which carries a significant risk of undermining a licensing objective;
    - (c) provision of free or discounted alcohol or any other thing as a prize to encourage

or reward the purchase and consumption of alcohol over a period of 24 hours or less in a manner which carries a significant risk of undermining a licensing objective;

- (d) selling or supplying alcohol in association with promotional posters or flyers on, or in the vicinity of, the premises which can reasonably be considered to condone, encourage or glamorise anti-social behaviour or to refer to the effects of drunkenness in any favourable manner;
  - (e) dispensing alcohol directly by one person into the mouth of another (other than where that other person is unable to drink without assistance by reason of a disability).
5. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
6. (1) The premises licence holder or club premises certificate holder must ensure that an age verification policy is adopted in respect of the premises in relation to the sale or supply of alcohol.
- (2) The designated premises supervisor in relation to the premises licence must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.
- (3) The policy must require individuals who appear to the responsible person to be under 18 years of age (or such older age as may be specified in the policy) to produce on request, before being served alcohol, identification bearing their photograph, date of birth and either—
- (a) a holographic mark, or
  - (b) an ultraviolet feature.
7. The responsible person must ensure that—
- (a) where any of the following alcoholic drinks is sold or supplied for consumption on the premises (other than alcoholic drinks sold or supplied having been made up in advance ready for sale or supply in a securely closed container) it is available to customers in the following measures—
    - (i) beer or cider: ½ pint;
    - (ii) gin, rum, vodka or whisky: 25 ml or 35 ml; and
    - (iii) still wine in a glass: 125 ml;
  - (b) these measures are displayed in a menu, price list or other printed material which is available to customers on the premises; and
  - (c) where a customer does not in relation to a sale of alcohol specify the quantity of alcohol to be sold, the customer is made aware that these measures are available.

A responsible person in relation to a licensed premises means the holder of the premise licence in respect of the premises, the designated premises supervisor (if any) or any individual aged 18 or over who is authorised by either the licence holder or designated premises supervisor. For premises with a club premises certificate, any member or officer of the club present on the

premises in a capacity that which enables him to prevent the supply of alcohol.

8(i) A relevant person shall ensure that no alcohol is sold or supplied for consumption on or off the premises for a price which is less than the permitted price.

8(ii) For the purposes of the condition set out in paragraph 8(i) above -

(a) "duty" is to be construed in accordance with the Alcoholic Liquor Duties Act 1979;

(b) "permitted price" is the price found by applying the formula -

$$P = D+(D \times V)$$

Where -

(i) P is the permitted price,

(ii) D is the amount of duty chargeable in relation to the alcohol as if the duty were charged on the date of the sale or supply of the alcohol, and

(iii) V is the rate of value added tax chargeable in relation to the alcohol as if the value added tax were charged on the date of the sale or supply of the alcohol;

(c) "relevant person" means, in relation to premises in respect of which there is in force a premises licence -

(i) the holder of the premises licence,

(ii) the designated premises supervisor (if any) in respect of such a licence, or

(iii) the personal licence holder who makes or authorises a supply of alcohol under such a licence;

(d) "relevant person" means, in relation to premises in respect of which there is in force a club premises certificate, any member or officer of the club present on the premises in a capacity which enables the member or officer to prevent the supply in question; and

(e) "value added tax" means value added tax charged in accordance with the Value Added Tax Act 1994.

8(iii). Where the permitted price given by Paragraph 8(ii)(b) above would (apart from this paragraph) not be a whole number of pennies, the price given by that sub-paragraph shall be taken to be the price actually given by that sub-paragraph rounded up to the nearest penny.

8(iv). (1) Sub-paragraph 8(iv)(2) below applies where the permitted price given by Paragraph 8(ii)(b) above on a day ("the first day") would be different from the permitted price on the next day ("the second day") as a result of a change to the rate of duty or value added tax.

(2) The permitted price which would apply on the first day applies to sales or supplies of alcohol which take place before the expiry of the period of 14 days beginning on the second day.

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. Admission of children to the premises must be restricted in accordance with the film classification recommended by the British Board of Film Classification or recommended by this licensing authority as appropriate.

## **Annex 2 – Conditions consistent with the operating Schedule**

None

## **Annex 3 – Conditions attached after a hearing by the licensing authority**

11. The number of persons permitted in the premises at any one time (excluding staff) shall not exceed 200 persons.
12. There shall be waiter/waitress service throughout the premises at all times.
13. There shall be no sales of alcohol for consumption off the premises.
14. Substantial food and non-intoxicating beverages, including drinking water, shall be available in all parts of the premises where alcohol is sold or supplied for consumption on the premises.
15. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Westminster Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the preceding 31 day period.
16. 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.
17. A noise limiter must be fitted to the musical amplification system set at a level determined by and to the satisfaction of an authorised officer of the Environmental Health Service, Premises Management so as to ensure that no noise nuisance is caused to local residents or businesses. The operational panel of the noise limiter shall then be secured by key or password to the satisfaction of officers from the Environmental Health Service and access shall only be by persons authorised by the Premises Licence holder. The limiter shall not be altered without prior agreement with the Environmental Health Service. No alteration or modification to any existing sound system(s) should be effected without prior knowledge of an authorised Officer of the Environmental Health Service. No additional sound generating equipment shall be used on the premises without being routed through the sound limiter device.
18. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
19. Loudspeakers shall not be located in the entrance lobby or outside the premises building.

20. No unauthorised advertisements of any kind (including placard, poster, sticker, flyer, picture, letter, sign or other mark) is inscribed or affixed upon the surface of the highway, or upon any building, structure, works, street furniture, tree, or any other property, or is distributed to the public, that advertises or promotes the establishment, its premises, or any of its events, facilities, goods or services.
21. 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.
22. Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.
23. 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.
24. There shall be no striptease or nudity, and all persons shall be decently attired at all times, except when the premises are operating under the authority of a Sexual Entertainment Venue licence.
25. There shall be no cinema style showing of films.
26. 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 concerning crime and disorder
  - (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.
27. The premises shall join the local Pubwatch or other local crime reduction scheme approved by the police, and local radio scheme if available.
28. The food bar shown on the plans shall be maintained functioning and available to patrons at all times the premises are trading.
29. A taxi service shall be available to patrons.
30. There shall be no draught beer sold at the premises.
31. The terminal hour for late night refreshment on New Year's Eve is extended to 05:00 on New Year's Day.
32. The hours for regulated entertainment, sale of alcohol and opening shall be permitted from the end of permitted hours on New Year's Eve to start of permitted hours on New Year's Day.
33. No waste or recyclable materials, including bottles, shall be moved, removed from or placed in outside areas between 23.00 hours and 08.00 hours on the following day.



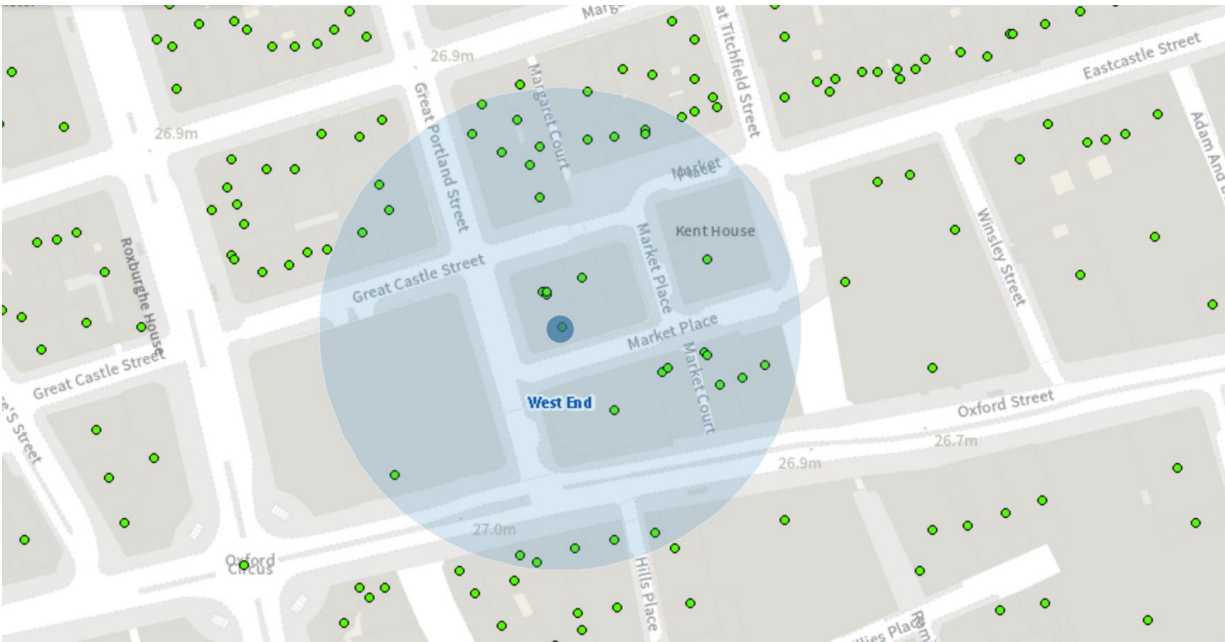
34. No deliveries to the premises shall take place between 23.00 and 08.00 on the following day.
35. The premises shall operate as a cocktail lounge, and a minimum percentage of cocktail drinks on any given day sold at the premises shall be 75% of total sales.
36. There shall be a minimum of one SIA security person on duty Friday and Saturday from 9pm until 15 minutes after the premises closes.

**Conditions proposed to be added by the applicant**

37. There shall be a minimum of 2 SIA on Friday and Saturday nights and a minimum of 1 SIA on Thursday night, between 9pm and 15 mins after the premises closes. Their SIA licences shall be displayed at all times. This condition shall be in force for a limited period until 30 March 2023.
38. There shall be a 15 minute wind down period prior to the end of licensable activities on Thursday, Friday and Saturday trading nights. The style tempo and volume of music shall be consistent with the wind down period. This condition shall be in force for a limited period until 30 March 2023.
39. On Thursdays there shall be no admittance or readmittance to the premises after 23.30 except for patrons permitted to temporarily leave the premises to smoke. This condition shall be in force for a limited period until 30 March 2023.
40. On Fridays and Saturdays there shall be no admittance or readmittance to the premises after midnight except for patrons permitted to temporarily leave the premises to smoke. This condition shall be in force for a limited period until 30 March 2023.
41. On Thursdays the capacity of patrons within the premises shall be reduced to 150 after midnight. This condition shall be in force for a limited period until 30 March 2023.
42. On Fridays and Saturdays the capacity of patrons within the premises shall be reduced to 150 after 00.30. This condition shall be in force for a limited period until 30 March 2023.
43. The variation of hours under ref: xxxx shall be permitted for a limited period until 30 March 2023 only.
44. Condition 36 (There shall be a minimum of one SIA security person on duty Friday and Saturday from 9pm until 15 minutes after the premises closes) shall be suspended until 30 March 2023.
45. On the morning that Greenwich Mean Time changes to British Summer Time one hour will be added to the terminal hour of any activities and to the closing time for the premises where the existing terminal hour for the activities and/or closing hour for the premises ends after 01.00.

**Conditions proposed by the Metropolitan Police Service and agreed with the applicant so as to form part of the operating schedule.**

46. A copy of the premises' dispersal policy shall be made readily available at the premises for inspection by a police officer and/or an authorised officer of Westminster City Council.



Resident Count: 11

**Licensed premises within 75 Metres of Basement, Portland House, 4 Great Portland Street, London, W1W 8QJ**

<b>Licence Number</b>	<b>Trading Name</b>	<b>Address</b>	<b>Premises Type</b>	<b>Time Period</b>
21/00470/PREAPS	Not Recorded	Ground Floor Portland House 4 Great Portland Street London W1W 8QJ	Not Recorded	
21/00867/LIPT	Cote	Portland House 4 Great Portland Street London W1W 8QJ	Restaurant	Sunday; 08:00 - 23:00   Monday to Thursday; 08:00 - 00:00   Friday to Saturday; 08:00 - 00:30   Sundays before Bank Holidays; 08:00 - 00:30
18/06324/LIPCH	London Cocktail Club	Basement Portland House 4 Great Portland Street London W1W 8QJ	Wine bar	Sunday; 12:00 - 22:30   Monday to Thursday; 10:00 - 23:30   Friday to Saturday; 10:00 - 00:00
15/02434/LIPVM	Cote	Basement Portland House 4 Great Portland Street London W1W 8QJ	Restaurant	Sunday; 12:00 - 23:00   Monday to Thursday; 10:00 - 00:00   Friday to Saturday; 10:00 - 00:30   Sundays before Bank Holidays; 12:00 - 00:30
16/07536/LIPN	Yoobi	Windsor House 40-41 Great Castle Street London W1W 8LU	Restaurant	Monday to Sunday; 08:00 - 22:30
20/01578/LIPV	The Wing	14 - 16 Great Portland Street London W1W 8QW	Club or institution	Monday to Sunday; 07:00 - 23:00
21/01726/LIPDPS	Beauty Club London	28 Market Place London W1W 8AW	Hairdresser or beauty salon	Monday to Sunday; 07:00 - 22:00

13/10188/LIPVM	Market Place	11 - 13 Market Place London W1W 8AH	Night clubs and discos	Sunday; 08:00 - 23:00   Monday to Wednesday; 08:00 - 00:30   Thursday to Saturday; 08:00 - 01:30   Thursday to Saturday; 08:00 - 02:30
18/08334/LIPDPS	Elan	Ground Floor 9 - 10 Market Place London W1W 8AJ	Restaurant	Sunday; 12:00 - 00:00   Monday to Saturday; 10:00 - 00:30
21/07543/LIPDPS	La Rampa	Basement And Ground Floor 7-8 Market Place London W1W 8AG	Restaurant	Sunday; 12:00 - 00:00   Monday to Saturday; 10:00 - 00:30
19/04292/LIPT	Top Shop	214 Oxford Street London W1C 1DA	Not Recorded	Monday to Sunday; 08:00 - 00:00
06/07875/WCCMAP	Top Shop	Whole Building 214 Oxford Street London W1C 1DA	Department store	Monday to Sunday; 09:00 - 23:00
20/05401/LIPT	Vapiano	19 - 21 Great Portland Street London W1W 8QB	Restaurant	Sunday; 11:00 - 01:00   Monday to Saturday; 09:00 - 03:30
20/02153/LIPN	Flat Iron	22-24 Great Portland Street London W1W 8QS	Restaurant	Sunday; 10:00 - 23:00   Monday to Saturday; 08:00 - 23:30