



REPORT OF GROUP DIRECTOR, NEIGHBOURHOODS AND HOUSING

LICENSING SUB-COMMITTEE: 21/06/2018	Classification DECISION	Enclosure
Application for a Premises Licence SET, 27a Dalston Lane, E8 3DF	Ward(s) affected Dalston	

1. SUMMARY

Applicant(s) SET Centre CIO	In SPA No		
Date of Application 01/05/2018	Period of Application Permanent		
Proposed licensable activity Plays Films Live Music Recorded Music Performance of Dance Other Entertainment Similar to Live or Rec Music or Dance Performance Late Night Refreshment Supply of Alcohol (On Premises)			
Proposed hours of licensable activities <table> <tr> <td data-bbox="193 1384 798 1720"> Plays </td> <td data-bbox="798 1384 1415 1720"> Standard Hours: Mon 12:00-00:30 Tue 12:00-00:30 Wed 12:00-00:30 Thu 12:00-00:30 Fri 12:00-02:30 Sat 12:00-02:30 Sun 13:00-22:00 </td> </tr> </table>		Plays	Standard Hours: Mon 12:00-00:30 Tue 12:00-00:30 Wed 12:00-00:30 Thu 12:00-00:30 Fri 12:00-02:30 Sat 12:00-02:30 Sun 13:00-22:00
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Live Music : 	Standard Hours: Mon 12:00-00:00 Tue 12:00-00:00 Wed 12:00-00:00 Thu 12:00-00:00 Fri 12:00-02:00 Sat 12:00-02:00 Sun 13:00-22:00
Recorded Music : 	Standard Hours: Mon 12:00-00:00 Tue 12:00-00:00 Wed 12:00-00:00 Thu 12:00-00:00 Fri 12:00-02:00 Sat 12:00-02:00 Sun 13:00-22:00
Performance of Dance : 	Standard Hours: Mon 12:00-00:00 Tue 12:00-00:00 Wed 12:00-00:00 Thu 12:00-00:00 Fri 12:00-02:00 Sat 12:00-02:00 Sun 13:00-22:00
Other Entertainment Similar to Live or Rec Music or Dance Performance : 	Standard Hours: Mon 12:00-00:00 Tue 12:00-00:00 Wed 12:00-00:00 Thu 12:00-00:00 Fri 12:00-02:00 Sat 12:00-02:00 Sun 13:00-22:00
Late Night Refreshment : 	Standard Hours: Mon 23:00-00:30 Tue 23:00-00:30 Wed 23:00-00:30 Thu 23:00-00:30 Fri 23:00-02:30 Sat 23:00-02:30
Supply of Alcohol : 	Standard Hours: Mon 12:00-00:30 Tue 12:00-00:30 Wed 12:00-00:30 Thu 12:00-00:30 Fri 12:00-02:30 Sat 12:00-02:30 Sun 13:00-22:30

The opening hours of the premises	
	Standard Hours: Mon 11:00-01:00 Tue 11:00-01:00 Wed 11:00-01:00 Thu 11:00-01:00 Fri 11:00-03:00 Sat 11:00-03:00 Sun 12:00-23:30
Capacity: 150	
Policies Applicable	LP3 (Operating Schedule), LP4 (Crime and Disorder), LP5 (Public Nuisance), LP6 (Protection of Children from Harm), LP8 (Public Safety), LP12 (Licensing Hours)
List of Appendices	A – Application for a premises licence and supporting documents B – Representations from responsible authorities C — Location map
Relevant Representations	<ul style="list-style-type: none"> • Planning Authority • Police • Licensing Authority • Other Persons

2. APPLICATION

2.1 **SET Centre CIO** has made an application for a premises licence under the Licensing Act 2003:

- To authorise the supply alcohol for consumption **on** the premises
- Regulated entertainment
- Late night refreshment

2.2 The application is attached as Appendix A.

3. CURRENT STATUS / HISTORY

3.1 Part of the premises are covered by a premises licence granted in 2007. The licence was transferred to the current applicant in February 2018.

3.2 Temporary Event Notices have been given for the premises as follows:

Start date	end date	start time	end time
09/03/2018	11/03/2018	17.00	02.30
16/03/2018	18/03/2018	17.00	03.00
23/03/2018	25/03/2018	17.00	03.00
30/03/2018	01/04/2018	17.00	02.30
06/04/2018	08/04/2018	00.01	03.00
20/04/2018	22/04/2018	17.00	02.30
13/04/2018	14/04/2018	17.00	03.00
27/04/2018	29/04/2018	17.00	03.00

4. REPRESENTATIONS: RESPONSIBLE AUTHORITIES

From	Details
Environmental Health Authority (Environmental Protection)	No representation received
Environmental Health Authority (Environmental Enforcement)	No representation received
Environmental Health Authority (Health & Safety)	No representation received
Weights and Measures (Trading Standards)	No representation received
Planning Authority (Appendix B1)	Informative
Area Child Protection Officer	Have confirmed no representation on this application
Fire Authority	Have confirmed no representation on this application
Police (Appendix B2)	Representation received on the grounds of The Prevention of Crime and Disorder, Public Safety, Prevention of Public Nuisance,
Licensing Authority (Appendix B3)	Representation received on the grounds of The Prevention of Crime and Disorder, Prevention of Public Nuisance, Licensing Hours
Health Authority	Have confirmed no representation on this application

5. REPRESENTATIONS: OTHER PERSONS

From	Details
1 representation received from and on behalf of local residents. (Appendix C)	Representation received on the grounds of The Prevention of Crime and Disorder, Public Safety, Prevention of Public Nuisance, Licensing Hours,

6. GUIDANCE CONSIDERATIONS

- 6.1 The Licensing Authority is required to have regard to any guidance issued by the Secretary of State under the Licensing Act 2003.

7. POLICY CONSIDERATIONS

- 7.1 Licensing Sub-Committee is required to have regard to the London Borough of Hackney's Statement of Licensing Policy ("the Policy") adopted by the Licensing Authority.
- 7.2 The Policy applies to applications where relevant representations have been made. With regard to this application, policies LP3 (Operating Schedule), LP4 (Crime and Disorder), LP5 (Public Nuisance), LP6 (Protection of Children from Harm), LP8 (Public Safety), LP12 (licensing Hours) are relevant.

8. OFFICER OBSERVATIONS

- 8.1 If the Sub-Committee is minded to approve the application, the following conditions should be applied the licence:

Supply of Alcohol (On/Both)

1. No supply of alcohol may be made under the premises licence:
 - (a) At a time when there is no designated premises supervisor in respect of the premises licence.
 - (b) At a time when the designated premises supervisor does not hold a personal licence or his personal licence is suspended.
2. Every supply of alcohol under the premises licence must be made or authorised by a person who holds a personal licence.
3. (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).
4. The responsible person must ensure that free potable water is provided on request to customers where it is reasonably available.
- 5.5.1. 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 sales or supply of alcohol.
- 5.2 The designated premises supervisor in relation to the premises licences must ensure that the supply of alcohol at the premises is carried on in accordance with the age verification policy.

5.3. 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

6. 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:

- beer or cider: 1/2 pint;
- gin, rum, vodka or whisky: 25ml or 35ml; and
- still wine in a glass: 125ml; and

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.

Minimum Drinks Pricing

7. 7.1 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.

7.2 For the purposes of the condition set out in paragraph 7.1 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 rate 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.

7.3 Where the permitted price given by Paragraph 7.2(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.

7.4 (1) Sub-paragraph 7.4(2) below applies where the permitted price given by Paragraph 7.2(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.

Door Supervision

8. Each individual who is to carry out a security activity at the premises must be licensed by the Security Industry Authority.

Conditions derived from Responsible Authority representations

9. The premises shall maintain a comprehensive CCTV system as per the minimum requirements of a Metropolitan Police Crime Prevention Officer. All public areas, 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. Recordings shall be made available immediately upon the request of Police or authorised officer.

10. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public. This staff member shall be able to show Police or an authorised officer of Hackney Borough Council recent data or footage with the absolute minimum of delay when requested.

11. An incident log shall be kept at the premises, and made available immediately to an authorised officer of the Hackney Borough Council or the Police, which will record the following:

- a. all crimes reported to the venue
- b. any complaints received
- c. any incidents of disorder
- d. any faults in the CCTV system
- e. any refusal of the sale of alcohol
- f. any visit by a relevant authority or emergency service.

12. All instances of crime or disorder to be reported by the designated premises supervisor or responsible member of staff to an agreed police contact point, as agreed with the Police.

13. Where the sale or supply of alcohol is taking place employees of the premises must request sight of evidence of the age of any person appearing to be under 25 years of age (Challenge 25). Such evidence may include a driving licence or passport.

14. There shall be prominent signage requesting customers to leave the premises quietly and respect local residents.

15. All staff will be given refresher training every twelve months on the legislation relating to the sales of alcohol to underage persons and drunken

persons. Written records of this training shall be kept on the premises and produced to police or other authorised officer upon request.

16. The premises shall adhere to Hackney Police Weapons and Drugs Policies and any updates thereof.

17. There shall be no glass, drinks or open containers taken outside of the premises at any time.

18. After 2100hrs there will be a maximum of ** tbc ** smokers outside. This will be monitored by staff/door supervisors.

19. The capacity of the premises will be ** tbc ** excluding staff.

20. Male and female SIA registered door supervisors shall be employed at the premises on an operational risk assessment basis. All door supervisors shall enter their full details in the premises daily register at the commencement of their work. They shall record their full name, home address and contact telephone number, their SIA registration number and the times they commence and conclude working. If the door supervisor is provided by an agency, the name, registered business address and contact telephone number will also be recorded. This register will be made available to police or other authorised officer upon request.

21. The front of the premises shall be kept clean and swept at the close of business each day.

22. Any queues that may form outside of the premises must be monitored by staff or door supervisors to prevent pre-loading and/or the footway being blocked.

9. REASONS FOR OFFICER OBSERVATIONS

9.1 Conditions 9 to 10 have been proposed by the police.

10. LEGAL COMMENTS

10.1 The Council has a duty as a Licensing Authority under the Licensing Act 2003 to carry out its functions with a view to promoting the following 4 licensing objectives;

- The Prevention of Crime and Disorder
- Public Safety
- Prevention of Public Nuisance
- The Protection of Children from Harm

10.2 It should be noted that each of the licensing objectives have equal importance and are the only grounds upon which a relevant representation can be made and for which an application can be refused or terms and conditions attached to a licence.

11. HUMAN RIGHTS ACT 1998 IMPLICATIONS

- 11.1 There are implications to;
- **Article 6** – Right to a fair hearing
 - **Article 14** – Not to discriminate
 - Balancing: **Article 1**- Peaceful enjoyment of their possession (i.e. a licence is defined as being a possession) with **Article 8** – Right of Privacy (i.e. respect private & family life) to achieve a proportionate decision having regard to the protection of an individuals rights against the interests of the community at large.

12. MEMBERS DECISION MAKING

- A. **Option 1**
That the application be refused
- B. **Option 2**
That the application be approved, together with any conditions or restrictions which Members consider necessary for the promotion of the Licensing objectives.

13. CONCLUSION

13.1 That Members decide on the application under the Licensing Act 2003.

Group Director, Neighbourhoods and Housing	Kim Wright
Lead Officer (holder of original copy):	Mike Smith Principal Licensing Officer Licensing Service 1 Hillman Street E8 1DY Telephone: 020 8356 4973

LIST OF BACKGROUND PAPERS RELATING TO THIS REPORT

The following document(s) has been relied upon in the preparation of the report.

Description of document	Location
Office File: SET, 27a Dalston Lane, E8 3DF	Licensing Service 1 Hillman Street London E8 1DY

Printed matter

Licensing Act 2003
LBH Statement of Licensing Policy

APPENDIX A

Hackney
LA01

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

PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

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

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

I/We Mr SET Centre CIO

(Insert name(s) of applicant)

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

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description SET 27A DALSTON LANE HACKNEY LONDON			
Post town	LONDON	Postcode	E8 3DF

Telephone number at premises (if any)	
Non-domestic rateable value of premises	£20000

Part 2 - Applicant details

Please state whether you are applying for a premises licence as appropriate

Please tick

a)	an individual or individuals *	<input type="checkbox"/>	please complete section (A)
b)	a person other than an individual *		
	i. as a limited company/limited liability partnership	<input type="checkbox"/>	please complete section (B)

	ii.	as a partnership (other than limited liability)	<input type="checkbox"/>	please complete section (B)
	iii.	as an unincorporated association or	<input type="checkbox"/>	please complete section (B)
	iv.	other (for example a statutory corporation)	<input type="checkbox"/>	please complete section (B)
c)		a recognised club	<input type="checkbox"/>	please complete section (B)
d)		a charity	<input checked="" type="checkbox"/>	please complete section (B)
e)		the proprietor of an educational establishment	<input type="checkbox"/>	please complete section (B)
f)		a health service body	<input type="checkbox"/>	please complete section (B)
g)		a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales	<input type="checkbox"/>	please complete section (B)
ga)		a person who is registered under Chapter 2 of Part 1 of the Health and Social Care Act 2008 (within the meaning of that Part) in an independent hospital in England	<input type="checkbox"/>	please complete section (B)
h)		the chief officer of police of a police force in England and Wales	<input type="checkbox"/>	please complete section (B)

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

Please tick yes

- I am carrying on or proposing to carry on a business which involves the use of the premises for licensable activities; or

- I am making the application pursuant to a
 - statutory function or
 - a function discharged by virtue of Her Majesty's prerogative

(A) INDIVIDUAL APPLICANTS (fill in as applicable)

Title Mr			
Surname		First names	
I am 18 years old or over ..			
Date of birth			
Nationality			
Current residential address if different from premises address		UK-England	
Post town		Postcode	
Daytime contact telephone number			
E-mail address (optional)			

SECOND INDIVIDUAL APPLICANT (if applicable)

Title Mr			
Surname		First names	
I am 18 years old or over		..	Please tick yes
Date of birth			
Nationality			

Current postal address if different from premises address		UK-England	
Post town		Postcode	
Daytime contact telephone number			
E-mail address (optional)			

(B) OTHER APPLICANTS

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

Name SET Centre CIO
Address 77 - 89 ALSCOT ROAD LONDON SE1 3AW UK-England
Registered number (where applicable)
Description of applicant (for example, partnership, company, unincorporated association etc.) Charitable Incorporated Organisation
Telephone number (if any) [REDACTED]
E-mail address (optional) [REDACTED]

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
28	05	2018

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

DD MM YYYY

Please give a general description of the premises (please read guidance note 1) SET Dalston Lane: Bar and Arts Centre, The Ground Floor of 27a (including the currently licenced 27a and the ground floor of what is referred to as "Part Ground Floor" 27a), Dalston Lane, E83DF. The premises is at the end of a row of 5 two storey shops on Dalston Lane which back onto Tyson Passage. The premises has a thin (1.6m) alley way running to the left hand side of the property that connects Tyson Passage to Dalston Lane. The first floor above the premises is used as artist's workspace for the associate members of SET Centre CIO.

The premises consists of two main rooms on the ground floor: a bar area and a project space, as well as 4 toilets (2x in bar area, 2x in project space area); a stock room; a store room and 2 rooms that are inaccessible and unused. The site includes one main entrance and two additional fire exits. The main entrance is from Dalston Lane. The back fire exit is accessible from the bar area and exits onto Tyson Passage. The second front fire exit exits onto Dalston Lane and is accessible from the project space via the stairwell that leads to the first floor artist's workspace (we are only requesting to licence the ground floor).

The licensed section of the premises at SET Dalston Lane is home to SET's social centre and bar, alongside our project space for contemporary music, performance, art and education. The bar serves reasonably priced drinks during day-to-day open hours in the bar area, as well as for regular events taking place in the project space. SET Dalston Lane puts an emphasis on emerging arts and culture and is viewed as a licensed arts centre first and foremost; the emphasis is on culture over entertainment.

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

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

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

	Provision of regulated entertainment (please read guidance note 2)	Please tick any that apply
a)	plays (if ticking yes, fill in box A)	<input checked="" type="checkbox"/>
b)	films (if ticking yes, fill in box B)	<input checked="" type="checkbox"/>
c)	indoor sporting events (optional, fill in box C)	..
d)	boxing or wrestling entertainment (if ticking yes, fill in box D)	..
e)	live music (optional, fill in box E)	<input checked="" type="checkbox"/>
f)	recorded music (if ticking yes, fill in box F)	<input checked="" type="checkbox"/>

g)	performances of dance (optional, fill in box G)	<input checked="" type="checkbox"/>
h)	anything of a similar description to that falling within (e), (f) or (g) (if ticking yes, fill in box H)	<input checked="" type="checkbox"/>
Provision of late night refreshment (if ticking yes, fill in box L)		<input checked="" type="checkbox"/>
Supply of alcohol (if ticking yes, fill in box J)		<input checked="" type="checkbox"/>

In all cases complete boxes K, L and M

A

Plays Standard days and timings (please read guidance note 7)			Will the performance of a play take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	
				Both	
Day	Start	Finish	Please give further details here (please read guidance note 4) Plays including: performance art, spoken work, acapella singing, choirs, musicals, theatrical performance, lectures, readings, workshops, performance classes and dance classes		
Mon	12:00	00:30			
Tue	12:00	00:30			

Wed	12:00	00:30	State any seasonal variations for performing plays (please read guidance note 5) N/A
Thur	12:00	00:30	
Fri	12:00	02:30	Non-standard timings. Where you intend to use the premises for the performance of plays at different times to those listed in the column on the left, please list (please read guidance note 6) N/A
Sat	12:00	02:30	
Sun	13:00	22:00	

B

Films Standard days and timings (please read guidance note 7)			Will the exhibition of films take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	
Day	Start	Finish		Both	
Mon	12:00	00:30	Please give further details here (please read guidance note 4) Films including: video art, art film, feature film, music video, dance film, live feed performance, background visuals, interactive film or film incidental to exhibits/performances/lectures/workshops/classes		
Tue	12:00	00:30			
Wed	12:00	00:30	State any seasonal variations for the exhibition of films (please read guidance note 5) N/A		
Thur	12:00	00:30			
Fri	12:00	02:30	Non-standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed in the column on the left, please list (please read guidance note 6) Background music videos/films		
Sat	12:00	02:30			
Sun	12:00	22:30			

C

Indoor sporting events Standard days and timings (please read guidance note 7)			Please give further details (please read guidance note 4)
Day	Start	Finish	
Mon			State any seasonal variations for indoor sporting events (please read guidance note 5)
Tue			Non-standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list (please read guidance note 6)
Wed			
Thur			
Fri			
Sat			
Sun			

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	
				Outdoors	
Day	Start	Finish		Both	
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)		
Thur					
Fri			Non-standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat					
Sun					

E

Live music Standard days and timings (please read guidance note 7)			Will the performance of live music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	<p>Please give further details here (please read guidance note 4) Live music will be amplified but not audible outside of the premises - including: live music performance and live music classes/rehearsals; experimental electronic, contemporary jazz, improvisation, acoustic, live bands, or live music incidental to: performance/readings/lectures/exhibits</p> <p>State any seasonal variations for the performance of live music (please read guidance note 5) N/A</p> <p>Non-standard timings. Where you intend to use the premises for the performance of live music at different times to those listed in the column on the left, please list (please read guidance note 6) N/A</p>		
Mon	12:00	00:00			
Tue	12:00	00:00			
Wed	12:00	00:00			
Thur	12:00	00:00			
Fri	12:00	02:00			
Sat	12:00	02:00			
Sun	13:00	22:00			

F

Recorded music Standard days and timings (please read guidance note 7)			Will the playing of recorded music take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input type="checkbox"/>
Mon	12:00	00:00	Please give further details here (please read guidance note 4) Recorded music will be amplified but not audible outside of the premises - including: music played between performances or in intervals, sound art, DJs and live sampling, music for dance performance, background music, music incidental to: performance/music played in between live music/DJ workshops/sound workshops		
Tue	12:00	00:00			
Wed	12:00	00:00	State any seasonal variations for the playing of recorded music (please read guidance note 5)		
Thur	12:00	00:00			
Fri	12:00	02:00	Non-standard timings. Where you intend to use the premises for the playing of recorded music at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sat	12:00	02:00			
Sun	13:00	22:00			

G

Performances of dance Standard days and timings (please read guidance note 7)			Will the performance of dance take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
Day	Start	Finish		Outdoors	
				Both	
Mon	12:00	00:00	Please give further details here (please read guidance note 4) Dance including: dance performance and dance incidental to: live music, plays, art performance, exhibitions, rehearsals, dance workshops & classes.		
Tue	12:00	00:00			
Wed	12:00	00:00	State any seasonal variations for the performance of dance (please read guidance note 5) N/A		
Thur	12:00	00:00			
Fri	12:00	02:00	Non-standard timings. Where you intend to use the premises for the performance of dance at different times to those listed in the column on the left, please list (please read guidance note 6) N/A		
Sat	12:00	02:00			
Sun	13:00	22:00			

H

Anything of a similar description to that falling within (e), (f) or (g) Standard days and timings (please read guidance note 7)			Please give a description of the type of entertainment you will be providing SETprojects: including arts and educational events - talks, workshops, performances, screenings, exhibitions and so forth.		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
Mon	12:00	00:00		Outdoors	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Tue	12:00	00:00	Please give further details here (please read guidance note 4) SETprojects is our arts and educational programme which is led by our Associate Members, who are 80% Hackney residents (or work in Hackney). The programme is a broad arts programme and includes the activities listed above.		
Wed	12:00	00:00			
Thur	12:00	00:00	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5) N/A		
Fri	12:00	02:00			
Sat	12:00	02:00	Non-standard timings. Where you intend to use the premises for the entertainment of a similar description to that falling within (e), (f) or (g) at different times to those listed in the column on the left, please list (please read guidance note 6)		
Sun	13:00	22:00	N/A		

I

Late night refreshment Standard days and timings (please read guidance note 7)			Will the provision of late night refreshment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input checked="" type="checkbox"/>
				Outdoors	
Day	Start	Finish		Both	
Mon	17:00	00:30	Please give further details here (please read guidance note 4) The closing time would be 30 minutes after the last drinks have been served to give people time to drink there drinks and leave over a longer time period (meaning there isn't a sudden influx of people onto the street).		
Tue	17:00	00:30			
Wed	17:00	00:30	State any seasonal variations for the provision of late night refreshment (please read guidance note 5) N/A		
Thur	17:00	00:30			
Fri	17:00	02:30	Non-standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed in the column on the left, please list (please read guidance note 6) N/A		
Sat	14:00	02:30			
Sun	14:00	22:30			

J

Supply of alcohol Standard days and timings (please read guidance note 7)			Will the supply of alcohol be for consumption – please tick (please read guidance note 8)	On the premises	<input checked="" type="checkbox"/>
				Off the premises	<input type="checkbox"/>
				Both	<input type="checkbox"/>
Day	Start	Finish	State any seasonal variations for the supply of alcohol (please read guidance note 5) N/A		
Mon	12:00	00:30			
	-----	-----			
Tue	12:00	00:30			
	-----	-----			
Wed	12:00	00:30			
	-----	-----			
Thur	12:00	00:30	Non-standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed in the column on the left, please list (please read guidance note 6) N/A		
Fri	12:00	02:30			
	-----	-----			
Sat	12:00	02:30			
	-----	-----			
Sun	13:00	22:30			
	-----	-----			

State the name and details of the individual whom you wish to specify on the licence as designated premises supervisor (Please see declaration about the entitlement to work in the checklist at the end of the form):

Name Mr Oliver Tobin
Date of birth [REDACTED]
Address [REDACTED] [REDACTED] [REDACTED]
Postcode [REDACTED]
Personal licence number (if known) [REDACTED]
Issuing licensing authority (if known) [REDACTED]

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children (please read guidance note 9).

N/A - there will be no "relevant" or other entertainment which may give rise to concern in respect of children.

L

Hours premises are open to the public Standard days and timings (please read guidance note 7)			State any seasonal variations (please read guidance note 5)
Day	Start	Finish	
Mon	11:00	01:00	Non-standard timings. Where you intend the premises to be open to the public at different times from those listed in the column on the left, please list (please read guidance note 6)
Tue	11:00	01:00	
Wed	11:00	01:00	
Thur	11:00	01:00	
Fri	11:00	03:00	
Sat	11:00	03:00	
Sun	12:00	23:00	

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

a) General – all four licensing objectives (b, c, d and e) (please read guidance note 10)

Comprehensive on-site staff training will be provided to each member of staff and will cover all licensing laws in respect of the premises and our policies and procedures which are in place in order to ensure all licensing objectives are upheld to the highest standards.

These policies, risk assessments and documents can be provided upon request and include: Staff handbook (covers 4 licence objectives & refers to OGP policy), Equality; Diversity and Equal Opportunities policy; Operations and Good Practice policies (including: Noise Management policy, Accident and Emergency policy, Premises Age Verification policy, Duty of Care policy, Zero Drugs policy, Dispersal policy, Glass and Litter Collection policy, Security policy, Lost and Found policy and Risk Assessments policy); all Risk Assessments (including: Health and Safety risk assessment, Fire risk assessment and Operational risk assessment) and all log books (including Toilet-Check log book, Bar Staff Refusal log book, Door Staff Refusal log book, Occurrence book, Accident and Incident log book, Crime and Disorder log book, Noise Monitoring log book, Training log book and an Emergency Equipment Testing log book).

Clear signage that states premises policy and law will be posted around premises. Regular premises perimeter checks will be made to eliminate risks (glass bottles, unattended bags etc), uphold security (checking doors and windows), and keep noise to a minimum, both coming from inside the venue and the attendees smoking. The perimeter will be well lit with outdoor lighting. Regular patrols of the inside of the premises will be made by security staff and the supervisor to ensure our policy and law is met at all times. Maximum capacity of 150 (below prescribed maximum capacity of 192 (c.f. Fire Risk Assessment Report from FireRiskAssessments.com Associates Ltd) will be upheld in order to maintain crowd control, prevent discomfort, ensure staff can manoeuvre through crowds easily.

Information on public transport and taxi services will be provided on request from door staff and bar staff, signage will also make it clear that this service is offered and a safe place will be offered for attendees to wait for taxis: this will ensure attendees get home safely and minimise public nuisance. A half hour 'chill out' period after the music is turned off and our alcohol licensing hours end but before the premises closes will allow for a gradual egress from the premises (the lighting will be increased during this period). Free water will always be provided but particularly during the 'chill out' period when it will be pre-poured and on the bar.

We have already put these measures into place for events which have taken place under Temporary Events Notices - these events have all run smoothly and show our good track record in upholding the licensing objectives. The extra room allows us to better uphold the licensing objectives by providing further toilets including a disabled-access toilets; an extra fire-exit; more room for attendees (making it easier for security to manage crowds) and a soundproofed room to prevent any noise nuisance. It is testament to how well this has worked that we have spoken to our neighbours at Farr's, Premier Inn, Sang Bleu and 27c and d and each of these groups have cited no problems. Indeed, Premier Inn said that they had not even

noticed our existence!

b) The prevention of crime and disorder

All standard security measures and licensing laws will be put into effect and upheld; 2x SIA certified security staff at events with 100+ people in attendance, 1x security at events with 50+ people (bag check, patrol, toilet check, counter for attendees, ID check for example); 2 fire exits - alarmed with direct notification to security when breach is made; stock room/store room/no access areas fully locked at all times; when capacity is reached further attendees will be turned away (asked not to queue above 10 people) in order to maintain public safety on sidewalk and in venue; comprehensive 24/7 CCTV system; zero tolerance policy with signs in each toilet area; zero tolerance to discrimination or harassment signs displayed in bar, anyone displaying violent or aggressive tendencies can be evicted from the premises under security discretion; 1x security posted on the street during the event to ask attendees who smoke to keep noise to a minimum and keep public pathways clear; bag/coat hooks have been provided to prevent bag/coat snatching; no drinks promotions will be on offer in order to deter focus from alcohol consumption; events will only be promoted to our membership, mailing list, and social media followers and the local community via personal invites in order to maintain a respectful atmosphere with emphasis on the arts and specific cultural event that is taking place (no posters will displayed outside the premises); a £3 door charge will be in place on Fridays and Saturdays to deter overcrowding and passers by who enter to drink rather than for the cultural event.

c) Public safety

All standard safety regulations have been followed and all aforementioned risk assessments have taken place and are being adhered to; two first aid kits are onsite: one in the project space and one in the bar area, clearly labeled; the 1st floor SET office can be used as a first aid room or 'quiet room' when necessary; temperature is maintained with a thermometer to ensure no overheating; comprehensive emergency lighting, heat sensors, fire alarms, fire extinguishers, and fire retardant materials are used and positioned in accordance with Fire Risk Assessment Report done by independent fire authority; plastic cups will be used instead of glass at events with 100+ attendees; regular (every 20 mins at peak times) sweeps of the premises by staff to ensure there is no build up of glassware or rubbish; in accordance with our sales license, no drinks will be allowed outside of the premises at any time: this will be regulated through security, staff training, signage; spillages and broken glass will be cleared immediately; glass or rubbish from passers by will be removed immediately.

d) The prevention of public nuisance

The prevention of public nuisance: sound proofing and acoustic drapes used wherever possible (in accordance with standard UK Fire Regulations); a sound limiter has been put on the sound system to limit the decibel levels; all doors and windows are kept shut where possible; a designated noise or nuisance complaints contact number provided to local residents and the community (this phone will be with the door security for larger events ensuring the complaint is dealt with most effectively); outdoor wall mounted cigarette ashtrays will be provided; door security will ensure attendees will not congregate on Dalston Lane so as not to disrupt the public pathway; smokers will be requested to smoke at the beginning of the small alleyway that runs along the left side of the premises; signage that asks attendees to 'respect neighbours and keep the noise to a minimum' will be posted on the exit; all deliveries, waste collection and maintenance works will take place between the hours of 8am and 6pm; street litter will be regularly collected by members of staff; no promotional material will be handed out outside the venue or anywhere.

e) The protection of children from harm

The protection of children from harm: entrance to the premises is strictly over 18; strict challenge 25 scheme and will prominently advertise this on site; keep refusals log book; staff and security trained in our age verification policy; no material meant for 18+ will be made available or visible outside of the premises or online; no advertisements of any sort including event posters will be displayed outside of the premises; any hazards for passing children or adults will be eliminated by a regular perimeter check (for glass bottles, unattended bags and so forth).

Checklist:

Please tick to indicate agreement

- I have made or enclosed payment of the fee.
- I have enclosed the plan of the premises.
- I have sent copies of this application and the plan to responsible authorities and others where applicable.
- I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable.
- I understand that I must now advertise my application.
- I understand that if I do not comply with the above requirements my application will be rejected.
- [Applicable to all individual applicants, including those in a partnership which is not a limited liability partnership, but not companies or limited liability partnerships] I have included documents demonstrating my entitlement to work in the United Kingdom (please read note 15). ..

IT IS AN OFFENCE, UNDER SECTION 158 OF THE LICENSING ACT 2003, TO MAKE A FALSE STATEMENT IN OR IN CONNECTION WITH THIS APPLICATION. THOSE WHO MAKE A FALSE STATEMENT MAY BE LIABLE ON SUMMARY CONVICTION TO A FINE OF ANY AMOUNT.

IT IS AN OFFENCE UNDER SECTION 24B OF THE IMMIGRATION ACT 1971 FOR A PERSON TO WORK WHEN THEY KNOW, OR HAVE REASONABLE CAUSE TO BELIEVE, THAT THEY ARE DISQUALIFIED FROM DOING SO BY REASON OF THEIR IMMIGRATION STATUS. THOSE WHO EMPLOY AN ADULT WITHOUT LEAVE OR WHO IS SUBJECT TO CONDITIONS AS TO EMPLOYMENT WILL BE LIABLE TO A CIVIL PENALTY UNDER SECTION 15 OF THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006 AND PURSUANT TO SECTION 21 OF THE SAME ACT, WILL BE COMMITTING AN OFFENCE WHERE THEY DO SO IN THE KNOWLEDGE, OR WITH REASONABLE CAUSE TO BELIEVE, THAT THE EMPLOYEE IS DISQUALIFIED.

Part 4 – Signatures (please read guidance note 11)

Signature of applicant or applicant’s solicitor or other duly authorised agent (see guidance note 12). **If signing on behalf of the applicant, please state in what capacity.**

Declaration	<ul style="list-style-type: none"> • [Applicable to individual applicants only, including those in a partnership which is not a limited liability partnership] I understand I am not entitled to be issued with a licence if I do not have the entitlement to live and work in the UK (or if I am subject to a condition preventing me from doing work relating to the carrying on of a licensable activity) and that my licence will become invalid if I cease to be entitled to live and work in the UK (please read guidance note 15). • The DPS named in this application form is entitled to work in the UK (and is not subject to conditions preventing him or her from doing work relating to a licensable activity) and I have seen a copy of his or her proof of entitlement to work, if appropriate (please see note 15)
Signature	Roland Fischer-Vousden
Date	1/5/2018
Capacity	Executive SET Centre CIO

For joint applications, signature of 2nd applicant or 2nd applicant’s solicitor or other authorised agent (please read guidance note 13). **If signing on behalf of the applicant, please state in what capacity.**

Signature	
Date	1/5/2018
Capacity	

Contact name (where not previously given) and postal address for correspondence associated with this application (please read guidance note 14)
Premises Address

UK-England

Post town		Postcode	
Telephone number (if any)			
If you would prefer us to correspond with you by e-mail, your e-mail address (optional)			

Notes for Guidance

1. Describe the premises, for example the type of premises, its general situation and layout and any other information which could be relevant to the licensing objectives. Where your application includes off-supplies of alcohol and you intend to provide a place for consumption of these off-supplies, you must include a description of where the place will be and its proximity to the premises.
2. In terms of specific regulated entertainments please note that:
 - Plays: no licence is required for performances between 08:00 and 23.00 on any day, provided that the audience does not exceed 500.
 - Films: no licence is required for 'not-for-profit' film exhibition held in community premises between 08.00 and 23.00 on any day provided that the audience does not exceed 500 and the organiser (a) gets consent to the screening from a person who is responsible for the premises; and (b) ensures that each such screening abides by age classification ratings.
 - Indoor sporting events: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000.
 - Boxing or Wrestling Entertainment: no licence is required for a contest, exhibition or display of Greco-Roman wrestling, or freestyle wrestling between 08.00 and 23.00 on any day, provided that the audience does not exceed 1000. Combined fighting sports – defined as a contest, exhibition or display which combines boxing or wrestling with one or more martial arts – are licensable as a boxing or wrestling entertainment rather than an indoor sporting event.
 - Live music: no licence permission is required for:
 - a performance of unamplified live music between 08.00 and 23.00 on any day, on any premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day on premises authorised to sell alcohol for consumption on those premises, provided that the audience does not exceed 500.

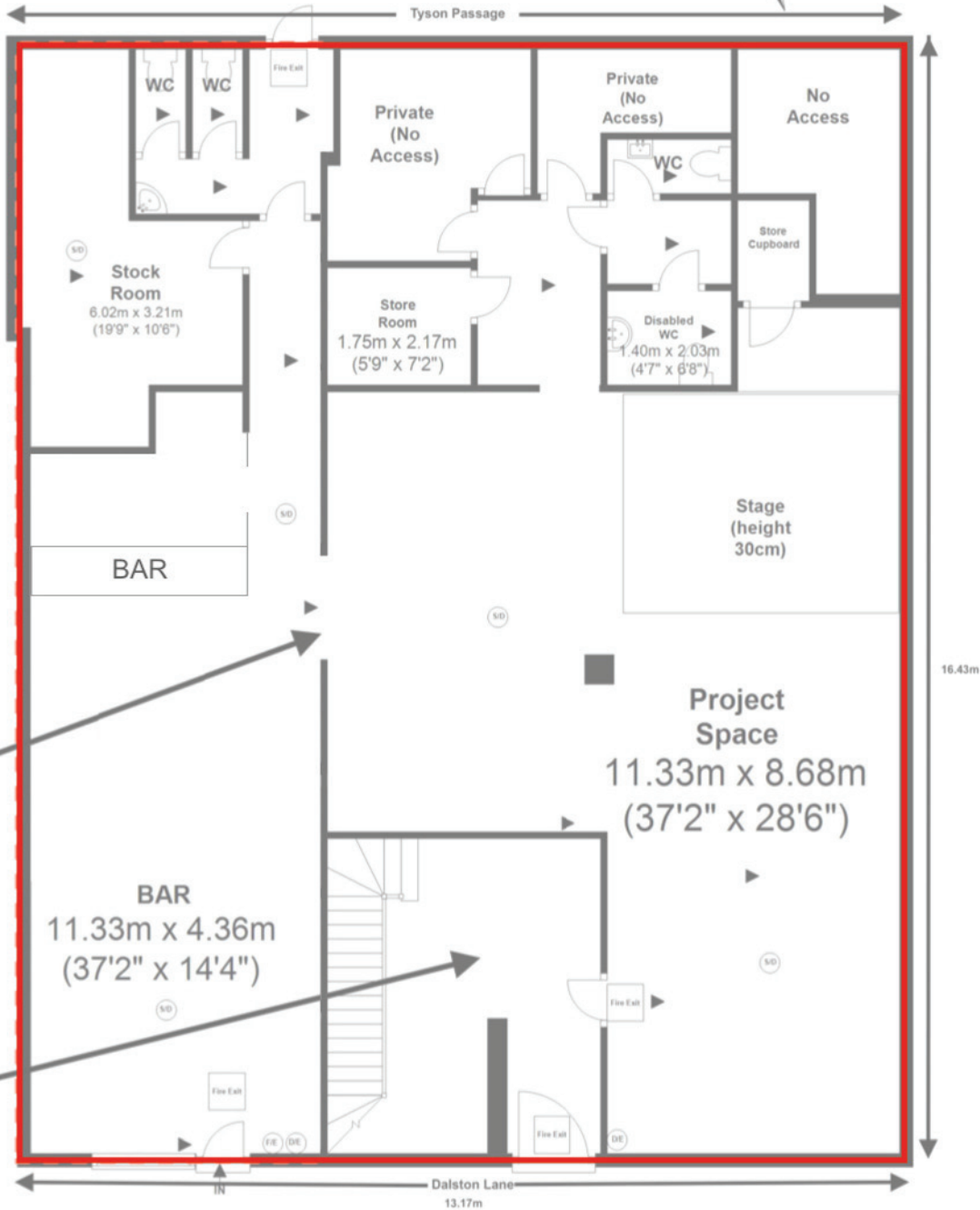
SET
27a Dalston Lane
E83DF
02/02/2018

SCALE 1:100
 Approx. 216.1 sq. metres (2326.1 sq. feet)



KEY

- Licensed premises —
- Emergency Lighting ▶
- Smoke Detector SD
- Dry Powder Extinguisher DE
- Fire Extinguisher FE



Entrance from bar area to project space will be closed with a rope barrier when no event is happening in the project space

Entrance lobby and stairway to 1st floor; artist studios and offices. Only accessible from ground floor in emergency.

APPENDIX B1

Planning Authority Representation: Application under the Licensing Act 2003

Details of Authority	2 Hillman Street, Hackney, London, E8 1FB
Officer contact name	Merryn McGregor
Officer telephone number	020 8356 8076
Officer's email address	merryn.mcgregor@hackney.gov.uk

APPLICATION PREMISES

Name and address of premises	SET 27A Dalston Lane London E8 3DF
Applicant name	SET Centre CIO

COMMENTS

I make the following relevant representation in relation to the above application at the above address.

- Prevention of crime and disorder
- Public safety
- Prevention of public nuisance
- Protection of children from harm

Please supply any relevant evidence/information to support the above representation.

The application proposes a premises license for a bar and arts centre. The following licensable activities are proposed:

Plays: 12:00 – 00:30 Monday – Thursday, 12:00 – 02:30 Friday – Saturday, 13:00 – 22:00 Sunday;
Film: 12:00 – 00:30 Monday – Thursday, 12:00 – 02:30 Friday – Saturday, 13:00 – 22:30 Sunday;
Live Music: 12:00 – 00:00 Monday – Thursday, 12:00 – 02:00 Friday – Saturday, 13:00 – 22:00 Sunday;
Recorded music: 12:00 – 00:00 Monday – Thursday, 12:00 – 02:00 Friday – Saturday, 13:00 – 22:00 Sunday;
Performance of dance: 12:00 – 00:00 Monday – Thursday, 12:00 – 02:00 Friday – Saturday, 13:00 – 22:00 Sunday;
Anything of a similar description: 12:00 – 00:00 Monday – Thursday, 12:00 – 02:00 Friday – Saturday, 13:00 – 22:00 Sunday;
Late night refreshment: 12:00 – 00:30 Monday – Thursday, 12:00 – 02:30 Friday – Saturday, 13:00 – 22:30 Sunday;
Supply of alcohol: 12:00 – 00:30 Monday – Thursday, 12:00 – 02:30 Friday – Saturday, 13:00 – 22:30 Sunday; and
Hours of operation: 11:00 – 01:00 Monday – Thursday, 11:00 – 03:00 Friday – Saturday, 12:00 – 23:00 Sunday.

Planning application TP/83179/D/MM/MH granted the use of the ground floor as a restaurant (no take away element). Condition 5 states that *'The use hereby permitted shall not be carried on between 2200 hours and 0700 hours on weekdays nor at any time on Sunday/Bank Holidays.'*

Planning application 2007/2529 granted the variation of Condition 5 (hours of use) attached to planning permission reference TP/83179/D/MM/MH to allow extended opening hours of the restaurant to between 1200 hours and 0100 hours the next day on Monday to Thursday, between 1200 hours and 0230 hours the next day on Friday and Saturday and between 1600 hours and 0100 hours the next day on Sunday.

No approval can be found for the usage of the premises as a bar and arts centre. Planning permission is required to be obtained prior to the operation of the premises. Licensing approval does not grant planning approval. The applicant is advised that operation of the bar and arts centre without appropriate planning permission is unlawful and may result in enforcement action.

Please provide the following information (if applicable)


Area (that permission applies to)	Ground floor
Permitted use	A3 (Restaurant)
Permitted hours	N/A
Specific/restrictive conditions	N/A
Recent applications	N/A
Decisions	N/A
Pending decisions	N/A
Reasons for refusal	N/A
Relevant Conditions/discharges	N/A

Are there any actions or measures that could be taken to allay concerns or objections? If so, please explain.

No representative with informative.

No approval can be found for the usage of the premises as a bar and arts centre. Planning permission is required to be obtained prior to the operation of the premises. Licensing approval does not grant planning approval. The applicant is advised that operation of the bar and arts centre without appropriate planning permission is unlawful and may result in enforcement action.

The applicant is advised that these comments do not represent a formal decision of the Local Planning Authority as to the acceptability or otherwise of the proposed use and that the decision of the Licensing Authority is not prejudicial to the determination of any subsequent planning application.

Signed		
Name	Graham Callam	
Date	22/05/2018	

**RESPONSIBLE AUTHORITY REPRESENTATION:
APPLICATION UNDER THE LICENSING ACT 2003****RESPONSIBLE AUTHORITY DETAILS**

NAME OF AUTHORITY	Metropolitan Police service
ADDRESS OF AUTHORITY	Licensing Unit, Stoke Newington Police Station 33 Stoke Newington High Street London N16 8DS
CONTACT NAME	PC 691GD Kerrie RYAN
TELEPHONE NUMBER	020 7275 3022
E-MAIL ADDRESS	hackneylicensing@met.police.uk

APPLICATION PREMISES

NAME & ADDRESS OF PREMISES	SET 27a Dalston Lane London E8 3DF
NAME OF PREMISES USER	SET Centre CIO

COMMENTS

I make the following relevant representations in relation to the above application to vary the Premises Licence at the above address.

- 1) the prevention of crime and disorder ◆
- 2) public safety €
- 3) the prevention of public nuisance ◆
- 4) the protection of children from harm

Representations (which include comments and/or objections) in relation to:

Police make the following objections in relation to the application for a Premises Licence at SET, 27A DALSTON LANE, LONDON, for the following reason(s):

This application seeks to replace a premises licence that is currently being used in part of this premises. Police have met with the applicants and discussed this application prior to it being submitted. This proposed licence covers a much larger area than it does presently and although this venue is outside of the policy area, it is very close by and is part of the very busy night time economy in Dalston.

Police would still like further information as follows:

- What is the capacity of the venue as a whole?
- Will the whole premises always be in use or will the project space only be used when events are on?
- Is the space ever hired out for private events/parties?
- What kind of events will be held here?
- Where will smokers be directed to smoke?
- Will there always be a personal licence holder on the premises?

Police have also attached a set of conditions that although do duplicate some mentioned in the ones attached to the application.

Police look forward to hearing from the applicant soon.

The above representations are supported by the following evidence and information.

Application submitted.

Are there any actions or measures that could be taken to allay concerns or objections? If so, please explain.

Signed PC 691GD RYAN (By E-mail)

Name (printed)

Proposed Conditions for SET
27a Dalston Lane,
London, E8 3DF

1. The premises shall maintain a comprehensive CCTV system as per the minimum requirements of a Metropolitan Police Crime Prevention Officer. All public areas, 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. Recordings shall be made available immediately upon the request of Police or authorised officer.
2. A staff member from the premises who is conversant with the operation of the CCTV system shall be on the premises at all times when the premises are open to the public. This staff member shall be able to show Police or an authorised officer of Hackney Borough Council recent data or footage with the absolute minimum of delay when requested.
3. An incident log shall be kept at the premises, and made available immediately to an authorised officer of the Hackney Borough Council or the Police, which will record the following:
 - a. all crimes reported to the venue
 - b. any complaints received
 - c. any incidents of disorder
 - d. any faults in the CCTV system
 - e. any refusal of the sale of alcohol
 - f. any visit by a relevant authority or emergency service.
4. All instances of crime or disorder to be reported by the designated premises supervisor or responsible member of staff to an agreed police contact point, as agreed with the Police.
5. Where the sale or supply of alcohol is taking place employees of the premises must request sight of evidence of the age of any person appearing to be under 25 years of age (Challenge 25). Such evidence may include a driving licence or passport.
6. There shall be prominent signage requesting customers to leave the premises quietly and respect local residents.
7. All staff will be given refresher training every twelve months on the legislation relating to the sales of alcohol to underage persons and drunken persons. Written records of this training shall be kept on the premises and produced to police or other authorised officer upon request.
8. The premises shall adhere to Hackney Police Weapons and Drugs Policies and any updates thereof.
9. There shall be no glass, drinks or open containers taken outside of the premises at any time.

10. After 2100hrs there will be a maximum of ** tbc ** smokers outside. This will be monitored by staff/door supervisors.
11. The capacity of the premises will be ** tbc ** excluding staff.
12. Male and female SIA registered door supervisors shall be employed at the premises on an operational risk assessment basis. All door supervisors shall enter their full details in the premises daily register at the commencement of their work. They shall record their full name, home address and contact telephone number, their SIA registration number and the times they commence and conclude working. If the door supervisor is provided by an agency, the name, registered business address and contact telephone number will also be recorded. This register will be made available to police or other authorised officer upon request.
13. The front of the premises shall be kept clean and swept at the close of business each day.
14. Any queues that may form outside of the premises must be monitored by staff or door supervisors to prevent pre-loading and/or the footway being blocked.

**FURTHER CONDITIONS MAY BE ADDED AFTER DISCUSSIONS
WITH THE APPLICANT.**

**RESPONSIBLE AUTHORITY REPRESENTATION:
APPLICATION UNDER THE LICENSING ACT 2003****RESPONSIBLE AUTHORITY DETAILS**

NAME OF AUTHORITY	Licensing Authority
ADDRESS OF AUTHORITY	Licensing Service 1 Hillman Street London E8 1DY
CONTACT NAME	David Tuitt
TELEPHONE NUMBER	020 8356 4942
E-MAIL ADDRESS	david.tuitt@hackney.gov.uk

APPLICATION PREMISES

NAME & ADDRESS OF PREMISES	Set Centre 27a Dalston Lane London E8 3DF
NAME OF APPLICANT	Set Centre

COMMENTS

I make the following relevant representations in relation to the above application.

- the prevention of crime and disorder **x**
- public safety
- the prevention of public nuisance **x**
- the protection of children from harm

Representations (which include comments and/or objections) in relation to:

It is noted that a premises licence (ref: LBH-PRE-T-0897) is currently in effect for these premises. However, the applicant is seeking to authorise activity over a larger area which would result in an increased capacity. It is noted that there are residential premises opposite which could suffer as a result. Therefore I have concerns that the proposal may have a negative impact on the prevention of public nuisance objective and having regard to policy LP12 (Licensing Hours).

The above representations are supported by the following evidence and information.

The Licensing Act 2003, Statement of Licensing Policy 2016 and Guidance issued by the Home Office.

Are there any actions or measures that could be taken to allay concerns or objections? If so, please explain.

- Discussion with the applicant/agent in relation to the points raised above
- Discussion in relation to any measures that could be implemented in addition to those already included in the operating schedule
- Clarification in relation to the licensed areas (as shown on the attached plan)

Name: David Tuitt (Business Regulation Team Leader - Licensing and Technical Support)

Date: 23/05/18

APPENDIX C

Mike Smith

From: [REDACTED]
Sent: 29 May 2018 23:59
To: Licensing
Subject: Representation - Application for Premises Licence Number 095652

Premises Licence Number: 095652

Dear Sirs

My name is [REDACTED] of [REDACTED] Dalston Lane, E8 [REDACTED] and I would hereby like to make a representation in writing in respect of the application for a premises licence at 27a Dalston Lane (Premises) under number 095652 (Application). I am a local resident and live within close proximity of the Premises.

I am slightly confused as to the deadline for submission for representations for the Application as the notice displayed at the Premises (which has been somewhat obscured by a tree placed in front of it) states that representations can be made up until 30 May. However Hackney Council's website states that the relevant date is 29 May, therefore I am making my representation today, 29 May. Depending upon which date is correct, I am concerned that had I not checked Hackney Council's website, I may well have potentially missed the deadline for making a representation.

I previously made a representation on or around 16 March 2018 in respect of the Premises pursuant to an application to vary premises licence number 056981. The concerns that I had in March remain, and I consider that the Application contravenes the licencing objectives of Hackney Council due to the following:

1. Prevention of Crime and Disorder, and Public Safety

Since the Premises has been operating, from mid-February 2018 onwards there has been increased numbers of people outside the Premises late at night particularly at the weekend. Whilst the numbers have decreased slightly over the last month or so, substantial numbers of people still congregate outside the entrance to the Premises to drink and smoke. This continues to create a situation where intoxicated people block the pavement, which means that as a pedestrian, when passing, I have to walk in the road which I find dangerous. I have noticed that other pedestrians have to do the same. For example when I was passing by on or around 18/19 May, I saw that one pedestrian passer-by was almost run over as the passer-by was walking in the road, in order to avoid people outside the Premises. In addition there has continued to be lots of noise coming from the Premises in terms of music. I have also noticed that people enter and leave the Premises from different entry ways and exits when the Premises is open and I have not seen security at these points. For example I noticed that when the DJ is playing, then people are entering the building from the entrance at the next unit across in the building, they were also bringing drinks outside from this entrance. It seems like the Premises has been enlarged. In addition around 9 May

when walking on Tyssen Street, I noticed that people were entering and exiting from the back door of the Premises and again this made me feel uncomfortable walking in the vicinity as there were a number of intoxicated people there and there was also loud music. My concern remains that if the Application is granted then there will be scope for increased, large numbers of people entering and exiting the building late at night and that this will lead to more drunk and disorderly behaviour and potentially more crime in the area.

This Premises is located on a main road leading to the centre of Dalston in Hackney, and is located on the outskirts of the Dalston Special Policy Area. Although the Premises is technically just outside the Special Policy Area, the Premises could have a negative impact on criminal and drunk and disorderly behaviour due to its close proximity to Dalston and Kingsland Road. The hours of the Application are during peak time periods where police already face combatting anti-social behaviour and crime for example assaults, disorder, vomiting and urination. I consider that the Application would increase the potential for further crime and disorder and add to the existing problems already being experienced in Dalston, especially considering current concerns regarding increased crime levels in Hackney.

I further understood that Hackney was not in favour of increasing the night time economy in Dalston and was looking to limit the number of late night venues. Indeed as I understand other venues who have applied for similar hours up to 2 am have had such applications amended to more sociable hours so as to minimise any impact on the local community, crime, disorder and public safety.

2. The Prevention of Public Nuisance

I consider that the Application will mean that there is much more public nuisance. It has and will lead to a great deal more noise during anti-social hours. I have on numerous occasions heard loud music at anti-social hours. There has also been vomit both on Tyssen Street and Ramsgate Street which was very unpleasant and unnecessary. The Application would permit DJs and live music until 2 am on the weekend and I consider that this is too late.

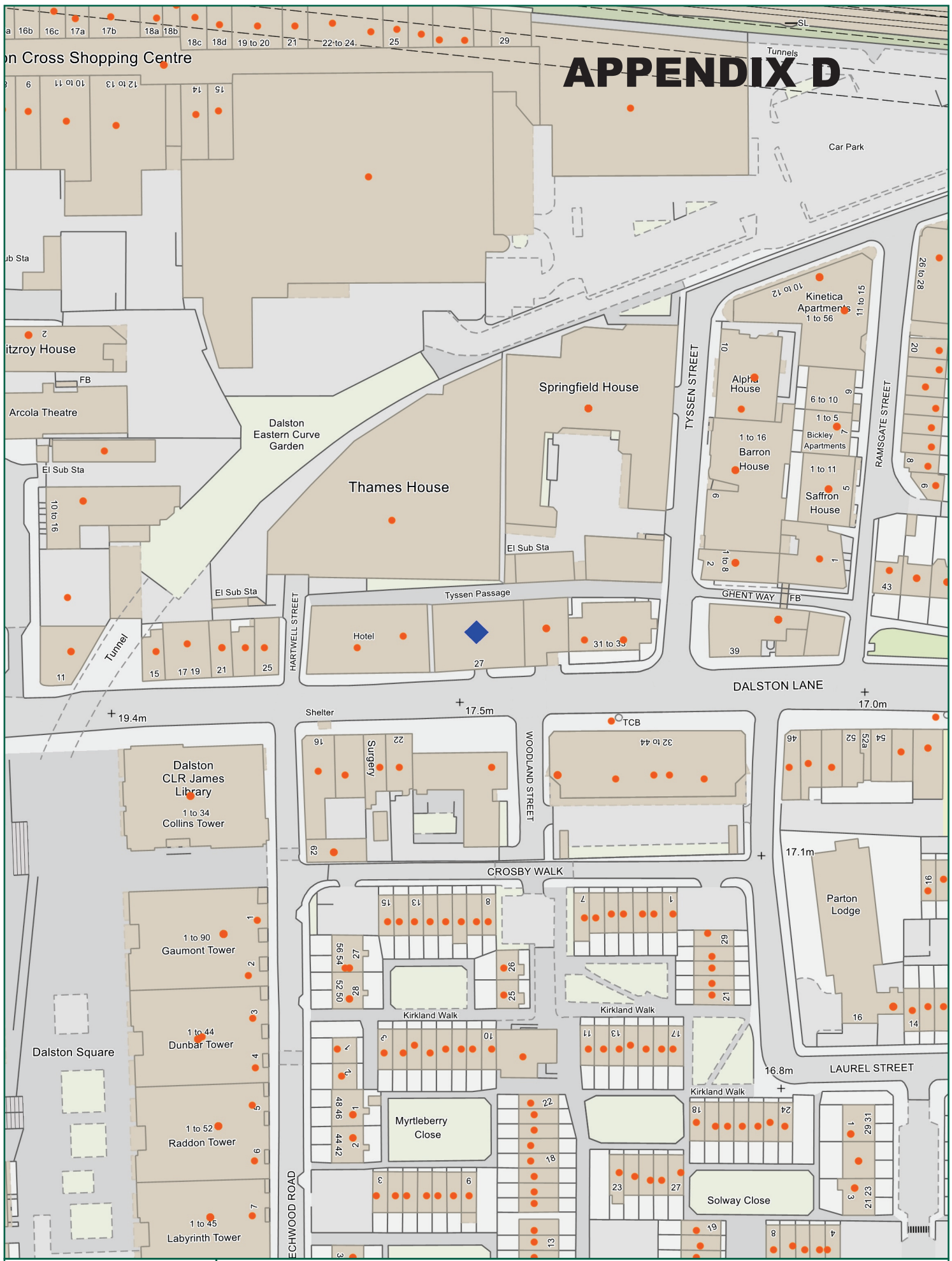
There continues to be litter outside the building where I have seen bottles, cups and cigarette butts. As a local resident I was relieved when planning permission was granted and I thought that the building would be replaced with office space, affordable work space for the community and flats. I did not anticipate that after a year there would a late night licenced venue with a larger capacity, increased numbers of people, multiple entryways and exits which in turn would lead to increased crime and disorder, public safety issues, public nuisance and increased noise, litter and intoxicated people on the streets! I consider that this Application clearly contravenes the licencing objectives.

I would be grateful if you would confirm receipt of this representation, and also whether or not the Application was advertised in the press as I have been unable to find the requisite advertisement.

Kind regards



APPENDIX D



Scale: 1:1250 at A4



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