



AGENDA

LICENSING COMMITTEE

Date: TUESDAY, 6 SEPTEMBER 2022 at 7.00 pm

Via Microsoft Teams - the public are welcome to observe via the Council's website at <https://lewisham.public-i.tv/core/portal/home>

Enquiries to: Clare Weaser
Telephone: 0208 314 7369 (direct line)
Email: clare.weaser@lewisham.gov.uk

MEMBERS

This meeting is an open meeting and all items on the agenda may be audio recorded and/or filmed.

Councillors:

Councillor Susan Wise (Chair)
Councillor Yemisi Anifowose (Vice-Chair)
Councillor Bill Brown
Councillor Coral Howard
Councillor Stephen Hayes
Councillor Edison Huynh
Councillor Mark Jackson
Councillor Eva Kestner
Councillor Liam Shrivastava
Councillor Luke Warner

Members are summoned to attend this meeting

Kim Wright
Chief Executive
Laurence House
Catford
London SE6 4RU
Date: 25 August 2022



INVESTOR IN PEOPLE

The public are welcome to attend our committee meetings, however occasionally committees may have to consider some business in private. Copies of reports can be made available in additional formats on request.

ORDER OF BUSINESS – PART 1 AGENDA

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INVESTOR IN PEOPLE

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Licensing Committee

Minutes

Date: 6 September 2022

Key decision: No

Class: Part 1

Ward(s) affected: All

Contributors: Chief Executive

Outline and recommendations

Members are asked to consider the Minutes of the meetings of the Licensing Committee, held on 24 August 2022.

Recommendation

That the Minutes of the meeting of the Licensing Committee, held on 24 August 2022 be confirmed and signed.

Agenda Item 2



Licensing Committee

Declarations of Interest

Date: 6 September 2022

Key decision: No

Class: Part 1

Ward(s) affected: All

Contributors: Chief Executive

Outline and recommendations

Members are asked to declare any personal interest they have in any item on the agenda.

1. Summary

1.1. Members must declare any personal interest they have in any item on the agenda. There are three types of personal interest referred to in the Council's Member Code of Conduct:

- (1) Disclosable pecuniary interests
- (2) Other registerable interests
- (3) Non-registerable interests.

1.2. Further information on these is provided in the body of this report.

2. Recommendation

2.1. Members are asked to declare any personal interest they have in any item on the agenda.

3. Disclosable pecuniary interests

3.1 These are defined by regulation as:

- (a) Employment, trade, profession or vocation of a relevant person* for profit or gain
- (b) Sponsorship –payment or provision of any other financial benefit (other than by the Council) within the 12 months prior to giving notice for inclusion in the register in respect of expenses incurred by you in carrying out duties as a member or towards your election expenses (including payment or financial benefit from a Trade Union).
- (c) Undischarged contracts between a relevant person* (or a firm in which they are a partner or a body corporate in which they are a director, or in the securities of which they have a beneficial interest) and the Council for goods, services or works.
- (d) Beneficial interests in land in the borough.
- (e) Licence to occupy land in the borough for one month or more.
- (f) Corporate tenancies – any tenancy, where to the member's knowledge, the Council is landlord and the tenant is a firm in which the relevant person* is a partner, a body corporate in which they are a director, or in the securities of which they have a beneficial interest.
- (g) Beneficial interest in securities of a body where:
 - (a) that body to the member's knowledge has a place of business or land in the borough; and
 - (b) either:
 - (i) the total nominal value of the securities exceeds £25,000 or 1/100 of the total issued share capital of that body; or
 - (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person* has a beneficial interest exceeds 1/100 of the total issued share capital of that class.

*A relevant person is the member, their spouse or civil partner, or a person with whom they live as spouse or civil partner.

4. Other registerable interests

4.1 The Lewisham Member Code of Conduct requires members also to register the following interests:

- (a) Membership or position of control or management in a body to which you were appointed or nominated by the Council
- (b) Any body exercising functions of a public nature or directed to charitable purposes, or whose principal purposes include the influence of public opinion or policy, including any political party
- (c) Any person from whom you have received a gift or hospitality with an estimated value of at least £25.

5. Non registerable interests

- 5.1. Occasions may arise when a matter under consideration would or would be likely to affect the wellbeing of a member, their family, friend or close associate more than it would affect the wellbeing of those in the local area generally, but which is not required to be registered in the Register of Members' Interests (for example a matter concerning the closure of a school at which a Member's child attends).

6. Declaration and impact of interest on members' participation

- 6.1. Where a member has any registerable interest in a matter and they are present at a meeting at which that matter is to be discussed, they must declare the nature of the interest at the earliest opportunity and in any event before the matter is considered. The declaration will be recorded in the minutes of the meeting. If the matter is a disclosable pecuniary interest the member must take not part in consideration of the matter and withdraw from the room before it is considered. They must not seek improperly to influence the decision in any way. **Failure to declare such an interest which has not already been entered in the Register of Members' Interests, or participation where such an interest exists, is liable to prosecution and on conviction carries a fine of up to £5000**
- 6.2. Where a member has a registerable interest which falls short of a disclosable pecuniary interest they must still declare the nature of the interest to the meeting at the earliest opportunity and in any event before the matter is considered, but they may stay in the room, participate in consideration of the matter and vote on it unless paragraph 6.3 below applies.
- 6.3. Where a member has a registerable interest which falls short of a disclosable pecuniary interest, the member must consider whether a reasonable member of the public in possession of the facts would think that their interest is so significant that it would be likely to impair the member's judgement of the public interest. If so, the member must withdraw and take no part in consideration of the matter nor seek to influence the outcome improperly.
- 6.4. If a non-registerable interest arises which affects the wellbeing of a member, their, family, friend or close associate more than it would affect those in the local area generally, then the provisions relating to the declarations of interest and withdrawal apply as if it were a registerable interest.
- 6.5. Decisions relating to declarations of interests are for the member's personal judgement, though in cases of doubt they may wish to seek the advice of the Monitoring Officer.

7. Sensitive information

- 7.1. There are special provisions relating to sensitive interests. These are interests the disclosure of which would be likely to expose the member to risk of violence or intimidation where the Monitoring Officer has agreed that such interest need not be registered. Members with such an interest are referred to the Code and advised to seek advice from the Monitoring Officer in advance.

8. Exempt categories

- 8.1. There are exemptions to these provisions allowing members to participate in decisions notwithstanding interests that would otherwise prevent them doing so. These include:-
- (a) Housing – holding a tenancy or lease with the Council unless the matter relates to your particular tenancy or lease; (subject to arrears exception)
 - (b) School meals, school transport and travelling expenses; if you are a parent or

guardian of a child in full time education, or a school governor unless the matter relates particularly to the school your child attends or of which you are a governor

- (c) Statutory sick pay; if you are in receipt
- (d) Allowances, payment or indemnity for members
- (e) Ceremonial honours for members
- (f) Setting Council Tax or precept (subject to arrears exception).

Agenda Item 3



Licensing Committee

Report title: Ilderton Wharf,

Date: 6 September 2022

Key decision: No.

Class: Part 1.

Ward(s) affected: New Cross

Contributors: Community Services – Safer Communities Service

Outline and recommendations

Determination of New Premises Licence Application submitted by DL Space Ltd for the premises at Unit 3, Ilderton Wharf, Rollins Street, London, SE15 1EW.

After having regard to all the representations heard, Members must take such steps as they consider appropriate to promote the Licensing Objectives.

Timeline of engagement and decision-making

The Application was advertised in accordance with regulation 25 of the Licensing Act 2003.

The last day for representations was 2nd August 2022.

1. Summary

1.1. The following activities were applied for by the applicant:

1.2. **Particulars of Application**

The application site is a large former waste transfer premises, which is currently unoccupied. The site consists of a large warehouse building which is surrounded by a large area of hardstanding.

Sale of alcohol for consumption On the premises

11:00 – 23:00 Sunday – Wednesday

11:00 – 00:00 Thursday

11:00 – 06:00 Friday – Saturday

Live Music

11:00 – 23:00 Sunday – Thursday

11:00 – 05:00 Friday – Saturday

Recorded Music, Dance, Anything of a similar description

11:00 - 23:00 Monday – Wednesday

11:00 – 00:00 Thursday

11:00 – 06:00 Friday

08:00 – 06:00 Saturday

08:00 – 23:00 Sunday

Late night refreshment

23:00 – 00:00 Thursday

23:00 – 05:00 Friday - Saturday

Plays

12:00 – 23:00 Sunday - Thursday

11:00 – 02:00 Friday – Saturday

Films

12:00 – 23:00 Monday – Wednesday

12:00 – 01:00 Thursday

11:00 – 06:00 Friday – Saturday

11:00 – 23:00 Sunday

Indoor sporting events, Boxing or wrestling

11:00 – 23:00 Monday – Sunday

Seasonal Variation For Alcohol, Dance, Recorded Music

From 18:00 hours on the day preceding bank holiday to 23:00 hours the following day.

Seasonal Variation for Late Night Refreshment

From 23:00 hours on the day preceding bank holiday to 05:00 hours the following day.

- 1.3. One representation was received from the Metropolitan Police on the grounds of the prevention of public nuisance, prevention of crime and disorder, public safety and the protection of Children from harm.
- 1.4. The objection covers all licensing objectives and is extensive. The Police state that the site is not fit for purpose and due to it's location and proposed capacity and opening times, could cause and contribute to significant issues in terms of noise nuisance, crime, anti-social behaviour and accessibility.
- 1.5. The representation received has been examined by Officers and is considered not to be vexatious or frivolous. The representation was received within the specified time.
- 1.6. Conditions have been offered by the applicant.

2. Recommendations

- 2.1 After having regard to all the representations heard, Members must take such steps as they consider appropriate to promote the prevention of crime and disorder and public nuisance. The steps available to the Licensing Authority:
- 1.) Grant the new premises licence as applied for,
 - 2.) Grant the licence subject to conditions modified to such extent as the authority considers appropriate for the promotion of the licensing objectives
 - 3.) Exclude from the scope of the licence any of the licensable activities to which the application relates;
 - 4.) Refuse to specify a person in the licence as the designated premises supervisor;
 - 5.) Refuse to grant the application.
- 2.2 Either party has a right of appeal to the Magistrates Court against a decision which should be submitted to the court within 21 days of the date of the decision letter.

3. Policy Context

- 3.1. Decisions by Members of the Licensing Committee should have regard to the Licensing Act 2003 and the promotion of the four Licensing Objectives at all times, which includes the following:
- Protection of Children from Harm
 - Prevention of Crime and Disorder
 - Prevention of Public Nuisance
 - Public Safety
- 3.2. Members should also have regard to the Licensing Authority's Statement of Licensing Policy 2020-25.
- 3.3. Decisions made will link in with the following objectives under the Council's Corporate Strategy – Building an Inclusive Local Economy and Building Safer Communities.

4. Financial implications

- 4.1. Applicants have the right of appeal against any decision by the Licensing Committee. Therefore there would likely be costs for the Authority in seeking legal support should an appeal be brought by the applicant.

5. Legal implications

- 5.1 The Licensing Authority is a public body under the Human Rights Act 1998. Therefore the licensing authority is required to act compatibly with the convention rights in the exercise of their functions. Article 6 (1) of the Convention provides that everyone is entitled to a fair and public hearing within a reasonable time by an independent and impartial hearing established by law.
- 5.2 A Premises Licence is a possession for the purpose of the Human Rights Act 1998. The right to hold a licence is a qualified rather than an absolute right. Therefore, the right to hold a licence may be interfered with, if it affects the interests of local residents or others. Such interference may be justified if it is necessary and proportionate to promote the licensing objectives.

6. Equalities implications

- 6.1 The Equality Act 2010 (the Act) introduced a public sector equality duty (the equality duty or the duty). It covers the following protected characteristics: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
- 6.2 In summary, the Council must, in the exercise of its functions, have due regard to the need to:
- eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
 - advance equality of opportunity between people who share a protected characteristic and those who do not.
 - foster good relations between people who share a protected characteristic and those who do not.
- 6.3 It is not an absolute requirement to eliminate unlawful discrimination, harassment, victimisation or other prohibited conduct, or to promote equality of opportunity or foster good relations between persons who share a protected characteristic and those who do not. It is a duty to have due regard to the need to achieve the goals listed above.
- 6.4 The weight to be attached to the duty will be dependent on the nature of the decision and the circumstances in which it is made. This is a matter for the Mayor, bearing in mind the issues of relevance and proportionality. The Mayor must understand the impact or likely impact of the decision on those with protected characteristics who are potentially affected by the decision. The extent of the duty will necessarily vary from case to case and due regard is such regard as is appropriate in all the circumstances.
- 6.5 The Equality and Human Rights Commission has issued Technical Guidance on the Public Sector Equality Duty and statutory guidance entitled “Equality Act 2010 Services, Public Functions & Associations Statutory Code of Practice”. The Council must have regard to the statutory code in so far as it relates to the duty and attention is drawn to Chapter 11 which deals particularly with the equality duty. The Technical Guidance also covers what public authorities should do to meet the duty. This includes steps that are legally required, as well as recommended actions. The guidance does not have statutory force but nonetheless regard should be had to it, as failure to do so without compelling reason would be of evidential value. The statutory code and the technical guidance can be found at:
- <https://www.equalityhumanrights.com/en/advice-and-guidance/equality-act-codes-practice>
- <https://www.equalityhumanrights.com/en/advice-and-guidance/equality-act-technical-guidance>
- 6.6 The Equality and Human Rights Commission (EHRC) has previously issued five guides for public authorities in England giving advice on the equality duty:
- [The essential guide to the public sector equality duty](#)
 - [Meeting the equality duty in policy and decision-making](#)
 - [Engagement and the equality duty: A guide for public authorities](#)
 - [Objectives and the equality duty. A guide for public authorities](#)
 - [Equality Information and the Equality Duty: A Guide for Public Authorities](#)

- 6.7 The essential guide provides an overview of the equality duty requirements including the general equality duty, the specific duties and who they apply to. It covers what public authorities should do to meet the duty including steps that are legally required, as well as recommended actions. The other four documents provide more detailed guidance on key areas and advice on good practice. Further information and resources are available at:

<https://www.equalityhumanrights.com/en/advice-and-guidance/public-sector-equality-duty-guidance#h1>

7. Climate change and environmental implications

- 7.1. Any decision made by Members must fall in line with the Licensing Act 2003, to that end there are no climate change or environmental considerations.

8. Crime and disorder implications

- 8.1. Under the Licensing Act 2003, one of the 4 licensing objectives is the Prevention of Crime and Disorder.
- 8.2. It is a requirement of the Licensing Act 2003 that any decision made by the Licensing Committee must not negatively impact on the Licensing objectives.

9. Background papers

- 9.1. Application received 5th July 2022.
- 9.2. Application plan.
- 9.3. Photographs of application site.
- 9.4. Representation from Met Police as served.
- 9.5. Conditions offered by the applicant.

10. Glossary

Term	Definition
Appeal	asking a court to overturn a lower court's decision. If the decision of a court is disputed it may be possible to ask a higher court to consider the case again by lodging an appeal.
Licence	an authority to do something.
Licensee	the holder of a licence to do something.
Licensing Authority	The Council (London Borough of Lewisham) Under section 3 of the 2003 Act, the licensing authority's area is the area for which the authority acts.

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Licence Objectives	<p>Under section 4 of the 2003 Act the Licensing Authority must promote the following 4 objectives</p> <ul style="list-style-type: none"> • Prevention of crime and disorder • Public safety • Prevention of public nuisance • Protection of children from harm
Interested Person	<p>A person who lives in the vicinity of the premises A body who represents the persons who live in that vicinity A person involved in a business in that vicinity A body representing businesses in that vicinity An elected member of the council</p>
Relevant Representation	<p>A representation that is specific to the premises in question, related to the four licensing objectives and/or the local licensing policy.</p>
Responsible Authorities	<p>Public bodies that must be notified of all applications and who are entitled to make representations in relation to Premises Licences, as follows:</p> <ul style="list-style-type: none"> • Licensing Authority • Chief Officer of Police • London Fire Brigade • Trading Standards • Planning Authority • Public Health • Environmental Enforcement (with respect to Noise) • Children’s Services • Home Office Immigration

11. Report author and contact

- 11.1. Richard Lockett, Senior Safer Communities Service Officer for Licensing
richard.lockett@lewisham.gov.uk.



PLEASE READ THE FOLLOWING INSTRUCTIONS FIRST

Before completing this form please read the guidance notes at the end of the form. Your right to work in the UK 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 the below guidance. (See page 14)

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 [REDACTED]

(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

Name and Postal address of premises or, if none, ordnance survey map reference or description			
Unit 3 Ilderton Wharf Rollins Street London			
Post town	Lewisham	Postcode	SE15 1EW

Telephone number at premises (if any)	[REDACTED]
Non-domestic rateable value of premises	£109,000

Part 2 - Applicant details

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

- a) an individual or individuals * please complete section (A)
- b) a person other than an individual *
 - i as a limited company/limited liability partnership please complete section (B)
 - ii as a partnership (other than limited liability) please complete section (B)
 - iii as an unincorporated association or please complete section (B)
 - iv other (for example a statutory corporation) please complete section (B)
- c) a recognised club please complete section (B)
- d) a charity please complete section (B)
- e) the proprietor of an educational establishment please complete section (B)

- f) a health service body please complete section (B)
- g) a person who is registered under Part 2 of the Care Standards Act 2000 (c14) in respect of an independent hospital in Wales please complete section (B)
- g.1 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)
- 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)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <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 (Required)					

SECOND INDIVIDUAL APPLICANT (if applicable)

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other Title (for example, Rev)	
Surname			First names		
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 (Required)					

(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 DI Space Ltd
Address [REDACTED]
Registered number (where applicable) [REDACTED]
Description of applicant (for example, partnership, company, unincorporated association etc.) Private Limited Company
Telephone number (if any) [REDACTED]
E-mail address (Required) [REDACTED]

PART 3 – OPERATING SCHEDULE

When do you want the premises licence to start?

DD	MM	YYYY
3	0	0 7 2 0 2 2

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)
 Ilderton Wharf is a large industrial unit and yard, the unit is a large empty metal warehouse that has been used for waste management and the yard is all concrete hardstanding. We intend to decvelop the unit into a multi room events space with multiple studio units for small businesses.

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 all 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 (if ticking yes, fill in box C) | <input checked="" type="checkbox"/> |
| d) boxing or wrestling entertainment (if ticking yes, fill in box D) | <input checked="" type="checkbox"/> |
| e) live music (if ticking yes, 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 (if ticking yes, 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"/> |
| <u>Provision of late night refreshment</u> (if ticking yes, fill in box I) | <input checked="" type="checkbox"/> |
| <u>Supply of alcohol</u> (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 type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4) Outdoor performances will finish at 22:00h		
Mon	12:00	23:00			
Tue	12:00	23:00			
Wed	12:00	23:00			
Thur	12:00	23:00			
Fri	11:00	02:00			
Sat	11:00	02:00			
Sun	11:00	23:00	State any seasonal variations for performing plays (please read guidance note 5)		
			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)		

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"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4) Outdoor performances will finish at 22:00h		
Mon	12:00	23:00			
Tue	12:00	23:00			
Wed	12:00	23:00			
Thur	12:00	01:00			
Fri	11:00	06:00			
Sat	11:00	06:00			
Sun	11:00	23:00	State any seasonal variations for the exhibition of films (please read guidance note 5)		
			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)		

C

Indoor sporting events Standard days and timings (please read guidance note 7)			<u>Please give further details</u> (please read guidance note 4) We would have the felxibility to deliver a wide range of sporting events from Roller Disco & Roller derby, to table tennis tournaments, shuffleboard, Dodgeball etc.
Day	Start	Finish	
Mon	11:00	23:00	
Tue	11:00	23:00	<u>State any seasonal variations for indoor sporting events</u> (please read guidance note 5)
Wed	11:00	23:00	
Thur	11:00	23:00	<u>Non- standard timings. Where you intend to use the premises for indoor sporting events at different times to those listed in the column on the left, please list</u> (please read guidance note 6)
Fri	11:00	23:00	
Sat	11:00	23:00	
Sun	11:00	23:00	

D

Boxing or wrestling entertainments Standard days and timings (please read guidance note 7)			<u>Will the boxing or wrestling entertainment take place indoors or outdoors or both – please tick</u> (please read guidance note 3)	
Day	Start	Finish	Indoors	<input checked="" type="checkbox"/>
			Outdoors	<input type="checkbox"/>
			Both	<input type="checkbox"/>
Mon	11:00	23:00	<u>Please give further details here</u> (please read guidance note 4)	
Tue	11:00	23:00		
Wed	11:00	23:00	<u>State any seasonal variations for boxing or wrestling entertainment</u> (please read guidance note 5)	
Thur	11:00	23:00		
Fri	11:00	23:00	<u>Non- standard timings. Where you intend to use the premises for boxing or wrestling entertainment at different times to those listed in the column on the left, please list</u> (please read guidance note 6)	
Sat	11:00	23:00		
Sun	11:00	23:00		

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	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4) Outdoor Performances will finish at 22:00 h Music May be amplified at these times		
Mon	11:00	23:00			
Tue	11:00	23:00			
Wed	11:00	23:00			
Thur	11:00	23:00			
Fri	11:00	05:00			
Sat	11:00	05:00			
Sun	11:00	23:00	State any seasonal variations for the performance of live music (please read guidance note 5)		
			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)		

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"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4) From 8am we aim to host alcohol free, dance music / DJ led high intensity fitness classes. DJ Schools and lessons will take place later in the daytime. Later at night, private parties, music led events, corporate events, charity events & weddings. All outdoor music will finish at 22:00h		
Mon	11:00	23:00			
Tue	11:00	23:00			
Wed	11:00	23:00			
Thur	11:00	00:00			
Fri	11:00	06:00			
Sat	08:00	06:00			
Sun	08:00	23:00	State any seasonal variations for the playing of recorded music (please read guidance note 5)		
			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) From 18:00 hours on the day preceding all bank holidays to 23:00 hours the following day.		

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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"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish	Please give further details here (please read guidance note 4) These timings are set to match the recorded music timings. Outdoor Performances will finish at 22:00h		
Mon	11:00	23:00			
Tue	11:00	23:00			
Wed	11:00	23:00			
Thur	11:00	00:00			
Fri	11:00	06:00			
Sat	08:00	06:00			
Sun	08:00	23:00			
			State any seasonal variations for the performance of dance (please read guidance note 5)		
			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) From 18:00 hours on the day preceding all bank holidays to 23:00 hours the following day.		

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 We intend to be able to deliver on almost any conceivable type of event as such we may have acrobatics and circus acts, jugglers etc		
Day	Start	Finish	Will this entertainment take place indoors or outdoors or both – please tick (please read guidance note 3)	Indoors	<input type="checkbox"/>
				Outdoors	<input type="checkbox"/>
				Both	<input checked="" type="checkbox"/>
Mon	11:00	23:00	Please give further details here (please read guidance note 4) These timings are set to match the recorded music timings. Outdoor Performances will finish at 22:00h		
Tue	11:00	23:00			
Wed	11:00	23:00			
Thur	11:00	00:00			
Fri	11:00	06:00			
Sat	08:00	06:00			
Sun	08:00	23:00			
			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)		

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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"/>
				Both	<input checked="" type="checkbox"/>
Day	Start	Finish			
Mon			Please give further details here (please read guidance note 4)		
Tue					
Wed			State any seasonal variations for the provision of late night refreshment (please read guidance note 5)		
Thur	23:00	00:00			
Fri	23:00	05:00	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) From 23:00 hours on the day preceding all bank holidays to 05:00 hours the following day.		
Sat	23:00	05:00			
Sun					

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			
Mon	11:00	23:00	State any seasonal variations for the supply of alcohol (please read guidance note 5)		
Tue	11:00	23:00			
Wed	11:00	23:00	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) From 18:00 hours on the day preceding all bank holidays to 23:00 hours the following day.		
Thur	11:00	00:00			
Fri	11:00	06:00			
Sat	11:00	06:00			
Sun	11:00	23:00	Page 20		

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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 [REDACTED]	
Date of birth [REDACTED]	
Address [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).
None

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	10:00	00:00	
Tue	10:00	00:00	
Wed	10:00	00:00	
Thur	10:00	00:30	
Fri	10:00	07:00	
Sat	08:00	07:00	
Sun	08:00	00:00	
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) From 18:00 hours on the day preceding all bank holidays to 23:00 hours the following day.			

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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)

DI Space Ltd are the team behind two successful venues based on Ashley road in Tottenham, from early 2018 until Jan 2022 we operated the multi award winning venue "The Cause" and over the slow lockdown relaxation we ran Costa del Tottenham, a table service food and drink led offer voted best place to go during restrictions. Over this time we have developed a robust in house training scheme for our regular venue staff team guided by our staff handbook and training sessions which include fire safety, emergency procedures, WAVE & "Ask for Angela". Our security team will assess the site and produce a new set of site instructions once the licence is granted and we will continue to train management and supervisors in first aid and mental health awareness. Our current training documents and security site instructions are attached as appendices and further evidence of certificated training can be provided on request. We have selected the conditions that we feel will apply to our business from the model conditions and added a few extra items. Any variances from the model conditions will be highlighted in **Bold text**.

b) The prevention of crime and disorder

The premises shall install and maintain a comprehensive CCTV system. All entry and exit points will be covered enabling frontal identification of every person entering in any light condition. The CCTV system shall continually record whilst the premises is open for licensable activities and during all times when customers remain on the premises. All recordings shall be stored for a minimum period of 31 days with date and time stamping. Recordings shall be made available immediately upon the request of Police or authorized officer throughout the preceding 31 day period. The CCTV system should be updated and maintained according to police recommendations.

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 must be able to show a Police or authorized council officer recent data or footage with the absolute minimum of delay when requested.

All persons entering the premises shall be captured on an eye level colour CCTV camera. This camera shall capture the full face of any person entering and re-entering the premises and be available to police officers immediately upon request. The CCTV must also cover the ID scanner and capture the customers being scanned in. CCTV at front and back of building with particular regard to the smoking areas and alleyway at the back of the premises.

The CCTV must cover all areas of the venue that the public have access to. There should be no obstructions to any internal camera that creates areas that are not wholly covered by CCTV, apart from within toilet cubicles and directly covering men's urinals.

The smoking area must be covered by CCTV that is to the same standards as the internal CCTV system.

We are happy to discuss security numbers and ratios with the police, our last granted late licence had this condition attached: SIA Security will in general be provided at a ratio of 1:100, ongoing dynamic risk assessment of upcoming events will determine if this ratio needs an increase of security taking into account factors such as event history, ticket sales, special information from authorities.

A register of security personnel employed on the premises shall be maintained in a legible format and made available to police upon reasonable request. The register should be completed by the DPS/ duty manager/ nominated staff member at the commencement of work by each member of security staff and details recorded should include full name, SIA badge number, time of commencement and completion of duties. The security operative should then sign their name.

At the commencement of work, security personnel should ensure that they are recorded on the CCTV system and that a clear head and shoulders image showing their face clear of any hat, glasses or other obstruction is recorded.

Searches shall form part of the entry policy, Posters will be displayed stating random searches are carried out and failure to allow a search will mean refusal of entry. All persons entering or re-entering the premises shall be **subject to this policy and when acted on will be searched** by an SIA trained member of staff and monitored by the premises CCTV system.

All staff engaged outside the entrance to the premises, or supervising or controlling queues, shall wear high visibility yellow jackets or vests, due to main road outside front.

The premises shall prominently display signage at all entrances informing customers: -
(‘All persons entering this premise are liable to be searched. Agreement to search is a condition of entry. If persons do not consent, entry will be refused.)
(All persons entering the premise will produce identification),
(Police may be called if drugs or weapons are found.)
(CCTV is in operation throughout this premises and is made available to the police.)
(Any person found carrying weapons or illegal drugs will be permanently excluded and the police will be informed.)
(‘Management reserve the right to refuse entry’)

All customers who enter the premises after 22:00hrs on Club nights must have their personal details recorded by an electronic scanner (such as a club scan or scan net).

A record book of banned individuals shall be held by the SIA registered door supervisors at the front door and will be made available to Police and Council upon request.

In the event that a serious assault is committed on the premises (or appears to have been committed) the management will immediately ensure that: (a) The police (and, where appropriate, the London Ambulance Service) are called without delay; (b) All measures that are reasonably practicable are taken to apprehend any suspects pending the arrival of the police; (c) The crime scene is preserved so as to enable a full forensic investigation to be carried out by the police; and (d) Such other measures are taken (as appropriate) to fully protect the safety of all persons present on the premises.

An incident log shall be kept at the premises, and made available on request to an authorized Local Authority or Police Officer, which will record the following:

- a) All crimes reported to the venue.
- b) All ejections of patrons.
- c) Any complaints received.
- d) Any incidents of disorder.
- e) All seizure of drugs or offensive weapons.
- f) Any faults in the CCTV system.
- g) Any refusal of the sale of alcohol.
- h) Any visit by a relevant authority or emergency service.

c) Public safety

There shall be a personal licence holder on duty on the premises at all times when the premises are authorised to sell alcohol.

There shall be no self service of spirits on the premises, save for spirit mixtures less than 5.5% ABV.

Any special effects or mechanical installations shall be arranged, operated and stored so as to minimise any risk to the safety of those using the premises. The following special effects will only be used on 10 days prior notice being given to the licensing authority where consent has not previously been given. • dry ice and cryogenic fog • fog generators • pyrotechnics including fireworks • firearms • explosives and highly flammable substances. • real flame. •

Risk assessments will be carried out for the regular use of smoke machines • lasers and strobe lighting. These will be available on request and wherever identified signage will be in place to notify of their use.

As soon as possible, and in any event within 1 month from the grant of this licence, the premises shall join the local Pubwatch or other local crime reduction scheme approved by the police, and local radio scheme if available.

All fabrics, curtains, drapes and similar features including materials used in finishing and furnishing shall be either non-combustible or be durably or inherently flame-retarded fabric. Any fabrics used in escape routes (other than foyers), entertainment areas or function rooms, shall be non-combustible.

All documents of members of staff will be retained for a period of 12 months post termination of employment and will be made available to the police, immigration and/or Licensing officers upon reasonable request.

New and seasonal staff must attend induction training and receive refresher training every six months.

The premises Licence Holder and/or Designated Premises Supervisor shall keep up to date policies and staff training records in relation to the following: Requirements of the challenge 25 scheme, drugs, identification & recognition of drunks, identification recognition and responsibilities of dealing with vulnerable persons and the correct procedures to be followed when refusing service regular training must be provided to all staff at least every six months, a record of the training will be maintained for at least twelve months.

Drinking water shall be available free of charge from any bar that is open serving drinks, signage shall be displayed at all bars stating “Free Drinking water available here”

An accurate tally of the number of customers on site shall be kept by means of in and out clickers at the entry point, this occupancy figure should be recorded hourly whenever the premises is open.

A fully stocked medical treatment area will be provided with a defibrillator and comprehensive first aid kit. This will be monitored weekly and used items replaced as needed.

A Welfare person will be employed solely for the purpose of customer welfare at any event with an expected attendance over 700.

A welfare area will be provided, this area will be fully covered by CCTV.

We will undertake to join any beneficial initiative such as drugs awareness and drink spiking campaigns, violent crime reduction, Ask for Angela and any new initiatives that are deemed relevant, displaying the relevant informational posters and signage and delivering appropriate training where required.

d) The prevention of public nuisance

A noise limiter must be fitted and maintained within the premises. The level of this meter must be set in accordance with required legislation and standards by a qualified sound engineer. The limiter must be sealed in such a way that no unauthorised person can tamper with it. The level should be set in the presence of an authorised officer of the Crime Enforcement and Regulation Service of the London Borough of Lewisham. No additional sound generating equipment shall be used on the premises without being routed through the sound limiter device. The device should be calibrated annually and a record kept to be available for inspection by officers.

All windows and doors must be kept shut whilst entertainment is in progress except for the immediate entrance/egress of patrons.

No noise generated on the premises, or by its associated plant or equipment, shall emanate from the premises nor vibration be transmitted through the structure of the premises which gives rise to a nuisance.

Notices shall be prominently displayed at all exits requesting patrons to respect the needs of local residents and businesses and leave the area quietly.

Notices shall be prominently displayed at any area used for smoking requesting patrons to respect the needs of local residents and use the area quietly.

A direct telephone number for the manager at the premises shall be publicly available at all times the premises is open. This telephone number is to be made available to residents and businesses in the vicinity.

The licence holder shall ensure that any queue to enter the premises which forms outside the premises is orderly and supervised by door staff so as to ensure that there is no public nuisance or obstruction to the public highway.

During the hours of operation of the premises, the licence holder shall ensure sufficient measures are in place to remove and prevent litter or waste arising or accumulating from customers in the area immediately outside the premises, and that this area shall be swept and or washed, and litter and sweepings collected and stored in accordance with the approved refuse storage arrangements by close of business.

Patrons permitted to temporarily leave and then re-enter the premises to smoke shall be restricted to a designated smoking area defined as **Main Yard West between the hours of 10pm and 6am.**

The premises licence holder shall ensure that any patrons drinking and/or smoking outside the premises do so in an orderly manner and are supervised by staff so as to ensure that there is no public nuisance or obstruction of the public highway.

The premises shall have a written dispersal policy including addressing parked or stationary vehicles across outside the front of the premises. All door staff shall be knowledgeable of this policy and able to enforce it.

There shall be no sales of hot food or hot drink for consumption off the premises after 23.00.

e) The protection of children from harm

A proof of age scheme, such as Challenge 25, must be operated at the premises where the only acceptable forms of identification are (recognized photographic identification cards, such as a driving license or passport / Holographical marked PASS scheme identification cards) appropriate signage must be displayed.

A record shall be kept detailing all refused sales of alcohol. The record should include the date and time of the refused sale and the name of the member of staff who refused the sale. The record shall be available for inspection at the premises by the police or an authorised officer of the Council at all times whilst the premises is open.

Unaccompanied children are not permitted on the premises.

No children on the premises after 21:00hrs

The licensee will ensure, through regular checks and intervention that children will not congregate outside the premises.

A lost and found person policy will be produced detailing procedures in these situations.

Checklist:

Please tick to indicate agreement

- I have provided a daytime telephone number in order to make payment over the phone by debit or credit card.
- 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 & Print Name	
Date	30/06/2022
Capacity	Company 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 & Print Name	
Date	
Capacity	

Signature & Print Name	
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)			

Notes for Guidance – New Premises Licence Applications

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.
 - 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.

- **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 an entitlement to work in the UK and are not subject to a condition preventing them from doing work relating to the carrying on of a licensable activity. They do this by providing with this application copies or scanned copies of the following documents (which do not need to be certified).

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 a European Economic Area 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 European Economic Area family member – e.g. a marriage certificate, civil partnership certificate or birth certificate, and
 - evidence that the European Economic Area 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.



Lewisham Borough Licensing,
9 Holbeach Road,
Catford,
SE6 4TW.

PC Gillian Pearce
Catford Traffic Garage,
34 Aitken Road,
SE6 3BG

Telephone:
Email: Gillian.D.Pearce@met.police.uk
www.met.police.uk

Your ref:
Our ref:
29th July 2022

Unit 3 , Ilderton Wharf, Rollins street SE15 1EW

Lewisham Police Licensing acknowledge receipt of an application for a new premises licence for a multi room events space at the above location with an eventual capacity of 3000. The proposed operating hours range from 8am through to 7am on a weekend and 11am to midnight during the week. The events listed on the licence are Indoor sporting events, boxing/wrestling entertainment, live music, recorded music, performance of dance, anything of a similar description to the latter 3 activities, late night refreshment and supply of alcohol.

Police would like to outright object to this application under the following Licensing objectives:

Prevent crime and disorder
Public safety
Prevent public nuisance
Protect children from harm

After considering the application, conditions offered by the applicant and taking into account the location of the proposed premises and its environs Police licensing feel that the proposed premises will undermine not only the Licensing objectives but also greatly affect the residences and the quality of their lives. The applicant has failed to take into account and address the negative impact that this venue will have. The extensive hours proposed will impact greatly on the lives of those in the surrounding areas, giving very little respite for residents.

Geographical Location

Rollins Street is a highly residential area with the Winslade Estate directly opposite the proposed venue site. The Winslade estate is made up of 22 blocks of flats centred around a children's play area. The estate has permit holder parking only and double yellow lines on the rest of the estate. There are two new build high rise blocks of flats on Ilderton Road overlooking the venue and in particular where the proposed stage will be.

On Surrey Canal Road where the proposed entrances/exits will be there is grass bank that leads down onto the main road. Currently there is no access to this area from the proposed site and it is unknown if planning is required to have access there. Opposite the proposed entrance and exits on Surrey Canal Road is another club with a capacity of 500 with extended drinking hours until 7:30am at the weekend.

Just off Ilderton Road and in close proximity to the proposed new venue is Millwall football club which has a capacity of 20,000. A sterile area had to be created for the sole purpose of fans to access and egress the football ground to transport hubs to prevent disturbance to the local residents.

Close to the venue are several estates that house young people of varying friendship groups which on occasion have led to tensions within the local community.

There is limited bus availability in the area and the buses are small hopper buses. Would the patrons be queuing in the residential streets waiting for buses or walking to the railway station or waiting for taxis? There is very limited parking availability. The applicant states people can use Uber taxis but there is nowhere in the locality for them to park or wait. The amount of taxis needed would create a nuisance for the local residents and other road users.

The applicant states the patrons can use the rail and tube network. The nearest station is a fifteen minute walk away. This not only has a negative impact on the local residents with the noise and behaviour of a large capacity dispersing into the surrounding streets. With similar venues close by as well as being in such a densely populated area this will put a huge burden on all public transport hubs in the area.

The application (public nuisance/public safety)

The applicant appears to have covered a lot when first reading the application form, however, having met the applicant at the venue it became evident the venue is not fit for the purpose that the applicant intends.

The venue is a very large empty warehouse with a tin roof. There are no toilets at the site for the public to use and nothing to stop sound emanating from there. I understand planning permission has not been sought and a change of use from a warehouse to a late night economy venue is not in place. The applicant informed me he does not wish to throw money at this project if he cannot get a licence, so the intention is to get the licence before planning permission is granted as that is costly. However, there is no way to monitor if the planning permission is to be applied for and carried out after the licence is granted or if the planning permission would even be granted. The applicant showed an interest in operating using temporary event notices and said they would apply for multiple at the same time. However a TEN is for a maximum of 499 people and there is still no solution to the noise problem.

2.26 states: The licensing Authority urges all applicants to ensure they have the correct planning use for the business type they are operating before they apply for their licence. Both planning and licensing consents must be in place for a business to operate legally.

Also in the statement policy under Licensing Objectives and operating schedules:

3.5 Applicants are expected to demonstrate sufficient local knowledge and steps to mitigate any negative impact on the licensing objectives.

Knowledge of local area and proximity to local residences and how their activities will impact on these.

An understanding of crime levels and types in the area and any problem hotspots where their activities may impact street congregating. On meeting the applicant I was asked if there was high crime in the area. Street congregating will occur because of the lack of transport facilities in the area and the sheer capacity proposed at the venue as well as Millwall football club in very close proximity and the other club opposite sharing the same transport facilities.

Knowledge of any local youth establishments including schools and areas where children may congregate. There is park directly opposite the venue.

On the application form under the prevention of public nuisance the applicant states: All windows and doors must be kept shut whilst entertainment is in progress except for the immediate entrance egress of patrons.

They have no facility or planning permission to hold any entertainment inside the venue and plan to hold the entertainment outside playing recorded music and having a stage for live music. I understand this has also not been put to the planning department. To limit noise they plan to stack containers two high around the outside area of the venue and fill them with hay. Hay is combustible and therefore a fire hazard whether it is wet or dry. When this was put to the applicant he stated he would cover the hay with tarpaulin and they had used it at other venues. I believe a noise limiter cannot be used outside which is why the applicant has suggested hay.

The applicant has therefore not demonstrated how he will prevent the local residents being disturbed by constant noise/loud music from the venue or what impact this will have on their quality of life. The hours they plan to operate are excessive and will have a detrimental effect on the surrounding area.

The entry/egress route the applicant would like to use is currently fenced off. The applicant proposes to create gates and use scaffolding to form a bridge to take the patrons down onto Surrey Canal Road. Scaffolding is a temporary structure and its intended use is not for general public use, especially people who may be intoxicated and wearing unsuitable footwear. This route would also take the patrons directly onto a main road and opposite the other club in the area. Previous experience of venues such as this is that the patrons walk straight across the road with no consideration to vehicles and cause an obstruction as well as danger to themselves. The structure may be wet and slippery due to the weather and may also collapse in an emergency situation should the venue need to evacuate. Lighting has also not been mentioned.

The applicant has applied for Late night refreshment and proposes to have off and on sales of hot food this will encourage customers to remain on site or in the locality whilst consuming their purchases greatly increasing the chance of noise nuisance disturbing local residents but also the impact of littering from food packaging, not only on the streets but within the gardens of residential properties.

We understand the DPS may also be the DPS for more than one venue and we would like to ascertain if this is fact and if so how would they manage more than one venue especially one as large as this.

Children

The applicant states no children on the premises after 2100 hours but also proposes to hold wedding parties/ private parties at the venue. There is no explanation how this can be managed or how children can be kept separate from adult entertainment areas as children would be expected to be present at a wedding or birthday party. The applicant also stated they would provide 20 porta loos per 1000 people. How will they protect children from harm if they are using the same toilets as the rest of the patrons?

The area is densely populated and school children reside in the locality, they will regularly be in the presence of the patrons coming and going to the premises and also subjected to the noise from the premises, this may have a negative impact on their sleep and subsequently their schooling as well as having to share the public transport with people who may well be intoxicated.

Crime

The area is within the New Cross Ward. Research on the crime database shows this to be a high crime area. Although this is not directly linked to this venue the patrons of the venue may find themselves victims of crime. The applicant has applied for a licence to run from 11am finishing at 6am on a Friday and Saturday, We would suggest that in a period of nineteen hours the chances of crime and damage to health from the consumption of alcohol would be greatly increased. .The ability to monitor inebriation of alcohol and any other substances is made increasingly difficult by the large capacity that the venue is able to hold. Of greater concern is that they have applied for a seasonal variation which would allow them to stay open all day on bank holidays which potentially allow a customer to remain drinking at the venue for over two days.

It is our belief that the large capacity and the hours requested would lead to an increase of crime and anti-social behaviour which would become an extra burden on emergency services.

It is also a fact that drug use occurs in late night economy venues and we understand that a death occurred in a previous venue run by the applicant. While we accept drugs can be hidden, random searches of patrons would make it easier to hide drugs. A

search of every applicant as a requirement of entry would discourage hiding drugs or weapons.

Relevant Local strategies - Statement of licensing policy 2020 - 2025

2.21 – The council has developed a wide range of initiatives to tackle alcohol related harm through its alcohol delivery plan, the delivery of which is overseen by the Lewisham health and wellbeing board. Additionally, reducing alcohol harm is one of the key priorities in the ten year Lewisham health and wellbeing strategy (2013 – 2023).

2.24 Key aims of policies within this statement are to discourage drunkenness and excessive drinking and encourage licensees to promote licence objectives by including more availability of food and seating within their operating schedules. This is to encourage the enjoyment of alcohol alongside other entertainment, not as the main offer.

7.13 The times within which live music and /or amplified sound may be played in any external area or marquees or relayed by external speakers (where permitted under the terms of the licence). The licensing authority deems this should not continue beyond 10pm.

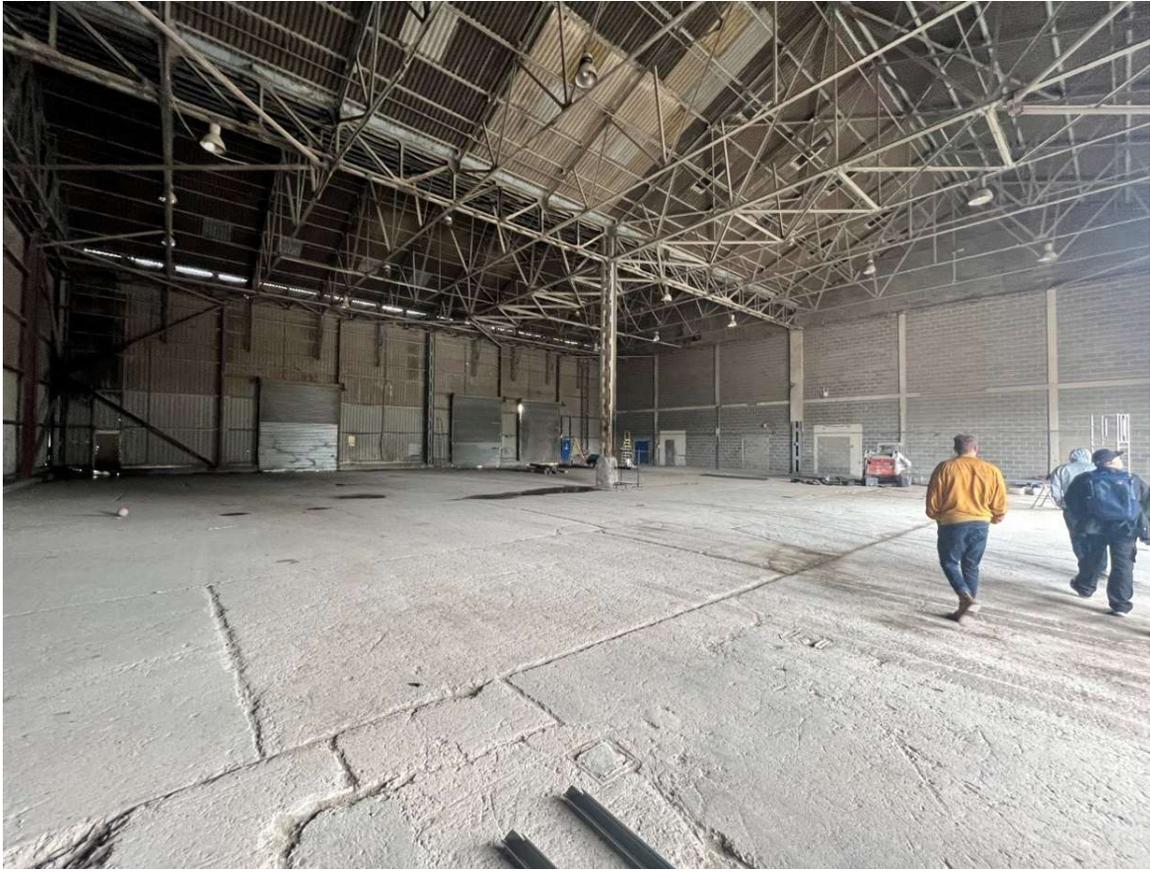
24.1 It is known that there is a strong link between vertical drinking and violent and disorderly behaviour. Increased levels of drinking amongst patrons are also associated with vertical drinking. Given the clear public health (2.20) and crime and disorder considerations around this, the licensing authority expect any application that proposes vertical drinking to make this clear in their operating schedules and outline effective measures for managing associated risks.

Police Licencing acknowledge that all options are open to committee but with the application in its current form cannot be supported by Police whilst the licensing objectives and the Lewisham Council Statement of Licensing Policy have been ignored. Police licensing would strongly recommend that this application be denied.

Yours sincerely,

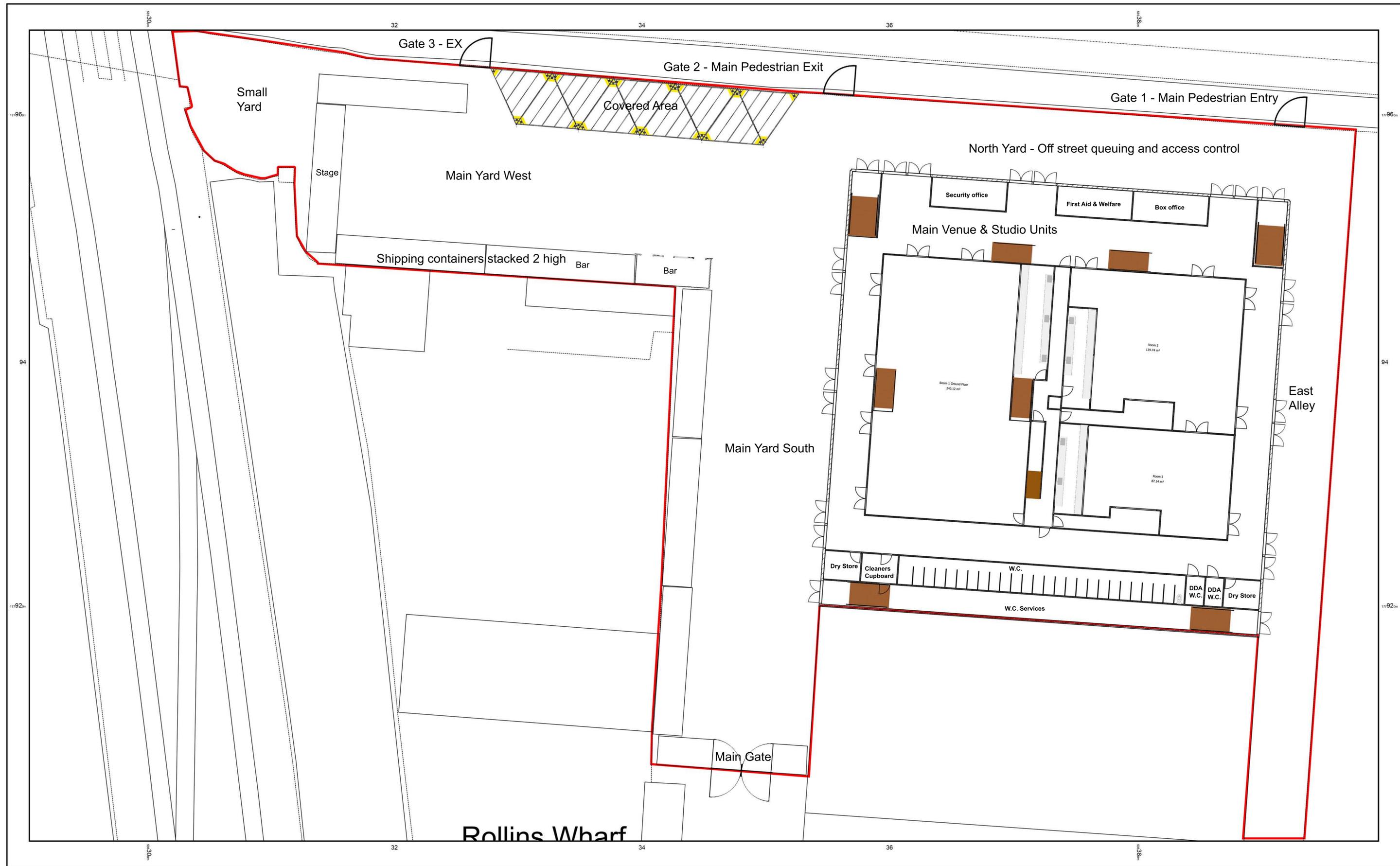
Gillian Pearce – South East BCU Police Licensing Officer







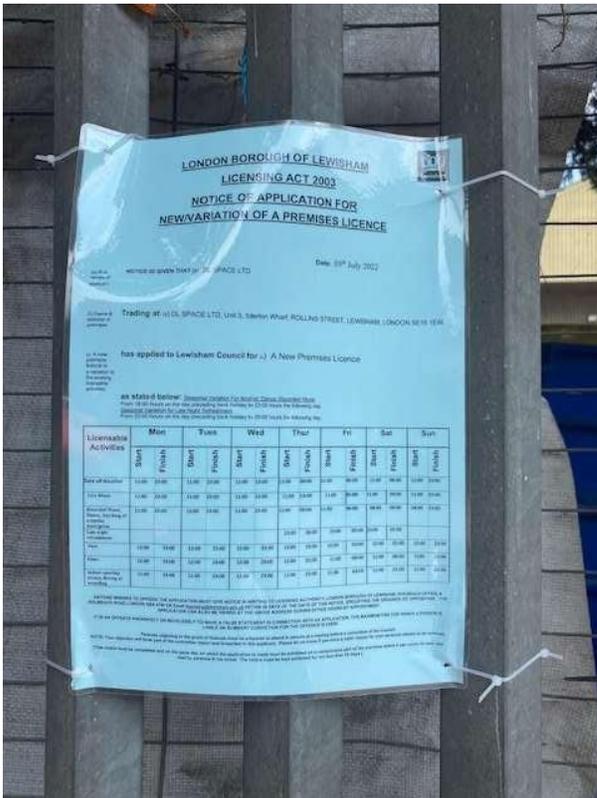


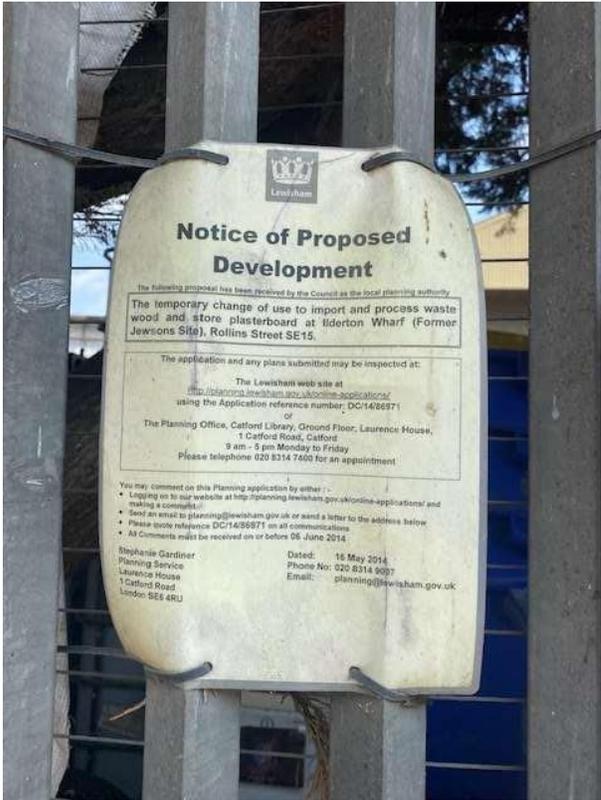


















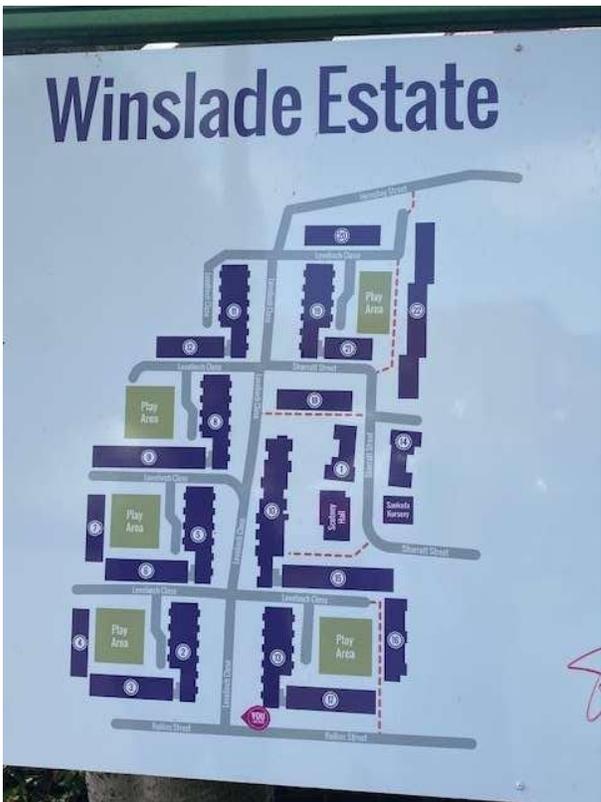




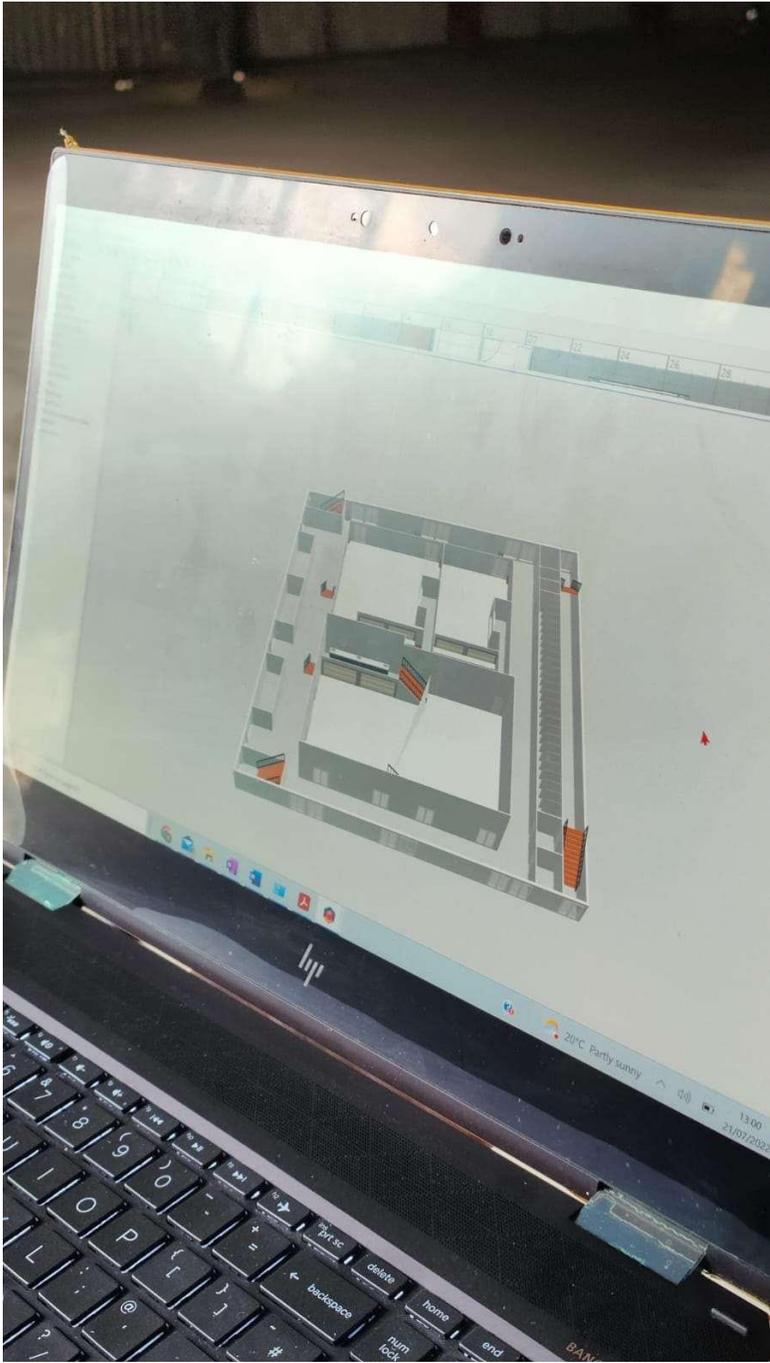


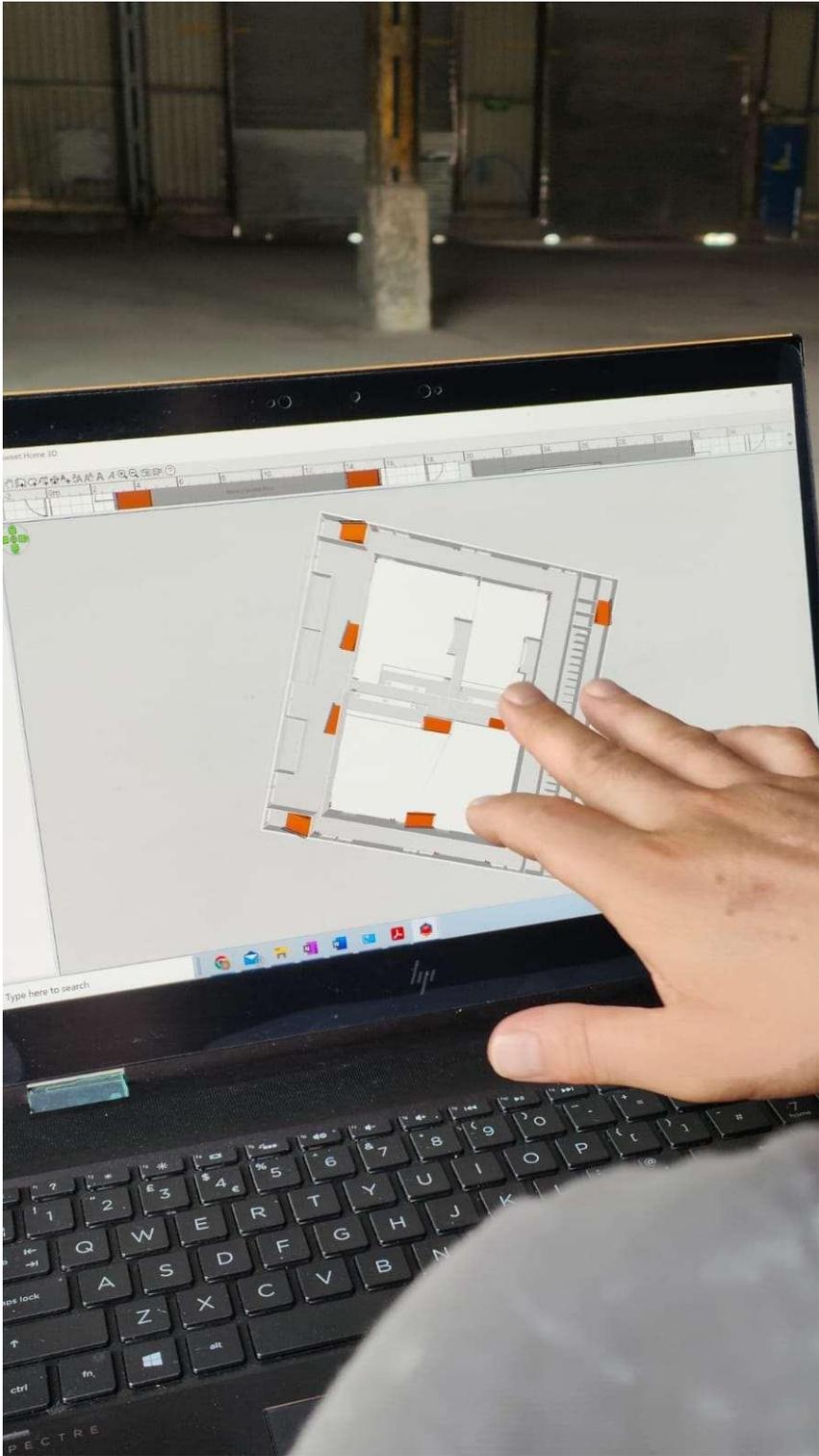


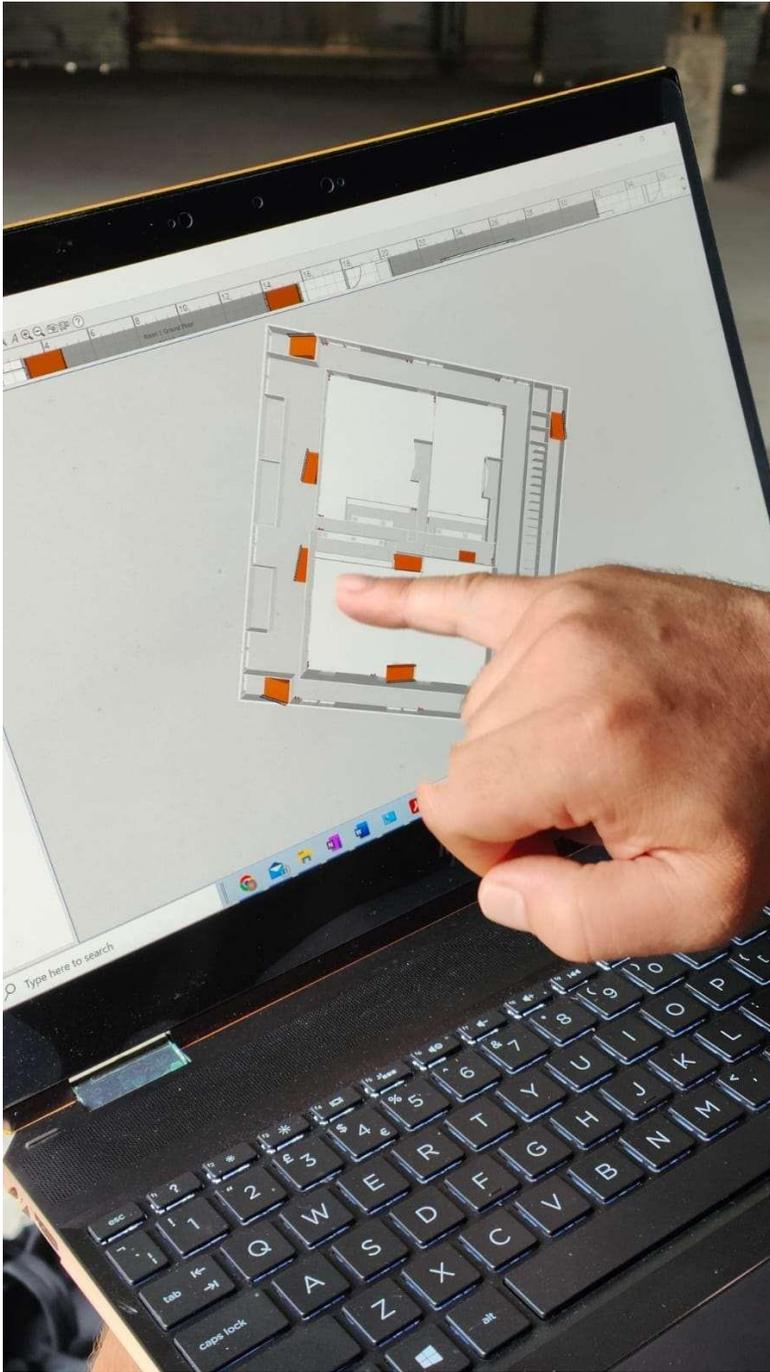


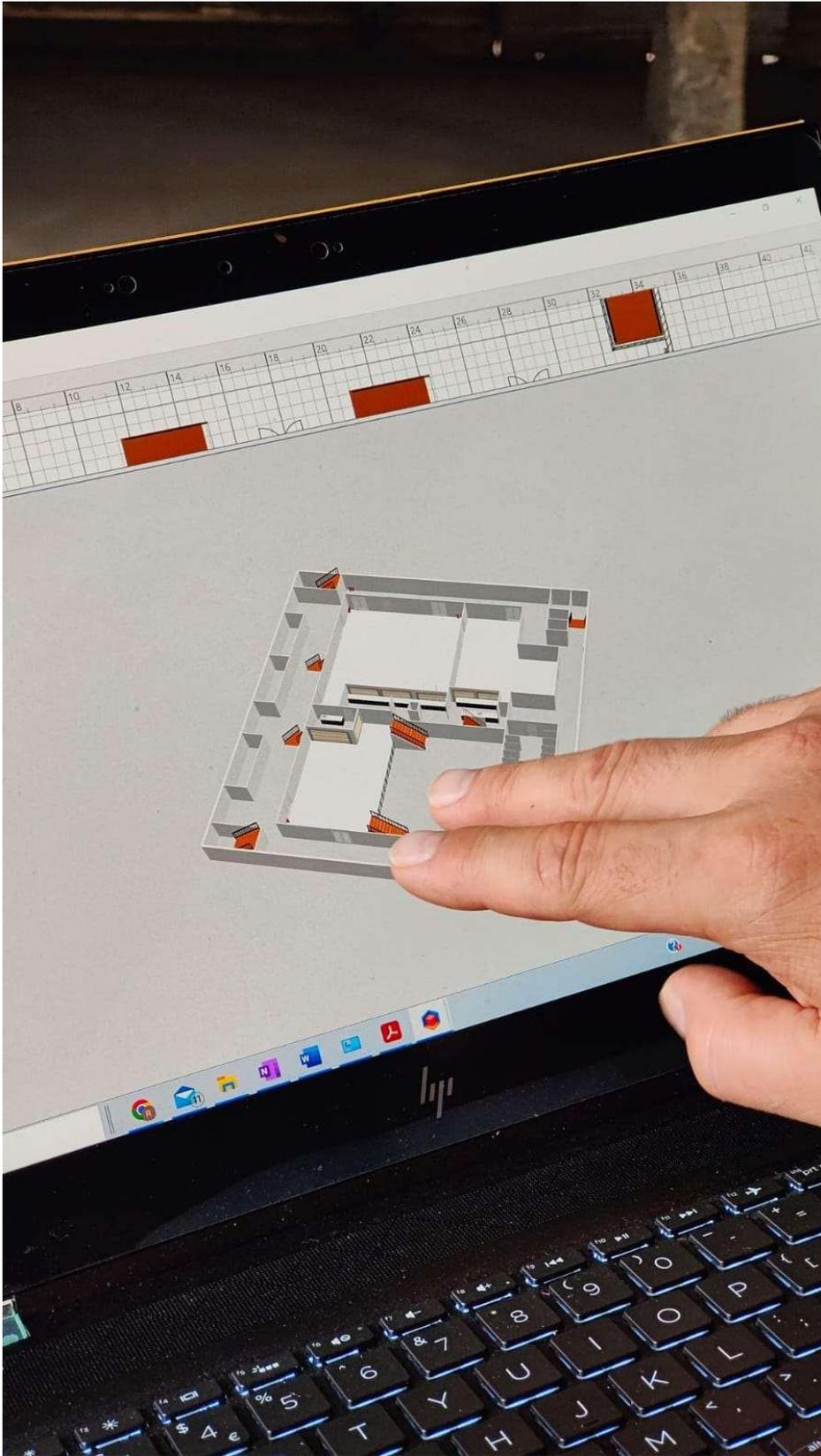


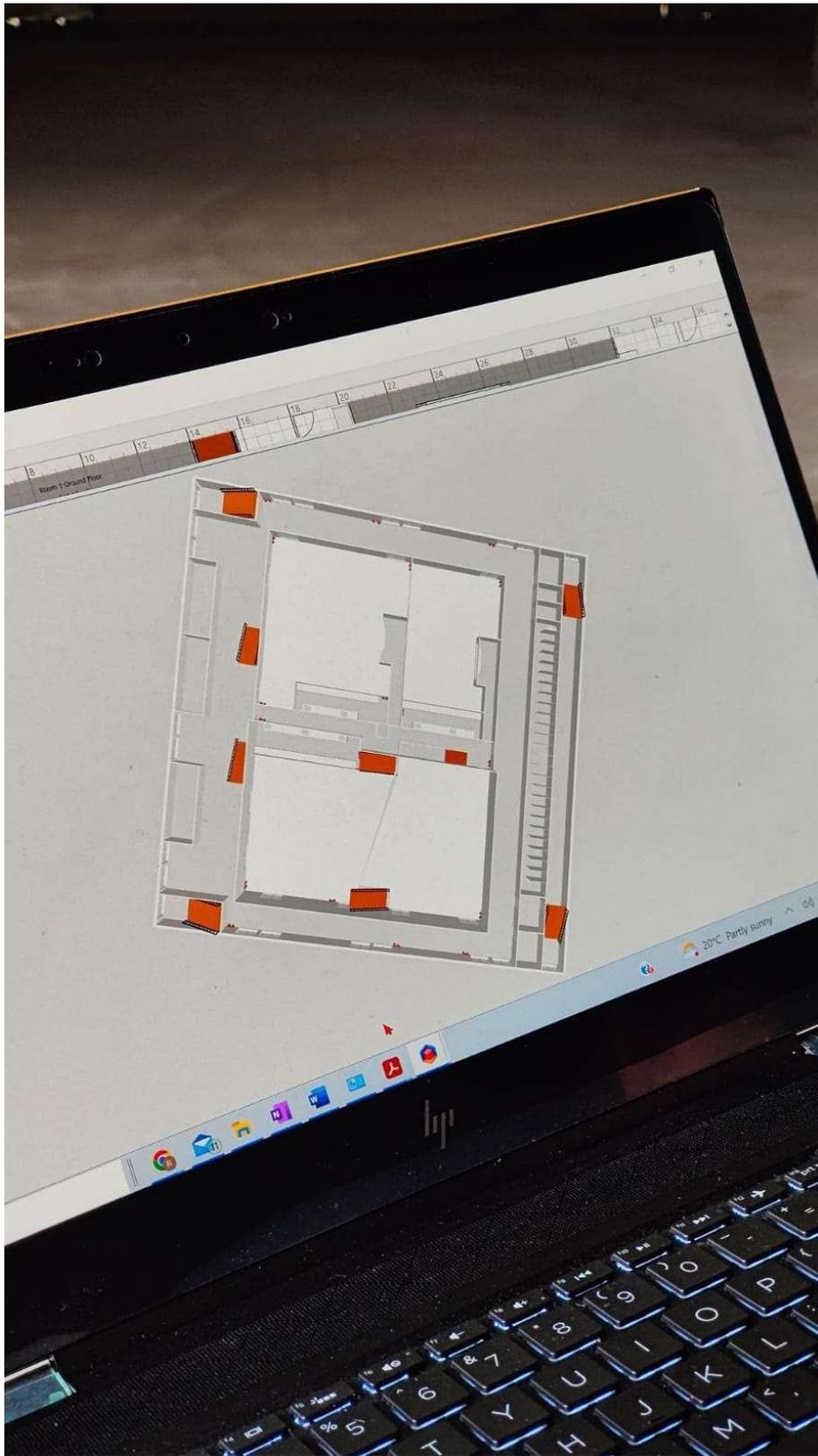


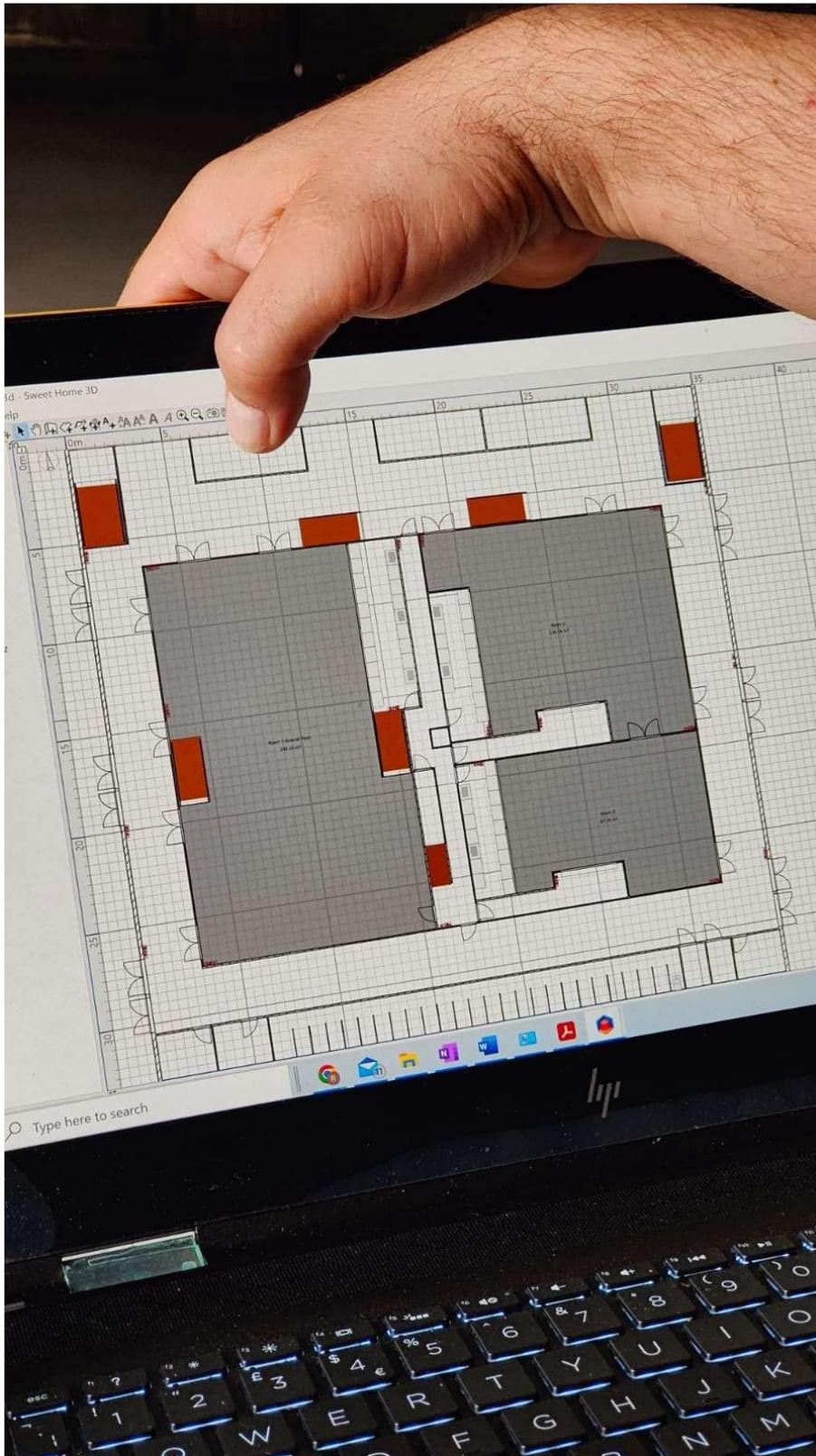


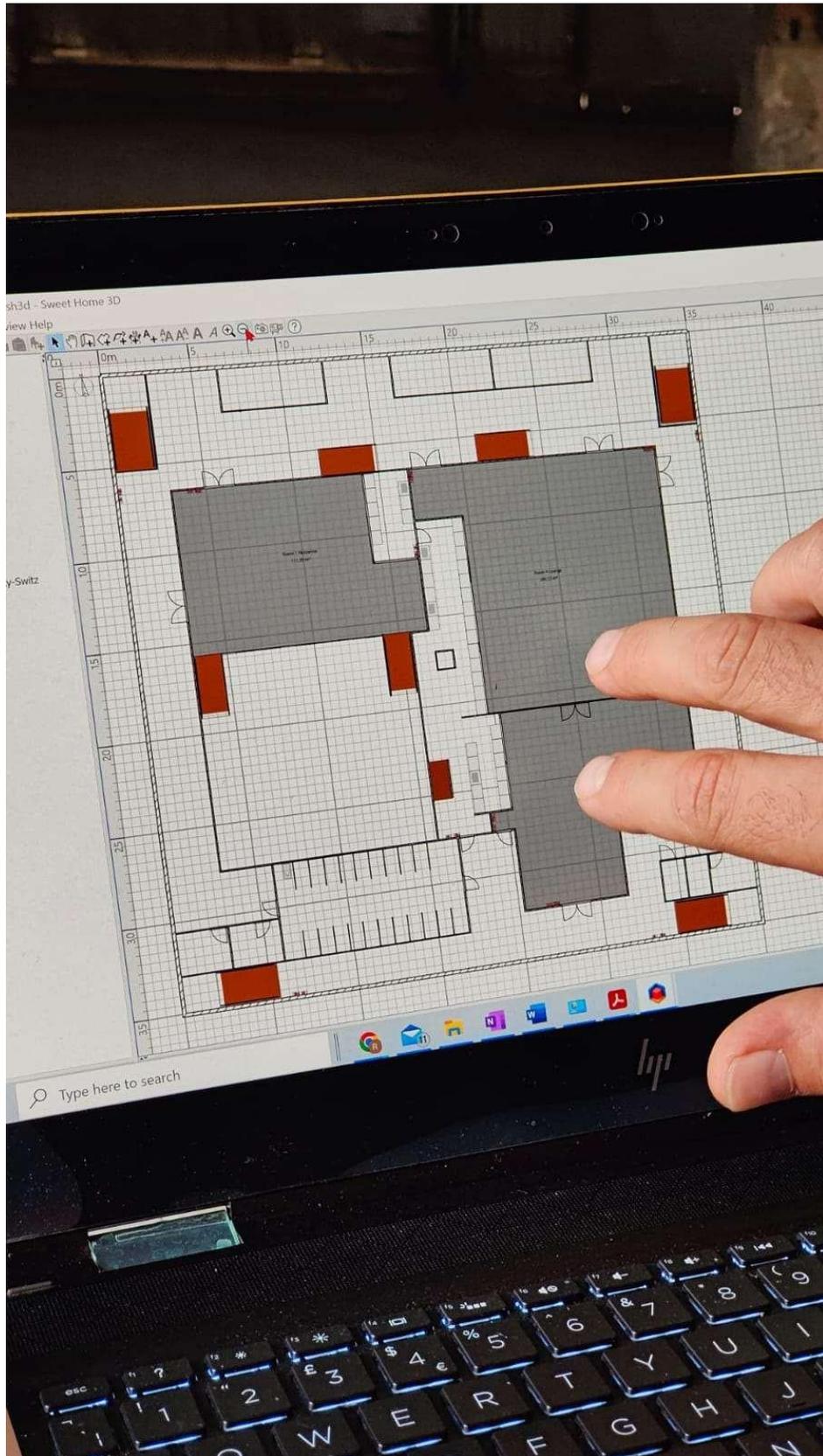














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Just off Ilderton Road and in close proximity to the proposed new venue is Millwall football club which has a capacity of 20,000. A sterile area had to be created for the sole purpose of fans to access and egress the football ground to transport hubs to prevent disturbance to the local residents.

We would take advantage of the sterile routes used as part of the football club access plan and include instructions on how to get to and leave from the premises via the off road footpaths to the north of the venue linking it directly to South Bermondsey train station. For larger events we would be happy to steward the guests leaving and arriving from the venue, further to this we would look to open discussions with Millwall football club on using their car parking facilities to prevent on road congestion. We also appreciate the cumulative impact is a concern on days with events at the football ground and have suggested conditions to the police to assist in managing this.

Close to the venue are several estates that house young people of varying friendship groups which on occasion have led to tensions within the local community.

There is limited bus availability in the area and the buses are small hopper buses. Would the patrons be queuing in the residential streets waiting for buses or walking to the railway station or waiting for taxis? There is very limited parking availability. The applicant states people can use Uber taxis but there is nowhere in the locality for them to park or wait. The amount of taxis needed would create a nuisance for the local residents and other road users.

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We have begun discussions with the local planning team and are aware of the current condition of the premises, the blank canvas condition of the building is one of the features that will allow the project to take place. We fully understand that in the current condition the premises is not ready for trade, and appreciate your concerns in this regard. As part of a previously granted licence for 15-19 Garman Road in Haringey similar concerns were raised, the following conditions were voluntarily added to provide additional enforceable measure ensuring that all permissions would be in place before the premises were used.

The applicant must have received planning permission before the premises can be used for the licensed activities granted under this licence.

No licensable activities shall take place at the premises until the works identified by Building Control and agreed by the applicant in response to the Building Control representation on this application have been completed to the satisfaction of the Council's Principal Building Surveyor or other authorised surveyor, at which time this condition shall be removed from the Licence by the Licensing Authority.

The above condition could be modified to better suit this application with the following suggested wording:

No licensable activities shall take place at the premises until all works have been completed to the satisfaction of the Council's Principal Building Surveyor or other authorised surveyor, at which time this condition shall be removed from the Licence by the Licensing Authority.

The number of persons accommodated at the premises (excluding staff) shall not exceed the number determined by the London Fire Brigade following their inspection.

The sanitary accommodation is to be improved to the satisfaction of the Council's Environmental Health Officer at which point an appropriate condition regarding capacity will replace this condition.

With a set of conditions similar to those above we genuinely understand that it is unlikely that this specific licence application would be ready to present the correct evidence to satisfy these conditions for several years, rendering it unusable in the interim. Our intention throughout this application has been to present the largest scale final proposed use of the premises in order to allow feedback from the responsible authorities and to test the future viability of the premises and project. If this licence is granted it would allow us to commit to the greater costs involved with the project of a town planning application and site development.

When this issue was discussed with the responsible authorities on site we also explained that we intend to carry out a phased development and use of the site, with licence applications, planning and supporting documents completed for each phase. To demonstrate this a rough draft set of documents was produced and provided for a more realistic phase one application, site plan and fire safety/capacities considerations.

These documents are attached again to the accompanying email for this response:

Premises-Licence-Application-Form Ilderton Wharf-phase-one

Site Plan 1 - 100 A0L - ILBERTON WHARF, ROLLINS STREET, LONDON, LEWISHAM, SE15 1EP phase one

Emergency Evacuation Plan Ilderton Wharf Phase One draft 1.0 22-07-22

It would be appreciated if these documents, along with this response and the accompanying email could be included in the hearing pack for reference if required.

With all this considered we should perhaps have presented this project through a Provisional Statement application, and would be happy if the final decision on this application could be issued as a provisional statement and not a premises licence as it appears from the most recent guidance update that this is more relevant:

Provisional Statements guidance under section 182 guidance issued April 2018 sections 8.89 – 8.98 relating to provisional statements regarding the ability for an applicant to apply for a licence for a site which is not in the condition proposed on the application we would ask you to consider the final proposed documents submitted, not the current condition of the site. If this results in a provisional statement being granted then we are happy to go ahead in this manner with individual revised applications at each phase of the project as planning and building works come in line.

The referenced text is copied below for your convenience:

Provisional statements

8.89 Where premises are being or are about to be constructed, extended or otherwise altered for the purpose of being used for one or more licensable activities, investors may be unwilling to commit funds unless they have some assurance that a premises licence covering the desired licensable activities would be granted for the premises when the building work is completed.

8.90 The 2003 Act does not define the words “otherwise altered”, but the alteration must relate to the purpose of being used for one or more licensable activities.

8.91 Any person falling within section 16 of the 2003 Act can apply for a premises licence before new premises are constructed, extended or changed. This would be possible where clear plans of the proposed structure exist and the applicant is in a position to complete an operating schedule including details of:

- the activities to take place there;
- the time at which such activities will take place;
- the proposed hours of opening;
- where the applicant wishes the licence to have effect for a limited period, that period;
- the steps to be taken to promote the following objectives; and

- where the sale of alcohol is involved, whether supplies are proposed to be for consumption on or off the premises (or both) and the name of the designated premises supervisor the applicant wishes to specify.

8.92 In such cases, the licensing authority would include in the licence the date upon which it would come into effect. A provisional statement will normally only be required when the information described above is not available.

8.93 The 2003 Act therefore provides for a person, if an individual aged 18 or over, who has an interest in the premises to apply for a “provisional statement”. This will not be time limited, but the longer the delay before an application for a premises licence is made, the more likely it is that there will be material changes and that the licensing authority will accept representations. “Person” in this context includes a business.

8.94 When a hearing is held, the licensing authority must decide whether, if the premises were constructed or altered in the way proposed in the schedule of works and if a premises licence was sought for those premises, it would consider it appropriate for the promotion of the licensing objectives to:

- attach conditions to the licence;
- rule out any of the licensable activities applied for;
- refuse to specify the person nominated as premises supervisor; or
- reject the application.

It will then issue the applicant with a provisional statement setting out the details of that decision together with its reasons.

8.95 The licensing authority must copy the provisional statement to each person who made relevant representations, and the chief officer of police for the area in which the premises is situated. The licensing authority should give full and comprehensive reasons for its decision. This is important in anticipation of an appeal by any aggrieved party.

8.96 When a person applies for a premises licence in respect of premises (or part of the premises or premises which are substantially the same) for which a provisional statement has been made, representations by responsible authorities and other persons will be excluded in certain circumstances. These are where:

- the application for a licence is in the same form as the licence described in the provisional statement;
- the work in the schedule of works has been satisfactorily completed;
- given the information provided in the application for a provisional statement, the responsible authority or other person could have made the same, or substantially the same, representations about the application then but failed to do so without reasonable excuse; and
- there has been no material change in the circumstances relating either to the premises or to the area in the proximity of those premises since the provisional statement was made.

8.97 Any decision of the licensing authority on an application for a provisional statement will not relieve an applicant of the need to apply for planning permission, building control approval of the building work, or in some cases both planning permission and building control.

8.98 A provisional statement may not be sought or given for a vessel, a vehicle or a moveable structure (see section 189 of the 2003 Act).

[This covers many of the references throughout this representation to planning and current premises condition and as such I won't reference it again.](#)

2.26 states: The licensing Authority urges all applicants to ensure they have the correct planning use for the business type they are operating before they apply for their licence. Both planning and licensing consents must be in place for a business to operate legally.

Also in the statement policy under Licensing Objectives and operating schedules:

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Knowledge of local area and proximity to local residences and how their activities will impact on these.

An understanding of crime levels and types in the area and any problem hotspots where their activities may impact street congregating. On meeting the applicant I was asked if there was high crime in the area. Street congregating will occur because of the lack of transport facilities in the area and the sheer capacity proposed at the venue as well as Millwall football club in very close proximity and the other club opposite sharing the same transport facilities.

Knowledge of any local youth establishments including schools and areas where children may congregate. There is park directly opposite the venue.

On the application form under the prevention of public nuisance the applicant states: All windows and doors must be kept shut whilst entertainment is in progress except for the immediate entrance egress of patrons.

They have no facility or planning permission to hold any entertainment inside the venue and plan to hold the entertainment outside playing recorded music and having a stage for live music. I understand this has also not been put to the planning department. To limit noise they plan to stack containers two high around the outside area of the venue and fill them with hay. Hay is combustible and therefore a fire hazard whether it is wet or dry. When this was put to the applicant he stated he would cover the hay with tarpaulin and they had used it at other venues. I believe a noise limiter cannot be used outside which is why the applicant has suggested hay.

With regards to the above statements on noise control I would request that **Frank Olaniran - Senior Officer for Lewisham Noise Nuisance team** attends the hearing to give expert advice to the committee, the police team showed on site that they did not fully understand the proposed noise mitigation methods and reinforce this with the statement that noise limiters cannot be used outdoors. All sound systems would have noise limiters and be under the full control of the venue management team after setting with the Lewisham noise team present. As discussed with the responsible authorities onsite the hay bales inside containers are one of the suggested methods for major sound reduction and their use is by no means the only solution available for noise reduction. Many other systems could also be effectively used, multi mass soundproofing layers with alternating absorption coefficients and air gaps should also prove highly effective. All proposed sound reduction systems will be discussed with the Noise team, planning & the LFB (where necessary) allowing us to correctly and effectively reduce the impact of the site through expert advice and continued review.

The applicant has therefore not demonstrated how he will prevent the local residents being disturbed by constant noise/loud music from the venue or what impact this will

have on their quality of life. The hours they plan to operate are excessive and will have a detrimental effect on the surrounding area.

The operational hours applied for in the application are to allow us a wide range of flexibility when programming, we feel that the concern expressed by the police here is primarily caused by a belief that somehow we intend to deliver only “nightclub” style events all week. Contrary to this belief at our previous project we regularly delivered a wide range of events with more daily appropriate programming. For example Mon to Thurs the range of events was very broad, examples are; Acoustic nights, spoken word, movie nights, seminars, charity events, local community social events, theatre, plays, dance classes etc. Music and DJ led events would primarily be programmed on weekends as this is when they attract an audience.

The entry/egress route the applicant would like to use is currently fenced off. The applicant proposes to create gates and use scaffolding to form a bridge to take the patrons down onto Surrey Canal Road. Scaffolding is a temporary structure and its intended use is not for general public use, especially people who may be intoxicated and wearing unsuitable footwear. This route would also take the patrons directly onto a main road and opposite the other club in the area. Previous experience of venues such as this is that the patrons walk straight across the road with no consideration to vehicles and cause an obstruction as well as danger to themselves. The structure may be wet and slippery due to the weather and may also collapse in an emergency situation should the venue need to evacuate. Lighting has also not been mentioned.

Any temporary structures used would be constructed to be fire and access compliant and we are happy to provide evidence of this, scaffolding is regularly used safely in high volume public areas to provide alternate access routes during construction and we would ensure to follow all of the regs and guidelines that allow this use. Any permanent gates built would be agreed with planning and meet building control regs. We are happy to steward the patrons leaving to the secure route to South Bermondsey station and can request that all taxi’s booked are asked to pick up on Senegal road. As part of the planning we will likely have to provide a satisfactory transport plan which we will share with the local responsible authorities when completed.

The applicant has applied for Late night refreshment and proposes to have off and on sales of hot food this will encourage customers to remain on site or in the locality whilst consuming their purchases greatly increasing the chance of noise nuisance disturbing local residents but also the impact of littering from food packaging, not only on the streets but within the gardens of residential properties.

The application for on and off late night refreshment is to allow us to support our food traders offers with delivery services and is not intended to be so that people can walk off site with takeaways. We have already added a condition to require that we maintain the tidiness and cleanliness of the surrounding streets.

We would be happy to add conditions to control these concerns:

All late night delivery drivers should collect orders from the surrey canal road.

No open containers of food are to be allowed off the premises between the hours of 23:00 – 07:00.

We understand the DPS may also be the DPS for more than one venue and we would like to ascertain if this is fact and if so how would they manage more than one venue especially one as large as this.

At present Stuart Glen is the D.P.S. listed on two other licences, both in Haringey;

The first is:

Down Lane Studios, Ashley House, Ashley Road, Tottenham, London, N17 9LZ
LN/000022874

This is the full premises licence for our previous meanwhile projects “The Cause” & “Costa del Tottenham”, whilst the licence still shows as active on the Haringey public licensing register this premises ceased trading on the 3rd January 2022. We agreed with the licensing department to voluntarily cease trading on this date as the local council took possession of two new build housing properties for occupation by council tenants. These are both located less than 4m from our venue across our rear alleyway to the north, with the first tenants scheduled to move in from the 3rd we did not want to cause a nuisance to them or to damage the good working relationships we had built up with responsible authorities in the area or the various contractors delivering the Argent Tottenham Hale redevelopment.

The second is:

The Cause, 15-19 Garman Road, N17 0UR – granted at hearing 28th April 2022. This licence has no number as it is yet to be fully issued, it was granted with the following information statement “**The applicant must have received planning permission before the premises can be used for the licensed activities granted under this licence.**” It has since been decided that this project would be placed on hold in favour of other options that became available, e.g. the Ilderton Wharf premises we are discussing here.

As you can see from the above information Stuart will have plenty of time to dedicate to this project as the company director, and once the premises has the correct Licence, planning permissions and sign off is in place a site specific staff and management team will be recruited and trained with a new Operations Manager for the premises taking the role of D.P.S. from Stuart.

Children

The applicant states no children on the premises after 2100 hours but also proposes to hold wedding parties/ private parties at the venue. There is no explanation how this can be managed or how children can be kept separate from adult entertainment areas as children would be expected to be present at a wedding or birthday party. The applicant also stated they would provide 20 porta loos per 1000 people. How will they protect children from harm if they are using the same toilets as the rest of the patrons?

The welfare and safety of our customers is of utmost importance to us and as such the concerns raised above are puzzling. In the application we have suggested a condition that unaccompanied children are not permitted on the premises at any time and no children after 9pm, we would be happy to add a condition requiring signage to reinforce this policy at the entry point and around the premises. We have not requested any adult entertainment in the application but do appreciate that some music and dance environments are not suitable for children. Our experienced door supervision

and management team would make a decision on this on an event by event basis. If you require this process to be formalised please suggest an appropriate condition. With regards to ensuring that no children are on site after 9pm at “private hire” events such as weddings and birthday parties there would be a condition in the hire contract with the hirer to reinforce our suggested licence conditions which would be sensibly reinforced by the management and security team, lastly to the best of our knowledge and experience we have never seen a requirement for minors only toilets, children are required to be accompanied at all times and this in itself should provide the safeguards for their welfare, if this fails a lost & found person procedure has been submitted as appendix 10 of the application.

The area is densely populated and school children reside in the locality, they will regularly be in the presence of the patrons coming and going to the premises and also subjected to the noise from the premises, this may have a negative impact on their sleep and subsequently their schooling as well as having to share the public transport with people who may well be intoxicated.

Crime

The area is within the New Cross Ward. Research on the crime database shows this to be a high crime area. Although this is not directly linked to this venue the patrons of the venue may find themselves victims of crime. The applicant has applied for a licence to run from 11am finishing at 6am on a Friday and Saturday, We would suggest that in a period of nineteen hours the chances of crime and damage to health from the consumption of alcohol would be greatly increased. .The ability to monitor inebriation of alcohol and any other substances is made increasingly difficult by the large capacity that the venue is able to hold. Of greater concern is that they have applied for a seasonal variation which would allow them to stay open all day on bank holidays which potentially allow a customer to remain drinking at the venue for over two days.

In our experience we have found that the average stay of a customer on a long event is 6/8 hours, we have used timed entry tickets and no readmission to assist in managing this. The bar service team are trained not to serve drunk customers with a “We serve drinks, Not drunks” policy, offering water spacers and recording refusals. There is free drinking water available at every bar and signage to support this. For large scale events a roaming welfare team work with the specific role of ensuring that people are ok and providing basic welfare services. A welfare area, food offering, chill out spaces, and smoking area will always be provided.

It is our belief that the large capacity and the hours requested would lead to an increase of crime and anti-social behaviour which would become an extra burden on emergency services.

We will provide adequate SIA security to monitor and control every event with medics, a treatments room, welfare staff and stewards. We will be happy to regularly check in with the local police team to discuss any issues and will always adopt an approach that is focused on meeting any improvements suggested.

It is also a fact that drug use occurs in late night economy venues and we understand that a death occurred in a previous venue run by the applicant. While we accept drugs

can be hidden, random searches of entrants would make it easier to hide drugs. A search of every applicant as a requirement of entry would discourage hiding drugs or weapons.

For events identified as higher risk, generally late night / weekend music and dance events we are happy to search and wand every customer at entry, the suggestion of random searches was to allow us to waive this requirement at events such as family days and theatre showings. If there is a way to condition we are happy to discuss it.

Relevant Local strategies - Statement of licensing policy 2020 - 2025

2.21 – The council has developed a wide range of initiatives to tackle alcohol related harm through its alcohol delivery plan, the delivery of which is overseen by the Lewisham health and wellbeing board. Additionally, reducing alcohol harm is one of the key priorities in the ten year Lewisham health and wellbeing strategy (2013 – 2023).

2.24 Key aims of policies within this statement are to discourage drunkenness and excessive drinking and encourage licensees to promote licence objectives by including more availability of food and seating within their operating schedules. This is to encourage the enjoyment of alcohol alongside other entertainment, not as the main offer.

7.13 The times within which live music and /or amplified sound may be played in any external area or marquees or relayed by external speakers (where permitted under the terms of the licence). The licensing authority deems this should not continue beyond 10pm.

In the further details section of each activity on the application form it states that outdoor amplified sound will finish at 10pm.

24.1 It is known that there is a strong link between vertical drinking and violent and disorderly behaviour. Increased levels of drinking amongst patrons are also associated with vertical drinking. Given the clear public health (2.20) and crime and disorder considerations around this, the licensing authority expect any application that proposes vertical drinking to make this clear in their operating schedules and outline effective measures for managing associated risks.

Police Licencing acknowledge that all options are open to committee but with the application in its current form cannot be supported by Police whilst the licensing objectives and the Lewisham Council Statement of Licensing Policy have been ignored. Police licensing would strongly recommend that this application be denied.

Yours sincerely,



blackops is committed to your work safety and protecting client relations through your best practice.



**The Cause,
Ashley Yard, Ashley Road
Tottenham Hale
N17 9LZ**

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Mission Statement

Twinnings Security & Consultancy (TSC) Limited has established a clear and specific mission to deliver an outstanding security service unlike other companies through innovation and adaptation, our statement is, "We are the new dawn in security".

Our "mission" therefore is:

We will provide an outstanding Security Service that effectively deters crime and prevents incidents of damage, loss or harm to the customer's property, premises or staff that we protect, thereby allowing our customers to manage and operate their businesses as they would wish.

To achieve this mission we must have the following values and work ethics established within our organisation

- A work environment for our employees that encourages good performance and rewards individual achievement.
- Listen to all concerned to ensure we get things right, first time, every time.
- Never stop seeking new ways of improving our business for the benefit of all those associated with it.
- Generate an acceptable return on investment thereby enabling growth and maintaining stability.

As Directors we will ensure those that operate within the business understand this statement and how they contribute to its effective implementation.

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Date:

ASSIGNMENT INSTRUCTIONS

Survey date	06/07/2019	Survey conducted by	Sam Allen
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Client Ref	The Cause Tottenham
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Site Address	The Cause Tottenham Ashley House, Ashley Road, Tottenham Hale N17 9LZ	Client name	Stuart Glen
		Position	Owner/director
		Phone Number	07725976255
		Email	Stuart@supportthecause.co.uk

Site Staff	Name	Position	Contact
	1. Rhys Rose	General Manager	07887776788
	2. Dan	Duty Manager	07747484727
	3. Sharon	Duty Manager	

Black Ops Staff	Name	Position	Contact
	1. Gary Wright	Owner / Consultant	07557 058 508 gary@twiningsssecurity.com
	2. Vanessa Twining	Managing Director	07909 984 118 vanessa@twiningsssecurity.com
	3. Sam Allen	Operations Manager	07557674765 Sam@twiningsssecurity.com

There may be updates to this document added at a later time that may supersede instructions. The reader should always refer to the Amendments Section at the rear of this document for updates to any policy/statement or instruction.

Abbreviations:

TSC - Twinings Security & Consultancy Ltd.

VSO – Venue Security Officer, Licensed Door supervisor

GM – General Manager

MOD – Manager on Duty

CAM – Camera, CCTV or Body Worn

<p>Operating hours: Venue. Venue Security Officer.</p>	<p>Hours may be adjusted for ad hoc events or during periods of greater or lesser crowds VSO duty times: Mon to Wednesday N/A Thursday: As and When</p> <p>Friday and Saturday: 22:00 – 05:30</p> <p>Sunday: 13:00 – 00:00</p>
<p>Security uniform, grooming and etiquette</p>	<ul style="list-style-type: none"> • Response uniform with Overt Hi vis vest and appropriate PPE • Officers can dress for weather, this must be neat, tidy and presentable in line with the venue image. • Men must be neatly shaven. • SIA badges clearly displayed at all times <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><i>At no time will any officer wear trainers, be seen using their phone while on duty or seen to be arguing with another member of staff. Customers will be dealt with respect and a courteous manner at all times.</i></p> </div>
<p>Incident reporting</p>	<p>Complaints: Refer to GM/MOD</p> <ul style="list-style-type: none"> • Complete an entry of the complaint in the incident book and submit to TSC management <p>Incidents:</p> <ul style="list-style-type: none"> • All incidents are logged and reported to the MOD (manager on duty) using the Incident Report Book & FalconDHQ app. Any serious incidents to be reported to TSC control by initial text/email then sent a photo or electronic record of the Incident Report Book entry. • Records may involve witness statements. • This is defined as: <ul style="list-style-type: none"> ○ Police involvement ○ Injury to any person ○ Customer or staff complaint ○ Any changes in license, or visits that were not satisfactory in the eyes of the licensing representative • Officers should only take someone’s statement under signed legal obligation. Once they have completed the relevant module. (Sections 2 & 9 of the criminal justice act of 1967 and magistrate and court rules of 1968 rule 58). • Health and safety incident reporting may require a RIDDOR form to be completed. The MOD should do this possibly with the assistance of the door supervisor who witnessed the situation.

	<p>Weekly report:</p> <ul style="list-style-type: none"> • The onsite Shift Summary Book will be completed at the end of every night by the Head Door position, help will be given from all VSO's as needed. It includes the necessary records of: <ul style="list-style-type: none"> ○ Capacity monitoring ○ Venue Safety Check Log ○ Enforcement Visit Log ○ Refusals ○ Lost Property • Some venue logs may have slight differences. <p>Refusals:</p> <ul style="list-style-type: none"> • A refusals log will be maintained and written up at the end of the night. • These should be noted on paper at the door. • It is a basic log of the time, number of people and reason for refusal. <p>Lost Property:</p> <ul style="list-style-type: none"> • This is the handover of lost property to keep an accountable record of who was last in possession. • It has a book of its own – reference <p>These logs are important as the police may ask to see them.</p> <p>If the police or member of licensing attend the door team will inform the manager. This is also recorded on the summary form. Must include name and badge number of visiting official.</p> <p>Timesheets and Wages: In order for VSO's to be paid, Management must receive a timesheet that has:</p> <ul style="list-style-type: none"> • Accurate description of all VSO's and timings • Counter signed as a true account by the MOD • For the period Monday to Sunday • Delivered to TSC by 1200 Monday
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<p>Drugs policy</p>	<p>There is a zero tolerance policy towards drugs.</p> <ul style="list-style-type: none"> • Any users will be immediately ejected • Any persons entering the toilet 2 in a cubicle will be ejected • Any potential dealer will be detained, be told why they have been detained and will wait for the police to arrive. <p>In the case where the person has been found in possession of quantities likened to a dealer (beyond a reasonable consumption for 1 person), the person will be detained, advised why they have been detained and informed the police will be called to deal with the situation.</p>
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	<p>In the case this cannot be decided upon:</p> <ul style="list-style-type: none"> • Drugs will be placed in the amnesty bin and disposed of on camera at the end of shift • A note will be made of the identity of the person in possession.
<p>Type of building and brief description</p>	<p>All officers must fully explore the entire building at the start of their first shift to be familiar with its layout in case of a need to rapidly respond to a member of staff or in the case of an emergency.</p> <p>THE BUILDING AND OUTDOOR SPACE CAPACITY IS 1,100 CUSTOMERS, UNLESS THE MANAGER INFORMS THE DOOR TEAM OTHERWISE. ONCE THE FIGURE IS REACHED A 1 IN 1 OUT POLICY WILL BE ADOPTED.</p>
<p>Lost property process</p>	<p>In the event of an item being found or reported lost:</p> <ul style="list-style-type: none"> • All staff are informed initially via radio • The Head Door will take possession of the item (if found) • Item will be stored in Managers Office • The log book will be used in all cases and counter signed fully <p>A more comprehensive guide to the procedure is listed on the cover to the log book.</p> <p>To reclaim an item the guest is asked to identify the item and to leave their mobile phone number to complete the record.</p> <p>Photo id will be required to identify themselves, also any 3 details about the item to satisfy the item is genuinely theirs.</p>
<p>Entry policy/control, checks and authorising entry and Capacity</p>	<p>The bar operates a challenge 21 age policy. Where the person seems under the indicated age they will be asked to produce ID.</p> <ul style="list-style-type: none"> • This can include passport, photo card driver's license or PASS photo id. Non photo ids will not be accepted. <p>The following variations apply:</p> <ul style="list-style-type: none"> • Bag check shall be undertaken at the venue when such times this is required • Guests may be searched by a member of security (same sex) upon entry • Police must be called to any incident of disorder within the premises or relating to the customers from the venue. • No alcohol to be allowed outside • During the close and dispersal times, SIA staff shall assist the dispersal of the customers from the area outside the venue. The SIA registered door supervisors shall remain on duty until all the customers from the venue have dispersed.

	<ul style="list-style-type: none"> • All windows and doors shall be closed, except at 22:00 for access or egress • Challenge 21 will remain in operation, and only a photographic id will be accepted. <p>An hourly record of in and out count will be maintained in the log book.</p>
<p>Timings, dispersal policy and procedure</p>	<p>All windows and outer doors closed at 22:00 No glass allowed outside at any time. Noise management is an important factor. The door team may be asked to assist with monitoring levels by management.</p> <p>Bar stops serving 15 minutes before closing the bar is shut 15 minutes after the bar has closed soft dispersal will begin.</p> <p>Security will assist the bars with difficult customers where requested/required.</p> <p>There is a general good dispersal of guests without having to “insist” on movement.</p>
<p>Incident History</p>	<p>Generally a nice calm venue however due to the locals in Tottenham guards at the front door should always be vigilant</p>
<p>CCTV system</p>	<p>There is a fully functioning CCTV system within the premises. The door team should familiarise themselves with where they are situated and what they can see.</p> <p>When dealing with a difficult customer it is best to try to position where a camera can provide and assistive witness</p> <p>Body Worn cameras are also deployed.</p>
<p>Internal Patrol and Checks Routine</p>	<p>On average of every 15 minutes.</p> <ul style="list-style-type: none"> • Toilet checks. • Fire exit checks • Route through entire building. • Make eye contact with 1 person from each bar to check they are ok. • Dancefloor • Welfare checks on customers to determine over intoxication as required. • Usual diligence checks for the possibility of drugs, over inebriation, fire hazard, smoking and general state of the bar.

Medical Procedure

- Venue and security staff hold first aid qualification.
- Venue staff list is made available on the staff notice board.
- Where required the emergency services will be called.
- This will be ensured by the first aider delivering treatment even if delegating the responsibility.

First Aid Box

Located:

- Managers office

Emergency Exits

- Double doors cocktail bar
- Double doors cage room
- Single door cage room
- Single door Room 2
- Double doors rear of grow
- Double doors green house
- Toilets in Grow

Fire Fighting equipment locations

Situated around emergency doorways

Officers are to familiarise themselves with all fire fighting equipment locations at the start of their first shift.

Location of main utility supply and meters

On Site	Type	Location
Yes	Gas	N/A
Yes	Electricity	Storage room
Yes	Water	Main Bar

Escalation procedures

Fire

Venue and security staff are fire marshal trained.

- All fires regardless of size will be immediately reported to the managers and head door.
- Officers will only fight fire if it is safe or if there is absolute minimal risk to do so. This will also occur if the fire is blocking an exit and there is no alternative route.
- The priority in order is:
 - Clear the area
 - Ensure the fire brigade are called
 - Check the building if safe to do so to ensure it is empty
 - Inform the fire brigade on arrival of any persons inside the building and location of pressurised cylinders
- Reference the venue fire safety and evacuation plan.

Evacuation plan fire / Bomb

On Hearing the alarm:

- ❖ The order to evacuate will come from the Manager or the alarm system.
- ❖ This will be based on the safety of the public and staff.
- ❖ Security will direct staff and customers to evacuate the venue by the nearest safe exit and to meet at the designated area.
- ❖ The designated area pavement opposite the main vehicle gate
- ❖ All people will be instructed not to collect personal belongings on the way out.
- ❖ The first person reaching safety will ring 999 to call for fire/police/ambulance according to the nature of the event.
- ❖ No one will assume the fire brigade have been called, it must be confirmed.
- ❖ The fire marshals will be the last to leave (if safe to do so), so they can confirm the areas have been cleared of customers.
- ❖ Door supervisors must not attempt to enter the building and not move against the direction of customers and staff leaving the building.
- ❖ Keeping a constant unblocked exit is the priority for door staff.

Once Evacuated:

- ❖ No person will re-enter the building once evacuated.
- ❖ Exits will be shut but not locked from the outside.
- ❖ No prevention will be placed on normal emergency exit doors opening from the inside.
- ❖ Entry points will be monitored from a safe distance until the emergency services arrive.

Upon arriving the fire brigade will be informed:

- ❖ If they believe people to be inside the building.
- ❖ The location of pressurised cylinders.
- ❖ Where the fire started.

Ejection

Guest may become over intoxicated or behave inappropriately. Where this happens the Security Officer will have to make a judgement on how this is affecting the other users of the immediate area and the 4 licensing objectives of the venue, safety of guests and staff and the legality of their actions. Action resulting in potential ejection can be taken if any person contravenes the 4 licensing objectives of the 2003 Licening Act 1 Prevention of crime & disorder 2 Public safety 3 public nuisance 4 protection children from harm. All of the below fall into this cateragory:

- Abusive or offensive
- Too loud
- Inappropriate
- Over drunk
- Breaks the law
- Use of drugs
- Failure to provide ID when asked
- Refusal to consent to search

It should be noted we are not obliged to give a reason for ejection, however from a diplomacy perspective one should be provided where possible.

The action taken will depend on how the Security Officer views their behaviour, however every approach should clearly be diplomatic and although polite it must be firm.

BWC should be switched on and recording at all times of the ejection from initial approach to person being ejected has left.

Any approach will first require:

- Try to position under a camera/ switch on BWC
- Report to head door/ MOD (manager on duty)
- Support will be provided if necessary but this must be as discreet as possible and only approach if absolutely necessary

The overall aim is to have the situation dealt with, with as little disruption and attention so as not to create any unnecessary incident in front of other guests.

If the reason for action is a criminal act the customer will be detained, informed why they are being detained and await the police while being held by security.

The manager must be informed in all cases.

Although the safety of all involved will determine an immediate response, security should inform the MOD as soon as practicable. The MOD will have the input and final say on ejections except where immediate safety is the issue.

If there is any doubt at all the MOD should be actively engaged.

Ejection and Conflict Management

- We operate a "hands off" policy wherever possible.
- Officers will be accountable for all individual actions and backed up by the Security Manager where their actions are lawful.

- Standard conflict management techniques will be used as per SIA training. Where this proves to be fruitless a handover will be used.
- Handover to another member of staff will be done where a conflict has become unmanageable, the coded duress "Brown" message radio signal is used and another member of staff intercedes indicated by a tap on the shoulder-This is for verbal situations only.
- Physical intervention is the last resort and will only use the lowest common denominator, commensurate with the level of risk in line with license training.
- An ejection will never be undertaken by a single officer. Unless there is only 1 security Officer booked or it's a requirement of the license.
- If this is the case the officer will use only verbal and non verbal communication skills. A lone security officer will not engage in any physical intervention as it is the company policy not to advocate single person restraints. This does not remove the security officers right in law to defend themselves, or another, using reasonable and necessary force.
- There will be a minimum of 2 officers involved in the removal with preferably a third to provide assistance in clearing a path and providing witness to the process although this person does not necessarily have to be licensed as they are not physically restraining the individual.
- An incident form will be completed for every ejection made.

Detention, Arrest and Physical Intervention Policy:

There is specific risk assessment completed for the execution of a licensed Venue Security Officers duties.

It is common that physical intervention is an occupational hazard in the security industry.

- No detention will be attempted without 2 officers present.
- There will be no attempt at arresting a single person by a single VSO. An ejection will never be undertaken by a single officer. Unless there is only 1 security Officer booked or it's a requirement of the license.
- If this is the case the officer will use only verbal and non verbal communication skills. A lone security officer will not engage in any physical intervention as it is the company policy not to advocate single person restraints. This does not remove the security officers right in law to defend themselves, or another, using reasonable and necessary force.
- VSO's engaged will make a rolling risk assessment based on their SIA and additional training where applied.

Additional equipment and uniform is available which is scaled to the risk identified in the risk assessment.

As of the date of this document there is a level 1 equipment preparation for VSO's:

- Uniform
- High visibility vest
- Radio
- Personal evidence capture camera
- First response first aid kits to trained individuals
- Personal PPE

Equipment may change from time to time in line with risk assessments and customer requests. Reference Amendments section at the rear of this document.

Suspicious Item

The discovery of any package which is unattended or considered suspicious due to its location, type of package or circumstances of how it got there will be immediately reported.

To report the item:

- Move away a minimum of 10 metres from the object before using a mobile phone or radio.
- Guests seen using a phone will be politely moved away.
- The coded message "Mr Wire" followed by location will be used on the radio.
- This will be reported to The Manager immediately.

Warning signs can include (not inclusively):

- Oily stains on the outer packaging
- A strong smell of Almonds/Marzipan
- Any wiring visible or protruding from packaging

Once the device has been confirmed a potential threat, MOD in combination with security will set in motion the response which will normally include:

Confirm – Make the announcement that you have found an item as soon as you are confident the nature of the item is suspicious. The entire security team will be informed. The emergency services will be contacted with an exact description of the device including size, shape, materials, colour, smells and how it is thought to have arrived there. The exact location of the device will also be recorded for passing to the emergency services and for directing all traffic away from the item.

Clear – Clear the area around the item, minimum distance is 50m for an item the size of a suitcase or ruck sac, this will basically translate to an evacuation of the entire venue if necessary and diversion a safe distance around the item if discovered outside.

Cordon – Further entry to the area will be prohibited by person manned positions and barrier tape where this is not possible. The item itself will be recorded accurately and the information handed to the emergency services as soon as they arrive on site.

Control – Further access to public is totally prohibited, the outer cordon will then control access for the emergency services on their arrival. The precise location of the device will be recorded and passed to the emergency services as soon as they arrive.

Risk Assessment and Health and Safety – Hazards

- Officers will be vigilant to potential hazards. Where these cannot be rectified by the officer assistance will be requested from the appropriate staff.
- Particular attention will be paid to common problems such as:
 - Loose or unattended items which may provide a tripping hazard.

- Liquid spillages on the flooring which create a slipping hazard.
- Doors being held open by extinguishers.
- Broken glass.
- Officers are not expected to take any responsibility for manual handling of items that are unwieldy or, large or heavy, assistance should be sought if necessary or a trolley requested.
- Management will report any ongoing situations that staff should be made aware of.
- Waiting staff will provide assistance in ensuring glasses and drinks are kept off any floors used.

It is every officer's responsibility to report any and all potentially hazardous situations immediately.

In the event of an incident, officers may also be called upon to submit an incident report to aid management in the proper investigation and prevention of further incidents.

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 - RISK ASSESSMENT

TASK/SITUATION ASSESSED			RISK ESTIMATION									
Description: Deployment & Patrols			LIKELIHOOD					Risks are adequately controlled (Yes or No) See over for details	Y	N		
									Y			
Definitions: Hazard: Potential to cause injury or loss Risk: Function of the likelihood of the injury or loss occurring and the severity of its consequences								RISK EVALUATION				
HAZARDS IDENTIFIED								✓/x				
Animals								1. Current Task/Situation acceptable – no further action				
Biological												
Broken glass								2. Improve preventative measures required - see Action Plan over				
Confined space entry								Relevant Specific Assessments				
Congestion/obstruction								STATUTE	Required Y/N	Completed Y / N	Ref No	
Entrapment								COSHH Regs	N	N/A		
Electrical								Manual Handling Regs	N	N/A		
Environment (hot/cold)								Display Screen Regs	N	N/A		
Fire/Emergency incident								Noise at Work Regs	N	N/A		
Flammable liquids/gasses								Assessment Ref No: 001				
Hand tools								Location: The Cause				
Hazardous substances												
Hot fluids/surfaces												
Machinery												
Manual handling												
Noise												
Operational mistakes												
Pressure systems/bottled gas												
Racking/storage												
Slips/trips/falls								Completed By: Sam Allen				
Steam/fumes/vapour/smoke												
Stress/fatigue/illness/injury								Date: 06/08/2018				
Vehicles								produced by: Twinings Security & Consultancy				
Violence/crime												
Working at heights												
Insert Detail Overleaf			PTO									
			Overall average risk rating of task /situation Low (5)									
			Definitions High: The likelihood of severe consequences is unacceptable; strict controls measures necessary. Medium: Serious injury or loss is a definite possibility. Low: The adverse outcome will be minor although not unlikely to occur.									

Hazard Ref	Hazard	Should the Hazard Arise		Existing Controls	Adequate Y/N
		Persons Affected *	Numbers Affected #		
A	Operational mistakes	S, M, V	25+	Guards trained and operating to Security Deployment Plan and Mode of Operation.	Y
B	Slips, trips and falls	S, M, V	25+	Guards trained and operating to Security Deployment Plan and Mode of Operation. Guards ensure thoroughfares are kept clear and free, however risk of slips, trips and falls increased by the number of floors and staircases.	Y
C	Violence and crime	S, M, V	5-15	Guards trained and operating to Security Deployment Plan and Mode of Operation. Guards are conflict management trained to defuse confrontational situations and trained to use physical intervention under the 'Criminal Law Act 1967 Section 3:1. Guards operating to venue ejection policy and arrest procedure should an Arrestable Offence be committed.	Y
Page 90					

Key: * E = Engineers/Maintenance H = Hygiene/Cleaners S = Staff/Guards C = Contractors V = Visitors M = Members of Public A = Admin/Office Staff
 R = Reception Staff
 # Score (5) (5-15) (16-25) (25+)

ACTION ARISING FROM RISK ASSESSMENT

Hazard Ref	Risk H/M/L	Action(s) Required	Person(s) Responsible	Target Date	Date Completed

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 - RISK ASSESSMENT

TASK/SITUATION ASSESSED			RISK ESTIMATION								
Description: Unauthorised Entry & Crime			LIKELIHOOD					Risks are adequately controlled (Yes or No) See over for details	Y	N	
			Certain (5)	Very likely (4)	Likely (3)	May happen (2)	Unlikely (1)		Y		
Definitions: Hazard: Potential to cause injury or loss Risk: Function of the likelihood of the injury or loss occurring and the severity of its consequences								RISK EVALUATION			
HAZARDS IDENTIFIED								✓/✗			
Animals								1. Current Task/Situation acceptable – no further action			
Biological								2. Improve preventative measures required - see Action Plan over			
Broken glass								Relevant Specific Assessments			
Confined space entry								STATUTE	Required Y/N	Completed Y / N	Ref No
Congestion/obstruction								COSHH Regs	N	N/A	
Entrapment								Manual Handling Regs	N	N/A	
Electrical								Display Screen Regs	N	N/A	
Environment (hot/cold)								Noise at Work Regs	N	N/A	
Fire/Emergency incident								Assessment Ref No: 001			
Flammable liquids/gasses								Location: The Cause			
Hand tools								Completed By: Sam Allen			
Hazardous substances								Date: 06/07/2019			
Hot fluids/surfaces								Risk Assessment produced by : Twinings Security & Consultancy LTD			
Machinery											
Manual handling											
Noise											
Operational mistakes											
Pressure systems/bottled gas											
Racking/storage											
Slips/trips/falls			Overall average risk rating of task /situation Low (4)								
Steam/fumes/vapour/smoke											
Stress/fatigue/illness/injury											
Vehicles			Definitions								
Violence/crime			High: The likelihood of severe consequences is unacceptable; strict controls measures necessary.								
Working at heights			Medium: Serious injury or loss is a definite possibility.								
Insert Detail Overleaf			Low: The adverse outcome will be minor although not unlikely to occur.								

Hazard Ref	Hazard	Should the Hazard Arise		Existing Controls	Adequate Y/N
		Persons Affected *	Numbers Affected #		
A	Violence and crime occurring due to unauthorised entry	S, M, V	25+	Entry Control Guards deployed to check the admission of customers at the entrance to the venue. Guards secure the venue and conduct a close of venue clearance patrol to ensure no unauthorised persons remain inside the venue after it has closed. Should offenders become violent, Reasonable Force under the Criminal Law Act 1967 Section 3.1 will be used as a last resort to either eject the offender from the venue or detain him/her and the Police called depending on the seriousness of the offence.	Y
B	Operational Mistakes	S,M,V	25+	Guards trained and operating to Security Deployment Plan and Mode of Operation.	

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Key: * E = Engineers/Maintenance H = Hygiene/Cleaners S = Staff/Guards C = Contractors V = Visitors M = Members of Public A = Admin/Office Staff
 R = Reception Staff
 # Score (5) (5-15) (16-25) (25+)

ACTION ARISING FROM RISK ASSESSMENT

Hazard Ref	Risk H/M/L	Action(s) Required	Person(s) Responsible	Target Date	Date Completed

Hazard Ref	Hazard	Should the Hazard Arise		Existing Controls	Adequate Y/N
		Persons Affected *	Numbers Affected #		
A	Operational mistakes	S, M, V	25+	Guards trained and operating to Security Deployment Plan and Mode of Operation..	Y
B	Stress, fatigue, illness and injury	S, M, V	<5	Duty First Aiders will be supported by Guards when tending to injured customers.	Y
C	Violence and crime	S, M, V	25+	Guards are conflict management trained to defuse confrontational situations and trained to use physical intervention under the 'Criminal Law Act 1967 Section 3:1. Security will try to calm aggressive customers and will not ban them if the situation is resolved, however if they continue to be aggressive they will be banned from the venue. Guards operating to the venue ejection policy and arrest procedure will detain offenders in a designated holding room or outside the venue if safe to do so. Management will call the Police should an Arrestable Offence be committed. Duty Manager and Body Cam Operator should be present during incidents ejections if possible. Guards involved in incidents will complete a written Incident Report as soon as is reasonably practicable. Offenders details will be recorded and they will be banned from the venue. Guards will exercise a duty of care to its customers but will not leave the venue to intervene in incidents outside the venue unless assistance is requested by the Police or if their involvement will prevent serious crime to be committed.	Y

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Key: * E = Engineers/Maintenance H = Hygiene/Cleaners S = Staff/Guards C = Contractors V = Visitors M = Members of Public A = Admin/Office Staff
 R = Reception Staff
 # Score (<5) (5-15) (16-25) (25+)

ACTION ARISING FROM RISK ASSESSMENT

Hazard Ref	Risk H/M/L	Action(s) Required	Person(s) Responsible	Target Date	Date Completed

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 - RISK ASSESSMENT

TASK/SITUATION ASSESSED			RISK ESTIMATION								
Description: Customer Ejection			LIKELIHOOD					Risks are adequately controlled (Yes or No) See over for details	Y	N	
			Certain (5)	Very likely (4)	Likely (3)	May happen (2)	Unlikely (1)		Y		
Definitions: Hazard: Potential to cause injury or loss Risk: Function of the likelihood of the injury or loss occurring and the severity of its consequences								RISK EVALUATION			
HAZARDS IDENTIFIED								✓/✗			
Animals								1. Current Task/Situation acceptable – no further action			
Biological								✓			
Broken glass								2. Improve preventative measures required - see Action Plan over			
Confined space entry								Relevant Specific Assessments			
Congestion/obstruction								STATUTE	Required Y/N	Completed Y / N	Ref No
Entrapment								COSHH Regs	N	N/A	
Electrical								Manual Handling Regs	N	N/A	
Environment (hot/cold)								Display Screen Regs	N	N/A	
Fire/Emergency incident								Noise at Work Regs	N	N/A	
Flammable liquids/gasses								Assessment Ref No: 001			
Hand tools								Location: The Cause			
Hazardous substances								Completed By: Sam Allen			
Hot fluids/surfaces								Date: 06/07/2019			
Machinery								Risk Assessment produced by : Twinings Security & Consultancy LTD			
Manual handling											
Noise											
Operational mistakes											
Pressure systems/bottled gas											
Racking/storage											
Slips/trips/falls			Overall average risk rating of task /situation Medium (7)								
Steam/fumes/vapour/smoke											
Stress/fatigue/illness/injury											
Vehicles											
Violence/crime											
Working at heights											
Insert Detail Overleaf			PTO								
			Definitions High: The likelihood of severe consequences is unacceptable; strict controls measures necessary. Medium: Serious injury or loss is a definite possibility. Low: The adverse outcome will be minor although not unlikely to occur.								

Hazard Ref	Hazard	Should the Hazard Arise		Existing Controls	Adequate Y/N
		Persons Affected *	Numbers Affected #		
A	Operational mistakes	S, M, V	5-15	Guards trained and operating to Security Deployment Plan and Mode of Operation	Y
B	Stress, fatigue, illness and injury	S, M, V	<5	Duty First Aiders will be supported by Guards when tending to injured customers.	Y
C	Violence and crime	S, M, V	5-15	Guards are conflict management trained to defuse confrontational situations and trained to use physical intervention under the 'Criminal Law Act 1967 Section 3:1. Aggressive customers will be calmed and allowed to stay if the situation is resolved, however if they continue to be aggressive or have committed an offence, they will be ejected from the venue. Guards operating the venue ejection policy and arrest procedure will detain offenders in a designated holding room and call the Police should an Arrestable Offence be committed. The Body Cam Operator and the Duty Manager should be present during customer ejections if possible. Guards involved in incident will complete a written Incident Report as soon as is reasonably practicable. Offenders will have their details recorded and they may be banned from the venue.	Y

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Key: * E = Engineers/Maintenance H = Hygiene/Cleaners S = Staff/Guards C = Contractors V = Visitors M = Members of Public A = Admin/Office Staff
 R = Reception Staff
 # Score (<5) (5-15) (16-25) (25+)

ACTION ARISING FROM RISK ASSESSMENT

Hazard Ref	Risk H/M/L	Action(s) Required	Person(s) Responsible	Target Date	Date Completed

MANAGEMENT OF HEALTH AND SAFETY AT WORK REGULATIONS 1999 - RISK ASSESSMENT

TASK/SITUATION ASSESSED			RISK ESTIMATION									
Description: Customer Dispersal			LIKELIHOOD					Risks are adequately controlled (Yes or No) See over for details	Y	N		
									Y			
Definitions: Hazard: Potential to cause injury or loss Risk: Function of the likelihood of the injury or loss occurring and the severity of its consequences								RISK EVALUATION				
HAZARDS IDENTIFIED								✓/✗				
Animals								1. Current Task/Situation acceptable – no further action				
Biological								2. Improve preventative measures required - see Action Plan over				
Broken glass								Relevant Specific Assessments				
Confined space entry								STATUTE	Required Y/N	Completed Y / N	Ref No	
Congestion/obstruction								COSHH Regs	N	N/A		
Entrapment								Manual Handling Regs	N	N/A		
Electrical								Display Screen Regs	N	N/A		
Environment (hot/cold)								Noise at Work Regs	N	N/A		
Fire/Emergency incident								Assessment Ref No: 001				
Flammable liquids/gasses								Location: The Cause				
Hand tools								Completed By: Sam Allen				
Hazardous substances								Date: 06/07/2019				
Hot fluids/surfaces								Risk Assessment produced by Twinings Security & Consultancy LTD				
Machinery												
Manual handling												
Noise												
Operational mistakes												
Pressure systems/bottled gas												
Racking/storage												
Slips/trips/falls												
Steam/fumes/vapour/smoke												
Stress/fatigue/illness/injury												
Vehicles												
Violence/crime												
Working at heights												
Insert Detail Overleaf			PTO									
			Overall average risk rating of task /situation Low (3.4)									
			Definitions									
			High: The likelihood of severe consequences is unacceptable; strict controls measures necessary.									
			Medium: Serious injury or loss is a definite possibility.									
			Low: The adverse outcome will be minor although not unlikely to occur.									

Hazard Ref	Hazard	Should the Hazard Arise		Existing Controls	Adequate Y/N
		Persons Affected *	Numbers Affected #		
A	Operational mistakes	S, M, V	25+	Guards trained and operating to Security Deployment Plan, Mode of Operation and Dispersal Policy.	Y
B	Slips, trips and falls	S, M, V	<5	The Guards deployed onto positions and Patrol Guards will ensure thoroughfares are clear to reduce the risk of slips, trips and falls.	Y
C	Stress, fatigue, illness, injury	S, M, V	<5	First Aiders on duty.	Y
D	Vehicles	S, M, V	<5	Guards operating to Customer Dispersal Policy deployed to the venue entrance to ensure customers leave quietly in a controlled manner thus reducing the risk of RTC.	Y
E	Violence and crime	S, M, V	<5	Guards are conflict management trained to defuse confrontational situations and trained to use physical intervention under the 'Criminal Law Act 1967 Section 3:1. Aggressive customers will be calmed and allowed to leave if the situation is resolved, however if an arrestable offence has been committed in the venue's area of responsibility, the offender will be detained and the Police informed. The Duty Manager and Body Cam Operator should be present during violent incidents if possible. Guards will observe 'Duty of Care' and 'Due Diligence' towards all customers. Guards involved in incident will complete a written Incident Report as soon as is reasonably practicable. Offenders details will be recorded and they may be banned from the venue.	Y

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R = Reception Staff

Score (<5) (5-15) (16-25) (25+)

ACTION ARISING FROM RISK ASSESSMENT

Hazard Ref	Risk H/M/L	Action(s) Required	Person(s) Responsible	Target Date	Date Completed

Roles and Responsibilities

As licensed Door Supervisor staff being contracted by the client, each officer is here to protect the license of the venue, specifically supporting the 4 licensing objectives which are:

- **The prevention of crime and disorder**

It is the Door Supervisor team's duty to observe the 2003 Licensing Act, which states the DPS or his agent has the right to expel/refuse admission any person who is quarrelsome, disorderly, violent or drunk or any person whose presence could subject the license holder to a penalty.

Officers will further be vigilant to the potential of crime in its many forms, most commonly associated in bar environments with theft and public disorder including fighting.

- **Public safety**

Protection of the public ensure the safety of public and staff, cooperate fully with the emergency services and members of the local licensing team, and support the venue manager. Regular emergency door checks to ensure evacuation is possible at all times.

- **The prevention of public nuisance**

Prevention of entry to over intoxicated persons, the removal of over intoxicated persons, abiding by any dispersal plans and noise abatement strategy of the venue.

- **The protection of children from harm.**

Prevention of entry of any underage persons with a challenge 21 or 25 policy according to venue policy and time of day.

Etiquette:

In representing ourselves, the company, the venue and the security industry in general, officers will be constantly aware of their behaviour and its potential impact on these reputations.

Whilst on duty officers will not:

- **Smoke**
- **Eat**
- **Drink alcohol (soft drinks are allowed with management permission if subtly done so and stored safely)**
- **Swear**
- **Sit down**
- **Keep hands in pockets**
- **Engage in any inappropriate sexual advances**
- **Engage in conversation with consumers or colleagues regarding politics, religion, sexual orientation or any other controversial subjects or opinions.**

Officers will conduct themselves in a friendly approachable and professional manner at all times whilst on duty towards staff and consumers.

Black Ops Security Limited operates a formal Equality and Diversity policy. Any discrimination on any grounds including sex including reassignment, race, sexual orientation, political opinion, disability, and ethnicity will be met with formal disciplinary proceedings and possibly immediate dismissal.

Upon the arrival of any member of local licensing, police or other emergency services, the officer meeting them will immediately inform the Head Door (if present) and the Venue Manager. All assistance will be provided to assist them in their enquiries which will be

directed to the staff indicated. It is important that a good relationship be held with these professions.

Local residents or retailers may also approach door staff with a concern or query. Where this occurs all assistance will be provided to them with referral onto the Head Door and Venue Manager. This may be for reasons where they feel they have or are suffering nuisance as a direct effect of the venue. Management will work with local stakeholders to minimise this and maintain a positive relationship.

Confidentiality and Data Protection

During the course of duties officers will be exposed to potentially sensitive information. All officers will handle any such information with absolute discretion. Information which is passed on without the express permission of Black Ops Security is potentially illegal and will be followed with disciplinary proceedings against the officer.

Items and discussions to be protected include:

- Personal details of any members of staff or consumers
- Details of the security arrangements
- Incident reports
- Details of any ongoing investigations
- Details of any past incidents
- Any financial information regarding the contract or company

If an officer is ever in any doubt as to what information can be passed on, do not release until you have had confirmation from Black Ops Security Management. Any queries made that you cannot answer at the time will be referred to a member of the management team. In the event of the person requesting information we can either; take details yourself and pass on to Management including:

- Their name
- Details they request
- Why they want them
- A contact number or email
- This information containing personal details is to be handed to the Head Door Supervisor and not held by the officer taking details – it must not be held insecurely or passed on to any other persons without permission. If there is no Head Door Supervisor they must be offered the second/alternative option...

The alternative is they are passed the email sam@twiningsecurity.com for their own follow up.

Any press arriving at site with specific enquiries will be referred to the Venue Manager in all instances.

Standards Monitoring

Client Satisfaction:

Black Ops Security Management will make frequent visits to the venue. During this time they will meet with the client to assess their level of satisfaction with the service.

This survey will include a reflection of the standard of officers.

Any issues affecting the quality of the service specific to officers will be brought to the officer's attention in order to be actioned for improvement.

Officers can reference the survey form used in the back of this document.

Welfare and Performance of Officers:

On each visit with the client the Management team will also audit the performance of the team.

This audit is also performed to check the welfare of officers and we provide you this opportunity to inform us of any issues you may be facing yourself which may affect your work standard or general wellbeing.

Be aware that Black Ops operates an open door policy and welcomes feedback in any form regarding any subject from any of its staff which can include concerns, observations, recommendations or whistleblowing as described in the company policy.

A copy of the survey used to assess the performance of officers is also made available to reference in the back of this document.

All policies are made available to staff through the staff handbook and at induction training.

Additional Responsibilities

See amendments at the rear of this document.

Staff personal effects storage

Grey cupboard upstairs

At start of shift

1. Report in with Manager and sign the timesheet and on the application.
2. Sign out necessary equipment.
3. Start the head count if first on shift.
4. Check previous days log or since last duty if longer.

In addition the first officer (head door) will pick up the clickers and receive any pub watch meeting items to pass onto the door team. He or she will also perform the first building patrol before going to the main door.

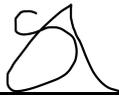
At end of shift

- Check the entire building to ensure free of customers.
- Complete paperwork including any incident and refusal recording.
- Time sheets signed by MOD.
- Return any equipment used place on charge report any malfunctions or damage, hang Hi Vis up.
- Handover of venue and safety to the MOD must be formal after handover of paperwork before staff can stand down.

The Head Door/ senior VSO is responsible for ensuring the timesheet is sent to Black Ops

office by Tuesday lunchtime at the latest. This may require speaking to the manager of the bar to ensure billing and wages are not delayed.

1.0 ASSIGNMENT AGREEMENT - CLIENT


 _____ SIGNATURE (Black Ops)
 Operations Manager _____ POSITION
 Sam Allen _____ PRINTED NAME DATE 06 / 07 / 2019 _____

CONFIRMED SATISFACTORY

_____ SIGNATURE (Client)
 _____ POSITION
 _____ PRINTED NAME DATE/...../.....

2.0 ASSIGNMENT CONFIRMATION – SECURITY

I CONFIRM THAT I HAVE FULLY READ, UNDERSTOOD AND AGREE TO ABIDE BY THE ABOVE SITE INSTRUCTIONS.

<u>NAME</u>	<u>SIGNATURE</u>	<u>DATE</u>
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.
11.
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15.
16.
17.
18.

TSC LIMITED

CUSTOMER SATISFACTION SURVEY REPORT

Venue Name:	Location:	Date of last survey			
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Conducted by:	Conducted with:	Date of survey	Existing Customer: (Tick)		
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It is our best effort to ensure that we deliver and maintain a high quality service to our clients & to conform to the British Standards. We ask you to complete the following questions in order for us to improve our service and gives you the opportunity to provide us with feedback on how we can improve or change our service	Extremely Satisfied		Satisfied		Totally Dissatisfied
Are you happy with the type of Door Supervisors provided?					
Are you satisfied with the presentation of our Door Supervisors?					
Are you satisfied with the punctuality of the Door Supervisors?					
Are you satisfied with the experience of the Door Supervisors?					
Are you satisfied with the way the Door Supervisors conduct themselves when dealing with you, the staff and members of the public?					
Are you satisfied with the amount of visits carried out by the management team?					
Are you happy with the Head Door Supervisor where applicable?					
Are you happy with the finance team and the way invoicing and queries are dealt with?					
Are you happy with the booking process from Head Office?					
Are you happy with the response time from Head Office?					
Are you happy with the overall service provided by Black Ops Security Ltd?					

If customer is **'dissatisfied'** or **'totally dissatisfied'** please comment below in order for us to implement effective corrective action. Similarly if customer is **'satisfied'** add comment in order for us to maintain service.

Signed:
(Customer)

Print Name:

Signed:
(Surveyed by)

Print Name:

TSC LIMITED SITE AUDIT REPORT

Date:	Time of visit:	Number of Officers	Customer present: YES NO (delete)
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Premises Name:	Location:	Score out of 10	Comments
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The following subjects are to be checked using visual and oral processes

1	Are up to date assignment instructions on site and maintained correctly?		
2	Are all DS in correct uniform?		
3	Are all DS presented/groomed appropriately?		
4	Are all DS aware of licence conditions?		
5	Have all staff completed and signed for induction training?		
6	Are all DS displaying their SIA Badges?		
7	Are incidents reports being completed? (when applicable)		
8	Are records of induction training/H&S for new DS available?		
9	Is the duty manager happy with the security staff?		
10	Is all staff in possession of Security Notebook?		
11	Are the correct amount of radios and ear pieces present?		

Survey total out of 110

Door Supervisors details

Name:	Badge No:
Name:	Badge No:
Name:	Badge No:

Corrective action required for next visit

Customer Survey

1. How often do you visit this venue a week?
 2. How would you rate the greeting from the DS? **Excellent:** **Average:** **Poor:**
 3. Do you feel the DS ensure a friendly environment? **Agree:** **Disagree:**
 4. On a scale of 1 to 10 (10 being the highest) how do you rate the DS?
- Professionalism:** **Approachability:**

Customers Name:

Door Supervisors Signature: Date:

On behalf of Company Date:

Unit 3 Ilderton Wharf

EMERGENCY FIRE EVACUATION PLAN

**Ilderton Wharf, Rollins Street,
London, Lewisham, SE15 1EP**

ON HEARING FIRE ALARM *(Continuous two tone siren)*

Leave by the **nearest** exit

Do not delay your escape by collecting belongings

Do **not** use lifts

Go to the assembly point – The opposite side of Surrey Canal Road & East end of Rollins street.

THE EVACUATION CONTROLLER IS the DUTY MANAGER or the HEAD of SECURITY

Do not re-enter the building until instructed to do so by the Evacuation Controller

ON DISCOVERING A FIRE

Immediately raise the alarm

Alert anyone nearby

Operate the nearest break glass call point

Leave the building by the **nearest** exit

Do not attempt to fight the fire unless you have been trained to do so

Report location of the fire to the first radio holder you see on your way out

Do not re-enter the building until instructed to do so by The Evacuation Controller

When calling the emergency services state clearly you require the "FIRE" service and that the fire is at:

**Ilderton Wharf, Rollins Street,
London, Lewisham, SE15 1EP**

EVACUATION PROCEDURE

Summoning Assistance.

On activation of the fire alarm the Evacuation Controller will give the radio call “**MR SANDS IS IN THE BUILDING**” repeated three times slowly and clearly, from this point on all radio holders should maintain radio silence and await further instruction from the EC or Duty Manager. Once the Mr Sands radio call has been made the duty manager should check the alarm panel/s (location to be confirmed as site is planned and developed), the DM will forward the location of the alarm activation to the EC and will attend the location and if safe to do so investigate the indicated location to determine if there is a fire. If the Duty Manager fails to identify a false alarm within 3 minutes or radio contact is lost between the DM & EC the EC should initiate a full evacuation. If a fire is discovered or it is not possible to safely confirm that there is no fire the Duty Manager will call for a full evacuation on the two way radio system.

During the 3 minute investigation period all radio holders should ensure that all other staff are aware of the Mr Sands incident and are preparing for a full evacuation.

A full evacuation will be initiated by the radio call “**FULL EVACUATION, FULL EVACUATION, FULL EVACUATION**” this call should be calm and clear, repeated at 10 second intervals by the EC to allow time for feedback from radio holders inside the building.

When a full evacuation is called all activities will cease, house lights should be switched on throughout & all entertainment be stopped, all in house staff should begin to assist in the clearance of the site by taking up their role as Fire Marshals.

Once the decision has been made to call a full evacuation or the 3 minute investigation time has expired it will be the responsibility of the EC or DM to contact the fire brigade. 999 should be called & the fire service requested,

Confirmation should indicate that the Fire Service should attend

**Ilderton Wharf, Rollins Street, London,
Lewisham, SE15 1EP**

The Role of Designated Persons

At Ilderton Wharf the designated persons will be comprised of any staff who are working directly for Ilderton Wharf. All staff will receive fire awareness and evacuation training on their first day at work, they will then form part of the Fire Marshals team in conjunction with the site security team.

Role of Evacuation Controller

The Evacuation Controller (EC) will be a senior member of the management Team (The Duty Manager or Head of Event Security) with sufficient knowledge of the premises to advise the fire service on best access routes to the incident and of any significant hazards in the building. The EC will be the main contact point for the attending fire service.

The EC will receive and note reports of areas evacuated from designated persons; people remaining in the building (for whatever reason); location, evacuation route and any assistance required for any disabled occupants; any injuries or any other relevant information to be conveyed to the fire service.

When a full evacuation is underway and/or the fire brigade have been called the EC will put on a high visibility tabard, The EC will go to the main gate on Rollins Street. On the arrival of the fire service EC will make contact with the officer in charge to relay any relevant information.

Role of Fire Marshals

Fire Marshals will be all members of Ilderton Wharf staff and any site front of house team. Their role is to guide occupants to the assembly point and to keep fire brigade access routes clear. They will also relay relevant information to the EC as necessary.

In the event of a fire alarm, they will put on high visibility tabards and take up predetermined marshalling duties.

Communications

Designated Persons & Fire Marshals must relay any relevant information passed to them to the EC. All two-way radio holders must maintain radio silence to allow the EC/Duty Manager to coordinate the evacuation, they should however listen to the radio carefully for instructions and may respond if addressed directly by the EC or Duty Manager. During an evacuation radio requests may be made to locations from either the EC or Duty Manager when looking for information, e.g., "any radio holder in the reception area please respond". When responding to a radio call remember to stay calm and speak slowly & clearly.

The exception to the radio silence rule is that any radio holder can contact the EC in the event of them having important new information about the fire/evacuation situation. An example of this is that a radio holder attempting to exit the building finds a fire in a fire exit route, in this instance they should double back and attempt to prevent anyone else using the route, ensuring that they are moving away from danger throughout. Only after they have reached a place of safety should they call in the information. The radio holder should attempt to remain calm, speak slowly and clearly identifying the location and delivering the information as concisely as possible during a break in the repeated full evacuation message, for example "EC, THERE IS A FIRE IN Room 2 BY THE NORTH WEST FIRE EXIT, THIS ROUTE IS UNSAFE, COPY MESSAGE?". The radio holder should continue to make their way to an alternative escape route, directing others away from the danger where possible.

FIRE MARSHAL TASK LIST

1. **Routine Activities:** Make regular checks on the fire safety provisions with their designated area. To ensure the following are in place:
 - Fire exits and escape routes are clear of obstructions and fire exit doors are free to open.
 - Fire doors are kept shut or are held open by automatically released or easily removable devices.
 - Fire extinguishers are in place with tamper proof seal intact
 - Fire extinguishers have been serviced within the last 12 months.
 - New members of staff are given fire safety information as part of their induction.

2. **Non-Routine Activities:** In the event of a fire alarm:
 - Remind all occupants in the Fire Marshals designated area to leave the building, indicating the nearest fire exit.
 - Conduct a sweep search of their area to ensure that no one is left, particularly in areas such as toilets & store rooms.
 - Report that their area is clear, or not, to the Evacuation Controller.
 - Assist in guiding visitors and event attendees to the meeting points on the opposite side of Surrey Canal Road & to the east end of Rollins Street, this includes keeping them off the road and on the sidewalk to allow access for emergency vehicles.

Notes.

- a) All Fire Marshals must receive fire training at the start of their first shift.
- b) Fire Marshals will put on high viz tabards in an evacuation situation.

Fire Alarm Failure - Contingency Plans

Occupants of any building must always be made aware of fire in the building. If a fault on the fire alarm system prevents this, a **contingency plan** must be put in place. This is the responsibility of the venue management. Options that will be considered by the team are initiating a fire watch with temporary fire alarms/loud hailers, closing affected part of the building or as a last resort closing the whole building. All contingency plans will be subject to dynamic risk assessment by the venue managers.

Training.

All staff & contractors must be given a basic fire safety induction on their first day of work at the premises, this training is outlined in the "Managers Fire Training Brief" this training should be recorded in the training record for each person trained by the manager who gave the training.

A fire evacuation drill should be carried out at least once every six months.

Evacuation Meeting Points

The following map shows the location of the meeting point, and the fire evacuation routes around the building



In the event of an evacuation the Fire Marshals should assist with road crossings on Surrey Canal Road and ensure that customers at the meeting points at the east end of Rollins Street keep the Private Road clear to allow access for emergency services from both east and west approaches.

Bomb Threat Meeting points

In the event that the evacuation is as a result of a bomb threat customers should be directed to head north on Senegal Road then take the footpath on the left of Senegal Road just before the railway lines toward South Bermondsey station.

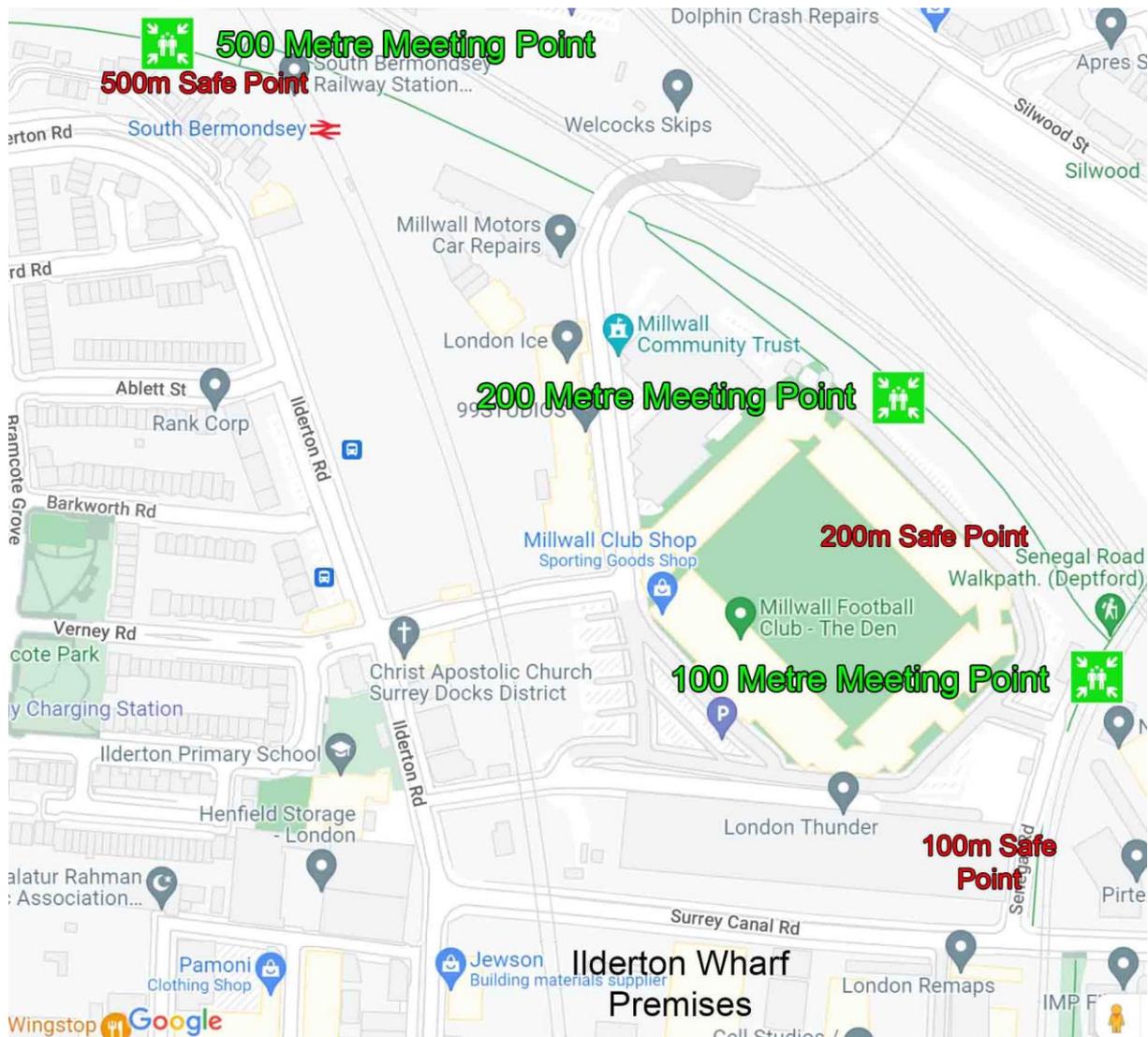
The recommended safe distances for meeting points in response to bomb threats are as follows:

100 metres (minimum) – All customers clear of Surrey Canal Road on Senegal Road

Letter/Briefcase 200 metres (minimum) – All Customers on the footpath on the opposite side of The Den football stadium

Suitcase/Car 500 metres (minimum) – All customers on the footpath to South Bermondsey station with the last customers not further south on the path than South Bermondsey station

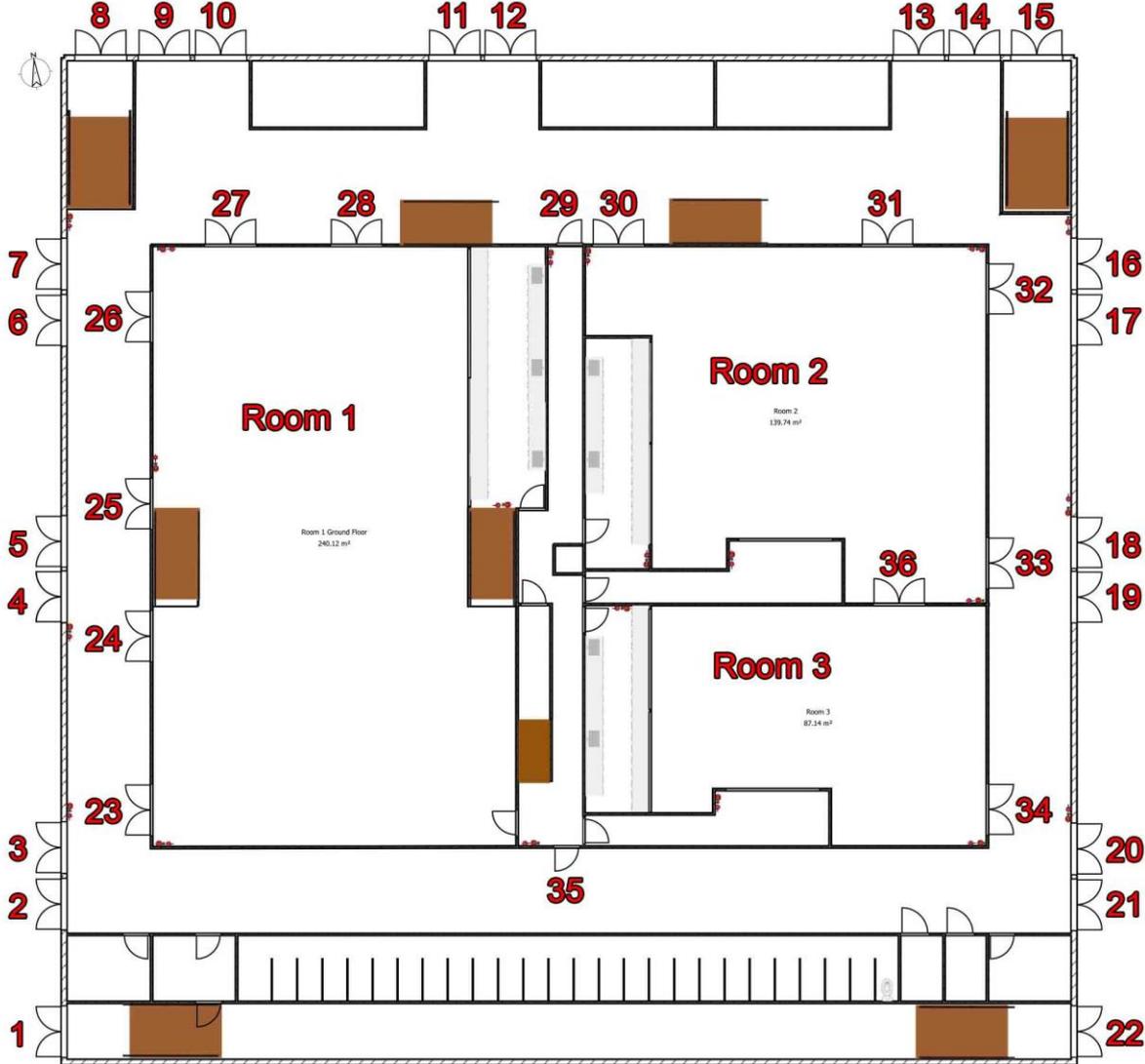
The map below shows these three meeting points, you will note that the meeting point legends are much further from the premises than the distances stated above, this is to allow for the number of people you will be dealing with so that the rear end of the evacuees is at least the minimum distance from the premises. In the event of a bomb threat evacuation all Fire Marshals and SIA security will have to work together to keep customers moving away until they reach the safe distance. Many of them will try to stop once they think that they are safe, you'll need to get them moving again and keep them moving until they are all past the recommended safe distance. The Safe distance points on the map below are just after the t of the word "point" in the red text.



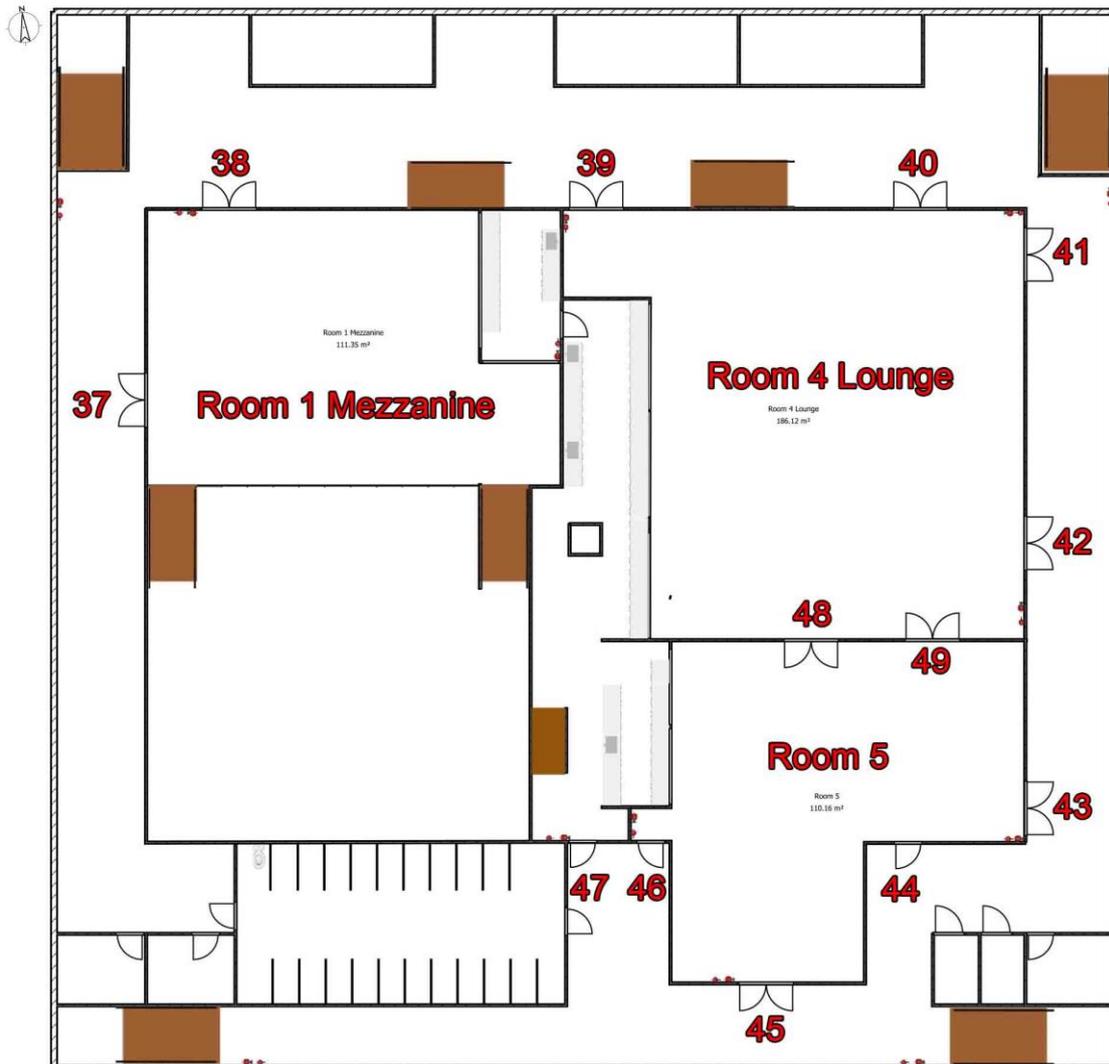
Building Familiarisation

The following floor plans show the locations of Manual Call Points (MCP indicated by red diamonds, please note there are none indicated as the final internal layout has not been finalised) and Fire Fighting Equipment (FFE) within Ilderton Wharf, there should also be an MCP, and a pair of fire extinguishers located by each emergency/final exit in the main building on the premises.

Ground floor Ilderton Wharf



First floor Ilderton Wharf



At present the internal plans used are a first draft and when finalised the perimeter fire corridors on both floors are likely to be subdivided into sections with the whole corridor finished to a 60 minute protected route standard with refuge points for mobility impaired added to the first floor somewhere in the vicinity of doors 38, 40 and 45. The stairways in the four corners of the premises will provide 4 protected routes, each with a width of 1.8m to serve a capacity of 360 people.

Capacities Calculations

This section outlines the safe exit capacity based on the division of the premises into areas, each area will have capacity calculations which are based on the smaller outcome of the maximum occupancy by floor space and the final exit width calculations for fire doors serving that area. Finally, a summary of the whole premises will be given which will justify a maximum capacity after considering the interaction of evacuation flows from each area, in particular where combined flows may occur.

It is worth noting that the final design for the licenced premises has not yet been decided on and these calculations are based on the first draft plans attached to the licence application and shown in this document. Once the licence has been granted we will be working closely with Lewisham

Planning and any changes in building design or layout resulting in changed capacity and exit calculations will be presented to LFB for approval before any operational change to capacity is made. With this in mind it is expected that the capacity will be

Area Capacity Calculations

Occupancy Room 1 ground floor, by floor space:

Room 1 customer floor space 240.12m² – 6m² for booth = 234.12m² @ .3m² per person gives a total of 780ppl.

Occupancy by floor space grand total: 780ppl

Safe exit room 1 by door / exit route width:

- Door 23 = 1800mm = 360ppl
- Door 24 = 1800mm = 360ppl
- Door 25 = 1800mm = 360ppl
- Door 26 = 1800mm = 360ppl
- Door 27 = 1800mm = 360ppl
- Door 28 = 1800mm = 360ppl

These doors lead into the perimeter fire corridor which will have a protected route designed to 60 minutes and will have fire partitions between each of the final exit twin double door sets located around the outer wall, all 1800mm wide. With this in mind the largest escape route that could be lost to fire is doors 24 & 25 leading onto doors 4 & 5.

Removing these exits the escape from the room by width becomes 1440ppl (4*360ppl) and the escape through the protected corridor is 2160ppl (6*360ppl)

Occupancy by exit width grand total: 1440ppl

Maximum occupancy capacity room 1 ground floor = 780 people based on floor capacity, exit widths were taken from table 2.3 shown below.

Occupancy Room 2 ground floor, by floor space:

Room 2 customer floor space 139.74m² @ .3m² per person gives a total of 465ppl.

Occupancy by floor space grand total: 465ppl

Safe exit room 2 by door / exit route width:

- Door 30 = 1800mm = 360ppl
- Door 31 = 1800mm = 360ppl
- Door 32 = 1800mm = 360ppl
- Door 33 = 1800mm = 360ppl

These doors lead into the perimeter fire corridor which will have a protected route designed to 60 minutes and will have fire partitions between each of the final exit twin double door sets located around the outer wall, all 1800mm wide. With this in mind the largest escape route that could be lost to fire is any single escape route leading to a partitioned twin exit. For the purpose of worst-case scenario if there was a fire in the room between doors 31 & 32 they may be lost together.

Removing these exits the escape from the room by width becomes 720ppl (2*360ppl) and the escape through the protected corridor is 1440ppl (4*360ppl)

Occupancy by exit width grand total: 720ppl

Maximum occupancy capacity room 2 ground floor = 465 people based on floor capacity, exit widths were taken from table 2.3 shown below.

Occupancy Room 3 ground floor, by floor space:

Room 3 customer floor space 87.14m² @ .3m² per person gives a total of 291ppl.

Occupancy by floor space grand total: 291ppl

Safe exit room 3 by door / exit route width:

Door 36 = 1800mm = 360ppl – this door leads into room two which had an exit width capacity of 720ppl less the floor space capacity of 465ppl this gives a remaining capacity of 255

Door 34 = 1800mm = 360ppl

With this in mind the largest escape route that could be lost to fire is door 34 leading onto doors 20 & 21.

Removing these exits the escape from the room by width becomes 255ppl as described above.

Occupancy by exit width grand total: 255ppl

Maximum occupancy capacity room 3 ground floor = 255 people based on exit flow, exit widths were taken from table 2.3 shown below.

Occupancy Room 4 first floor, by floor space:

Room 4 customer floor space 186.12m² @ .3m² per person gives a total of 620ppl.

Occupancy by floor space grand total: 620ppl

Safe exit room 4 by door / exit route width:

Door 40 = 1800mm = 360ppl

Door 41 = 1800mm = 360ppl

Door 42 = 1800mm = 360ppl

Door 39 = 1800mm = 360ppl

Door 48 = 1800mm = 360ppl – this door leads into room 5 which had an exit width capacity of 470ppl less the floor space capacity of 368ppl this gives a remaining capacity of 101

These doors lead into the perimeter fire corridor which will have a protected route designed to 60 minutes and will have fire partitions at regular intervals around the corridor. This corridor is served by 4 protected stairwells that only join this floor, the two to the south have a width of 1800mm and the two to the north 2250mm. For the purpose of worst-case scenario if there was a fire in the room between doors 40 & 41 they may be lost together.

Removing these exits the escape from the room by width becomes 821ppl ($2 \times 360\text{ppl} + 101$) and the escape through the protected corridor is a share of the Stairwells exit capacity less the largest ($1800\text{mm} / 5 = 360\text{ppl}$, $2250\text{mm} / 5 = 450\text{ppl}$. $360+360+450+450-450= 1170\text{ppl}$

Occupancy by exit width grand total: 821ppl

Maximum occupancy capacity room 4 first floor = 620 people based on floor capacity, exit widths were taken from table 2.3 shown below.

Occupancy Room 5 first floor, by floor space:

Room 5 customer floor space 110.16m^2 @ $.3\text{m}^2$ per person gives a total of 367ppl.

Occupancy by floor space grand total: 367ppl

Safe exit room 5 by door / exit route width:

Door 43 = $1800\text{mm} = 360\text{ppl}$

Door 44 = $915\text{mm} = 110\text{ppl}$

Door 45 = $1800\text{mm} = 360\text{ppl}$

Door 46 = $915\text{mm} = 110\text{ppl}$

Door 49 = $1800\text{mm} = 360\text{ppl}$ – this door leads into room 4 which had an exit width capacity of 821ppl less the floor space capacity of 620ppl this gives a remaining capacity of 201

These doors lead into the perimeter fire corridor which will have a protected route designed to 60 minutes and will have fire partitions at regular intervals around the corridor. This corridor is served by 4 protected stairwells that only join this floor, the two to the south have a width of 1800mm and the two to the north 2250mm. For the purpose of worst-case scenario if there was a fire in the room between doors 43 & 44 or 45 & 46 they may be lost together.

Removing either pair of these exits the escape from the room by width becomes 671ppl ($360\text{ppl} + 110\text{ppl} + 201\text{ppl}$) and the escape through the protected corridor is a share of the Stairwells exit capacity less the largest ($1800\text{mm} / 5 = 360\text{ppl}$, $2250\text{mm} / 5 = 450\text{ppl}$. $360+360+450+450-450= 1170\text{ppl}$

Occupancy by exit width grand total: 671ppl

Maximum occupancy capacity room 5 first floor = 367 people based on floor capacity, exit widths were taken from table 2.3 shown below.

Occupancy Room 1 mezzanine first floor, by floor space:

Room 1 mezzanine customer floor space 111.35m^2 @ $.3\text{m}^2$ per person gives a total of 371ppl.

Occupancy by floor space grand total: 371ppl

Safe exit room 1 mezzanine by door / exit route width:

Door 37 = $1800\text{mm} = 360\text{ppl}$

West Stairs = $1600\text{mm} = 320\text{ppl}$

Door 38 = $1800\text{mm} = 360\text{ppl}$

East Stairs = $1600\text{mm} = 320\text{ppl}$

The doors 37 & 38 lead into the perimeter fire corridor which will have a protected route designed to 60 minutes and will have fire partitions at regular intervals around the corridor. This corridor is served by 4 protected stairwells that only join this floor, the two to the south have a width of 1800mm and the two to the north 2250mm. For the purpose of worst-case scenario if there was a fire in room 1 ground floor the stairways would be lost together.

Removing the stairways the escape from the room by width becomes 720ppl (2×360 ppl) and the escape through the protected corridor is a share of the Stairwells exit capacity less the largest ($1800\text{mm} / 5 = 360$ ppl, $2250\text{mm} / 5 = 450$ ppl. $360 + 360 + 450 + 450 - 450 = 1170$ ppl, however in this worst-case scenario with a fire inside room one it is likely that all four stairways would be available giving a new first floor exit capacity of 1620ppl

Occupancy by exit width grand total: 720ppl

Maximum occupancy capacity room 1 mezzanine first floor = 371 people based on floor capacity, exit widths were taken from table 2.3 shown below.

Points for discussion with LFB, whilst the exit capacity for the first floor is 1170ppl with one stairwell impeded and the combined capacity of the three areas is 1350ppl I feel that it safe to allow this higher number because of the nature of the mezzanine in room 1, the exits from room 1 ground floor had the capacity to clear an extra 660 people, the internal stairways 640 people and the capacity a maximum of 371 people.

The summary of the safe maximum capacities is as follows:

Room 1 ground floor = 780ppl

Room 2 ground floor = 465ppl

Room 3 ground floor = 255ppl

Ground floor event space total = 1500ppl

The protected ground floor fire corridor can evacuate 5760 people with one set of doors missing.

In addition to the event spaces it would be estimated that there would be an additional 70 staff and performers in non-customer areas on the ground floor giving a revised capacity of:

Ground floor capacity 1570

Room 4 first floor = 620ppl

Room 5 first floor = 367ppl

Room 1 mezzanine first floor = 371ppl

First floor event space total = 1350 reached as described above

In addition to the event spaces it would be estimated that there would be an additional 50 staff and performers in non-customer areas, these staff would have access to the internal stairwell with a capacity of 110, when merging with the capacity of staff downstairs it is not expected that there will ever be more than 110 people in the service area across both floors.

This gives the first floor a revised capacity of:

First floor capacity 1400

This gives the venue a grand total capacity of 2970 people across the whole site.

It is worth noting that this capacity is calculated based on the absolute most dense occupancy of the indoor event areas and would likely be modified by following factors. In general, I would expect around 10% to want to be in an outdoor chill out, 5% to be in toilet cubicles or queues and 10% to be moving around the premises, reducing the numbers actually in the event spaces by around 25% in total. The capacities of the event spaces should be reviewed once set up and any changes to available floor space such as speaker stacks, furniture and additional performance

space be taking into account as nearly all of the room’s capacities are governed by floor space. For example, if the room 4 is kitted out with sofas, coffee tables and other furniture I would expect the capacity to drop to 200 or less.

It is also worth noting that the intention is to build the internals in a phased manner, e.g., rooms 2&3, then 4&5 and lastly room 1, this approach will allow the rooms and site to be tested in terms of capacity and suitability at every stage as the project grows. As each phase is ready for use a revised assessment will be completed and sent through to LFB for comment and site visits will always be welcome.

The outdoor hardstanding has a combined area of 1274m2 which should be sufficient to allow rapid evacuation through the 4 perimeter gates to the meeting points. The areas floorspace in m2 is as follows:

- Small Yard = 40m2
- Main Yard West = 362m2
- Main Yard South = 420m2
- North Yard = 199.5m2
- East Alley = 252m2

These area designations match the labels on the redline plan in the licence application.

There will be three 3.2m gates onto Surrey Canal Road spread across the northern perimeter fence plus the 5m Main gate to the south as shown in the evacuation diagrams earlier in the document. This gives a capacity to evacuate 2820ppl.

Exit width capacities are derived using the formula 5mm per person for widths over 1100mm. This is taken from table 2.3 Widths of escape routes and exits from section B2 of the building regulations 2010 Fire Safety Approved Document B Volume 2 – Buildings other than dwellinghouses 2019 edition incorporating 2020 amendments (copied below)

Table 2.3 Widths of escape routes and exits	
Maximum number of people	Minimum width (mm) ⁽¹⁾⁽²⁾⁽³⁾
60	750 ⁽⁴⁾
110	850
220	1050
More than 220	5 per person ⁽⁵⁾

NOTES:

1. See Appendix D for methods of measurement.
2. Widths may need to be increased to meet guidance in Approved Document M.
3. Widths less than 1050mm should not be interpolated.
4. May be reduced to 530mm for gangways between fixed storage racking, other than in public areas of 'shop and commercial' (purpose group 4) buildings.
5. 5mm/person does not apply to an opening serving fewer than 220 people.

Crowd control and Entry arrangements

This section details the entry arrangements and crowd control for queuing and any action to be taken in an evacuation situation.

Any area to be used as an entry point is to be staffed by a minimum of 2 security at all times in order to have sufficient staff to clear the area of queuing customers and crowd control barriers in an evacuation and will be staffed with extra as required to quickly and efficiently process any access queue. The queuing system will be made up of sections of tensa barrier and lo-ped barrier. The security team are instructed to release the tensa barrier and move the posts in the event of a potential emergency evacuation. They are also instructed to move any queuing guests to the meeting point across the street on the opposite side of Surrey Canal Rd

As the site has multiple areas that can be used for events there is no single set up that suits every occasion, a simple access statement for the site is as follows:

Access to the site will be arranged to ensure good crowd control at any chosen entry point, a combination of lo ped barriers and tensa barrier will be deployed as required to ensure the best crowd control possible. There will be sufficient security at the access point to ensure that any crowd control devices can be removed and any queue cleared in the event of an emergency evacuation.

Set up of each entry system will be by ongoing dynamic risk assessment of the requirements of each event and is likely to change throughout each event, assessments will be made by the venue management and the head of SIA door security team.

Our security team, Twinings, have experience of running large scale events and have been our security team for over two years on the cause project at Ashley Road, they are also the lead supplier to Winter Wonderland in Hyde park, it is generally expected that the primary decision on access set up will be made by them.

Ilderton Wharf - Managers fire training Brief

(to be used in conjunction with evacuation plan)

- Go over the fire evac procedure and meeting point details explaining the role of evac controller and the importance of the fire signing in sheet.
- Show the trainee around the site, clearly showing fire exit doors, manual call points and extinguishers.
- It is important that each new employee is told that all final exit fire doors must be unlocked at the start to each trading session.
- Cover **M.O.P.** the priorities in a fire evac situation, look after **MYSELF, OTHERS** and then **POSSESSIONS**. Always make sure you are safe, never put yourself into a situation that is more dangerous than the one you are in now, never walk towards smoke or fire, only use extinguishers if you have been trained and remember **M.O.P.**
- Upon hearing the Fire Alarm you prepare to take up designated marshal duties
- Upon hearing the Evacuation call "**FULL EVACUATION**" you should begin evacuation immediately.
- Put on a Hi-Viz vest located in each area of work, this will instantly give you more authority in the eyes of patrons.
- Exit the space via the nearest fire escape, guiding patrons as you go.
- Do not delay your escape by collecting belongings.
- Listen to any instructions given to you by the security team, radio holders or your manager.
- Make your way to the meeting point as quickly as possible.
Remain calm, when exiting the building assume the role of Fire Marshal & direct customers in a calm but firm manner, you know the site better than them and can show them the quickest route out. "This is an evacuation, this way to the nearest exit" is a useful phrase. You should repeat this message to patrons three times, if they refuse to exit with you move on to the next patrons on your route out, remember the location and number of any patrons who refuse to leave so that you can inform the Evacuation Controller once clear of the premises. Do not use the word fire.

If you discover a fire:

- **Do not panic – All radio holders switch to channel 1 (security channel)**
- **Operate the nearest manual call point & inform the nearest radio holder/member of the security team.**
- **Only tackle the fire if you are sure you are able to and have received training, ensuring you are not in any way at risk.**

Go over Fire Marshal tasks, there are High Viz Vests for staff to put on to assist in clearing the venue.

FIRE MARSHAL TASK LIST

1. **Routine Activities:** Make regular checks on the fire safety provisions with their designated area.
To ensure the following are in place:
 - Fire exits and escape routes are clear of obstructions and fire exit doors are free to open.
 - Fire doors are kept shut or are held open by automatically released or easily removable devices.
 - Fire extinguishers are in place with tamper proof seal intact
 - Fire extinguishers have been serviced within the last 12 months.
 - New members of staff are given fire safety information as part of their induction.
 2. **Non-Routine Activities:** In the event of a fire alarm:
 - Remind all occupants in the Fire Marshals designated area to leave the building, indicating the nearest fire exit.
 - Conduct a sweep search of their area to ensure that no one is left, particularly in areas such as toilets & store rooms.
 - Report that their area is clear, or not, to the Evacuation Controller.
 - Assist in guiding visitors and event attendees to the meeting points on the opposite side of Surrey Canal Road & to the east end of Rollins Street this includes keeping them off the road and on the sidewalk to allow access for emergency vehicles.
- Any Questions?

1. Vision

Our vision for Ilderton Wharf is to deliver an award winning, multipurpose events and business hub, delivering a diverse range of events for the local community alongside affordable workspace for independent small businesses.

Our unique meanwhile site will consist of multiple indoor and outdoor event areas, surrounded by workspace, music studios, location spaces for film / photography and numerous food & beverage offerings.

Midweek, in particular daytime, the site will be a melting pot of creative businesses, incubating local start-ups and supporting the local independent economy. In evenings and weekends, the focus will switch to becoming an entertainment complex for a variety of audiences, hosting events ranging from street food, makers markets, Christmas themed events, live music, comedy, cabaret, club-nights, charity fundraisers, roller discos, Mexican wrestling, fitness classes, interactive entertainment and much more.

The outdoor spaces will feature street food and pop-up restaurants, alongside an on-site café throughout the week, whilst the indoor event areas will host a hive of activity for a diverse range of audiences.

Our core values of giving back, supporting local and national charities will also be encouraged, with our space available off-peak for community projects, artists and other similar uses.

2. History

Ilderton Wharf is a new project, spearheaded by Stuart Glen and Eugene Wild, who have been heavily involved with the regeneration of arts, culture, and creative industries in North London. Since 2018, we have operated multiple former industrial sites with a combined floor space of over 48K square ft, injecting start-up businesses, affordable workspace, cultural activity, award-winning events and community spaces into areas underserved in these aspects.

We are most well-known for 'The Cause', an award winning, philanthropic events organisation, underpinned in the background by a valuable eco-system of independent businesses. It is a grassroots DIY music venue, a community hub, a supporter of emerging talent, and a recognisable advocate for London's threatened nightlife scene, having hosted events for all sectors of London nightlife, with over 235K people through its doors in four years.

We support underrepresented and grassroots artists, reaching diverse audiences, including London's underserved LGBTQI communities. We have enjoyed a strong relationship with our local council and community in our previous home of Tottenham, we would be working to recreate this in a new location.

We support local and national charities; with fundraising events hosted by us raising over £160K between April 2018 and January 2022 for a wide variety of good causes. These vary from mental health charities such as Mind and CALM, to those that assist refugees (Hackney Migrant Centre, Project 17). those that help the homeless (Thames Reach, Hackney Winter Night Shelter) and many, many more.

Alongside fundraisers, we are also deeply embedded in our local community, with the space playing host to huge numbers of projects, including DJ lessons to nurture local talent, in-kind use by local artists to aid development / creative skill-sharing, & hosting participatory opportunities for artistic expression.

Workspace tenants include T-shirt printers, sound & lighting specialists, freelance metal workers, film/photo/location studios, podcast/music studios, community radio station, furniture restorers, graphic design studios, artist and fashion designers, alongside Pirates Grog (a boutique rum company) and Kia Hanga. a concrete furniture manufacturer that builds bespoke products for shops, bars, clubs and

restaurants.

Many of these tenants are sub-contractors and suppliers for events, such as LittleGigs Productions - an AV hire company that build custom-made soundsystems plus provide lighting and effects, Random Generator Printing that sell merchandise for live music gigs, Kia Hanga that manufactures furniture, creates structures, festival set builds, plus manages any build teams for the project, and Pirates Grog Rum who supply stock for the bars.

Event spaces are often used as additional workspace and film/photo shoot locations midweek. Acclaimed pop stars have shot music videos, such as Example, Skepta and D Double E, whilst it is also available for low-budget up and coming producers on smaller budget to use.

The spaces have also been used by local charity Mind to deliver first aid mental health training, SIA event staff for first aid, conflict resolution and management courses.

Due to the upcoming redevelopment of current sites operated on a 'meanwhile' basis, we are now looking for new sites to continue the creative businesses of ourselves and our tenants, alongside amazing events and food and beverage offerings.

Ilderton Wharf represents a fantastic opportunity for us to continue our current operations, whilst adding multiple new layers to our model and expanding into further territories.

3. Business Model

To summarise, our financial model therefore revolves around:

- a wide variety of events creating wet led-revenue (on-sales retail of alcohol)
- rental of studio space / workspace, music studios, dark-kitchens and food operations
- location work, e.g. film shoots, photo shoots

All of these activities are intertwined, working together to create a hub of activity, seven days a week.

4. Events & Audiences

We have hosted a wide variety of cultural events across our sites previously, aimed at multiple different audiences to maximise our reach and cater for as many communities as possible.

These include:

- international, national and local electronic dance music artists
- live music acts across Latin, neo-soul, hip hop, grime, Jazz, funk, folk and more. Over 90% of artists were grassroots music acts, independent / unsigned
- live comedy acts, spanning LGBTQI+ comics, black-focused comedy, established and grassroots talent
- drag cabaret shows, serving a predominantly LGBTQI+ audience, with over 60 performers, all of whom identify as LGBTQI+
- educational workshops spanning learning in music, a multi-week series of discussions and panels on racial equality, life drawing and more
- sports related events such as our 'Euro's Warehouse' showing 30 x Euro's 2021 matches on giant screens
- exhibitions and art galleries, such as Michelangelo's Sistine Chapel, inviting people to step into the universe of the greatest masterpieces of Michelangelo

We would look to expand on these at Ilderton Wharf, embracing local collectives and partners to programme an even more diverse range of events.

5. Employment & Local Economy

Our last project as The Cause created a vast amount of employment locally. Aside from salaried staff, this included 20+ regular SIA security and often over 30 bar staff per event (combination of casual hours PAYE, freelance & agency).

On a single large event we also host up to 60 DJ's / artists (approximately 50% London based), 3 production staff, 4 toilet attendants, 4 cleaners, 2 paramedics and multiple other roles.

All of this is alongside our own eco-system of local businesses, many whom we rent workspace to and feed into each other. In 2021 we had twelve local street food traders serve our customers, we sell rum produced by our friends at Pirates Grog who also rent space in our offshoot The Cannon Factory, Threads radio rent space from us but host events in our space and so on. Each of these has its own employment opportunities for local people.

Furthermore, we are a key component of the local night-time economy, working with multiple other local radio stations, DJ's, music booking agencies, event promoters, artist management companies, audio/visual suppliers, transport companies and more,

As a licensed business we have a responsibility to deliver a basic level of training to allow our employees to work safely & effectively. As part of our onboarding process all staff are trained on fire safety and our staff training handbook. An internal online staff utility portal acts as a centralised location for training documents and company policies that form part of our induction process.

We also provide opportunities for staff to attend third party vocational training which in most cases is certificated and provides the staff with evidence of advanced training that they can transfer to future employment opportunities.

In our most recent round of training we qualified 15 core staff for first aid at work on either the one or three day certificate, 16 for a full day session on WAVE (Wellness and Vulnerability Engagement) & Ask for Angela and 9 of our full time employees in the mental health first aid training "Adult MHFA half day course".

6. Diversity & Inclusion

In a recent review of our employment diversity statistics, the following data was produced:

- 50% of our staff live within 3 miles of the business, 35% 4-6 miles & 15% 7-9 miles.
- 55% identify as Male, 35% as Female and 10% as non binary.
- Our ethnicity split is 75% White, 15% Black, 10% West Indian & 5% Latin American
- Nationality split is 50% British, 30% European, 10% other
- 20% of our team consider themselves to have a disability

In addition:

- We actively seek out under-represented groups during recruitment process, ensuring jobs are shared beyond usual channels
- We capture D&I data at recruitment stage to ensure we are able to report and evaluate on our progress
- Our induction process includes D&I training and a clear and confidential reporting procedure for abuse, harassment or discomfort in their workplace
- We build networks to increase recruitment of local young people, especially looking at pathways for those without formal education
- We work with an independent HR advisor 'HR Solutions' who produced our Equality & Diversity Policy
- We continue to operate zero-tolerance approach to discriminatory behaviour with a 3 strike rule
- We work with local charity partners to ensure we are able to signpost our team to mental

health support

- All security firms subcontracted will have to undergo similar training as standard
- We will also continue exploring potential project-creation to build recruitment & training pathways for local people & non-graduates into the music industry

As well as our workforce policies, our offering also represents our commitment to inclusivity as we:

- Offer promoters scalable affordable packages to attract broad spectrum of socioeconomic backgrounds
- Work with key promoters to support the challenges within their communities and advocate their diversity through tailoring our event space to their needs, including collaboration on live events
- Support grassroots ventures and creative individuals by acting as a creative community hub
- Supporting existing LGBTQ, Black, Female Promoters and DJ's and Entertainers
- Increase representation of women DJs at major DJ events In audiences
- Work to keep low ticket pricing options
- Maintain & develop community relationships

7. Press

Our innovative approach has led to interviews with BBC Radio 6, The Guardian, The Financial Times, Mixmag, Vice and multiple other media sites, whilst our launch was covered by Time Out London, Evening Standard, The Metro, Seventh Sister, Secret London and many more local blogs / websites. We have also been featured at top of The National Geographic 'The 15 best bars and pubs in London for outdoor drinks'.

Here's a few of our favourite quotes:

"The Cause Nightclub in Tottenham is known for its social conscience" - ITV News

"The Cause is one of London's most game-changing venues" - Mixmag

"Home of Adonis ' The queer night everyone's talking about' - i-D Magazine

"The leading light in a bright new crop of clubs" - Evening Standard

"The Cause is a club with a difference, a new space in Tottenham Hale looking to reverse the trend of music venue closures and simultaneously support local charities." - Haringey Community Press

8. Awards & Recognition

Time Out London's 2021 Best of the City

- Award Winner: Best Nightlife Venue'

DJ Mag Best Of British Awards 2019

- Winner: Innovation & Excellence'

DJ Mag Best Of British Awards 2018

- Nominee: Best Small Club'

Evening Standard The Progress 1000: London's most influential people 2019

- Going Out: Clubs - 2nd in category - Stuart Glen, co-founder of The Cause

The Face: New Guard (2021) - 1of 50 people selected in a directory of people shaping the future of nightlife in the city of London

- Stuart Glen, co-founder of The Cause

9. Industry Quotes

'In just three years The Cause has established itself as one of London's most important nightlife spaces. GLA's cultural Infrastructure team is supporting The Cause find a new home to ensure they can continue platforming and enriching grassroots music culture"

- Arman Nouri, Senior Policy Officer, Culture & Community Spaces at Risk, Greater London Authority

The Cause has made a historic impact on London nightlife and culture in a very short space of time'

- Michael Kill, CEO Night Time Industries Association

'The Cause are a vital part of London's dance music scene, pioneering philanthropy within the industry and providing a breeding ground for grass roots talent.'

- Lewis Wild, UK & Club Development, DICE Ticket

'How brilliant it has been to read about the innovative work you're doing with The Cause. It sounds like a great way to keep London's club scene alive, thriving and healthy!'

- Amy Lame, Night Czar

10. Further information

For any further information, please do not hesitate to ask:

E: stuart@supportthecause.co.uk

T: +44 (0) 7725976255

Stuart Glen, Director

DL Space Ltd

A: Cannon Factory, Ashley Road, London, N17 9LH

Lost or found Person Policy / Procedures – Ilderton wharf

FOUND PERSON: (Found Moses)

- If a vulnerable Person who appears lost is found, **Security** should be notified immediately via radio using the phrase “front door, front door I have a found Moses at (state your location)”
- The Lost Persons officer, usually a member of the security team will be sent to the location of the Person whilst the description of the Person should be broadcast over the radio.
- The description of the person will be manually passed to all security and venue management.
- The Lost Persons Officer will collect the Person and take them to the The Welfare Area with a second member of staff.
- A lost persons form will be completed by the Lost Persons Officer and the incident logged by Security.
- The Person or vulnerable person will be kept with the Lost Person Officer in the production office whilst waiting collection by their parent or guardian.
- Once located the parent/guardian will be required to give a description of the Person. If it matches the lost Person they will be instructed to go to the production office where the Person is located. Once there they will be required to complete a lost persons form and show ID.
- The two lost persons forms will be kept in the incident Log in Security.
- **At no time will the Persons name be made public over 2-way radio or the P.A. system**
- If no one has claimed the Person after 4 hours the police will be contacted.
- If the Person found has been a victim of crime, police will be notified immediately and a representative of the police should come to take a report and remove the person if appropriate.

MISSING PERSON (Lost Moses)

- If a member of the public reports a missing person to a member of staff they are to stay where they are and contact **Security** via radio.
- A lost persons form will be completed taking the essential details ie description, location etc.
- Security will give this incident a reference number and notify Security
- A response team will be dispatched to the location.
- The Security team and venue management will be notified manually as appropriate that we are looking for a Moses.
- Security will co-ordinate searches for the missing person, all security will have earpieces so no news will be broadcast around the site.
- Security control will keep the venue Management updated of the situation via 2 way radio.
- If the parent/guardian wants to join the search they will be allowed to do so, but a member of staff must be with them at all times so they are constantly contactable should the Person be found.
- Staff may be requested to support security searches; this will be co-ordinated by Security Control.

- All personnel receiving the Moses description will look for the Person fitting that description. Those in a static position will just have to look around them but those able to wander will be asked to actively search.
- If a Person matching the description is found by security or staff, they are to radio Security Control saying they are bringing in “Mr Moses” to the Welfare Area. There will be a CRB checked minder there and the Person will be re-united with the responsible adult.
- In order to re-unite a parent with their Person, the parent must give a full and accurate description of that Person. Staff should be on hand when the re-unification takes place a release form should be signed before the Person is taken away.
- This will be co-ordinated by the Security Duty Manager. If the Person has not been located after 1 hour, the Police will be contacted by the head of Security Control.

ILDERTON WHARF LOST/FOUND PERSON FORM

DATE OF EVENT:

TIME FORM COMPLETED:

PERSON WHO COMPLETED FORM:

IS PERSON LOST/FOUND (DELETE AS APPLICABLE)

TIME PERSON LOST/FOUND:

NAME OF PERSON:

NAME OF PARENT/S OR RESPONSIBLE ADULT:

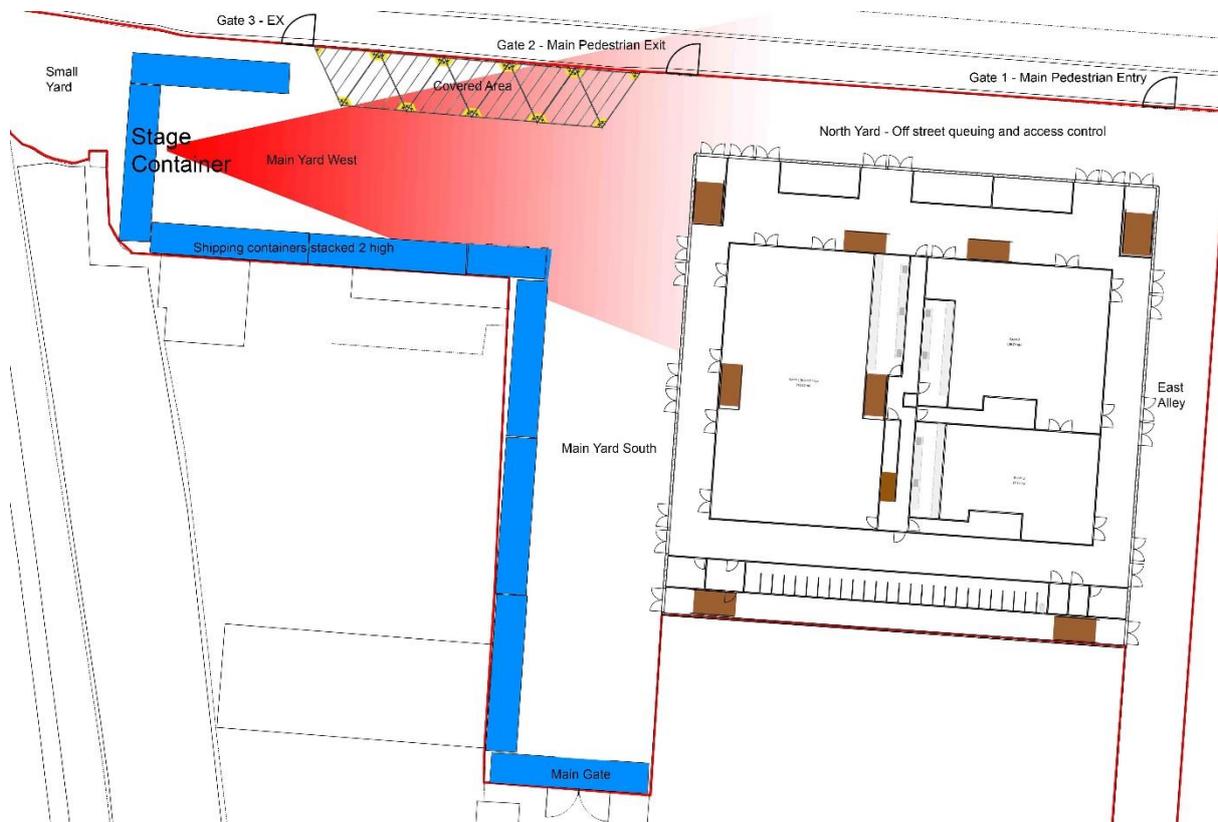
DESCRIPTION OF LOST/FOUND PERSON:

ID GIVEN BY GUARDIAN WHEN REUNITED WITH PERSON (PLEASE RECORD DETAILS FROM ID):

2ND ID GIVEN BY ADULT WHEN REUNITED WITH PERSON (PLEASE RECORD DETAILS FROM ID):

Noise and Nuisance management plan addressing patrons & Dispersal Policy – Ilderton Wharf

The site plan below provides details of the names allocated to each area of the site and will be referenced throughout this document.



Section 1 – outlines of structural design plans to mitigate noise pollution from the indoor event spaces.

The Event spaces within the building on the premises will be located in the centre of the structure with no space having any contact with the external walls. It is proposed that the internal walls surrounding the event spaces, rooms 1-5 across the ground and first floors will be a high density material such as concrete or concrete block. This internal event structure will be surrounded by the main body of the building and the inner side of the external walls will be additionally soundproofed using high quality multi material systems taking advantage of air gaps, acoustic rockwool, mass loaded vinyl and plaster sound board. When installed correctly it is expected that there will be no sound leakage from the event spaces that can be heard at the nearest residences on Rollins Street.

In order to determine the most appropriate soundproofing systems we will carry out some testing with amplified music in the empty space, measuring the difference between noise levels across the frequency spectrum when there is amplified music played indoors compared to the results of the same measurements made when no music is played. These measurements will be recorded at a number of locations to assess the directional sound level differences and nuisance frequencies, this in turn will guide the choice of soundproofing materials to mitigate the nuisance.

The intention is to complete the internal structure in phases and continually test and improve the soundproofing as the project advances. A further aid to noise control will be a second floor of studio spaces above the event rooms which will add many layers of diverse materials to absorb sound and prevent vertical leakage through the roof.

The proposed performance areas of the event rooms are all located on the south walls with any directional sound being focused to the north, away from the nearest residents on Rollins Street.

Section 2 – outlines of structural design plans to mitigate noise pollution from the outdoor event spaces.

As experienced operators of many outdoor events in a premises with close residential neighbours we recognise the nuisance that can be caused by noise from customers, sound sources and lighting. We propose to carry out a range of events outdoors from food and drink led family days to plays and music led events.

With this in mind we have plans to place a wall of shipping containers around the site from the main wall of the building in the south to the perimeter fence in the north east. This will be two containers high in the first instance with the containers housing a range of facilities from bars, food outlets & studios to stage / performance areas & customer seating. Once planning is obtained a third layer of containers will be added to this wall creating more studios and offices. The clear benefit of this is that there will be a solid multi density structure between the outdoor yard area and the residences to the south, west and north. This container wall is shown on the site plan above in blue.

The main gate to the south of the site will be formed from two leaves 2.5m wide and 5m high using shipping container doors welded to a frame to maintain the industrial look of the site. The inner layer of the doors will be soundproofed using the same methods outlined above.

This 5m barrier should provide significant reduction in nuisance and the addition of an extra 2.5m to 7.5m can only improve this. The container structure also provides us with a backbone that we can continue to add appropriate soundproofing to assist with any further mitigations required.

As part of the proposed site layout we will place the outdoor performance area in the Main Yard West in the north west corner of the site with the sound sources directed to play towards the east, the intensity of the sound should rapidly decrease as it moves across the site, this is shown in the graded red triangle on the plan. This sound setup will be monitored and modified as required using the same monitoring plan laid out in section 1.

All lighting will be set up below the top level of the shipping container wall and will be angled down to minimise light pollution.

We will begin to test the outdoor areas using temporary event notices as soon as the shipping containers are in place and will use these tests to assist in tailoring the outdoor spaces to meet our target of having no impact beyond the current industrial use.

Section 3 - Managing noise and nuisance from people arriving at the premises and from general operations.

1. There shall be no customer access to the building directly from Rollins Street through the main gate, after 7pm this gate will be reserved for emergency use only.

2. The main points of access and egress for customers will be through gates 1,2, & 3 for all event led activities.
3. All patrons will be required to join a queue off street in the North Yard on the map where all security searching and ticket processing will take place.
4. Outdoor music led events will take place in the Main Yard West and music will stop at 10pm
5. The smoking area will be off street in the Main Yard West.
6. Access into the building will be through doors on the north face of the premises.
7. All doors on the east and west faces of the building shall remain closed at all times whilst any event is taking place inside the premises, unless emergency access is required.
8. Ticket pre sales will be used to ensure a minimum of 1:100 sia door supervisors.
9. Regular cleaning will take place throughout each event from a dedicated cleaning crew who will also clean and clear the street.

Section 4 - Dispersal plan – at all times the premises is operational

1. All patrons will be reminded to leave the area quietly and signage stating "please respect our neighbours and leave the area quietly" will be in place.
2. Sia security will monitor the street and front door and will be on site until the site is clear.
3. No open containers of alcohol will be permitted to be removed from the site.
4. Security will prevent people staying on the street after any show has finished by asking them to move along politely.
5. Visitors will be encouraged to wait in the smoking area (Main Yard West) or inside the premises if they have ordered a taxi until it arrives to reduce the impact on the street.
6. Security will assist in the management of taxis on the street, reminding them not to use their horns and marshalling vehicle movement if required.

Unit 3 Ilderton Wharf

EMERGENCY FIRE EVACUATION PLAN

**Ilderton Wharf, Rollins Street,
London, Lewisham, SE15 1EP**

ON HEARING FIRE ALARM *(Continuous two tone siren)*

Leave by the **nearest** exit

Do not delay your escape by collecting belongings

Do **not** use lifts

Go to the assembly point – The opposite side of Surrey Canal Road & East end of Rollins street.

THE EVACUATION CONTROLLER IS the DUTY MANAGER or the HEAD of SECURITY

Do not re-enter the building until instructed to do so by the Evacuation Controller

ON DISCOVERING A FIRE

Immediately raise the alarm

Alert anyone nearby

Operate the nearest break glass call point

Leave the building by the **nearest** exit

Do not attempt to fight the fire unless you have been trained to do so

Report location of the fire to the first radio holder you see on your way out

Do not re-enter the building until instructed to do so by The Evacuation Controller

When calling the emergency services state clearly you require the "FIRE" service and that the fire is at:

**Ilderton Wharf, Rollins Street,
London, Lewisham, SE15 1EP**

EVACUATION PROCEDURE

Summoning Assistance.

On activation of the fire alarm the Evacuation Controller will give the radio call “**MR SANDS IS IN THE BUILDING**” repeated three times slowly and clearly, from this point on all radio holders should maintain radio silence and await further instruction from the EC or Duty Manager. Once the Mr Sands radio call has been made the duty manager should check the alarm panel/s (location to be confirmed as site is planned and developed), the DM will forward the location of the alarm activation to the EC and will attend the location and if safe to do so investigate the indicated location to determine if there is a fire. If the Duty Manager fails to identify a false alarm within 3 minutes or radio contact is lost between the DM & EC the EC should initiate a full evacuation. If a fire is discovered or it is not possible to safely confirm that there is no fire the Duty Manager will call for a full evacuation on the two way radio system.

During the 3 minute investigation period all radio holders should ensure that all other staff are aware of the Mr Sands incident and are preparing for a full evacuation.

A full evacuation will be initiated by the radio call “**FULL EVACUATION, FULL EVACUATION, FULL EVACUATION**” this call should be calm and clear, repeated at 10 second intervals by the EC to allow time for feedback from radio holders inside the building.

When a full evacuation is called all activities will cease, house lights should be switched on throughout & all entertainment be stopped, all in house staff should begin to assist in the clearance of the site by taking up their role as Fire Marshals.

Once the decision has been made to call a full evacuation or the 3 minute investigation time has expired it will be the responsibility of the EC or DM to contact the fire brigade. 999 should be called & the fire service requested,

Confirmation should indicate that the Fire Service should attend

**Ilderton Wharf, Rollins Street, London,
Lewisham, SE15 1EP**

The Role of Designated Persons

At Ilderton Wharf the designated persons will be comprised of any staff who are working directly for Ilderton Wharf. All staff will receive fire awareness and evacuation training on their first day at work, they will then form part of the Fire Marshals team in conjunction with the site security team.

Role of Evacuation Controller

The Evacuation Controller (EC) will be a senior member of the management Team (The Duty Manager or Head of Event Security) with sufficient knowledge of the premises to advise the fire service on best access routes to the incident and of any significant hazards in the building. The EC will be the main contact point for the attending fire service.

The EC will receive and note reports of areas evacuated from designated persons; people remaining in the building (for whatever reason); location, evacuation route and any assistance required for any disabled occupants; any injuries or any other relevant information to be conveyed to the fire service.

When a full evacuation is underway and/or the fire brigade have been called the EC will put on a high visibility tabard, The EC will go to the main gate on Rollins Street. On the arrival of the fire service EC will make contact with the officer in charge to relay any relevant information.

Role of Fire Marshals

Fire Marshals will be all members of Ilderton Wharf staff and any site front of house team. Their role is to guide occupants to the assembly point and to keep fire brigade access routes clear. They will also relay relevant information to the EC as necessary.

In the event of a fire alarm, they will put on high visibility tabards and take up predetermined marshalling duties.

Communications

Designated Persons & Fire Marshals must relay any relevant information passed to them to the EC. All two-way radio holders must maintain radio silence to allow the EC/Duty Manager to coordinate the evacuation, they should however listen to the radio carefully for instructions and may respond if addressed directly by the EC or Duty Manager. During an evacuation radio requests may be made to locations from either the EC or Duty Manager when looking for information, e.g., "any radio holder in the reception area please respond". When responding to a radio call remember to stay calm and speak slowly & clearly.

The exception to the radio silence rule is that any radio holder can contact the EC in the event of them having important new information about the fire/evacuation situation. An example of this is that a radio holder attempting to exit the building finds a fire in a fire exit route, in this instance they should double back and attempt to prevent anyone else using the route, ensuring that they are moving away from danger throughout. Only after they have reached a place of safety should they call in the information. The radio holder should attempt to remain calm, speak slowly and clearly identifying the location and delivering the information as concisely as possible during a break in the repeated full evacuation message, for example "EC, THERE IS A FIRE IN Room 2 BY THE NORTH WEST FIRE EXIT, THIS ROUTE IS UNSAFE, COPY MESSAGE?". The radio holder should continue to make their way to an alternative escape route, directing others away from the danger where possible.

FIRE MARSHAL TASK LIST

1. **Routine Activities:** Make regular checks on the fire safety provisions with their designated area. To ensure the following are in place:
 - Fire exits and escape routes are clear of obstructions and fire exit doors are free to open.
 - Fire doors are kept shut or are held open by automatically released or easily removable devices.
 - Fire extinguishers are in place with tamper proof seal intact
 - Fire extinguishers have been serviced within the last 12 months.
 - New members of staff are given fire safety information as part of their induction.

2. **Non-Routine Activities:** In the event of a fire alarm:
 - Remind all occupants in the Fire Marshals designated area to leave the building, indicating the nearest fire exit.
 - Conduct a sweep search of their area to ensure that no one is left, particularly in areas such as toilets & store rooms.
 - Report that their area is clear, or not, to the Evacuation Controller.
 - Assist in guiding visitors and event attendees to the meeting points on the opposite side of Surrey Canal Road & to the east end of Rollins Street, this includes keeping them off the road and on the sidewalk to allow access for emergency vehicles.

Notes.

- a) All Fire Marshals must receive fire training at the start of their first shift.
- b) Fire Marshals will put on high viz tabards in an evacuation situation.

Fire Alarm Failure - Contingency Plans

Occupants of any building must always be made aware of fire in the building. If a fault on the fire alarm system prevents this, a **contingency plan** must be put in place. This is the responsibility of the venue management. Options that will be considered by the team are initiating a fire watch with temporary fire alarms/loud hailers, closing affected part of the building or as a last resort closing the whole building. All contingency plans will be subject to dynamic risk assessment by the venue managers.

Training.

All staff & contractors must be given a basic fire safety induction on their first day of work at the premises, this training is outlined in the "Managers Fire Training Brief" this training should be recorded in the training record for each person trained by the manager who gave the training.

A fire evacuation drill should be carried out at least once every six months.

Evacuation Meeting Points

The following map shows the location of the meeting point, and the fire evacuation routes around the building



In the event of an evacuation the Fire Marshals should assist with road crossings on Surrey Canal Road and ensure that customers at the meeting points at the east end of Rollins Street keep the Private Road clear to allow access for emergency services from both east and west approaches.

Bomb Threat Meeting points

In the event that the evacuation is as a result of a bomb threat customers should be directed to head north on Senegal Road then take the footpath on the left of Senegal Road just before the railway lines toward South Bermondsey station.

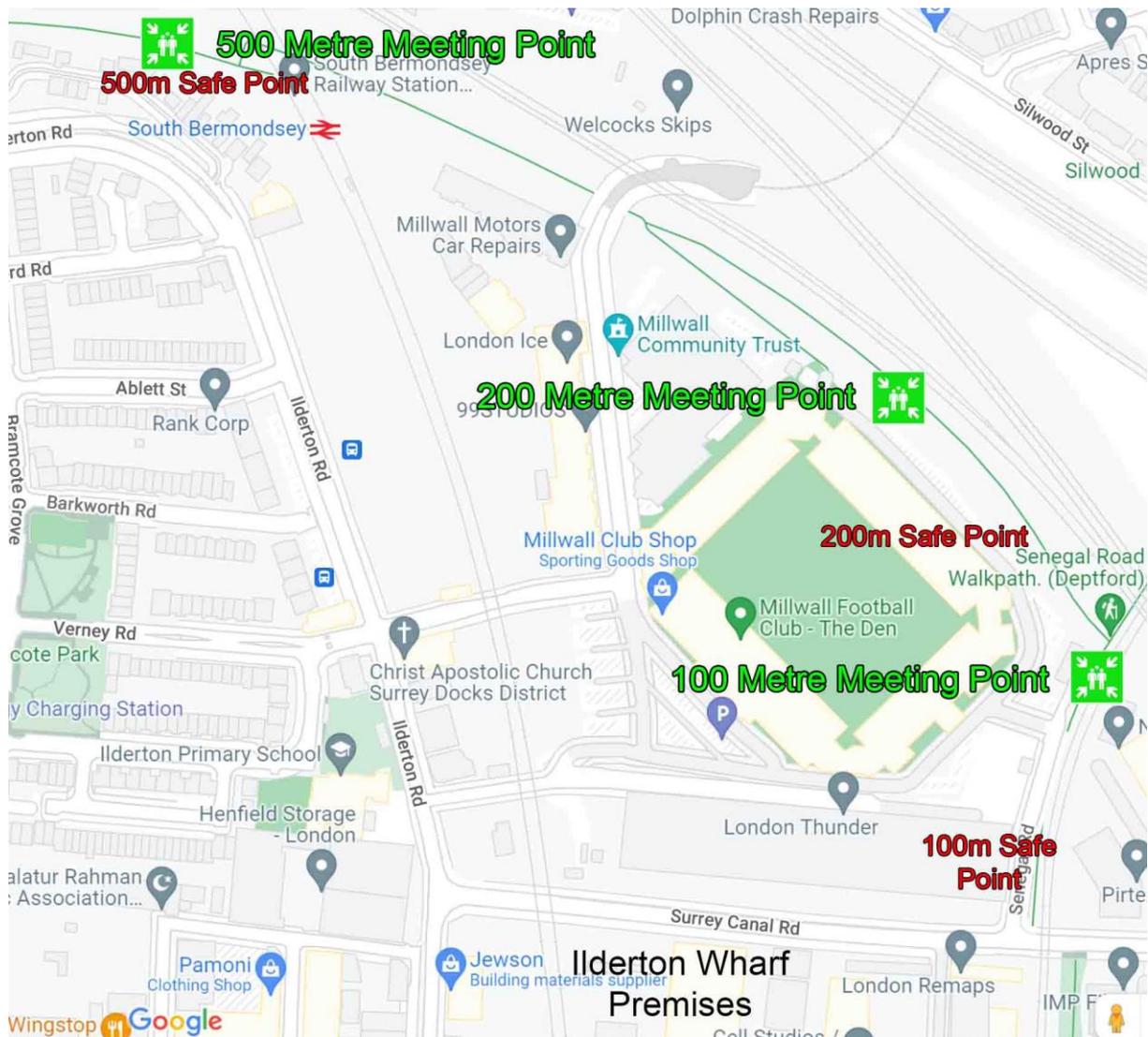
The recommended safe distances for meeting points in response to bomb threats are as follows:

100 metres (minimum) – All customers clear of Surrey Canal Road on Senegal Road

Letter/Briefcase 200 metres (minimum) – All Customers on the footpath on the opposite side of The Den football stadium

Suitcase/Car 500 metres (minimum) – All customers on the footpath to South Bermondsey station with the last customers not further south on the path than South Bermondsey station

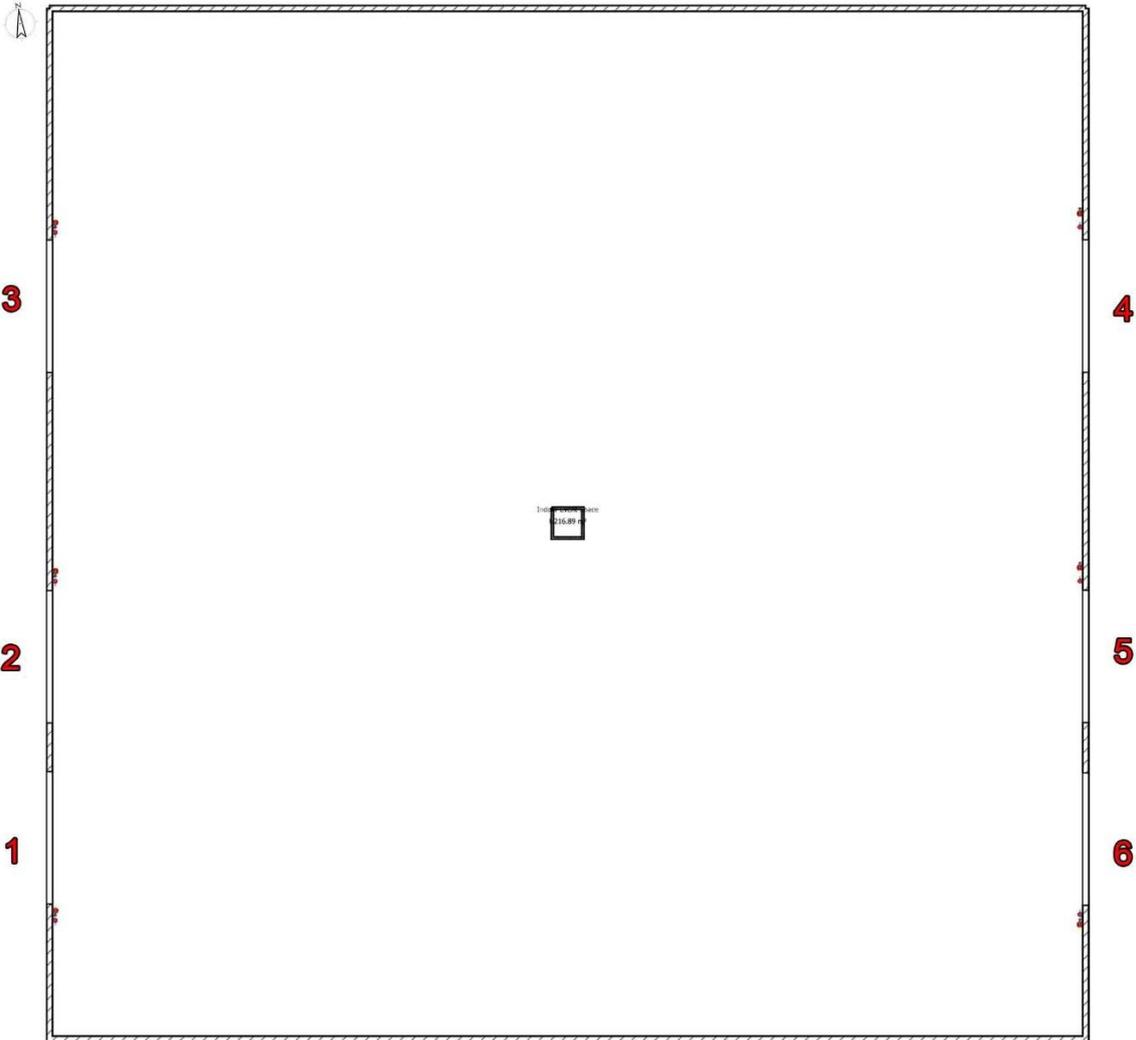
The map below shows these three meeting points, you will note that the meeting point legends are much further from the premises than the distances stated above, this is to allow for the number of people you will be dealing with so that the rear end of the evacuees is at least the minimum distance from the premises. In the event of a bomb threat evacuation all Fire Marshals and SIA security will have to work together to keep customers moving away until they reach the safe distance. Many of them will try to stop once they think that they are safe, you'll need to get them moving again and keep them moving until they are all past the recommended safe distance. The Safe distance points on the map below are just after the t of the word "point" in the red text.



Building Familiarisation

The following floor plans show the locations of Manual Call Points (MCP indicated by red diamonds, please note there are none indicated as the final internal layout has not been finalised) and Fire Fighting Equipment (FFE) within Ilderton Wharf, there should also be an MCP, and a pair of fire extinguishers located by each emergency/final exit in the main building on the premises.

Ground floor Ilderton Wharf



Capacities Calculations

This section outlines the safe exit capacity based on the division of the premises into areas, each area will have capacity calculations which are based on the smaller outcome of the maximum occupancy by floor space and the final exit width calculations for fire doors serving that area. Finally, a summary of the whole premises will be given which will justify a maximum capacity after considering the interaction of evacuation flows from each area, in particular where combined flows may occur.

It is worth noting that the final design for the licenced premises has not yet been decided on and these calculations are based on the first draft plans attached to the licence application and shown in this document. Once the licence has been granted we will be working closely with Lewisham Planning and any changes in building design or layout resulting in changed capacity and exit calculations will be presented to LFB for approval before any operational change to capacity is made. With this in mind it is expected that the capacity will be similar to the following calculations:

Area Capacity Calculations

Occupancy Indoor Event space ground floor, by floor space:

Empty Floor space 1216.89m², @ .3m² per person gives a total of 4056ppl.

It is assumed that to use the space for events the minimum that would need to be removed from this floor space is as follows:

-40m² for bar service area

-12m² for a dj booth & sound/light management areas

-16m² for footprint of a loudspeaker system

-68m² grand total non customer area giving a revised floor space of 1148.89m² @ .3m² per person gives a total of 3829ppl.

Occupancy by floor space grand total: 3829ppl

Safe exit Indoor Event space by door / exit route width:

Door 1 = 4500mm = 900ppl

Door 2 = 4500mm = 900ppl

Door 3 = 4500mm = 900ppl

Door 4 = 4500mm = 900ppl

Door 5 = 4500mm = 900ppl

Door 6 = 4500mm = 900ppl

These doors are roller shutters on the east and west sides of the building, taking into account reasonable separation doors 1, 2 & 3 should be considered as one exit with a combined width of 2700 people less one doors width because of the proximity of doors 1 & 2, this gives a west exit width capacity of 1800 people. The east exit width is calculated similarly with only doors 4 & 6 having a final exit value giving another 1800 people.

When considering the maximum occupancy by floor space and taking into account the reduction of exit capacity required when removing the largest exit it would be assumed that you would arrive at a final exit capacity of 1800ppl regardless of removing the east or west exits, however this is not the case as the east exits combine flows into a 5m wide alleyway. As a result of this in the worst case scenario with a fire preventing the use of the west exits (1,2&3) the maximum capacity for safe evacuation would be set by the 5mm per person rule on the 5m alleyway giving a safe exit by door width total of 1000ppl

Occupancy by exit width grand total: 1000ppl

Maximum occupancy capacity Indoor Event spce ground floor = 1000 people based on exit widths, exit widths were taken from table 2.3 shown below.

It is worth noting that this capacity is calculated based on the absolute most dense occupancy of the indoor event areas and would likely be modified by following factors. In general, I would expect around 10% to want to be in an outdoor chill out, 5% to be in toilet cubicles or queues and 10% to be moving around the premises, reducing the numbers actually in the event spaces by around 25% in total. The capacities of the event spaces should be reviewed once set up and any changes to available floor space such as speaker stacks, furniture and additional performance space be taking into account with a new floor space assessment carried out for each new setup inside the event space to ensure that any new event use does not reduce the floospace occupancy below 1000ppl, and if it does the newer lowest figure should be adopted.

If there is any doubt for each new proposed layout use a revised assessment will be completed and sent through to LFB for comment and site visits will always be welcome.

The outdoor hardstanding has a combined area of 1274m² which should be sufficient to allow rapid evacuation through the 4 perimeter gates to the meeting points. The areas floorspace in m² is as follows:

- Small Yard = 40m²
- Main Yard West = 362m²
- Main Yard South = 420m²
- North Yard = 199.5m²
- East Alley = 252m²

These area designations match the labels on the redline plan in the licence application.

There will be three 3.2m gates onto Surrey Canal Road spread across the northern perimeter fence plus the 5m Main gate to the south as shown in the evacuation diagrams earlier in the document. This gives a capacity to evacuate 2820 ppl.

Exit width capacities are derived using the formula 5mm per person for widths over 1100mm. This is taken from table 2.3 Widths of escape routes and exits from section B2 of the building regulations 2010 Fire Safety Approved Document B Volume 2 – Buildings other than dwellinghouses 2019 edition incorporating 2020 amendments (copied below)

Table 2.3 Widths of escape routes and exits	
Maximum number of people	Minimum width (mm) ⁽¹⁾⁽²⁾⁽³⁾
60	750 ⁽⁴⁾
110	850
220	1050
More than 220	5 per person ⁽⁵⁾

NOTES:

1. See Appendix D for methods of measurement.
2. Widths may need to be increased to meet guidance in Approved Document M.
3. Widths less than 1050mm should not be interpolated.
4. May be reduced to 530mm for gangways between fixed storage racking, other than in public areas of 'shop and commercial' (purpose group 4) buildings.
5. 5mm/person does not apply to an opening serving fewer than 220 people.

Crowd control and Entry arrangements

This section details the entry arrangements and crowd control for queuing and any action to be taken in an evacuation situation.

Any area to be used as an entry point is to be staffed by a minimum of 2 security at all times in order to have sufficient staff to clear the area of queuing customers and crowd control barriers in an evacuation and will be staffed with extra as required to quickly and efficiently

process any access queue. The queuing system will be made up of sections of tensa barrier and lo-ped barrier. The security team are instructed to release the tensa barrier and move the posts in the event of a potential emergency evacuation. They are also instructed to move any queuing guests to the meeting point across the street on the opposite side of Surrey Canal Rd

As the site has multiple areas that can be used for events there is no single set up that suits every occasion, a simple access statement for the site is as follows:

Access to the site will be arranged to ensure good crowd control at any chosen entry point, a combination of lo ped barriers and tensa barrier will be deployed as required to ensure the best crowd control possible. There will be sufficient security at the access point to ensure that any crowd control devices can be removed and any queue cleared in the event of an emergency evacuation.

Set up of each entry system will be by ongoing dynamic risk assessment of the requirements of each event and is likely to change throughout each event, assessments will be made by the venue management and the head of SIA door security team.

Our security team, Twinings, have experience of running large scale events and have been our security team for over two years on the cause project at Ashley Road, they are also the lead supplier to Winter Wonderland in Hyde park, it is generally expected that the primary decision on access set up will be made by them.

**LICENSING ACT 2003
NOTICE OF APPLICATION FOR A PREMISES LICENCE**

Notice is hereby given that ...**DL SPACE LTD**
Have applied to the Licensing Authority of London Borough of Lewisham for a
Premises Licence to permit:

- **PROVISION OF PLAYS**
- **PROVISION OF FILMS**
- **PROVISION OF LIVE MUSIC**
- **PROVISION OF RECORDED MUSIC**
- **LATE NIGHT REFRESHMENT**
- **PROVISION OF PERFORMANCES OF DANCE**
- **PROVISION OF ANYTHING OF A SIMILAR DESCRIPTION TO LIVE MUSIC, RECORDED MUSIC OR PERFORMANCES OF DANCE**
- **SALE OF ALCOHOL**

for the premises: **Unit 3, Ilderton Wharf** Situated at: **ROLLINS STREET,
LEWISHAM, LONDON SE15 1EW.**

A register of licensing applications can be inspected at **LICENSING SERVICES,
LONDON BOROUGH OF LEWISHAM, LICENSING AUTHORITY, HOLBEACH OFFICE, 9
HOLBEACH ROAD, SE6 4TW**

Any person wishing to submit relevant representations concerning this application
must give notice in writing to the London Borough of Lewisham, Licensing team at
the above address, giving in detail the grounds of the representation no later than
29th July 2022

Copies of all representations will be included in the papers presented to the
Licensing Authority's Sub Committee and will therefore pass into the public domain.
Representations can be emailed to licensing@lewisham.gov.uk

**Representations must relate to one or more of the four Licensing Objectives:
the prevention of crime and disorder, public safety, the prevention of public
nuisance and the protection of children from harm.**

It is an offence liable on conviction to a fine up to £5000 under section 158 of the
Licensing Act 2003 knowingly or recklessly to make a false statement in connection
with an application.

Dated this: 1st day of July 2022

Signed..........
Page 147.....

BEFORE LEWISHAM COUNCIL, LICENSING SUB-COMMITTEE

IN THE MATTER OF THE LICENSING ACT 2003

DL SPACES LTD

Applicant

**SUBMISSIONS OF THE COMMISSIONER OF THE METROPOLITAN POLICE FOR
USE AT THE HEARING OF THE APPLICATION LISTED ON 6 SEPTEMBER 2022**

*MICHAEL RHIMES
24 August 2022*

Introduction

1. DL Space Ltd apply for a premises licence at Unit 3, Rollins Road, Ilderton Wharf SE15 1EP (“**DL Space**”/“the **Applicant**”; “the **Application**”; “the **Premises**”). The Metropolitan Police strongly object to the grant of the Application. The LSC is respectfully requested to refuse it altogether.
2. The Application is – with respect – plainly inappropriate. There is little that the Application does not cover. It seeks permission for night-long parties – and on bank holidays, parties that can last from 6pm one day to 11pm the next (in excess of 24 continuous hours). It contemplates large events for thousands of people in a tin-roof industrial building in an area with residential accommodation. The Premises is within the vicinity of a school and Millwall Park Stadium; but is far away from local transport hubs and lacks parking. The access and egress are currently blocked off by industrial-type fences, and abut onto a busy road. The Applicant has not obtained planning permission to permit night-club use, or to make any of the substantial changes that would be required to begin to make the Premises appropriate as a night-club venue.
3. The Applicant maintains that the application is “*to present the largest scale final proposed use of the premises in order to allow feedback from the responsible authorities and to test the future viability of the premises and project.*” That, respectfully, misunderstands the

2003 Act. The present application is not for a “provisional statement” under s. 29 of the 2003 Act (nor could it be); it is an application for a licence under s. 17 of that Act, and must be considered accordingly. The Lewisham Licensing Sub-Committee has before it no meaningful detail on the proposed “phasing” of the project. It is the Application as detailed in the application form that must be assessed on its own terms.

4. The Lewisham Licensing Sub-Committee is respectfully requested to refuse the Application (“the **LSC**”). This is dealt with under the following headings:
 - a. What has been applied for is incomplete and has not been properly thought through;
 - b. The location is inappropriate;
 - c. The Application seeks a wide range of licensable activities, with extended opening hours, but no adequate management measures; and
 - d. The Premises will result in unacceptable noise pollution in a residential area

Legal Framework

Applications for Premises Licence

5. The 2003 Act distinguishes between an application for a *premises licence* (s. 17 of the 2003 Act) and an application for a *provisional statement* (see s. 29 of the same). The Applicant has chosen to apply for a premises license, and it has been published and consulted upon accordingly. It has chosen to not apply for a provisional statement. The application must be judged accordingly.
6. The LSC’s task essentially is to determine whether it is “appropriate” to grant the Application and, if so, on what terms (s. 18(3)(b) of the 2003 Act). The LSC may reject the application outright: see s. 18(4)(d) of that Act.
7. In determining the application, the LSC must (1) have regard to the representations and (2) take its decision with a view to promoting the licensing objectives (ss. 18(3)(b) and (4)(1) of the 2003 Act). It must consider the Guidance issued by the Secretary of State under s. 182 of the 2003 Act (“the **s. 182 Guidance**”) as well as the Lewisham Statement of Licensing Policy (“the **SLP**”) (see, s. 4(3)(a) and (b) of that Act).

Determining Applications for Premises Licence

8. **The importance of trust.** Licensing is based on trust. A regulator must be able to trust those to whom it grants licences to operate in compliance with the regulatory regime: see *Catch22bus Ltd v. Secretary of State for Transport* [2019] EWCA Civ 1022 at [7(iii)].

9. **The public interest.** The s.182 Guidance provides (para. 11.26) that the licensing authority's duty "is to take steps with a view of to the promotion of the licensing objectives ... in the interests of the wider community and not those of the individual licensing holder". In *R. (Chief Constable of Nottinghamshire Police) v. Nottingham Magistrates' Court* [2009] EWHC 3182 (Admin) Moses L.J. said that a licensing decision:

is not a decision similar to that which [the District Judge] would be accustomed to resolving in the course of ordinary litigation. There is no controversy between the parties, no decision in favour of one or another of them, but the decision is made for the public benefit one way or the other in order to achieve the statutory objectives.

10. **Prevention of crime and disorder:** The s.182 guidance recognises (paragraph 11.23) that deterrence is a proper consideration when determining the appropriate action on a review. The question is not just what has DL Spaces done in the past; the question is what the effect of the grant of the Application would do in the future. In *East Lindsey District Council v. Hanif* [2016] EWHC 1265 (Admin), Jay J. said:

[The prevention of crime and disorder] requires a much broader approach to the issue than the mere identification of criminal convictions. It is in part retrospective, in as much as antecedent facts will usually impact on the statutory question, but importantly the prevention of crime and disorder requires a prospective consideration of what is warranted in the public interest, having regard to the twin considerations of prevention and deterrence.

The Applicant and the Application

11. The Application is made by DL Space Ltd. Mr Stuart Glen is its director. It was incorporated in January 2018. Its most recent finances are provided in [See Annex, **P1**]. They show assets of less than £100,000 and substantial liabilities. It is not clear how such a company would have the finances to run the large-scale club they seek to obtain permission for.

12. DL Space Ltd was previously ran in a club in Tottenham on Ashley Road called The Cause. It has since shut down. Extracts from club nights at The Cause, which it appears the Applicant wishes to reproduce at the Premises, are provided at [**P2**]. The Cause was a smaller venue than the proposed Premises, with a 400 person capacity.

13. The Applicant seeks to reproduce The Cause at a new location (see, also, **P4** “*the party ain’t over. We will return*”). The Cause has a website, which details the intention behind the Application. See **[P3]**. The intention is to provide a party “*from day into night, across multiple sound systems, inside and out at an industrial East London Location*”
14. Its Facebook Page shows it is still recruiting – as of 10 August 2021 – a “venue manager”, whose responsibilities will include managing “*the wider bar and floor staff*” **[P5]**. It is of concern to the Police that key staff required for the safe operation of the Premises are not in place at this stage.
15. The above leaves the Police with serious doubt as to whether the Applicant is able to, or ready to, run the substantial operation it seeks a licence for. Moreover, while the Applicant suggests that the club offering will not come forward until some time in the future (although no particulars are given as to when that may be), the fact remains that the Applicant has an immediate financial incentive to bring the Premises into commercial operation as soon as possible.

Submissions

- A) *Overarching point: what has been applied for is incomplete and has not been properly thought through*
16. The Applicant has applied for a premises licence under s. 17 of the 2003 Act. They have not applied for a provisional statement. The application must be determined on its own terms as an application for a premises licence.
17. The Applicant maintains they seek “*to present the largest scale final proposed use of the premises in order to allow feedback from the responsible authorities and to test the future viability of the premises and project.*” That, respectfully, misunderstands the 2003 Act. The Applicant is free to engage with the responsible authorities at any point. They were not required to submit the Application in order to do so. Now that they have done so, it must be determined in accordance with the usual principles, namely whether the Application is “*appropriate*”.

18. The suggestion that the licence should be granted, with an appropriate condition stating that the licence will only be effective once planning permission has been granted is **not sufficient to address the Police’s concerns**:
- a. First, any Premises requires both planning permission and licensing in order to operate lawfully. The condition goes no more than assert that the Applicant will not act unlawfully. It takes the LSC no further than the “bare minimum”;
 - b. Second, it would not be a criminal offence to operate without planning permission. It would only be a criminal offence if the use were enforced against by the local authority. There is no legal guarantee that the Applicant will seek the appropriate planning permission;
 - c. Third, the LSC does not know on what conditions planning permission will be granted, or whether the plans submitted as part of the planning process will be the same as those presented to this LSC. There is no guarantee that what is approved through the planning process will ‘match’ the present application. The effect is that the condition could allow licensable activities for the project, but where planning permission has been obtained for an essentially different project; and
 - d. Fourth, General Permitted Development Rights might allow for temporary uses for less than 28 days (See Schedule 2, Part 4, Part B).¹
19. The Police notes that while the planning system (which governs the *use of land*) is distinct from the licensing system (which governs *licensable activities*), by the SLP (1) the Licensing Authority is “*committed to working in alignment with the Planning regime as closely as is possible*” and (2) “*urges all applicants to ensure they have the correct planning use for the business type they are operating **before they apply for their premises licence***” (emphasis added). The Applicant has not done so, and the suggestion that this can be ‘remedied’ by a condition stating that the licence will take effect only once permission is obtained is not, with respect, satisfactory.

¹ This class permits temporary use of land. I accept that it does not permit the temporary use of a building or land in the curtilage of a building, but the points remains that the apparently ‘solid’ condition is not guaranteed to preclude a club-type use until planning permission is obtained.

20. Further, the plans do not provide the detail that is required. The Applicant suggests a number of licensable activities (including wrestling/boxing and stage-based events), but do not provide the relevant detail. The LSC does not have, per Regulation 23(3) of the Licensing Regulations 2005:
- (d) in a case where the premises is to be used for more than one licensable activity, the area within the premises used for each activity;
 - (e) fixed structures (including furniture) or similar objects temporarily in a fixed location (but not furniture) which may impact on the ability of individuals on the premises to use exits or escape routes without impediment;
 - (f) in a case where the premises includes a stage or raised area, the location and height of each stage or area relative to the floor;
 - (g) in a case where the premises includes any steps, stairs, elevators or lifts, the location of the steps, stairs, elevators or lifts;
 - (h) in the case where the premises includes any room or rooms containing public conveniences, the location of the room or rooms;
 - (i) the location and type of any fire safety and any other safety equipment including, if applicable, marine safety equipment; and
 - (j) the location of a kitchen, if any, on the premises
21. The above substantially hampers the ability of the Police (and indeed the LSC) to properly assess the Application. For the reason given above, the LSC should not grant permission in the hope that the “planning condition” will ensure the Premises is in a fit state to accommodate the Applicants’ ambitious vision.
22. No detail is given as to the different “phases”, and when they might be achieved. The Applicant suggests that the actual club-type offering will not be implemented immediately (although the LSC is not informed of precisely when and precisely what). Aside from the fact that it is not clear what the phased approach entails, there appears to be no legally robust means of enforcing that phased approach. This is of particular concern given that the Applicant’s ambitions clearly include a drastic expansion of the Premises. For example, Appendix 11 contemplates a Premises that might be two storeys high (5m) or three storeys high (7.5m). Respectfully, the Applicant has simply not given enough detail to allow a proper assessment of the Application.²

² That aside, the arguments under (b) to (d) address why, in principle, the proposed project is not acceptable.

B) The location is inappropriate

23. The Premises is around 200 meters from **Millwall Stadium**, which has a capacity of roughly 20,000 persons. The sheer capacity of people in the neighbourhood (roughly 23,000 people, once the capacity of the Premises is included) is a cause for concern in and of itself. What adds to that concern is the clear risk that spectators will attend evening games at Millwall Stadium and then be in the proximity of a club that is open until 5am. The Police's view is that this poses a considerable risk to public safety, and will place considerable strain on police resources.
24. **Residential area** There are a number of residential estates near the area, which includes the Winslade Estate and associated play area. There are further new high-rise blocks of flats which overlook the 'stage' area of the Premises. This poses problems on two fronts. First, the residential nature of the area is simply unsuitable to the particular club-type offering that the Applicant seeks to provide at the Premises. Second, the Police are concerned at community tensions in the area, and how the presence of a Premises that sells alcohol for extended periods of time would affect those tensions.
25. The Premises is also less than 400 meters from **a local primary school** and is therefore in a school "superzone". The SLP states, §19.6 (emphasis added):

[...] Public Health have implemented an initiative looking at school 'superzones' which is identified as the 400m radius around schools and identifying risks to children within this zone. **One of these risks identified was alcohol and the proximity of alcohol premises within this radius of a school premises** [...].
26. There is no apparent assessment of the harm to children from the operation of this Premises in the Application (contrary to the above guidance).

27. **Access and egress** are currently blocked by industrial fencing, and are adjacent to a steep grassy bank before reaching Surrey Canal Road. No agreement appears to have been reached with the relevant Highways Authority to permit access onto Surrey Canal Road. That these are the “*main pedestrian*” access points (see figure at §37, below) is of considerable concern:

Evacuation Meeting Points

The following map shows the location of the meeting point, and the fire evacuation routes around the building



28. In any event, it is of concern that such a large Premises with a large capacity would exit directly onto road. In practice, the patrons (who will likely be leaving intoxicated) will spill onto that road, which is a clear public safety concern.
29. **Public transport links** are poor. There is also limited availability to park, which means that patrons will likely “huddle” outside waiting for Ubers or Taxis. This is a significant concern to the police because such crowds – particularly when intoxicated – can be volatile and difficult to control. Furthermore, Surrey Canal Road – which appears to be the main pedestrian entrance – is a narrow and busy road which could not accommodate the number of taxis required to disperse the sheer numbers anticipated at the Premises. The suggestion that the Premises could use Millwall Stadium’s car park (bearing in mind the extended hours of operation of the Premises) is, at best, speculative.

30. Finally, applicants are expected to have a clear **understanding of the locality** and show how this has been taken into account (SLP, §4.1(b)). They are expected to have done their own research before submitting an application; the failure to do so may result in application being refused (Id., §5.11). Factors that require particular consideration are (1) how the application fits in with the “*residential areas of the borough*” (see e.g. SLP, Policy 20: Vertical Drinking, §24.2) and (2) how it would interact with underlying crime and social problems in the area. It is plain that the Application has not considered those factors. This is confirmed by the Police’s interactions with the Applicant. For example, on 21 July 2022 Stuart Glen asked PC Pearce what the crime levels were like in the area. New Cross Ward is situated in an area with high levels of crime and a high level of deprivation.³ The Police would expect Applicants to know this kind of information.

C) The Application is over-broad; it seeks a wide range of licensable activities, with extended opening hours, but no adequate management measures.

31. **Breadth of licensable activities and their integration.** There is little not covered by the Application. It includes even boxing and wrestling matches. These are subject to a more stringent licencing regime (unlike other indoor sports) precisely because of the public disorder that they can entail.⁴ It is not clear how the different licensable activities would interact with each other.⁵ It would not be appropriate from a licensing perspective for a club-night to be taking place along side, e.g. a late night play where children might be present. There is no evidence in the application as to how, e.g. the smoking area will be managed and kept separate from areas where children may be allowed (SLP, §13.3)

32. **Substantial opening hours** The proposed opening hours for live music and the supply of alcohol are from 11:00 to 5:00 FD on Friday and Saturday, with 18:00 to 23:00 FD on days preceding bank holidays. On bank holidays, therefore, there would be 29 hours’ of continuous music and service of alcohol. The above is substantially in excess of the preferred operating hours as per the SLP. The Premises is situated in a District Hub of New

³ New Cross Ward has an 8/10 rating for “crime deprivation”, which is a rating of “BAD”: <https://www.ilivehere.co.uk/english-indices-of-deprivation-statistics-comparison-for-new-cross-in-lewisham-e05000449.html> (Accessed 23/08/22). According to the official Government Statistics on crime by postcode, E15 1EW and E15 1Ep are in the first decile for crime (i.e. the worst 10 of all postcodes).

⁴ A licence is not required to stage an indoor sporting event if it takes place between 8AM and 11PM; and the number of spectators is not more than 1000 people. By contrast **any** boxing or wrestling event requires a licence.

⁵ See Appendix 11, Section 2 “We propose to carry out a range of events outdoors from food and drink led family days to plays and music led events.”

Cross (§§15.6-7). As such, the preferred latest closing hour for a “*nightclub non-diversified alcohol led venues*” would be 1am on Friday and Saturday. Moreover, the unsociable hours for noise are between 11pm and 6 am (SLP, §7.9), and the Premises will be operating on Fridays and Saturdays throughout that period (although it will cease licensable activities at 5 am).

33. **Large capacity club** The Premises will be a very large club. A specific condition concerns “*events with expected attendance over 700*”. The Emergency Evacuation Plan makes contemplates nearly 4000 people to be evacuated from the Premises.⁶ The maximum occupancy capacity for the indoor event space is calculated to be 1000 people.⁷
34. **Lack of detailed dispersal policy** Any applicant that applies for a licence to run after midnight is expected to submit a “*detailed dispersal policy with their application*”. (SLP, §7.16). No detailed dispersal policy has been provided. This is a factor of considerable concern given the size of the Premises and anticipated capacity. The Police stress that applicants are expected to carry out their own research, and the failure to do so may result in an application being refused (see SLP, §5.11). The lack of a detailed dispersal policy (1) makes it difficult to properly assess the application and (2) gives rise to substantial doubt as to whether the application will indeed be consistent with the licensing objectives.
35. If the brief seven bullets in Section 4 of Appendix 11 are the “*detailed dispersal policy*”, the Police’s concerns would remain. The Police are concerned by the dispersal policy in that it does not appear to grapple with the sheer number of persons that need to be dispersed and/or the location of the Premises. Further, Surrey Canal Road is a narrow, busy street with regular trucks. It cannot accommodate waiting taxis, nor could security reasonably police it (see picture below). Finally, encouraging people to wait in the smoking area will give rise to noise problems. The amount of people that need to be dispersed could not realistically be accommodated in the Premises. In short, the dispersal policy is not detailed, and is not fit for purpose:

⁶ Emergency Evacuation Ilderton Wharf, Phase 1, 29/07/22: “Occupancy by floor space grand total: 3829ppl”

⁷ Although this is stated to be “*the absolute most dense occupancy*” and that this would in practice be reduced because people will spread out, the figures nonetheless give a sense of the sheer size of what is contemplated at the Premises. In any event, the spacing out of persons on the Premises is speculative.

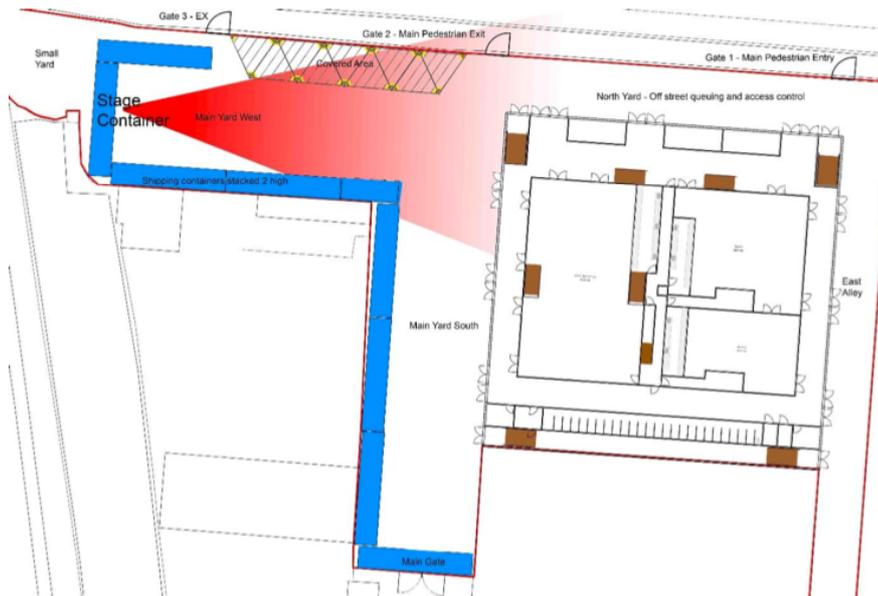


Surrey Canal Road.

36. **Lack of security assessment.** The Applicant has provided no estimation of how many SIA door staff would be provided per estimated customers. The rationale is that an “*ongoing dynamic risk assessment*” will determine those numbers (Application Form). The implication is that the future events at the Premises have not been risk assessed, which is a factor of considerable concern to the Police (see, also lack of noise assessment (see below, paragraph 42).

D) The Premises will result in unacceptable noise pollution in a residential area

37. The Applicant's intend for the Premises to have "to meet our target of having no impact beyond the current industrial use" (Appdx 11, Section 2). There no detail on how this ambitious goal would be achieved. It appears that the Application contemplates (1) an outdoor stage and (2) indoor activities. Neither the outdoor nor the indoor elements would be consistent with the prevention of public nuisance:



Extract from Appdx 11

38. **Noise from inside the Premises: Thin tin roof** The Premises has a thin tin roof. It has no apparent insulation. Despite that, the Applicant contemplates running a substantial club offering inside the Premises, without having planning permission for the substantial changes that would be required in order to sound-proof the Premises.
39. **Noise from outside the Premises.** The Applicant anticipates a range of outdoor events, including "music-led events" (Appdx 11, Section 2). The suggestions for sound-proofing are speculative, and have not been assessed.
40. The Applicant suggests allowing persons to "temporarily leave and then re-enter the premises" between the hours of 10pm and 6am as per the conditions. As above, the unsociable hours for noise are between 11pm and 6am (SLP, §7.9), and there are a number of residential estates in the area. Where patrons can congregate or smoke outside the premises, "sufficient management controls must be put into place to ensure that no nuisance

or disturbance is caused to local residents” (SLP, §7.12).⁸ The Police is not satisfied that such controls have been thought through, and is particularly concerned as the noise impact of the Application.

41. The presence of a noise limiter *inside* the Premises will not address the noise emanating from persons outside the Premises. In conversation on 21st July 2022, Mr Stuart Glen suggested that stacked shipping containers filled with hay would block sound. While the London Fire Brigade have not made representations, the Police would be concerned at the risk of fire. Overall, it appears to be a “makeshift” solution, and it does not appear that the noise ramifications of the Premises have been thought through.
42. **Lack of assessment.** Section 1 of Appendix 11 makes plain that the Applicant has not conducted acoustic assessments of the Premises, and provides no detail on the assessment that will be undertaken. This – again – is a factor of considerable concern for a venue of this size in this location.⁹

⁸ The SLP gives a number of elements that should be considered at §7.13. They include placing management controls on “Queues of patrons awaiting admission and how these are arranged”; “The areas within which patrons may congregate outside of the premises” and “Terminal hour for last admissions and re-admissions to the premises.”

⁹ That document reads “In order to determine the most appropriate soundproofing systems **we will carry out** some testing with amplified music in the empty space[...].”

Conclusion

43. In short, *the Application taken alone* is for a very large range of licensable activities; for extensive periods of time far in excess of the preferred closing hours in the Statement of Licensing Policy; in an industrial building with no planning permission for club-type use; with a capacity of over 3000 people. There is no meaningful noise assessment, and the dispersal policy lacks detail. All of those points are, of themselves, concerning and would justify the refusal of the Application.
44. But the Application *in context* yet further exacerbates the Police's concern. It is in a residential area, next to a large stadium, and abutting a narrow but busy road, in an area with high rates of crime.
45. Respectfully, the Application has not been thought through, and, respectfully, it is difficult to see how the LSC is in a position to grant it. The suggestions that this is "phased" project or that a "planning condition" are misplaced, and do not overcome the Police's concerns.
46. The LSC is respectfully invited to refuse the Application outright. It is not "*appropriate*" for any licence to be granted.

MICHAEL RHIMES
FRANCIS TAYLOR BUILDING
24 AUGUST 2022

P1

RECENT ACCOUNTS OF DL SPACE LTDS, 31 JANUARY 2021 OBTAINED
FROM COMPANY HOUSE

DL SPACE LTD

Registered Number 11154948

Micro-entity Balance Sheet as at 31 January 2021

	<i>Notes</i>	<i>2021</i>	<i>2020</i>
Fixed Assets		56,118	58,538
Current Assets		95,656	77,911
Prepayments and accrued income		750	750
Creditors: amounts falling due within one year		(56,394)	(41,076)
Net current assets (liabilities)		<u>40,012</u>	<u>37,585</u>
Total assets less current liabilities		<u>96,130</u>	<u>96,123</u>
Creditors: amounts falling due after more than one year		(52,421)	-
Total net assets (liabilities)		<u>43,709</u>	<u>96,123</u>
Capital and reserves		<u>43,709</u>	<u>96,123</u>

EXTRACT FROM FACEBOOK OF ADONIS CLUB NIGHT AT THE CAUSE

The Cause
2 August at 16:39 · 🌐

When we looked to form any new venture there was no doubt that @adonis.adonis.adonis would feature. And as we passed the second week of 'possibly maybe', with two amazing shows from @warm_up_festival and @riposte.london, we can't wait for Adonis's raw energy to return to our floors this weekend.

There is little left to say about their event, other than simply there is no other party quite like it in London. Having been with us from the start it feels only right to have them back again, this time with a run of shows leading up to their 5th Birthday celebrations...

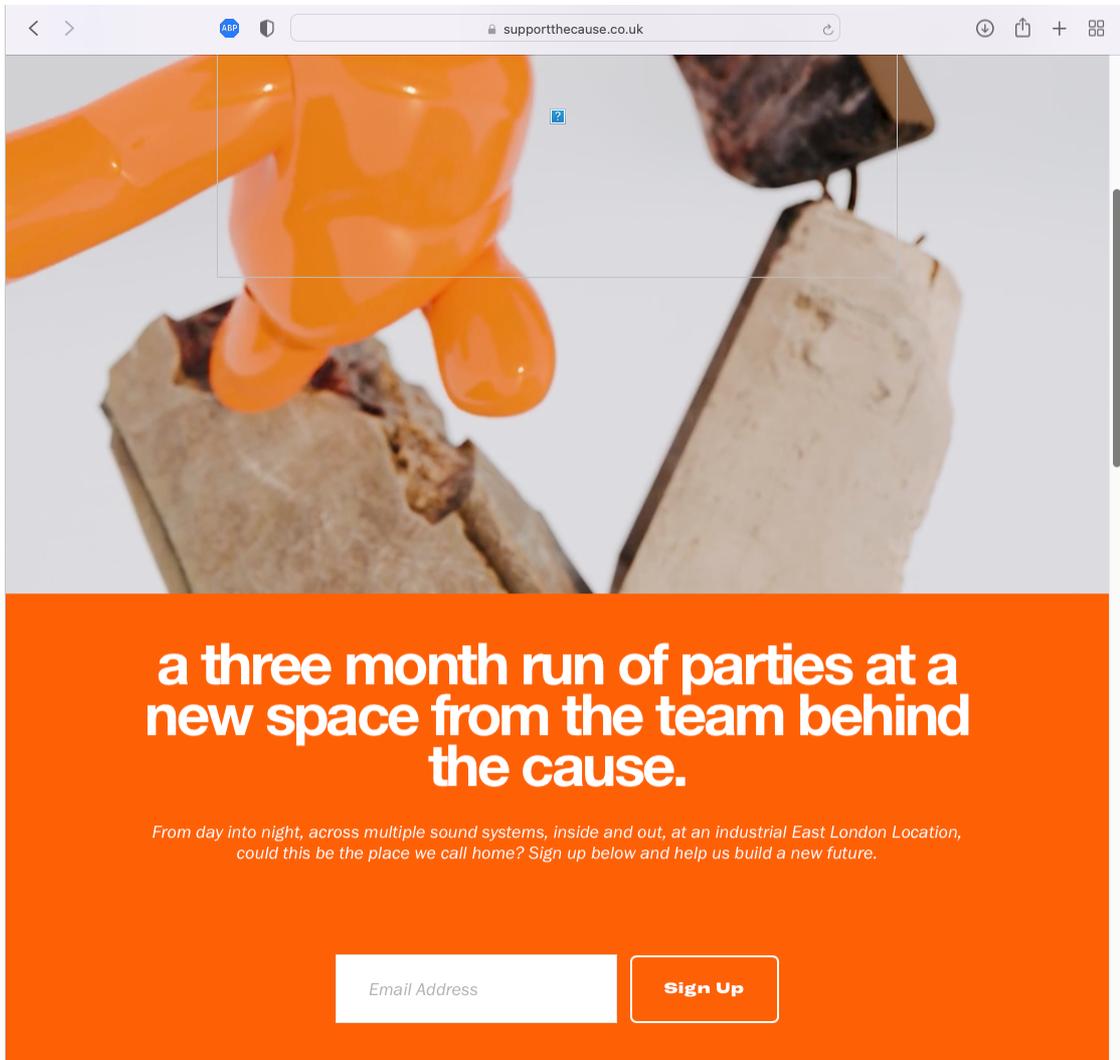
Kicking things off from 1pm this Saturday, we expect it to be a roadblock affair. Final tickets for this alongside all upcoming shows in the series are available via the link in bio.

See you there? Possibly, maybe?

👍❤️ 13

👍 Like 💬 Comment ➦ Share

**EXTRACTS FROM SUPPORTTHECAUSE.CO.UK DETAILING THE PLANS
BEHIND THE APPLICATION**



supportthecause.co.uk

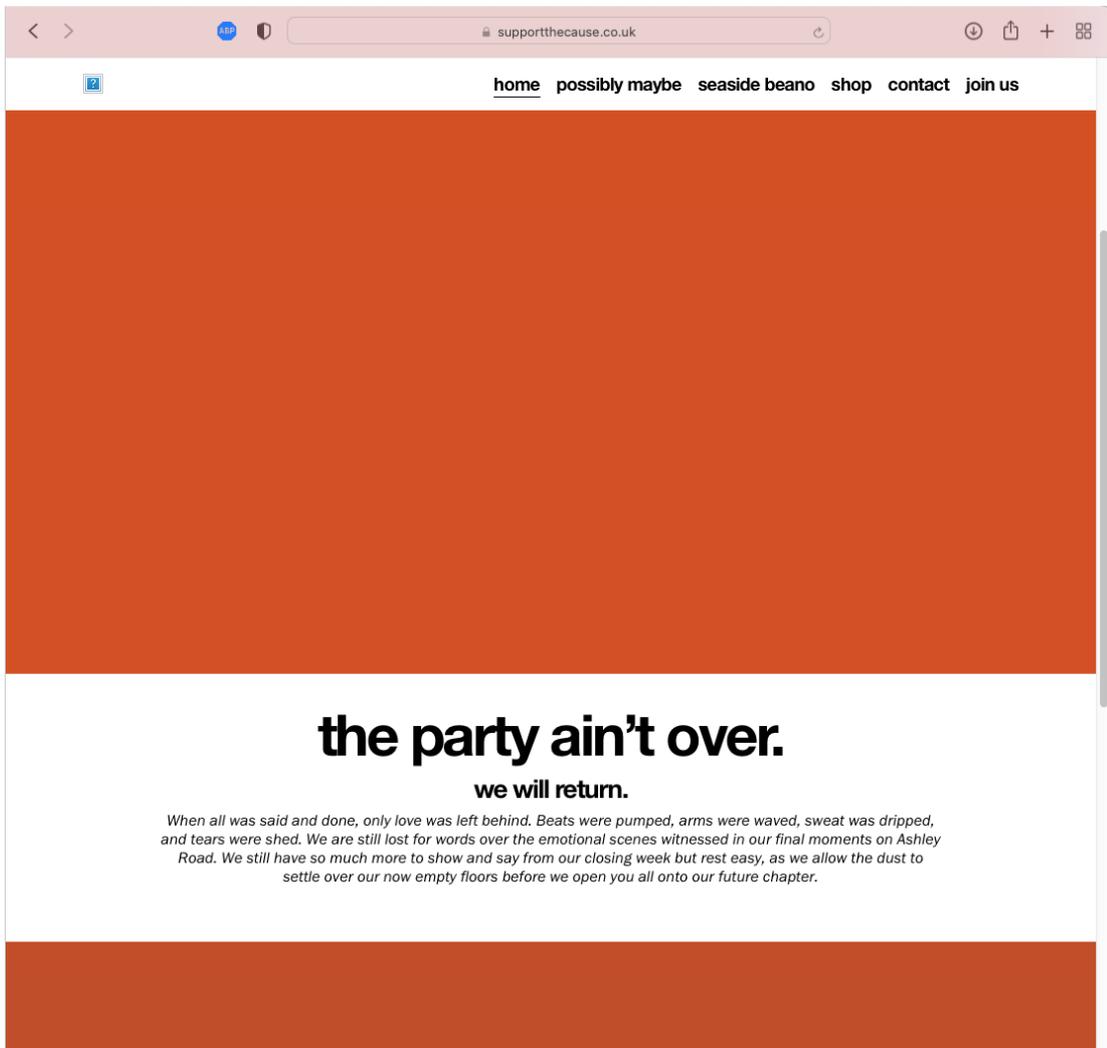
a three month run of parties at a new space from the team behind the cause.

From day into night, across multiple sound systems, inside and out, at an industrial East London Location, could this be the place we call home? Sign up below and help us build a new future.

Email Address

Sign Up

**EXTRACTS FROM SUPPORTTHECAUSE.CO.UK DETAILING THE PLANS
BEHIND THE APPLICATION**



EXTRACT FROM FACEBOOK SHOWING RECRUITMENT FOR SENIOR MANAGEMENT POSITIONS

The Cause
10 August at 15:04 · 🌐

Since the closure of our beloved venue in the heart of Tottenham back in January, we have been working round the clock to secure some exciting new opportunities to keep the crew together and find a new home. As these projects are beginning to steamroll ahead, we're looking for experienced bar staff to join the crew!

Job Vacancies:
- Venue Manager
- Bar Supervisors
- Bar Staff

If you feel like joining our story then simply head to the links in our bio, where you will find full job descriptions and application details. We aim to get back to everyone that applies for this position within one month of the closing date however, we cannot offer feedback on CV's. Shortlisted applicants will be asked to interview on site.

**we are hiring
join our future**

vacancies

venue manager
Will lead the business bar team and be the line manager for the Bar Managers, Bar Supervisors and wider bar and floor staff.

bar supervisors
Manage the day-to-day shift operations of both the front of house and bar team. Reporting to, and supporting the on-duty Venue Manager.

bar staff
Work as a part of our flexible bar & front of house team, providing excellent customer service in an efficient manner. Our team members are able to work on the bar, pour and mix drinks of a high standard as well as work on the floor in customer-facing roles on the floor, running drinks and managing customer enquiries.

applying

To apply head to the links in our bio where you will find full job descriptions and application details.

We receive a lot of applications and it does take a while to process these therefore if you do not hear from us immediately it means that we are still in the review process so do not panic.

We aim to get back to everyone that applies for this position within one month of the closing date however, we cannot offer feedback on CV's. Shortlisted applicants will be asked to interview on site.

The job description for venue manager reads “will lead the business’ bar team and be the line manager for the Bar Managers, Bar Supervisors and wider bar and floorstaff”