



City of Westminster

Licensing Sub-Committee Report

Item No:

22 September 2022

Licensing Ref No:

22/06708/LIPV - Premises Licence Variation

Title of Report:

The Office Group
91 Wimpole Street
London
W1G 0EF

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:

Karyn Abbott
Senior Licensing Officer

Contact details

Telephone: 0207 641 6500
Email: kabbott@westminster.gov.uk

1. Application

1-A Applicant and premises			
Application Type:	Variation of a Premises Licence, Licensing Act 2003		
Application received date:	7 July 2022		
Applicant:	The Office Group Properties Limited		
Premises:	The Office Group		
Premises address:	91 Wimpole Street London W1G 0EF	Ward:	West End
		Cumulative Impact Area:	None
		Special Consideration Zone:	None
Premises description:	The premises operates as an Office Space.		
Variation description:	<p>This variation application seeks to permit the following:</p> <p>To permit off sales of alcohol to enable consumption of alcohol on the rooftop terrace area. No other off sales will be permitted.</p>		
Premises licence history:	<p>The premises has had the benefit of a premises licence since June 2022.</p> <p>The current premises licence (22/02131/LIPN) can be viewed at Appendix 2 of this report.</p> <p>A full licence history for the premises appears at Appendix 3.</p>		
Applicant submissions:	<p>The applicant has provided submissions in the form of resident letters in respect of their representations.</p> <p>This can be found at Appendix 2.</p>		
Applicant amendments:	None		

1-B Current and proposed licensable activities, areas and hours

Sale by Retail of Alcohol (First, Second, Third and Fourth Floors)

On or off sales			Current :		Proposed:
			On		Both
	Current Hours		Proposed Hours	Licensable Area	
	Start:	End:	Start: End:	Current:	Proposed:
Monday	10:00	23:00	No Change	First, Second, Third and Fourth Floor	No Change
Tuesday	10:00	23:00			
Wednesday	10:00	23:00			
Thursday	10:00	23:00			
Friday	10:00	23:00			
Saturday	10:00	23:00			
Sunday	12:00	23:00			
Seasonal variations/ Non-standard timings:	Current:			Proposed:	
	None			None	

Hours premises are open to the public (Premises are not open to the General Public)

2. Representations

2-A Responsible Authorities	
Responsible Authority:	Environmental Health Service
Representative:	Sally Fabbricatore
Received:	1 st August 2022
<p>I refer to the application for a variation Premises Licence for the above premises. The premises already benefits from a premises licence 22/02131/LIPN.</p> <p>This representation is based on the Operating Schedule, no layout plan has been provided and the roof terrace is not obvious on the existing plans.</p> <p>The applicant is seeking to permit the supply of alcohol off the premises to enable consumption of alcohol on the rooftop terrace area. No other off sales are permitted. The hours proposed are from the existing commencement hours to 22:00 hours.</p> <p>I wish to make the following representation in relation to the above application:</p> <p>The addition of off sales may cause an increase in Public Nuisance in the area, it may also impact on Public Safety.</p> <p>Further conditions may be proposed by Environmental Health in order to help prevent Public Nuisance and protect Public Safety.</p> <p>The granting of the variation Premises Licence as presented would have the likely effect of causing an increase in Public Nuisance in the area and may impact on Public Safety.</p> <p>Should you wish to discuss the matter further please do not hesitate to contact me.</p> <p>Conditions have been agreed between the applicant and Environmental Health. These conditions can be found at Appendix 4.</p>	
Responsible Authority:	Metropolitan Police Service
Representative:	PC Andy Elliott
Received:	4 th August 2022 (Withdrawn 19th August 2022)
<p>Good Afternoon,</p> <p>As a responsible body the Metropolitan Police Service is objecting to this variation permitting Off Sales to be consumed on the roof terrace as this will not support the Licensable Objective of Prevention of Public Nuisance. Given this is a quieter neighbourhood than HENRY WOOD HOUSE another serviced office building within the Office Group portfolio I believe this Licence should reflect that Licence namely with a 21:00 termination over the 22:00 variation applied for.</p> <p>After a visit to the premises and an explanation from the Applicant the Metropolitan Police withdrew their representation on 19th August 2022.</p>	

2-B Other Persons	
Name:	[REDACTED]
Address and/or Residents Association:	[REDACTED] [REDACTED] [REDACTED]
Received:	4 th August 2022
<p>We are vehemently against the licence application. We reside opposite the roof terrace.</p> <p>1. A licence for the roof terrace would cause great disturbance to us. Some evenings, in particular on Fridays, office workers from 91 Wimpole Street have drinks in the office itself or on the roof terrace of it. When drinks take place in either location, workers who are inebriated, loud and disruptive, smoke on the roof and street making lots of noise. On these occasions they also make noise coming and going from the building. All of this causes great disturbance to us and inevitably this rudeness leads to anti social behaviour.</p> <p>2. There is a fundamental invasion of privacy as the roof terrace looks across and into our flat. This causes great distress to us in many ways. Affecting our work and relaxation. Most worryingly of all, my flatmate has experienced multiple occasions where male patrons on the roof terrace have stalked her whilst she is in her bedroom, which is overlooked by the roof terrace, causing her stress, alarm and safety concerns.</p> <p>3. In the past parties have also been held on the roof terrace with music playing. These events have been so intrusive and disruptive it is close to having a nightclub in our flat. Even without music voices on the roof terrace reverberate off the surrounding buildings and pour into our flat flooding it with noise pollution.</p> <p>4. Be At One bar, which is in a retail unit a few doors down from 91 Wimpole Street, causes us significant disturbance and stress with anti social behaviour and noise among just two of many issues. Allowing alcohol to be consumed on the roof terrace of the same building would cause a dramatic increase in disturbance.</p> <p>My flatmate and I were unable to attend the previous hearing for a premises license for this building due to having COVID. Thus we would welcome the opportunity to object to this new license</p>	
Name:	[REDACTED]
Address and/or Residents Association:	[REDACTED] [REDACTED] [REDACTED]
Received:	4 th August 2022
<p>I hear all noise when people are on the roof at 91 Wimpole Street and when they previously had drinks/parties outside I could never sleep due to the noise. Indeed, even if the drinks are consumed indoors, when people leave the building or go outside to smoke the noise could be awful because it certainly is from BeAtOne Bar where there is often antisocial behaviour on the street with people screaming, shouting, getting sick, leaving and/or smashing glasses. I fear a similar situation could arise from 91 wimpole st.</p> <p>I am a lawyer and work long hours, I do not need any further disturbance on the street - Be At One bar has been a disaster with horrific antisocial behaviour and huge disruption. Any noise on the roof of 91 WS reverberates around the street, even conversation.</p> <p>The times of past events held in the building , whether inside the building or on the roof (with music played loudly), have resulted in extremely high noise levels, huge disturbance to me and the other local residents, resulting in me feeling great distress when I should be</p>	

relaxing/working. This is even more important now that I work from home most of the time. Being able to switch off and sleep is crucial with such a demanding job. The noise that could potentially come from the roof terrace is deeply concerning as is the possibility of further anti social behaviour on the street after they leave.

The roof overlooks my bedroom and, already, photos of staff are being taken, people eat and smoke there and they have full sight of me in bed. I am deeply concerned for my privacy and personal safety. I already feel overlooked and it is generally men that are on the roof. I hate the feeling of not feeling comfortable in my own home and in my bedroom where I am supposed to relax and feel safe. I fear the worst case of stalkers, particularly as I know someone that was stalked. I will feel threatened in my house

I want to add one further comment to the objection I just made and this is to make it very clear that the revised application that it is contained to the second floor is still very troublesome. It refers to the sale of alcohol for the rooftop - this is disastrous. Noise comes from the outside areas of this building and any reasonable person would know that it would only get worse with the consumption of alcohol and events taking place. I know this because I actually live opposite and can hear the noise (unlike the people applying and arguing for the license). The noise alone is a nuisance for residents, not even considering the anti social behaviour that will likely take place as a result of such consumption of alcohol.

3. Policy & Guidance

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

Policy HRS1 applies	A. Applications within the core hours set out below in this policy will generally be granted for the relevant premises uses, subject to not being contrary to other policies in the Statement of Licensing Policy. B. Applications for hours outside the core hours set out in Clause C will be considered on their merits, subject to other relevant policies, and with particular regard to the following: 1. The demonstration of compliance in the requirements of policies CD1, PS1, PN1 and CH1 associated with the likelihood of the effect of the grant of a licence for later or earlier hours on crime and disorder, public safety, public nuisance and the protection of children from harm. 2. If the application is located within a Special Consideration Zone they have demonstrated that they have taken account of the issues identified in that area and provided adequate mitigation. 3. Whether there is residential accommodation in the proximity of the premises that would likely be adversely affected by premises being open or carrying out operations at the hours proposed. 4. The proposed hours of the licensable activities and when customers will be permitted to remain on the premises. 5. The proposed hours when any music, including incidental music, will be played. 6. The hours when customers will be allowed to take food or drink outside the premises or be within open areas which form part of the premises. 7. The existing hours of licensable activities and the past operation of the premises (if any) and hours of licensable premises in the vicinity. 8. Whether customers and staff have adequate access to public transport when arriving at and leaving the premises, especially at night. 9. The capacity of the premises. 10. The type of use, recognising that some venues are more likely to impact the licensing objectives than others; for example, pubs and
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	<p>bars are higher risk than theatres, cinemas and other cultural and sporting venues due to the nature of the operation.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>6. Pubs and bars, Fast Food and Music and Dance venues</p> <p>Monday to Thursday: 10am to 11.30pm.</p> <p>Friday and Saturday: 10am to Midnight.</p> <p>Sunday: Midday to 10.30pm.</p> <p>Sundays immediately prior to a bank holiday: Midday to Midnight.</p> <p>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.</p> <p>E. For the purposes of this policy, 'premises uses' are defined within the relevant premises use policies within this statement.</p> <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>
Policy PB1 applies	<p>A. Applications outside the West End Cumulative Zone will generally be granted subject to:</p> <ol style="list-style-type: none"> 1. The application meeting the requirements of policies CD1, PS1, PN1 and CH1. 2. The hours for licensable activities being within the council's Core Hours Policy HRS1. 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. 4. The applicant has taken account of the Special Consideration Zones policy SCZ1 if the premises are located within a designated zone. 5. The application and operation of the venue meet the definition of a Public House or Bar in Clause D. <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"> 1. Applications to vary the existing licence hours within the council's Core Hours Policy HRS1. 2. Applications that seek to vary the existing licence so as to reduce the overall capacity of the premises.

	<p>C. The applications referred to in Clause B1 and B2 will generally be granted subject to:</p> <ol style="list-style-type: none"> 1. The application meeting the requirements of policies CD1, PS1, PN1 and CH1, and/or, 2. The operation of any delivery services for alcohol and/or late-night refreshment meeting the council's Ancillary Delivery of Alcohol and/or Late-Night Refreshment Policy DEL1. 3. The application and operation of the venue continuing to meet the definition of a Public House or Bar in Clause D. <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>
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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

Appendix 1	Applicant supporting documents
Appendix 2	Current Premises Licence 22/02131/LIPN
Appendix 3	Premises history
Appendix 4	Proposed conditions
Appendix 5	Residential map and list of premises in the vicinity

Report author:	Karyn Abbott Senior Licensing Officer
Contact:	Telephone: 0207 641 6500 Email: kabbott@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

1	Licensing Act 2003	N/A
2	City of Westminster Statement of Licensing Policy	October 2021
3	Amended Guidance issued under section 182 of the Licensing Act 2003	April 2018
4	Environmental Health Service	1 st August 2022
5	Metropolitan Police Service (Withdrawn 19th August 2022)	4 th August 2022
6	Representation 1	4 th August 2022
7	Representation 2	4 th August 2022

From: [Craig Baylis](#)
To: [Abbott, Karyn: WCC](#)
Subject: RE: 22/06708/LIPV - 91 Wimpole Street
Date: 12 August 2022 14:39:29
Attachments: [image001.png](#)

Karyn can you please pass on the following to the 2 residents – please give my email address and phone number.

I am the licensing solicitor acting for the company that owns 91 Wimpole Street and who have made the latest licensing application.

I would like to clarify a number of issues

1. This is NOT an application for a new licence. The licence to permit alcohol sales for the building has already been granted. This entitles occupants of the building who rent work space there to hold small scale events internally where they may serve alcohol to their clients. It does NOT permit large scale parties in the building and a condition has been attached to the licence that the primary purpose of the building remains the use as office space.
2. This application simply seeks to permit occupants of the building to consume alcohol internally on the rooftop terrace until 22.00, after having purchased it within the building. It is an additional facility to the existing licence and not a new licence.
3. The occupants of the building do not need a licence to consume alcohol which they have purchased externally to consume it on the rooftop. For example, an occupant of the building can go to the local supermarket, purchase a case of wine and hold their own event on the rooftop without needing this extra permission, so your concerns regarding use of the rooftop cannot be addressed by the objection to this application.
4. This permission purely relates to alcohol which the occupants have purchased from the owners of the building in order to hold an event.

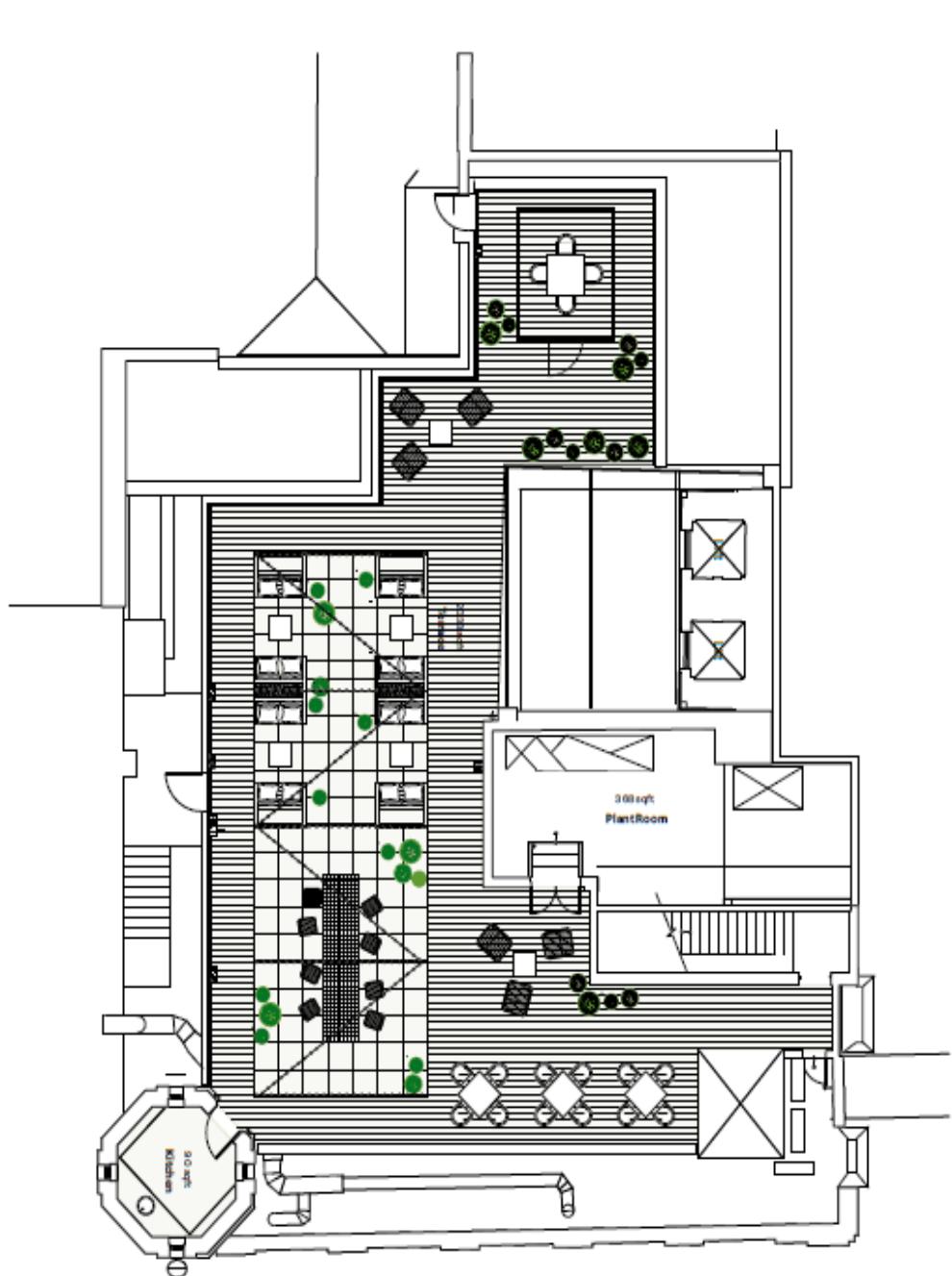
I would welcome the opportunity to explain the application in greater detail so that you can understand how the building works and how the limited nature of this application will have no effect on the concerns expressed in your emails.

Craig Baylis
Legal Counsel
Kingsley Napley LLP

Kingsley Napley LLP | 20 Bonhill Street | London EC2A 4DN
Direct dial: +44 (0)207 369 3775 | Mobile: 07738037319
Switchboard: +44 (0)20 7814 1200 | Main fax: +44 (0)20 7490 2288
Email: cbaylis@kingsleynapley.co.uk | Website: www.kingsleynapley.co.uk

From: Abbott, Karyn: WCC <kabbott@westminster.gov.uk>
Sent: 10 August 2022 09:25
To: Craig Baylis <cbaylis@kingsleynapley.co.uk>
Cc: Fabbricatore, Sally: WCC <sfabbricatore@westminster.gov.uk>; ELLIOTT, ANDY: WCC <AELLIOTT1@westminster.gov.uk>
Subject: 22/06708/LIPV - 91 Wimpole Street

External – this email originated outside your organisation.



THE OFFICE GROUP

TOG

WIMPOLE STREET
LONDON WC2H 9EE

ROOF	
REAR	1:100 @ A3
DRAWING NO.	WTF-SIP-SM-005
VERSION	A
DATE	20/08/2010
DESIGNER	MES
REVIEWER	For ref or record

Schedule 12
Part AWARD: Marylebone High
Street
UPRN: 100023465302**City of Westminster**
64 Victoria Street, London, SW1E 6QP

Premises licence

Regulation 33, 34

Premises licence number: 22/02131/LIPN

Original Reference: 22/06708/LIPV

Part 1 – Premises details**Postal address of premises:**

The Office Group
91 Wimpole Street
London
W1G 0EF

Telephone Number: Not Supplied**Where the licence is time limited, the dates:**

Not applicable

Licensable activities authorised by the licence:

Sale by Retail of Alcohol

The times the licence authorises the carrying out of licensable activities:**Sale by Retail of Alcohol**

Monday to Saturday:	10:00 to 23:00
Sunday:	12:00 to 23:00

The opening hours of the premises:

Monday to Sunday:	00:00 to 00:00
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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 Office Group Properties Limited
The Smiths Building
179 Great Portland Street
London
W1w 5PL

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

07355616

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

Name: Mr Anthony Dylan Murray

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: PA/28720/280905
Licensing Authority: London Borough Of Waltham Forest

Date: 4 August 2022

This licence has been authorised by Mary Pring 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.

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- (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: $\frac{1}{2}$ 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.

Annex 2 – Conditions consistent with the operating Schedule

None

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

9. The approved arrangements at the premises, including means of escape provisions, emergency warning equipment, the electrical installation and mechanical equipment, shall at all material times be maintained in good condition and full working order.
10. The means of escape provided for the premises shall be maintained unobstructed, free of trip hazards, be immediately available and clearly identified in accordance with the plans provided.
11. All exit doors shall be available at all material times without the use of a key, code, card or similar means.
12. All emergency doors shall be maintained effectively self closing and not held open other than by an approved device.
13. No deliveries to the premises shall take place between 23.00 and 07.00 hours on the following day.
14. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Westminster Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31 day period.
15. 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.
16. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
17. Occupiers 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.
18. The supply of alcohol shall only be to employees at the premises, their bona fide guests, or persons attending a private pre booked function.
19. The licensable activities authorised by this licence and provided at the premises shall be ancillary to the main function of the premises as offices.
20. 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) any complaints received concerning crime and disorder
 - (c) any incidents of disorder
 - (d) any faults in the CCTV system or searching equipment or scanning equipment
 - (e) any refusal of the sale of alcohol
 - (f) any visit by a relevant authority or emergency service.
21. A Challenge 21 or Challenge 25 proof of age scheme shall be operated at the
 - a. premises where the only acceptable forms of identification are recognised
 - b. photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.

22. There shall be no advertisement of the licensed facilities outside of the premises
23. Non-intoxicating beverages shall be available in all parts of the premises where alcohol is sold or supplied for consumption on the premises
24. No licensable activities shall take place at the premises until the premises has been assessed as satisfactory by the Environmental Health Consultation Team at which time this condition shall be removed from the Licence by the licensing authority.
25. There shall be no more than 40 events where licensable activity takes place per calendar year.
26. There shall be no consumption of alcohol after 23:00 hours.

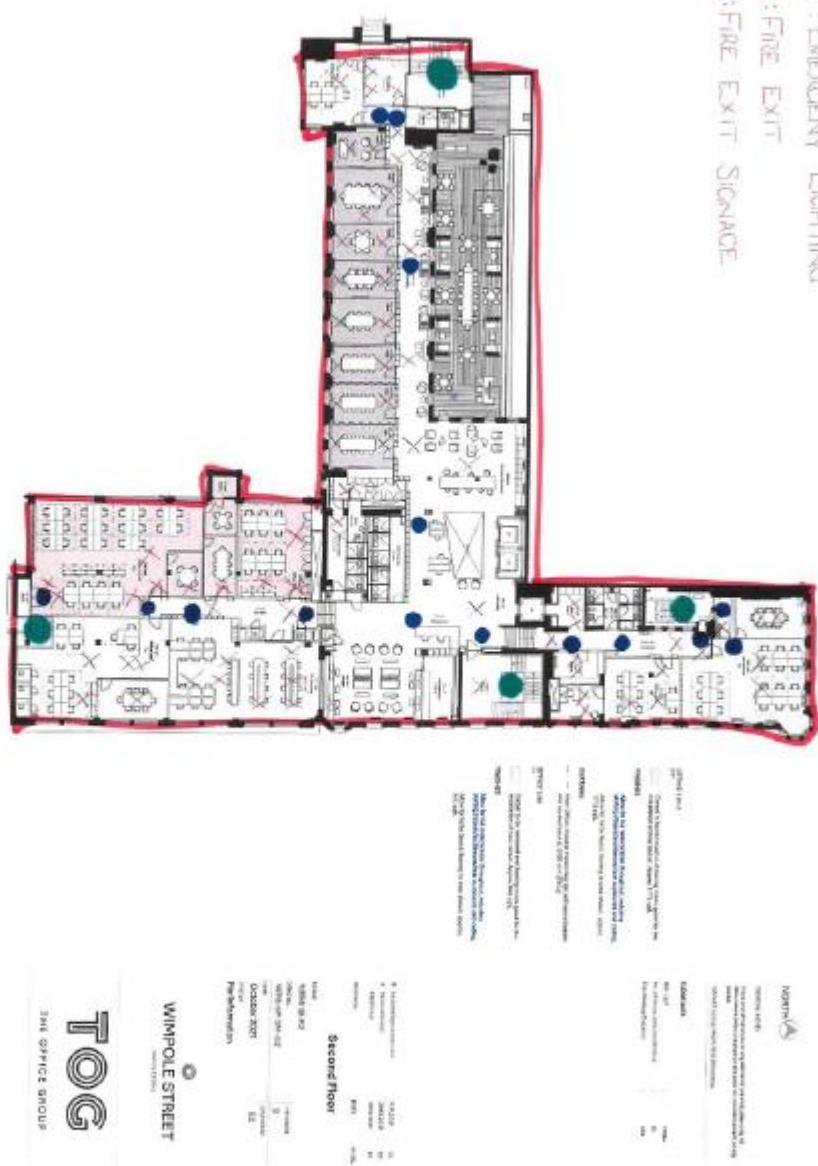
Annex 4 – Plans



X : EMERGENCY LIGHTING

● : FIRE EXIT

● : FIRE EXIT SIGNAGE



WINPOLE STREET
THE OFFICE GROUP
TOG

Second Floor
Area: 1,000 sq ft
Occupied by: TOG
Completion date: October 2021
Architect: TOG Architects

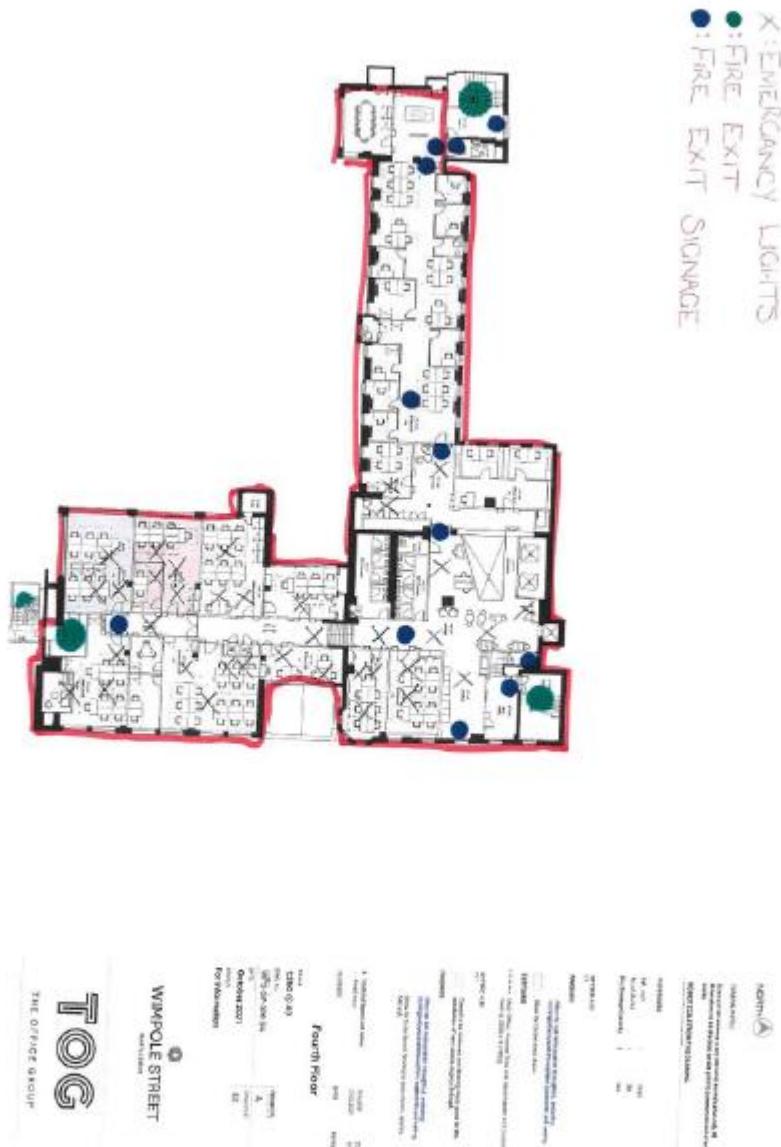
X: EMERGENCY LIGHTING



FIRE EXIT

● FIRE EXIT SIGNAGE





THE OFFICE GROUP



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

Schedule 12
Part B

WARD: Marylebone High
Street
UPRN: 100023465302

Premises licence
summary

Regulation 33, 34

Premises licence number: 22/02131/LIPN

Part 1 – Premises details

Postal address of premises:

The Office Group
91 Wimpole Street
London
W1G 0EF

Telephone Number: Not Supplied

Where the licence is time limited, the dates:

Not applicable

Licensable activities authorised by the licence:

Sale by Retail of Alcohol

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

Sale by Retail of Alcohol	
Monday to Saturday:	10:00 to 23:00
Sunday:	12:00 to 23:00

The opening hours of the premises:

Monday to Sunday:	00:00 to 00:00
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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 Office Group Properties Limited
The Smiths Building
179 Great Portland Street
London
W1w 5PL

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

07355616

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

Name: Mr Anthony Dylan Murray

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

Restricted

Date: 4 August 2022

This licence has been authorised by Mary Pring on behalf of the Director - Public Protection and Licensing.

Appendix 3

Licence & Appeal History

Application	Details of Application	Date Determined	Decision
22/02131/LIPN	Copy of Premises Licence in Appendix 3	16 th June 2022	Granted at Licensing Sub-Committee

There is no appeal history

Appendix 4

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.

Annex 2 – Conditions consistent with the operating Schedule

None

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

9. The approved arrangements at the premises, including means of escape provisions, emergency warning equipment, the electrical installation and mechanical equipment, shall at all material times be maintained in good condition and full working order.
10. The means of escape provided for the premises shall be maintained unobstructed, free of trip hazards, be immediately available and clearly identified in accordance with the plans provided.
11. All exit doors shall be available at all material times without the use of a key, code, card or similar means.
12. All emergency doors shall be maintained effectively self closing and not held open other than by an approved device.
13. No deliveries to the premises shall take place between 23.00 and 07.00 hours on the following day.
14. The premises shall install and maintain a comprehensive CCTV system as per the minimum requirements of the Westminster Police Licensing Team. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Viewing of recordings shall be made available immediately upon the request of Police or authorised officer throughout the entire 31 day period.
15. 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.
16. No noise shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.
17. Occupiers 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.
18. The supply of alcohol shall only be to employees at the premises, their bona fide guests, or persons attending a private pre booked function.
19. The licensable activities authorised by this licence and provided at the premises shall be ancillary to the main function of the premises as offices.
20. 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) any complaints received concerning crime and disorder
 - (c) any incidents of disorder
 - (d) any faults in the CCTV system or searching equipment or scanning equipment
 - (e) any refusal of the sale of alcohol
 - (f) any visit by a relevant authority or emergency service.

21. A Challenge 21 or Challenge 25 proof of age scheme shall be operated at the
 - a. premises where the only acceptable forms of identification are recognised
 - b. photographic identification cards, such as a driving licence, passport or proof of age card with the PASS Hologram.
22. There shall be no advertisement of the licensed facilities outside of the premises
23. Non-intoxicating beverages shall be available in all parts of the premises where alcohol is sold or supplied for consumption on the premises
24. No licensable activities shall take place at the premises until the premises has been assessed as satisfactory by the Environmental Health Consultation Team at which time this condition shall be removed from the Licence by the licensing authority.
25. There shall be no more than 40 events where licensable activity takes place per calendar year.
26. There shall be no consumption of alcohol after 23:00 hours.

Conditions proposed by Environmental Health and agreed by the applicant to form part of the operating schedule.

27. The sale and supply of alcohol for consumption off the premises shall be restricted to alcohol consumed on the 4th floor roof terrace only as shown on the licence plan.
28. There shall be no sales of alcohol for consumption off the premises after 22.00 hours.
29. The speakers on the roof terrace shall only be permitted to provide background music only.
30. The number of persons permitted on the roof terrace at any one-time (excluding staff) shall not exceed (X) persons.

Residential Map and List of Premises in the Vicinity

Appendix 5



Resident Count = 45

Licensed premises within 75 metres of 91 Wimpole Street, London

Licence Number	Trading Name	Address	Premises Type	Time Period
22/02131/LIPN	The Office Group	91 Wimpole Street London W1G 0EF	Office	Monday to Sunday; 00:00 - 00:00
21/07173/LIPDPS	Be At One	94 Wimpole Street London W1G 0EH	Pub or pub restaurant with lodge	Sunday; 12:00 - 00:00 Monday to Wednesday; 10:00 - 00:30 Thursday to Saturday; 10:00 - 01:30
06/10842/WCCMAP	Royal Society Of Medicine	Royal Society Of Medicine 1 Wimpole Street London W1G 0AE	Office	Sunday; 12:00 - 23:00 Monday to Saturday; 10:00 - 23:30
11/05080/LIPN	CB Richard Ellis	8 Henrietta Place London W1G 0NB	Office	Monday to Sunday; 00:00 - 00:00
06/11118/WCCMAP	The Wigmore Hall Trust	36 Wigmore Street London W1U 2BP	Miscellaneous	Sunday; 10:00 - 23:00 Monday to Saturday; 10:00 - 23:30