

For Consideration By	Licensing Sub-Committee
Meeting Date	17th November 2022
Type of Application	Premises Licence
Address of Premises	The Baths, 80 Eastway, E9 5JH
Classification	Decision
Ward(s) Affected	Hackney Wick
Group Director	Rickardo Hyatt

1. **Summary**

- 1.1. Civic State Ltd have made an application for a premises licence under section 17 of the Licensing Act 2003.
- 1.2. The application seeks to authorise plays, films, indoor sporting events, boxing, live music, recorded music, performance of dance, anything of similar description and to authorise the supply of alcohol for consumption on and off the premises from 09:00 to 01:00 Sun to Thurs and from 09:00 to 05:00 Fri and Sat and late night refreshment from 23:00 to 01:00 Sun to Thurs and from 23:00 to 05:00 Fri and Sat.

2. **Application**

- 2.1. The premises are not located within the special policy area.
- 2.2. The applicant is seeking authorisation for the following licensable activities and times:

Plays	Standard Hours: Mon 09:00-01:00 Tue 09:00-01:00 Wed 09:00-01:00 Thu 09:00-01:00 Fri 09:00-05:00 Sat 09:00-05:00 Sun 09:00-01:00
Films	Standard Hours: Mon 09:00-01:00 Tue 09:00-01:00 Wed 09:00-01:00 Thu 09:00-01:00 Fri 09:00-05:00

	<p>Sat 09:00-05:00 Sun 09:00-01:00</p>
Indoor Sporting Events	<p>Standard Hours: Mon 09:00-01:00 Tue 09:00-01:00 Wed 09:00-01:00 Thu 09:00-01:00 Fri 09:00-05:00 Sat 09:00-05:00 Sun 09:00-01:00</p>
Boxing	<p>Standard Hours: Mon 09:00-01:00 Tue 09:00-01:00 Wed 09:00-01:00 Thu 09:00-01:00 Fri 09:00-05:00 Sat 09:00-05:00 Sun 09:00-01:00</p>
Live Music	<p>Standard Hours: Mon 09:00-01:00 Tue 09:00-01:00 Wed 09:00-01:00 Thu 09:00-01:00 Fri 09:00-05:00 Sat 09:00-05:00 Sun 09:00-01:00 Non-Standard Hours New Years Eve 09:00 - 06:00</p>
Recorded Music	<p>Standard Hours: Mon 09:00-01:00 Tue 09:00-01:00 Wed 09:00-01:00 Thu 09:00-01:00 Fri 09:00-05:00 Sat 09:00-05:00 Sun 09:00-01:00</p>
Performance of Dance	<p>Standard Hours: Mon 09:00-01:00 Tue 09:00-01:00 Wed 09:00-01:00 Thu 09:00-01:00 Fri 09:00-05:00 Sat 09:00-05:00 Sun 09:00-01:00</p>

<p>Anything of similar description</p>	<p>Standard Hours: Mon 09:00-01:00 Tue 09:00-01:00 Wed 09:00-01:00 Thu 09:00-01:00 Fri 09:00-05:00 Sat 09:00-05:00 Sun 09:00-01:00</p>
<p>Late Night Refreshment</p>	<p>Standard Hours: Mon 23:00-01:00 Tue 23:00-01:00 Wed 23:00-01:00 Thu 23:00-01:00 Fri 23:00-05:00 Sat 23:00-05:00 Sun 23:00-01:00 Non-Standard Hours New Years Eve 09:00 - 06:00</p>
<p>Supply of Alcohol (Off sales)</p>	<p>Standard Hours: Mon 09:00-01:00 Tue 09:00-01:00 Wed 09:00-01:00 Thu 09:00-01:00 Fri 09:00-05:00 Sat 09:00-05:00 Sun 09:00-01:00 Non-Standard Hours New Years Eve 09:00 - 06:00</p>
<p>Supply of Alcohol (On sales)</p>	<p>Standard Hours: Mon 11:00-01:00 Tue 11:00-01:00 Wed 11:00-01:00 Thu 11:00-01:00 Fri 11:00-05:00 Sat 11:00-05:00 Sun 11:00-01:00 Non-Standard Hours New Years Eve 09:00 - 06:00</p>
<p>The opening hours of the premises</p>	<p>Standard Hours: Mon 12:00-23:30 Tue 12:00-23:30 Wed 12:00-23:30 Thu 12:00-23:30 Fri 12:00-23:30 Sat 12:00-23:30</p>

	Sun 12:00-23:30
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2.3. The application is attached as Appendix A. The applicant has proposed measures that could be converted to conditions (see paragraph 8.1 below).

3. **Current Status/History**

3.1. The premises are not currently licensed for any activity.

3.2. Temporary Event Notices for the premises have been given in 2022 are as follows:

<u>Start date</u>	<u>end date</u>	<u>start time</u>	<u>end time</u>
21/01/2022	21/01/2022	18:00	23:59
26/02/2022	27/02/2022	18:00	05:00
09/04/2022	10/04/2022	12:00	04:00
30/04/2022	01/05/2022	12:00	05:00
07/05/2022	08/05/2022	12:00	23:00
14/05/2022	15/05/2022	12:00	05:00
18/06/2022	19/06/2022	12:00	05:00
25/06/2022	25/06/2022	19:00	05:00
10/07/2022	10/07/2022	12:00	23:00
29/07/2022	31/07/2022	15:00	03:00
30/09/2022	02/10/2022	20:00	05:00
07/10/2022	08/10/2022	20:00	04:00

4. **Representations: Responsible Authorities**

From	Details
Environmental Health Authority (Environmental Protection)	No representation received
Environmental Health Authority (Environmental Enforcement)	Presentation withdrawn following agreed conditions. See Para 8.1 below
Environmental Health Authority (Health & Safety)	No representation received
Weights and Measures (Trading Standards)	No representation received
Planning Authority	No representation received
Area Child Protection Officer	No representation received
Fire Authority	Have confirmed no representation on this application

Police Appendix B1	Representation received on the grounds of The Prevention of Crime and Disorder and The Prevention of Public Nuisance
Licensing Authority Appendix B2	Representation received on the grounds of The Prevention of Public Nuisance
Health Authority	Presentation withdrawn following Applicant's agreement to amend the hours for On sale of alcohol. See Para 2.2 above

5. **Representations: Other Persons**

From	Details
1 Representations have been received from and on behalf of the Other Persons Appendix C	Representations have been received on the grounds of Public Safety and The Prevention of Public Nuisance

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, LP1 (General Principles), LP2 (Licensing Objectives), LP4 (Off Sales of Alcohol) , LP3 (Core 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 shall 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 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.

7.3 Where the permitted price given by Paragraph 8.2(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.

Exhibition Of Films

8. Admission of children (under 18) to the exhibition of any film must be restricted in accordance with: -

(a) Recommendations made by the film classification body where the film classification body is specified in the licence, or

(b) Recommendations made by the licensing authority where the film classification body is not specified in the licence, or the relevant licensing authority has not notified the holder of the licence that this subsection applies to the film in question.

"film classification body" means person(s) designated under s4 of the Video Recordings Act 1984(c.39).

Conditions derived from operating schedule

9.The Licensee, and any duly authorised responsible person, shall ensure that all times when the premises are for any licensable activity, there are sufficient competent staff on duty at the premises for the purpose of upholding the licensing objectives and conditions licence.

10.The Licensee shall ensure that all staff will undertake training in their responsibilities in relation to the sale of alcohol, particularly with regard to drunkenness, underage persons and vulnerable adults.

11.Records will be kept of training and refresher training including awareness of schemes such as 'ANGELA'.

12.The Licensee will ensure that an acceptable level of noise is emitted from the venue depending on the time of day (through use of a db reader) and that members of the public leave quietly to avoid public nuisance to neighbouring residents.

13.Any incidents of a criminal nature that may occur on the premises will be logged and reported to the Police.

14.The premises will operate the ANGELA scheme to support vulnerable adults. The organisation holds an Equality, Diversity and Inclusion Policy, Safety Of Children Policy and Safety Of Vulnerable Adults Policy which all staff are required to review and sign and have regular training.

15.The Licensee will install CCTV coverage at the premises. The CCTV system shall conform to the following points:

01. Cameras must be sited to observe the entrance and exit doors.
02. Cameras on the entrances must capture full frame shots of the heads and shoulders of all people entering the premises i.e. capable of identification.
03. Cameras viewing till areas must capture frames not less than 50% of screen.
04. Cameras overlooking floor areas should be wide angled to give an overview of the premises.
05. Be capable of visually confirming the nature of the crime committed.
06. Provide a linked record of the date, time and place of any image
07. . Provide good quality images –colour during opening times.
08. Operate under existing light levels within and outside the premises.
09. Have the recording device located in a secure area or locked cabinet.
10. Have a monitor to review images and recorded picture quality.
11. Be regularly maintained to ensure continuous quality of image capture retention.
12. Have signage displayed in the customer area to advise that CCTV is in operation.
13. . Digital images must be kept for 30 days.
14. Police will be provided with footage upon request within a reasonable timeframe.

15.All emergency exits shall be kept free from obstruction at all times and checked daily as well as before any larger events. Any debris found outside the premises will be cleared away on the assumption that it may have come from our premises. The organisation will operate the ANGELA scheme.

16.The licensee and staff will ask persons who appear to be under the age of 25 for photographic ID such as proof of age cards, the Connexions Card and Citizen Card, photographic driving licence or passport, an official identity card issued by HM Forces or by an EU country, bearing the photograph and date of birth of bearer.

Conditions derived from Responsible Authority representations

17. The Licensee shall ensure that all relevant staff are fully trained and made aware of the legal requirement of businesses to comply with their responsibility as regards the disposal of waste produced from the business premises. The procedure for handling and preparing for disposal of the waste shall be in writing and displayed in a prominent place where it can be referred to at all times by staff.

18. The Licensee shall ensure that any contract for general and recyclable waste disposal shall be appropriate in size to the amount of waste produced by the business. The Licensee shall maintain an adequate supply of waste receptacles provided by his registered waste carrier (refuse sacks or commercial waste bins) in order to ensure all refuse emanating from the business is always presented for

collection by his waste carrier and shall not use any plain black or unidentifiable refuse sacks or any other unidentifiable or unmarked waste receptacles.

19. In order to minimise the amount of time any waste remains on the public highway in readiness for collection, the Licensee will ensure the timeframe within which it may expect its waste carrier to collect is adhered to.

20 The Licensee shall instruct members of staff to make regular checks of the area immediately outside the premises and remove any litter, bottles and glasses emanating from the premises. A final check should be made at close of business.

21. The Licensee shall provide a safe receptacle for cigarette ends to be placed outside for the use of customers, such receptacles being carefully placed so as not to cause an obstruction or trip.

22. The current trade waste agreement/duty of care waste transfer document shall be conspicuously displayed and maintained in the window of the premises where it can be conveniently seen and read by persons standing in 80 Eastway, E9 5JH. This should remain unobstructed at all times and should clearly identify:-

- the name of the registered waste carrier
- the date of commencement of trade waste contract
- the date of expiry of trade waste contract
- the days and times of collection the type of waste including
- the European Waste Code

9. **Reasons for Officer Observations**

- 9.1. Conditions 8 to 16 are derived from the applicant's operating schedule. Conditions 17 to 22 have been proposed by the Environmental Enforcement Authority and agreed by the applicant.

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 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**

12.1. **Option 1**

That the application be refused

12.2. **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.

Appendices:

Appendix A: Application for a premises licence and supporting documents

Appendix B: Representation from the Responsible Authorities

Appendix C: Representations from Other Persons

Appendix D: Location map

Background documents

Licensing Act 2003

LBH Statement of Licensing Policy

Report Author	Name: Sanaria Hussain Title: Senior Licensing Officer Email: sanaria.hussain@hackney.gov.uk Tel: 020 8356 4972
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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 Civic State Ltd
(Insert name(s) of applicant)

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

Part 1 – Premises details

Postal address of premises or, if none, ordnance survey map reference or description

The Baths, 80 Eastway

Post town	London	Postcode	E9 5JH
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Telephone number at premises (if any)	
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Non-domestic rateable value of premises	£ 14000
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Part 2 - Applicant details

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

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

* If you are applying as a person described in (a) or (b) please confirm (by ticking yes to one box below):

- 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)

M r	<input type="checkbox"/>	Mr s	<input type="checkbox"/>	Mis s	<input type="checkbox"/>	M s	<input type="checkbox"/>	Other Title (for example, Rev)	
Surname					First names				
Date of birth					I am 18 years old or over <input type="checkbox"/> Please tick yes				
Nationality									
Current residential address if different from premises address									
Post town					Postcode				

Daytime contact telephone number	
E-mail address (optional)	
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)	

SECOND INDIVIDUAL APPLICANT (if applicable)

M <input type="checkbox"/>	Mr <input type="checkbox"/>	Mis <input type="checkbox"/>	M <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
Date of birth		I am 18 years old or over <input type="checkbox"/>		Please tick yes	
Nationality					
Current postal address if different from premises address					
Post town				Postcode	
Daytime contact telephone number					
E-mail address (optional)					
Where applicable (if demonstrating a right to work via the Home Office online right to work checking service), the 9-digit 'share code' provided to the applicant by that service (please see note 15 for information)					

(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 Civic State Ltd

Address Unit 2-3, 66-78 White Post Lane
Registered number (where applicable) 11502664
Description of applicant (for example, partnership, company, unincorporated association etc.) Limited Company
Telephone number (if any)
E-mail address (optional) [REDACTED]

Part 3 Operating Schedule

When do you want the premises licence to start?

DD	MM	YYYY
27	10	2022

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)

Arts and community centre, community focused event space such as exhibitions, classes, workshops, seminars, talks, performances & screenings, affordable work space, community gardens, film & music studios.

The venue's max capacity is 500 people.

Additional noise suppression will be implemented from 9pm in outside areas where necessary including but not limited to voices which will be measured and contained to specific areas to reduce noise disturbance to neighbours.

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

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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 all that apply

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

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

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

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 type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	x
Day	Start	Finish	Please give further details here (please read guidance note 4)		
Mon	09:00	01:00			
	-----	-----	Plays and live acting performances will be held in our Hall or our Lounge, with use of seatings, a stage, and a sound system (use of microphones and amplified music), with a maximum of 70db near the closest residence.		
Tue	09:00	01:00			
	-----	-----	Plays and live acting performances will also be held in our garden, with potential use of seatings or stage.		
Wed	09:00	01:00			
	-----	-----	State any seasonal variations for performing plays (please read guidance note 5)		
Thur	09:00	01:00			
	-----	-----	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)		
Fri	09:00	05:00			
	-----	-----			
Sat	09:00	05:00			
	-----	-----			
Sun	09:00	01:00			
	-----	-----			

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 type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	x
Mon	09:00	01:00	Please give further details here (please read guidance note 4) The Hall, the Lounge and the garden will be used to host film screenings, with the use of seatings, a projector, a projector screen, a sound system (no more than 70db at the closest residence).		
Tue	09:00	01:00			
Wed	09:00	01:00	State any seasonal variations for the exhibition of films (please read guidance note 5)		
Thur	09:00	01:00			
Fri	09:00	05:00	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)		
Sat	09:00	05:00			
Sun	09:00	01:00			

C

Indoor sporting events Standard days and timings (please read guidance note 7)			Please give further details (please read guidance note 4) The Hall will be used to host indoor sporting events. The sports practiced will be low risk (yoga, aerobics, dance) and will be covered by our Public Liability Insurance in accordance with our Risk Assessment.
Day	Start	Finish	
Mon	09:00	01:00	There will be potential exercising equipment being brought in for the indoor sporting events, and there will be potential use of a sound system
Tue	09:00	01:00	State any seasonal variations for indoor sporting events (please read guidance note 5)
Wed	09:00	01:00	
Thur	09:00	01:00	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)
Fri	09:00	05:00	
Sat	09:00	05:00	
Sun	09:00	01:00	

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	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	x
Mon	09:00	01:00	<p>Please give further details here (please read guidance note 4)</p> <p>The venue will offer the possibility of hiring space for outside organisers, in which case insuring, risk assessing, and monitoring of this type of event will be the organisers' responsibility.</p>		
Tue	09:00	01:00			
Wed	09:00	01:00	<p>State any seasonal variations for boxing or wrestling entertainment (please read guidance note 5)</p>		
Thur	09:00	01:00			
Fri	09:00	05:00	<p>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)</p>		
Sat	09:00	05:00			
Sun	09:00	01:00			

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 type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	x
Day	Start	Finish	<p>Please give further details here (please read guidance note 4)</p> <p>Live music will be played in our Hall and our Lounge, with a sound system, maximum of 70db at the closest residence. The doors will be closed to allow for the sound to not travel through to nearby residential buildings.</p> <p>State any seasonal variations for the performance of live music (please read guidance note 5)</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)</p> <p>New Years Eve 09:00 - 06:00</p>		
Mon	09:00	01:00			
Tue	09:00	01:00			
Wed	09:00	01:00			
Thur	09:00	01:00			
Fri	09:00	05:00			
Sat	09:00	05:00			
Sun	09:00	01:00			

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 type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	x
Mon	09:00	01:00	<p>Please give further details here (please read guidance note 4)</p> <p>There will be recorded music being mixed and played in the Hall, the Lounge and the garden area, with the use of a sound system.</p> <p>Inside, the sound will go up to 70db at the closets residence,</p> <p>Any recorded music will stop being broadcasted outside at 10pm.</p> <p>State any seasonal variations for the playing of recorded music (please read guidance note 5)</p> <p>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)</p>		
	-----	-----			
Tue	09:00	01:00			
	-----	-----			
Wed	09:00	01:00			
	-----	-----			
Thur	09:00	01:00			
	-----	-----			
Fri	09:00	05:00			
	-----	-----			
Sat	09:00	05:00			
	-----	-----			
Sun	09:00	01:00			
	-----	-----			

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 type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	<input checked="" type="checkbox"/>
Mon	09:00	01:00	Please give further details here (please read guidance note 4) There will be dance performances in our Hall, our Lounge, and our garden, with the potential use of seatings, a stage, a sound system and a projector.		
Tue	09:00	01:00			
Wed	09:00	01:00	State any seasonal variations for the performance of dance (please read guidance note 5)		
Thur	09:00	01:00			
Fri	09:00	05:00	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)		
Sat	09:00	05:00			
Sun	09:00	01:00			

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 Art Exhibitions.		
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	09:00	01:00		Outdoors	<input type="checkbox"/>
	-----	-----		Both	<input type="checkbox"/>
Tue	09:00	01:00	Please give further details here (please read guidance note 4) Art exhibitions will be held in the Lounge and the Hall, for a period of 1 day to 3 weeks per exhibition. The artworks will include 2D and 3D pieces, in accordance with our Risk Assessment.		
Wed	09:00	01:00			
	-----	-----			
Thur	09:00	01:00	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)		
Fri	09:00	05:00			
	-----	-----			
Sat	09:00	05:00	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	09:00	01:00			
	-----	-----			

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 Workshops.		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
Mon	09:00	01:00		Outdoors	<input type="checkbox"/>
	-----	-----		Both	<input checked="" type="checkbox"/>
Tue	09:00	01:00	Please give further details here (please read guidance note 4) Workshops will be held in the Lounge, the Hall and the garden. Workshops will usually last a maximum of 4 hours, with use of seating, tables, projector, sound system. Ad hoc equipment will potentially be brought in by the workshop facilitator, in accordance with our Risk Assessment.		
Wed	09:00	01:00			
	-----	-----			
Thur	09:00	01:00	State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) (please read guidance note 5)		
	-----	-----			
Fri	09:00	05:00			
	-----	-----			
Sat	09:00	05:00	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	09:00	01:00			
	-----	-----			

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 type="checkbox"/>
				Outdoors	<input type="checkbox"/>
Day	Start	Finish		Both	x
Mon	23:00	01:00	<p>Please give further details here (please read guidance note 4)</p> <p>Our bar will be serving late night refreshment. Our main bar will be in the Lounge, with a mobile bar either in the Lounge, the Hall or the garden. We will be able to have up to 3 bars in the premises.</p> <p>We will serve soft drinks, hot drinks, beer, wine and spirits.</p> <p>If there will be a bar in the garden, we will stop serving after 10pm.</p>		
Tue	23:00	01:00			
Wed	23:00	01:00		<p>State any seasonal variations for the provision of late night refreshment (please read guidance note 5)</p>	
Thur	23:00	01:00			
Fri	23:00	05:00		<p>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)</p>	
Sat	23:00	05:00		<p>New Years Eve 09:00 - 06:00</p>	
Sun	23:00	01:00			

Personal licence number (if known)

██████████

Issuing licensing authority (if known)

██████████████████

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).

We may from time to time show films or performances which may have nudity or semi-nudity as part of the art form however will consider this on a case by case basis and make clear upon entry of this content to uphold the licensing objectives especially that of protection of children and vulnerable persons.

L

Hours premises are open to the public
Standard days and timings (please read guidance note 7)

Day	Start	Finish
Mon	08:00	01:00
	-----	-----
Tue	08:00	01:00
	-----	-----
Wed	08:00	01:00
	-----	-----
Thur	08:00	01:00
	-----	-----
Fri	08:00	05:00
	-----	-----

State any seasonal variations (please read guidance note 5)

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)

Sat	08:00	05:00	
Sun	08:00	01:00	

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)

The Licensee, and any duly authorised responsible person, shall ensure that all times when the premises are for any licensable activity, there are sufficient competent staff on duty at the premises for the purpose of upholding the licensing objectives and conditions licence. The Licensee shall ensure that all staff will undertake training in their responsibilities in relation to the sale of alcohol, particularly with regard to drunkenness, underage persons and vulnerable adults. Records will be kept of training and refresher training including awareness of schemes such as 'ANGELA'.

The Licensee will ensure that an acceptable level of noise is emitted from the venue depending on the time of day (through use of a db reader) and that members of the public leave quietly to avoid public nuisance to neighbouring residents.

b) The prevention of crime and disorder

Any incidents of a criminal nature that may occur on the premises will be logged and reported to the Police.

The premises will operate the ANGELA scheme to support vulnerable adults.

The organisation holds an Equality, Diversity and Inclusion Policy, Safety Of Children Policy and Safety Of Vulnerable Adults Policy which all staff are required to review and sign and have regular training.

The organisation's articles of association states its Aims and Objectives as being for public benefit and will close the premises if in the licensee's opinion it considers to do so would be in the public interest.

The Licensee will install CCTV coverage at the premise.

The CCTV system shall conform to the following points:

1. Cameras must be sited to observe the entrance and exit doors.
2. Cameras on the entrances must capture full frame shots of the heads and shoulders of all people entering the premises i.e. capable of identification.
3. Cameras viewing till areas must capture frames not less than 50% of screen.
4. Cameras overlooking floor areas should be wide angled to give an overview of the premises.
5. Be capable of visually confirming the nature of the crime committed.
6. Provide a linked record of the date, time and place of any image.

7. Provide good quality images –colour during opening times.
8. Operate under existing light levels within and outside the premises.
9. Have the recording device located in a secure area or locked cabinet.
10. Have a monitor to review images and recorded picture quality.
11. Be regularly maintained to ensure continuous quality of image capture retention.
12. Have signage displayed in the customer area to advise that CCTV is in operation.
13. Digital images must be kept for 30 days.
14. Police will be provided with footage upon request within a reasonable timeframe.

c) Public safety

Appropriate fire safety procedures are in place including fire extinguishers (foam, powder, H2O and CO2 as relevant), fire blanket, internally illuminated fire exit signs, advanced fire detection system, firemans emergency vent shut off, and emergency lighting. All appliances are inspected within the statutory timeframe and logged in the fire log book or with additional frequency according to the Fire Risk Assessment.

All emergency exits shall be kept free from obstruction at all times and checked daily as well as before any larger events.

Any debris found outside the premises will be cleared away on the assumption that it may have come from our premises.

The organisation will operate the ANGELA scheme.

d) The prevention of public nuisance

The licensee and staff will ask persons who appear to be under the age of 25 for photographic ID such as proof of age cards, the Connexions Card and Citizen Card, photographic driving licence or passport, an official identity card issued by HM Forces or by an EU country, bearing the photograph and date of birth of bearer.

All staff will be trained for UNDERAGE SALES PREVENTION regularly.

Any material of a potentially harmful nature such as films containing nudity will be advised of upon entry.

Awareness and assessment of loud noises that may damage hearing will be part of training and informed to parents.

Risk Assessments will be carried out regularly and upon any placement of furniture or equipment especially with regard to low eye level.

e) The protection of children from harm

The licensee and staff will ask persons who appear to be under the age of 25 for photographic ID such as proof of age cards, the Connexions Card and Citizen Card, photographic driving licence or passport, an official identity card issued by HM Forces or by an EU country, bearing the photograph and date of birth of bearer.

The organisation holds a Protection of Children Policy which all staff are required to review and sign.

All staff will be trained for UNDERAGE SALES PREVENTION regularly.

Any material of a potentially harmful nature such as films containing nudity will be advised of upon entry.

Awareness and assessment of loud noises that may damage hearing will be part of training and informed to parents.

Risk Assessments will be carried out regularly and upon any placement of furniture or equipment especially with regard to low eye level.

Checklist:

Please tick to indicate agreement

- | | |
|--|---|
| ▪ I have made or enclosed payment of the fee. | x |
| ▪ I have enclosed the plan of the premises. | x |
| ▪ I have sent copies of this application and the plan to responsible authorities and others where applicable. | x |
| ▪ I have enclosed the consent form completed by the individual I wish to be designated premises supervisor, if applicable. | x |
| ▪ I understand that I must now advertise my application. | x |

- I understand that if I do not comply with the above requirements my application will be rejected.
- x
 [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 or my share code issued by the Home Office online right to work checking service (please read note 15). x


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,
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	or have conducted an online right to work check using the Home Office right to work checking service which confirmed their right to work (please see note 15)
Signature	
Date	29.09.2022
Capacity	Executive Director

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	
Capacity	

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

- 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.
- 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.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a workplace that is not licensed to sell alcohol on those premises, provided that the audience does not exceed 500.
 - a performance of amplified live music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - a performance of amplified live music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school or (iii) the health care provider for the hospital.
- Recorded Music: no licence permission is required for:
 - any playing of recorded 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.
 - any playing of recorded music between 08.00 and 23.00 on any day, in a church hall, village hall, community hall, or other similar community premises, that is not licensed by a premises licence to sell alcohol, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance from a person who is responsible for the premises.
 - any playing of recorded music between 08.00 and 23.00 on any day, at the non-residential premises of (i) a local authority, or (ii) a school, or (iii) a hospital, provided that (a) the audience does not exceed 500, and (b) the organiser gets consent for the performance on the relevant premises from: (i) the local authority concerned, or (ii) the school proprietor or (iii) the health care provider for the hospital.

- Dance: no licence is required for performances between 08.00 and 23.00 on any day, provided that the audience does not exceed 500. However, a performance which amounts to adult entertainment remains licensable.
 - Cross activity exemptions: no licence is required between 08.00 and 23.00 on any day, with no limit on audience size for:
 - any entertainment taking place on the premises of the local authority where the entertainment is provided by or on behalf of the local authority;
 - any entertainment taking place on the hospital premises of the health care provider where the entertainment is provided by or on behalf of the health care provider;
 - any entertainment taking place on the premises of the school where the entertainment is provided by or on behalf of the school proprietor; and
 - any entertainment (excluding films and a boxing or wrestling entertainment) taking place at a travelling circus, provided that (a) it takes place within a moveable structure that accommodates the audience, and (b) that the travelling circus has not been located on the same site for more than 28 consecutive days.
3. Where taking place in a building or other structure please tick as appropriate (indoors may include a tent).
 4. For example the type of activity to be authorised, if not already stated, and give relevant further details, for example (but not exclusively) whether or not music will be amplified or unamplified.
 5. For example (but not exclusively), where the activity will occur on additional days during the summer months.
 6. For example (but not exclusively), where you wish the activity to go on longer on a particular day e.g. Christmas Eve.
 7. Please give timings in 24 hour clock (e.g. 16.00) and only give details for the days of the week when you intend the premises to be used for the activity.
 8. If you wish people to be able to consume alcohol on the premises, please tick 'on the premises'. If you wish people to be able to purchase alcohol to consume away from the premises, please tick 'off the premises'. If you wish people to be able to do both, please tick 'both'.
 9. Please give information about anything intended to occur at the premises or ancillary to the use of the premises which may give rise to concern in respect of children, regardless of whether you intend children to have access to the premises, for example (but not exclusively) nudity or semi-nudity, films for restricted age groups or the presence of gaming machines.
 10. Please list here steps you will take to promote all four licensing objectives together.
 11. The application form must be signed.
 12. An applicant's agent (for example solicitor) may sign the form on their behalf provided that they have actual authority to do so.
 13. Where there is more than one applicant, each of the applicants or their respective agent must sign the application form.
 14. This is the address which we shall use to correspond with you about this application.

15. Entitlement to work/immigration status for individual applicants and applications from partnerships which are not limited liability partnerships:

A licence may not be held by an individual or an individual in a partnership who is resident in the UK who:

- does not have the right to live and work in the UK; or
- is subject to a condition preventing him or her from doing work relating to the carrying on of a licensable activity.

Any premises licence issued in respect of an application made on or after 6 April 2017 will become invalid if the holder ceases to be entitled to work in the UK.

Applicants must demonstrate that they have the right to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensing activity. They do this in one of two ways: 1) by providing with this application copies or scanned copies of the documents listed below (which do not need to be certified) or 2) by providing their 'share code' to enable the licensing authority to carry out a check using the Home Office online right to work checking service (see below).

Documents which demonstrate entitlement to work in the UK

- An expired or current passport showing the holder, or a person named in the passport as the child of the holder, is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK [please see note below about which sections of the passport to copy].
- An expired or current passport or national identity card showing the holder, or a person named in the passport as the child of the holder, is a national of a European Economic Area country or Switzerland.
- A Registration Certificate or document certifying permanent residence issued by the Home Office to a national of a European Economic Area country or Switzerland.
- A Permanent Residence Card issued by the Home Office to the family member of a national of a European Economic Area country or Switzerland.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.
- A **current** passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A **current** Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.

- A **full** birth or adoption certificate issued in the UK which includes the name(s) of at least one of the holder's parents or adoptive parents, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A birth or adoption certificate issued in the Channel Islands, the Isle of Man or Ireland **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A certificate of registration or naturalisation as a British citizen, **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A **current** passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity.
- A **current** Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to work relation to the carrying on of a licensable activity.
- A **current** Residence Card issued by the Home Office to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights or residence.
- A **current** Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person may stay in the UK, and is allowed to work and is not subject to a condition preventing the holder from doing work relating to the carrying on of a licensable activity **when produced in combination with** an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.
- A Certificate of Application, **less than 6 months old**, issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a person who is not a national of a European Economic Area state or Switzerland but who is a family member of such a national or who has derivative rights of residence.
- Reasonable evidence that the person has an outstanding application to vary their permission to be in the UK with the Home Office such as the Home Office acknowledgement letter or proof of postage evidence, or reasonable evidence that the person has an appeal or administrative review pending on

an immigration decision, such as an appeal or administrative review reference number.

- Reasonable evidence that a person who is not a national of an EEA state or Switzerland but who is a family member of such a national or who has derivative rights of residence in exercising treaty rights in the UK including:-
 - evidence of the applicant's own identity – such as a passport,
 - evidence of their relationship with the EEA family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the EEA national has a right of permanent residence in the UK or is one of the following if they have been in the UK for more than 3 months:
 - (i) working e.g. employment contract, wage slips, letter from the employer,
 - (ii) self-employed e.g. contracts, invoices, or audited accounts with a bank,
 - (iii) studying e.g. letter from the school, college or university and evidence of sufficient funds; or
 - (iv) self-sufficient e.g. bank statements.

Family members of European Economic Area nationals who are studying or financially independent must also provide evidence that the European Economic Area national and any family members hold comprehensive sickness insurance in the UK. This can include a private medical insurance policy, an EHIC card or an S1, S2 or S3 form.

Original documents must not be sent to licensing authorities. If the document copied is a passport, a copy of the following pages should be provided:-

- (i) any page containing the holder's personal details including nationality;
- (ii) any page containing the holder's photograph;
- (iii) any page containing the holder's signature;
- (iv) any page containing the date of expiry; and
- (v) any page containing information indicating the holder has permission to enter or remain in the UK and is permitted to work.

If the document is not a passport, a copy of the whole document should be provided.

Your right to work will be checked as part of your licensing application and this could involve us checking your immigration status with the Home Office. We may otherwise share information with the Home Office. Your licence application will not be determined until you have complied with this guidance.

Home Office online right to work checking service

As an alternative to providing a copy of the documents listed above, applicants may demonstrate their right to work by allowing the licensing authority to carry out a check with the Home Office online right to work checking service.

To demonstrate their right to work via the Home Office online right to work checking service, applicants should include in this application their 9-digit share code (provided to them upon accessing the service at <https://www.gov.uk/prove-right-to-work>) which,

along with the applicant's date of birth (provided within his application), will allow the licensing authority to carry out the check.

In order to establish the applicant's right to work, the check will need to indicate that the applicant is allowed to work in the United Kingdom and is not subject to a condition preventing them from doing work relating to the carrying on a licensable activity.

An online check will not be possible in all circumstances because not all applicants will have an immigration status that can be checked online. The Home Office online right to work checking service sets out what information and/or documentation applicants will need in order to access the service. Applicants who are unable to obtain a share code from the service should submit copy documents as set out above.



CIVIC STATE

The Baths 80 Eastway E9 5JH

General Event and Security Plan for late night events over 200

- 1. This Plan fall under the General Risk assessment for the Venue including Fire Action Plan**
- 2. Staffing on the bar**
 - a. There will be one bar operating in the venue to focus the bar team in one place for good observation
 - b. Bar staff will be instructed to be aware of people under the influence of alcohol and their legal responsibilities.
 - c. We have a bar manager on hand to handle the staff throughout the night
 - d. We will have 4 people working on the bar plus 1 person collecting glasses and cleaning up
- 3. Security**
 - a. please see venue layout for location details
 - b. Solid Security - Onder - Tel
 - c. 2 security personnel on the door (1xMale & 1xFemale) from 30mins before event
 - d. 2 Security to roam venue (4 in total)
 - e. Security to remain until all guest have left the building
 - f. Security instructed to ensure quiet dispersal of guests and no drinks leave the venue.
 - g. CCTV cameras are in operation. This CCTV holds data for 30 days and is HD / colour / Night vision.
- 4. Venue Staff**

- a. There will be 5 members of staff in place to patrol the premises throughout the evening and make sure the event is running smoothly. To manage the event as a whole - liaise with Security, Door person, Bar Manager.
- b. Every 15 mins the toilets will be checked by either staff or security
- c. All venue Staff will be briefed on the ANGELA Scheme and signage in toilets will be placed in the female toilets.

5. Dispersal Plan

- a. **Consultations with Neighbours** within closest proximity have been undertaken to inform our dispersal and acoustic mitigation measures. Residents have responded positively to the event as well as our communication with them. Having awareness of how some people have used this building in the past highlights the importance of working with our community to bring the most valuable experience to not only our guests but those in the area and especially within close proximity to the venue. After speaking with Gordon Fryer (07544592666) who runs the Trowbridge Senior Citizens Club representing our older residents and whom himself lives opposite the venue, it is worth noting that there was never a noise issue with this building however it was the dispersal of people which gave most concern. Having this in mind has allowed us to develop a safe and effective dispersal method.
- b. Taxis - While in the past we have had a dedicated Taxi firm to organise private transport, we have found that Uber and other app based private hire firms based on personal preference offers a more suitable and safe alternative with recorded driver details.
- c. We will have a staff member and security personnel to advise people on how to get transport to desired destinations and will prevent attendees from assembling in the proximity of the venue.
- d. To support the safe and quiet dispersal of people from the venue to protect neighboring properties from any adverse noise from people leaving the venue, guests will be instructed to remain in the venue's lounge area while awaiting taxis or figuring out their transport options with support from venue staff and security. Water will be readily available throughout as well as use of toilets and mobile phone charging facilities as well as options to purchase tea/coffee/juice and some baked goods from the cafe

- e. **Public transport** There is lots of Public Transport nearby
 - i. Bus Stop P/Q Trowbridge Road 236, 276, 388, N26, (less than 1 minute walk)
 - ii. Bus Stop L/N St Mary of Eaton Church (4 mins walk),
 - iii. 26 / N26 from Eastway (4 Mins walk)
 - iv. Hackney Wick Overground 8 mins walk
 - v. Stratford |Station/International Station (20 mins walk)

6. Managing queues & people waiting outside

- a. Tickets will be pre-sold to avoid queues on the door
- b. Door staff (x2) will be present at all times and will manage any queues efficiently with regards to noise and obstruction
- c. any guest wishing to smoke outside will be asked to do so at the back door away from the street

7. Precautions for substance use and persons under the the influence of drugs / alcohol

- a. **Drugs Policy** - Please see Drugs policy: 'Drugs at the door' document reviewed by all managers and information fed down to staff and security
 - i. Security firm will be implementing bag checks
 - ii. Notices/posters will be set outside / around venue and in toilets
 - iii. Regular Toilet checks (approx 10-15 mins apart) / Cleaner also reporting to security
 - iv. Toilet lids will be coated in Vaseline and signs will be put in each cubicle warning guests that staff are being extra vigilant in the prevention of drug use.
 - v. Bar/Venue Staff will be informed to be extra vigilant and report to management/security
 - vi. performers / Artists will be instructed to be aware of potential drug use and inform management / security
 - vii. Any Substances found or confiscated will be placed in the safe and the Police informed to collect, a substance report sheet will be in use.
 - viii. First aiders will be on hand to assist and advise

b. Detaining someone - This will be handled by security and they will assess any risk and call 999, they will make a decision on how long it will take for Police to arrive and if it is too long then it may be a case of releasing them but confiscating any substances.

c. Alcohol Policy

- i. ID Checking will be implemented
- ii. no one will be served who is deemed by the bar staff to have had too much alcohol - security to support this
- iii. no alcohol will be allowed to be taken from the venue or consumed off site

8. Capacity/Numbers

- a. The venue has an overall safe capacity of 700 people including all staff members and guests however for comfort, security and ease of crowd management we will be limiting this to 350 people including all guests, staff, security and performers. We have set this level particularly low in order to manage the event with ease with awareness given to licensing objectives and Covid-19
- b. Additional staff will be employed to manage dedicated areas as well as roaming the venue.
- c. All tickets will be pre-sold to avoid queues on the door
- d. Pre-sold tickets will have a valid arrival time of 11pm at the latest

9. Acoustic Mitigation -

- a. **The sound system** is audiophile, employing class A amplifiers and Klipsch speakers, normally used for home listening to classical and jazz music. It is a system that does not rely on power and loudness but quality of sound, and that allows people to have conversations comfortably without raising their voice while the music is playing. It is quieter than P.A. sound systems which are usually the norm in clubs and events. The quality of the sound system means people don't have to scream over the music in order to get heard, and this makes for an all round pleasant experience, both for the punters who don't experience ear fatigue, and for the neighbours who won't hear any sound leaking outside of the premises.
- b. **Dampening materials** - The Hall is made from insulated brick materials as well as double glazing, some of which on the residential side has added insulation. Additional sound dampening materials will be used such

as curtains, fabrics and base traps. Furthermore, the speakers will be surrounded by wood panels having a double function: they drive sound towards the middle of the room and act as vibration reduction, decreasing the structural noise radiation by absorbing low frequencies.

- c. **Doors and windows** will remain closed and the amount of people smoking outside at any one time will be limited and positioned far away from any residential properties. Access to the smoking area will be via a separate door at the back of the building, so no music will be leaking out.
- d. **Front Entrance Doors** to the building have a double entrance for energy efficiency and sound reduction and no smoking is permitted outside after 11pm.

10. Outdoor / Smoking Area

- a. The outside area garden area will have its own dedicated security and staff to maintain safety of guests through capacity management and filtering of guests
- b. Some outdoor heating will be provided in winter (electric) for guests who wish to smoke however due to the temperature it is not expected that full capacity of these areas will always be maintained
- c. First aiders will be on hand to support and advise.

11. Fire Management

- a. The Incident Response Plan has been implemented to inform staff, security and events organisers of protocols.
- b. New fire routes have been implemented and staff have been trained with regards to these new protocols
- c. All security is briefed upon attending site to the emergency response procedures, access routes and any event specific items
- d. The named responsible person also acts as fire marshal for the event and high visibility vests stating fire marshal are provided

CIVIC STATE

The Baths 80 Eastway E9 5JH

General Event and Security Plan for late night events over 200

- 1. This Plan fall under the General Risk assessment for the Venue including Fire Action Plan**
- 2. Staffing on the bar**
 - a. There will be one bar operating in the venue to focus the bar team in one place for good observation
 - b. Bar staff will be instructed to be aware of people under the influence of alcohol and their legal responsibilities.
 - c. We have a bar manager on hand to handle the staff throughout the night
 - d. We will have 4 people working on the bar plus 1 person collecting glasses and cleaning up
- 3. Security**
 - a. please see venue layout for location details
 - b. Solid Security - Onder - Tel
 - c. 2 security personnel on the door (1xMale & 1xFemale) from 30mins before event
 - d. 2 Security to roam venue (4 in total)
 - e. Security to remain until all guest have left the building
 - f. Security instructed to ensure quiet dispersal of guests and no drinks leave the venue.
 - g. CCTV cameras are in operation. This CCTV holds data for 30 days and is HD / colour / Night vision.
- 4. Venue Staff**

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Appendix B1

RESPONSIBLE AUTHORITY REPRESENTATION: APPLICATION UNDER THE LICENSING ACT 2003

RESPONSIBLE AUTHORITY DETAILS

NAME OF AUTHORITY	Metropolitan Police service
ADDRESS OF AUTHORITY	Licensing Unit, Stoke Police Station 33 Stoke Newington High Street London N16 8DS
CONTACT NAME	PC 3288CE Amanda GRIGGS
TELEPHONE NUMBER	07796 183078
E-MAIL ADDRESS	hackneylicensing@met.police.uk

APPLICATION PREMISES

NAME & ADDRESS OF PREMISES	The Old Baths 80 Eastway London E9 5JH
NAME OF PREMISES USER	Civic State Ltd

COMMENTS

I make the following relevant representations in relation to the above application for a 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 representations in relation to the application for a Premises Licence at The Old Baths, 80 Eastway, London, E9 5JH for the following reason(s);

Police have concerns about the application as it is well outside of the core hours as stated in the Council's Licensing Policy. The policy, in LP3, gives core hours as Monday – Thursday 0800-2300hrs, Friday and Saturday 0800-0000hrs and Sunday 1000-2230hrs. This application far exceeds these hours. The venue is situated in a highly residential area. The operating schedule fails to identify any risks from these hours and consequently put in sufficient measures to robustly mitigate these. Use of the outside area for regulated entertainment will undoubtedly cause disturbance to the residents. There is mention in the application of additional noise suppression measures but there is little detail around this. From other applications and experience working with Environmental Pollution team, there are little measures that can be taken to reduce noise in outside areas.

The venue has had a total of 6 TENs until 0500hrs over the last couple of years - this is far from having a 0500hrs finish every Friday and Saturday. Police received a complaint about noise and drunken people coming from the venue and the displaying associated ASB on 12th June from 2100hrs until reported at 2300hrs – there was no TEN or other authorisation for this day.

The application requests hours during the week until 0100hrs and at weekends until 0500hrs however the opening hours of the venue are put at 0800-2300hrs all week which contradicts the hours of licensable activity applied for.

As previously mentioned there is a lack of measures that would mitigate any risk considering the late hours that have been requested. Police also object to the non-standard hours requested for New Year's Eve. These have gone even later until 0600hrs, which in a highly residential area would undoubtedly cause disturbance to them.

The wider area around the venue of Hackney Wick is getting busier, this would be another venue in an area which both in Hackney and across the border into Tower Hamlets has started to attract larger numbers and therefore the problems associated with this including ASB, littering, urination etc. As well as an increase in people selling NOX. Another late night venue has the potential to spread these behaviours slightly further afield than they currently are. NOX sellers are very quick to pick up on new venues and their opening times in order to prey on their customers.

Personal knowledge of the local area and issues in the area.

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

A substantial reduction in hours across the week, removal of the Non-standard hours and some more robust conditions.

Signed

PC 3288CE GRIGGS

(By E-mail)

Name (printed)

Appendix B2

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 1FB
CONTACT NAME	Channing Riviere
TELEPHONE NUMBER	020 8356 4622
E-MAIL ADDRESS	Channing.riviere@hackney.gov.uk

APPLICATION PREMISES

NAME & ADDRESS OF PREMISES	The Baths 80 Eastway Hackney London E9 5JH
NAME OF APPLICANT	Civic State Ltd.

COMMENTS

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

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

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

The Licensing Authority has reviewed the application and wish to raise the following concerns.

The application seeks to authorise licensable activities which include the indoor and outdoor use of the premises, On and Off sales of alcohol, a capacity of 500 persons and authorised hours that are in excess of our core hours policy. The applicant seeks to operate until 5am on Fridays and Saturdays, these hours are far in excess of the LP3 Core Hours outlined below.

“LP3 Core Hours

Hours for licensable activity will generally be authorised, subject to demonstrating LP 1 and LP2, as follows:

- *Monday to Thursday 08:00 to 23:00*
- *Friday and Saturday 08:00 to 00:00*
- *Sunday 10:00 to 22:30*

Hours may be more restrictive dependent on the character of the area and if the individual circumstances require it.

Later hours may be considered where the applicant has identified any risk that may undermine the promotion of the licensing objectives and has put in place robust measures to mitigate those risks.

It should be noted that this policy does not apply to those who are making an application within a special policy area (see section 3) unless they have been able to demonstrate that the proposed activity or operation of the premises will not add to the cumulative impact that is already being experienced.”

The premises is a former public building located in a highly residential area, as such the Licensing Authority are concerned that the combination of licensable activity, hours and capacity may create a significant risk that the Prevention of Public Nuisance licensing objective may be undermined.

Additionally, given the premises location, the applicant has not provided any acoustic reports and/or dispersal policy documentation that would demonstrate how the operator would minimise the impact of the dispersal of upto 500 persons at 5am in a residential area. The applicant has not demonstrated how they manage licensable activity in the external areas given the hours sought.

The Licensing Authority notes that the applicant has mentioned some resident consultation has taken place and part of the building is sound insulated, however, the information is not substantive enough to alleviate the concerns of the Licensing Authority given the potential risk to the Licensing Objectives.

The applicant has not provided a justification for the capacity sought e.g. fire risk assessment.

Given the premises was a public building, some questions still remain as to the Planning status of the premises and if the activities sought would be permitted.

In addition to the matters outlined above, the Licensing Authority has been made aware of noise complaints received by the Council in relation to the premises, an excerpt from the commercial noise update has been included below;

“The Baths, Eastway, E9 5JE. 6 complaints since 12/06/2022. There was a TEN at the venue between 30/09/2022 and 02/10/2022 (2000 to 0500 hours). The complaint was received on 01/10/2022 at 2336 hours (time TEN in place). Caller complained that events at the old baths are run by Houseparty.org. Complained about club music, very loud to the point of feeling vibrations. Also stated they can hear people in the smoking area. Happens most weekends. “

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.

The applicant should consider limiting the hours of the operation to Core Hours only, reducing the capacity sought (or providing justification for the capacity), and the removal of Off sales from the application. The applicant should also consider limiting the hours sought for use of the external areas to 10pm.

The applicant should demonstrate the premises has the correct Planning permission for the hours and activities sought in the application.

Name: Channing Riviere (Principal Licensing Officer)

Date: 26/10/2022



Sanaria Hussain <sanaria.hussain@hackney.gov.uk>

Fwd: Licensing Act 2003 Application - Premises Licence Application Re: 80 Eastway, E9 5JH

1 message

27 October 2022 at 12:31

[REDACTED]
To: Sanaria Hussain <sanaria.hussain@hackney.gov.uk>

FYI Sanaria

(see attached email)
Regards[REDACTED]
London Borough of Hackney
Strategic Property Services
Finance & Corporate Resources
Hackney Service Centre, 4th Floor North (E)
[REDACTED]

----- Forwarded message -----

From: [REDACTED]
Date: Wed, 26 Oct 2022 at 16:06
Subject: Licensing Act 2003 Application - Premises Licence Application Re: 80 Eastway, E9 5JH
To: Licensing (Shared Mailbox) <licensing@hackney.gov.uk>
Cc: [REDACTED]

Good afternoon

This is a formal objection on behalf of the London Borough of Hackney Strategic Property Services as the representative of the Landowner and Landlord, of both the property for which this application is being made and immediately adjoining premises. This is not a submission on behalf of London Borough of Hackney as the statutory administration authority.

Hackney Council as landowners and Landlords of 80 Eastway and adjoining property are formally objecting to this Licence Act 2003 licence application for The Baths 80 Eastway London E9 5JH. Hackney Wick Ward on the following grounds:

1. Stour Space Limited are unauthorised occupiers of the Councils premises and are not recognised as being able to make this licence application. Some without prejudice discussions are going on with Civic State Ltd over the possibility of granting them a lease. However they are not recognised as being able to make this licence application.
2. Civic State Limited applicants are not recognised as being occupiers of the premises or having any rights in respect of it. Some without prejudice discussions are going on with Civic State Ltd over the possibility of granting them a lease. However they are not recognised as being able to make this licence application.
3. We believe the events proposed for the licence, over 200 attendees, exceed the attendees capacity of the premises. We have not seen evidence that full Health & Safety as well as Fire safety measures are in place for such events in the existing documentation.
4. This application is not in accordance with the existing statutory planning use requirements.
5. The premises are only to be used as a community and arts facility/workshops. The granting of a full (not temporary) late licence from 11:00pm would encourage and provide for the ability for regular and very frequent events that would not be in accordance with the use of Council property envisaged by the owner, community and arts space and ancillary use.

6. The Council as landowner have not been approached to consider this use or licence. If the Council as Landowner receives a detailed application to the landowner an "on licence" may be considered but no later than 11:00pm, where these are only complementary and ancillary to community activities in the building, For example theatre or performance activities. This application exceeds this test. Any later licence would be subject to a case by case review on formal application of the operator,

7. "Off sales" are not acceptable as this goes beyond community and arts activity, encouraging this to be a separate drinking establishment and retail not servicing, ancillary or an adjunct to the community activities.

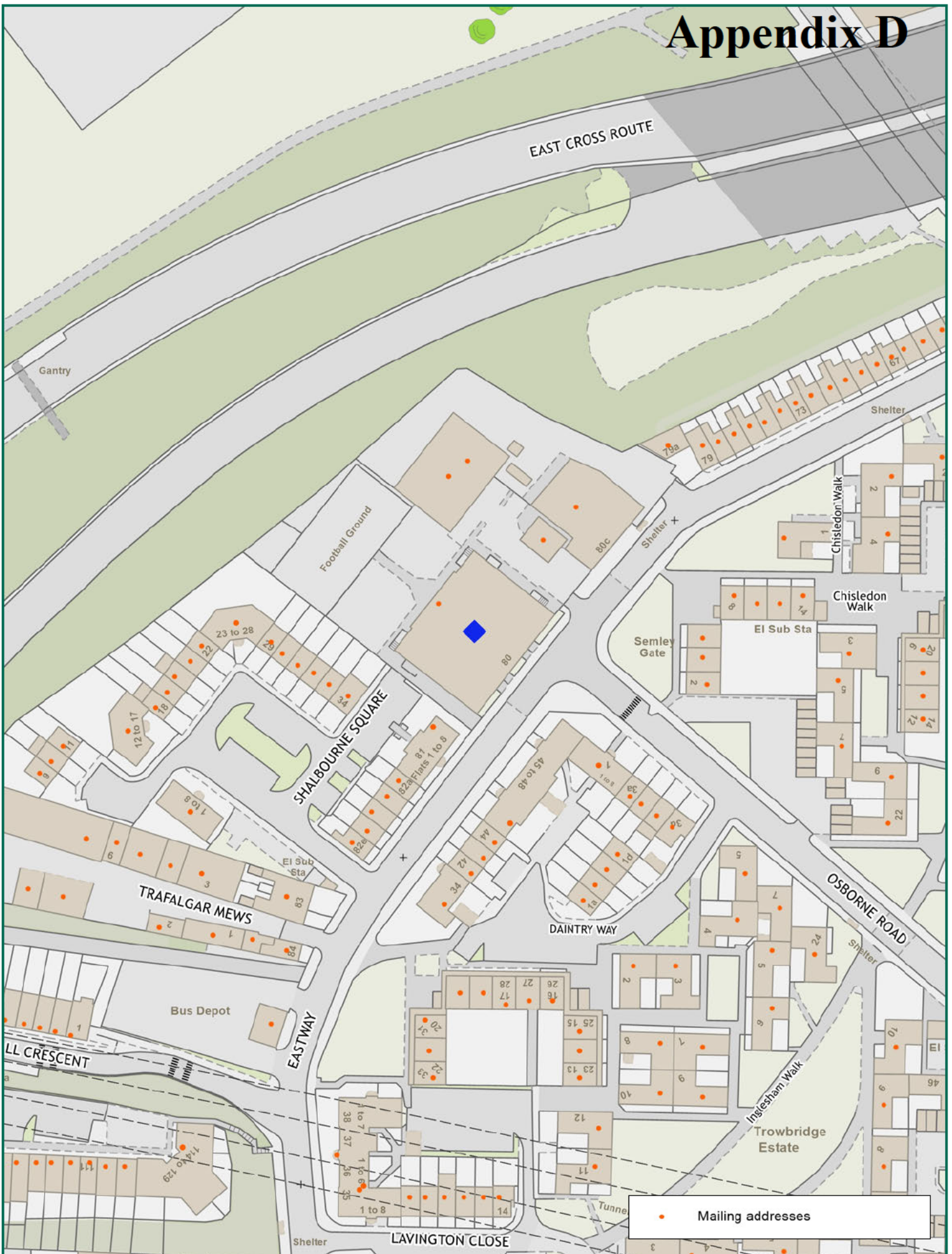
8. As responsible Landowners and Landlords as well as a body responsible for public property we are mindful of good neighbourhood issues. We have an "enhanced" overall responsibility in the public realm to be a "good landlord" because of our engagement with property used for public purposes. Any decision on use of this property is required to meet this enhanced position and a greater concern to the public and residents. The proposal will impact the surrounding adjoining neighbourhood and would not be permitted by the landlord.

Regards

[REDACTED]
London Borough of Hackney
Strategic Property Services
Finance & Corporate Resources
Hackney Service Centre, 4th Floor North (E)
[1 Hillman Street, E8 1DY](#)
[REDACTED]

Disclaimers apply, for full details see: <https://hackney.gov.uk/email-disclaimer>

Appendix D



Scale: 1:1250 at A4



Ref:

Friday, September 30, 2022

Produced by: unspecified

email:

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