

## **Licensing Sub-Committee (Reconvened from 6 March 2017)**

Thursday 20 April 2017

10.00 am

Ground Floor Meeting Room G02B - 160 Tooley Street, London SE1 2QH

### **Membership**

Councillor Renata Hamvas (Chair)  
Councillor David Hubber  
Councillor Lorraine Lauder MBE

### **Reserves**

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### **INFORMATION FOR MEMBERS OF THE PUBLIC**

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#### **Access to information**

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#### **Contact**

Andrew Weir on 020 7525 7222 or email: [andrew.weir@southwark.gov.uk](mailto:andrew.weir@southwark.gov.uk)

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Members of the committee are summoned to attend this meeting

**Eleanor Kelly**

Chief Executive

Date: 10 April 2017



## **Licensing Sub-Committee (Reconvened from 6 March 2017)**

Thursday 20 April 2017

10.00 am

Ground Floor Meeting Room G02B - 160 Tooley Street, London SE1 2QH

### **Order of Business**

<b>Item No.</b>	<b>Title</b>	<b>Page No.</b>
	<b>PART A - OPEN BUSINESS</b>	
<b>1.</b>	<b>APOLOGIES</b>	
	To receive any apologies for absence.	
<b>2.</b>	<b>CONFIRMATION OF VOTING MEMBERS</b>	
	A representative of each political group will confirm the voting members of the committee.	
<b>3.</b>	<b>NOTIFICATION OF ANY ITEMS OF BUSINESS WHICH THE CHAIR DEEMS URGENT</b>	
	In special circumstances, an item of business may be added to an agenda within five clear days of the meeting.	
<b>4.</b>	<b>DISCLOSURE OF INTERESTS AND DISPENSATIONS</b>	
	Members to declare any interests and dispensation in respect of any item of business to be considered at this meeting.	
<b>5.</b>	<b>LICENSING ACT 2003: LOST RIVERS (LAND ADJACENT TO ARTWORKS), ELEPHANT ROAD, LONDON SE17 1AY</b>	<b>1 - 86</b>
	<b>ANY OTHER OPEN BUSINESS AS NOTIFIED AT THE START OF THE MEETING AND ACCEPTED BY THE CHAIR AS URGENT.</b>	

**PART B - CLOSED BUSINESS****EXCLUSION OF PRESS AND PUBLIC**

The following motion should be moved, seconded and approved if the sub-committee wishes to exclude the press and public to deal with reports revealing exempt information:

“That the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1-7, Access to Information Procedure rules of the Constitution.”

**ANY OTHER CLOSED BUSINESS AS NOTIFIED AT THE START OF THE MEETING AND ACCEPTED BY THE CHAIR AS URGENT.**

Date: 10 April 2017

<b>Item No.</b> 5.	<b>Classification:</b> Open	<b>Date:</b> 20 April 2017	<b>Meeting Name:</b> Licensing Sub-Committee
<b>Report Title</b>		Licensing Act 2003: Lost Rivers (Land Adjacent to Artworks), Elephant Road, London SE17 1AY	
<b>Ward(s) of group(s) affected</b>		East Walworth	
<b>From</b>		Strategic Director of Environment	

## RECOMMENDATION

1. That the licensing sub-committee considers an application made by Nicholas James Boland for a premises licence to be granted under the Licensing Act 2003 in respect of the premises known as Lost Rivers (land adjacent to artworks), Elephant Road, London SE17 1AY.
2. The Licensing Sub-Committee part heard the application 20 December 2016, but adjourned to 6 March 2017 in order for the applicant to produce an acoustic report and a draft noise management plan in order for the responsible authorities to approve and/or comment upon it, the acoustic report was submitted and is attached as Appendix D. On the morning of the hearing the applicant submitted an updated version of the acoustic report, but this was deemed inadequate for the purpose and as such in agreement with all parties concerned the decision was made to postpone the hearing to 20 April 2017. To date, the management plan has been submitted and attached as Appendix E. However, we still await the submission of the acoustic report.
3. Notes:
  - a) This application forms a new application for a premises licence, submitted under Section 17 of the Licensing Act 2003. The application is subject to representations from responsible authorities and is therefore referred to the sub-committee for determination.
  - b) Paragraphs 9 to 12 of this report provide a summary of the application under consideration by the sub-committee. A copy of the full application is attached as Appendix A.
  - c) Paragraphs 14 to 19 of this report deal with the representations submitted in respect of the application and conciliation. Copies of the representations submitted and the related correspondence are attached to this report in as Appendix B. The conciliation statement and acoustic report submitted are also attached as Appendices C and D.
  - d) Paragraph 21 deals with licensed premises within a 100 metre radius of the premises. A map of the area is attached as Appendix F.
  - e) A copy of the council's approved procedure for hearings of the sub-committee in relation to an application made under the Licensing Act 2003, along with a copy of the hearing regulations, has been circulated to all parties to the meeting.

## **BACKGROUND INFORMATION**

### **The Licensing Act 2003**

4. The Licensing Act 2003 provides a licensing regime for:
  - The sale of and supply of alcohol
  - The provision of regulated entertainment
  - The provision of late night refreshment.
5. Within Southwark, the licensing responsibility is wholly administered by this council.
6. The Act requires the licensing authority to carry out its functions under the Act with a view to promoting the four stated licensing objectives. These are:
  - The prevention of crime and disorder
  - The promotion of public safety
  - The prevention of nuisance
  - The protection of children from harm.
7. In carrying out its licensing functions, a licensing authority must also have regard to
  - The Act itself
  - The guidance to the act issued under Section 182 of the Act
  - Secondary regulations issued under the Act
  - The licensing authority's own statement of licensing policy
  - The application, including the operating schedule submitted as part of the application
  - Relevant representations.
8. The premises licence application process involves the provision of all relevant information required under the Act to the licensing authority with copies provided by the applicant to the relevant responsible bodies under the Act. The application must also be advertised at the premises and in the local press. The responsible authorities and other persons within the local community may make representations on any part of the application where relevant to the four licensing objectives.

## **KEY ISSUES FOR CONSIDERATION**

### **The premises licence application**

9. On 18 October 2016 Nicholas James Boland applied to this council for the grant of a premises licence in respect of Lost Rivers (land adjacent to Artworks), Elephant Road, London SE17 1AY. The premises is described as a box park style multi-use construction with main focuses on serving craft beers, offering high quality food and providing entertainment suitable for all ages main in a modern circus.
10. The application is summarised as follows: (as amended through conciliation)
  - Plays (indoors)  
Monday to Thursday from 10:00 to 00:00  
Friday and Saturday from 10:00 to 01:00  
Sunday from 10:00 to 23:00

- Films (indoors)  
Monday to Thursday from 10:00 to 00:00  
Friday and Saturday from 10:00 to 01:00  
Sunday from 10:00 to 23:00
  - Recorded Music (indoors)  
Monday to Thursday from 10:00 to 00:00  
Friday and Saturday from 10:00 to 01:00  
Sunday from 10:00 to 23:00
  - Performance of dance (indoors)  
Monday to Thursday from 10:00 to 00:00  
Friday and Saturday from 10:00 to 01:00  
Sun 10:00 to 23:00
  - Anything similar to the above (indoor)  
Monday to Thursday from 10:00 to 00:00  
Friday and Saturday from 10:00 to 01:00  
Sunday from 10:00 to 23:00
  - Late Night Refreshment (indoors and outdoors)  
Monday to Thursday from 23:00 to 00:00  
Friday and Saturday from 23:00 to 01:00
  - The supply of alcohol (on and off the premises)  
Monday to Thursday from 11:00 to 00:00  
Friday and Saturday from 01:00  
Sunday from 11:00 till 23:00
  - Operating hours  
Monday to Thursday from 10:00 to 00:30  
Friday and Saturday from 10:00 to 01:30  
Sunday from 10:00 to 23:30.
11. The proposed designated premises supervisor of the premises is Nicholas James Boland who holds a personal licence issued by Lambeth Council.
  12. The premises licence application form provides the applicant's operating schedule. Parts A, B, E, F, G, H, I, J, K, L, and M of the operating schedule set out the proposed licensable activities, operating hours and operating control measures in full, with reference to the four licensing objectives as stated in the Licensing Act 2003. Should a premises licence be issued in respect of the application the information provided in the operating schedule will form the basis of conditions that will be attached to any licence granted subsequent to the application. A copy of the application is attached to this report in Appendix A.

### **Representations from responsible authorities**

13. Representations have been submitted by the Metropolitan Police Service, the environmental protection team (EPT), licensing (as a responsible authority), trading standards and public health.

14. The representation from the Metropolitan Police Service states that the operating schedule indicates that this is a multi-functional, multi-use space that will contain a variety of businesses, some of which will be selling alcohol and food for consumption on and off the premises and have offered conditions to be considered for the promotion of the four licensing objectives, in particular the prevention of crime and disorder. Some of the conditions have been offered as part of the operating schedule but the wording is crucial to negate ambiguity. The conditions have been agreed and as such the police representation has been withdrawn.
15. The EPT representation is made under the grounds of prevention of public nuisance. They state that there is inadequate detail in the application on how a public nuisance would be prevented. There is no detail of measures that would be used to prevent public nuisance. The applicant has not conducted a risk assessment of the likelihood of their outdoor music activities causing public nuisance to nearby residents, and has therefore not followed Section 216 of the statement of licensing policy. The EPT have suggested conditions for amending the operating schedule if necessary and requested that a sound containment report be submitted.
16. Licensing (as a responsible authority) has submitted representations in respect of the prevention of crime and disorder; the prevention of public nuisance, public safety and the protection of children from harm. This premises is situated within the Elephant and Castle major town centre area and under the Southwark statement of licensing policy 2016 - 2020 the appropriate closing times for public houses, wine bars or other drinking establishments from Sunday to Thursday is 23:00 and for Friday and Saturday 00:00. The representation seeks further information and has offered conditions and request the applicant amend the operating schedule.
16. Trading standards welcome the statements in the application about addressing sales of alcohol to children in order to promote the four licensing objectives but for completeness and clarity have suggested conditions which have been agreed upon by the applicant and will therefore form part of the licence conditions. Trading standards has therefore withdrawn the representation.
17. The public health representation has been submitted in respect of the prevention of crime and disorder, the prevention of public nuisance and the protection of public safety licensing objectives. The representation is concerned with the proposed hours for the sale of alcohol and states that that increased hours of alcohol sales are associated with increased alcohol consumption, alcohol related injuries and alcohol related harm. Research suggests that increased hours of alcohol sales are associated with increased alcohol consumption, increased alcohol-related injuries, and increased alcohol-related harm. Southwark's statement of licensing policy recommends a closing time for alcohol sales of 23:00 on Sundays to Thursdays and 00:00 on Fridays and Saturdays for an establishment in this location and therefore the public health authority recommend that the end time for alcohol sales be changed to 23:00 on Sundays to Thursdays and 00:00 on Fridays to Saturdays as per Southwark's statement of licensing policy.
17. Copies of the representations submitted by the responsible authorities and related trading standards and police withdrawal emails are attached in Appendix B.

### **Representations from other persons**

18. There are no representations from other persons.

## **Conciliation**

19. The representations were forwarded to the applicant and, through conciliation, conditions offered by both the police and trading standards have been agreed by the applicant and the operating schedule has been amended. However, other representations remain outstanding and the licensing sub committee will be updated of any developments on 30 January 2017. The conciliation statement is attached as Appendix C. The acoustic report requested by the EPT has been submitted and is attached as Appendix D. The sub-committee will be updated of any further development on 20 April 2017.

## **Deregulation of entertainment**

20. On 6 April 2015 entertainment became deregulated and as a result:
  - Live unamplified music is deregulated between 08.00 and 23.00 on any premises.
  - Live and recorded amplified music is deregulated between 08.00 and 23.00 at on-licensed premises provided the audience does not exceed 500 people. However, live music can become licensable in on-licensed premises if the licensing authority removes the effect of the deregulation following a licence review ('licence review mechanism').

## **Map of the local area**

21. A map showing the location of the premises is attached to this report as Appendix F. The premises are identified at the centre of the map by a pink triangle. The following licensed premises are also shown on the map and have closing times as stated:
  - Bola 8, 122 Elephant Road, London SE1 (Monday to Sunday until 06:00)
  - Corsica Studios, Unit 4 & 5 Farrell Court, Elephant Road, London SE1 (Sunday to Wednesday until 03:00, Thursday until 04:00 and Friday 24 hours)
  - Distrindina, Unit 6 Farrell Court, Elephant Road, London SE1 (Sunday to Thursday until 03:00, Friday and Saturday until 04:40)
  - Long Wave Bar and Café, 1 The Artworks, Elephant Road, London SE1 (Monday to Sunday until 01:00)
  - Naranjo Restaurant, 113 Elephant Road, London SE1 (Monday to Sunday until 23:00)
  - Coronet, Railway Arch 3,4,5 & 6, Elephant Road, London SE1 (Monday to Sunday until 07:30)
  - La Chatica, Unit 2, Farrell Court, Elephant Road, London SE1 (Monday to Saturday till 22:00 and Sunday until 20:00).



## **Southwark council statement of licensing policy**

22. Council assembly approved Southwark's statement of licensing policy 2016-20 on 25 November 2015. Sections of the statement that are considered to be of particular relevance to the sub-committee's consideration are:
  - Section 3 - Purpose and scope of the policy. This reinforces the four licensing objectives and the fundamental principles upon which this authority relies in determining licence applications.
  - Section 5 - Determining applications for premises licences and club premises certificates. This explains how the policy works and considers issues such as location; high standards of management; and the principles behind condition setting.
  - Section 6 - Local cumulative impact policies. This sets out this authority's approach to cumulative impact and defines the boundaries of the current special policy areas and the classifications of premises to which they apply. To be read in conjunction with Appendix B to the policy.
  - Section 7 - Hours of operation. This provides a guide to the hours of licensed operation that this authority might consider appropriate by type of premises and (planning) area classification.
  - Section 8 - The prevention of crime and disorder. This provides general guidance on the promotion of the first licensing objective.
  - Section 9 - Public safety. This provides general guidance on the promotion of the second licensing objective.
  - Section 10 - The prevention of nuisance. This provides general guidance on the promotion of the third licensing objective.
  - Section 11 - The protection of children from harm. This provides general guidance on the promotion of the fourth licensing objective.
23. The purpose of Southwark's statement of licensing policy is to make clear to applicants what considerations will be taken into account when determining applications and should act as a guide to the sub-committee when considering the applications. However, the sub-committee must always consider each application on its own merits and allow exceptions to the normal policy where these are justified by the circumstances of the application.
24. Within the Southwark statement of licensing policy 2016 - 2020 the following closing times are recommended as appropriate within this area for this categories of premises as follows:
  - Public houses, wine bars or other drinking establishments: Sunday to Thursday 23:00 and Friday and Saturday 00:00.

### **Resource implications**

25. A fee of £315.00 has been paid by the applicant company in respect of this application being the statutory fee payable for premises within non-domestic rateable value band C.

### **Consultation**

26. Consultation has been carried out on this application in accordance with the provisions of the Licensing Act 2003. A public notice was published in a local newspaper and similar notices were exhibited outside of the premises for a period of 28 consecutive days.

### **Community impact statement**

27. Each application is required by law to be considered upon its own individual merits with all relevant matters taken into account.

## **SUPPLEMENTARY ADVICE FROM OTHER OFFICERS**

### **Director of Law and Democracy**

28. The sub-committee is asked to determine the application for a premises licence under section 17 of the Licensing Act 2003.
29. The principles which sub-committee members must apply are set out below.

### **Principles for making the determination**

30. The general principle is that applications for premises licence applications must be granted unless relevant representations are received. This is subject to the proviso that the applicant has complied with regulations in advertising and submitting the application.
31. Relevant representations are those which:
  - Are about the likely effect of the granting of the application on the promotion of the licensing objectives
  - Are made by an interested party or responsible authority
  - Have not been withdrawn
  - Are not, in the opinion of the relevant licensing authority, frivolous or vexatious.
32. If relevant representations are received then the sub-committee must have regard to them, in determining whether it is necessary for the promotion of the licensing objectives to:
  - To grant the licence subject to:
    - The conditions mentioned in section 18 (2)(a) modified to such extent as the licensing authority considers necessary for the promotion of the licensing objectives
    - Any condition which must under section 19, 20 or 21 be included in the licence

- To exclude from the scope of the licence any of the licensable activities to which the application relates.
- To refuse to specify a person in the licence as the premises supervisor.
- To reject the application.

### **Conditions**

33. The sub-committee's discretion is thus limited. It can only modify the conditions put forward by the applicant, or refuse the application, if it is necessary to do so. Conditions must be necessary and proportionate for the promotion of one of the four licensing objectives, and not for any other reason. Conditions must also be within the control of the licensee, and should be worded in a way which is clear, certain, consistent and enforceable.
34. The four licensing objectives are:
  - The prevention of crime and disorder
  - Public safety
  - The prevention of nuisance
  - The protection of children from harm.
35. Members should note that each objective is of equal importance. There are no other licensing objectives, and the four objectives are paramount considerations at all times.
36. Conditions will not be necessary if they duplicate a statutory position. Conditions relating to night café and take away aspect of the license must relate to the night time operation of the premises and must not be used to impose conditions which could not be imposed on day time operators.
37. Members are also referred to the Home Office Revised Guidance issued under section 182 of the Licensing Act 2003 on conditions, specifically section 10.

### **Reasons**

38. If the sub-committee determines that it is necessary to modify the conditions, or to refuse the application for a premises licence application, it must give reasons for its decision.

### **Hearing procedures**

39. Subject to the licensing hearing regulations, the licensing committee may determine its own procedures. Key elements of the regulations are that:
  - The hearing shall take the form of a discussion led by the authority. Cross examination shall not be permitted unless the authority considered that it is required for it to consider the representations.
  - Members of the authority are free to ask any question of any party or other person appearing at the hearing.
  - The committee must allow the parties an equal maximum period of time in which to exercise their rights to:

- Address the authority
  - If given permission by the committee, question any other party.
  - In response to a point which the authority has given notice it will require clarification, give further information in support of their application.
- The committee shall disregard any information given by a party which is not relevant to the particular application before the committee and the licensing objectives.
  - The hearing shall be in public, although the committee may exclude the public from all or part of a hearing where it considers that the public interest in doing so outweighs the public interest in the hearing, or that part of the hearing, taking place in private.
  - In considering any representations or notice made by a party the authority may take into account documentary or other information produced by a party in support of their application, representations or notice (as applicable) either before the hearing or, with the consent of all the other parties, at the hearing.
40. This matter relates to the determination of an application for a premises licence under section 17 of the Licensing Act 2003. Regulation 26(1) (a) requires the sub-committee to make its determination at the conclusion of the hearing.

#### **Council's multiple roles and the role of the licensing sub-committee**

41. Sub-committee members will note that, in relation to this application, the council has multiple roles. Council officers from various departments have been asked to consider the application from the perspective of the council as authority responsible respectively for environmental health, trading standards, health and safety and as the planning authority.
42. Members should note that the licensing sub-committee is meeting on this occasion solely to perform the role of licensing authority. The sub-committee sits in quasi-judicial capacity, and must act impartially. It must offer a fair and unbiased hearing of the application. In this case, members should disregard the council's broader policy objectives and role as statutory authority in other contexts. Members must direct themselves to making a determination solely based upon the licensing law, guidance and the council's statement of licensing policy.
43. As a quasi-judicial body the licensing sub-committee is required to consider the application on its merits. The sub-committee must take into account only relevant factors, and ignore irrelevant factors. The decision must be based on evidence, that is to say material, which tends logically to show the existence or non-existence of relevant facts, or the likelihood or unlikelihood of the occurrence of some future event, the occurrence of which would be relevant. The licensing sub-committee must give fair consideration to the contentions of all persons entitled to make representations to them.
44. The licensing sub-committee is entitled to consider events outside of the premises if they are relevant, i.e. are properly attributable to the premises being open. The proprietors do not have to be personally responsible for the incidents for the same to be relevant. However, if such events are not properly attributable to the premises being open, then the evidence is not relevant and should be excluded. Guidance is that the licensing authority will primarily focus on the direct impact of the activities

taking place at the licensed premises on members of the public, living, working or engaged in normal activity in the area concerned.

45. Members will be aware of the council's code of conduct which requires them to declare personal and prejudicial interests. The code applies to members when considering licensing applications. In addition, as a quasi-judicial body, members are required to avoid both actual bias, and the appearance of bias.
46. The sub-committee can only consider matters within the application that have been raised through representations from other persons and responsible authorities. Other persons must live in the vicinity of the premises. This will be decided on a case to case basis.
47. Under the Human Rights Act 1998, the sub-committee needs to consider the balance between the rights of the applicant and those making representations to the application when making their decision. The sub-committee has a duty under section 17 Crime and Disorder Act 1998 when making its decision to do all it can to prevent crime and disorder in the borough.
48. Other persons, responsible authorities and the applicant have the right to appeal the decision of the sub-committee to the magistrates' court within a period of 21 days beginning with the day on which the applicant was notified by the licensing authority of the decision to be appealed against.

### **Guidance**

49. Members are required to have regard to the Home Office revised guidance in carrying out the functions of licensing authority. However, guidance does not cover every possible situation, so long as the guidance has been properly and carefully understood, members may depart from it if they have reason to do so. Full reasons must be given if this is the case.

### **Strategic Director of Finance and Governance**

50. The head of regulatory services has confirmed that the costs of this process over and above the application fee are borne by the service.

### **BACKGROUND DOCUMENTS**

<b>Background Papers</b>	<b>Held At</b>	<b>Contact</b>
Licensing Act 2003 Home Office revised guidance to the Act Secondary Regulations Southwark statement of licensing Policy Case file	Southwark Licensing, C/O Community Safety & Enforcement, 160 Tooley Street, London, SE1 2QH	Kirty Read Tel: 020 7525 5748

**APPENDICES**

<b>Name</b>	<b>Title</b>
Appendix A	Application for a premises licence
Appendix B	Representations submitted by responsible authorities and withdrawal emails.
Appendix C	Conciliation statement
Appendix D	Acoustic report
Appendix E	Management plan/dispersion route
Appendix F	Map of local area

**AUDIT TRAIL**

<b>Lead Officer</b>	Deborah Collins, Strategic Director of Environment and Leisure		
<b>Report Author</b>	Dorcas Mills, Principal Licensing Officer		
<b>Version</b>	Final		
<b>Dated</b>	6 April 2017		
<b>Key Decision?</b>	No		
<b>CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER</b>			
<b>Officer Title</b>	<b>Comments sought</b>	<b>Comments included</b>	
Director of Law and Democracy	Yes	Yes	
Strategic Director of Finance and Governance	Yes	Yes	
<b>Cabinet Member</b>	No	No	
<b>Date final report sent to Constitutional Team</b>		6 April 2017	

**APPENDIX A**

20/10/2016

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

Ref No. 701922

## Name of Applicant

Please enter the name(s) who is applying for a premises licence under section 17 of the Licensing Act 2003 and am making this application to you as the relevant licensing authority in accordance with section 12 of the Licensing Act 2003

	Nicholas James Boland
--	-----------------------

## Premises Details

Non-domestic rateable value of premises in order to see your rateable value click here (opens in new window)

£	£33,001
	Band D and E only applies to premises which uses exclusively or primarily for the supply of alcohol for consumption on the premises

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

Address Line 1	Land Adjacent to Artworks
Address Line 2	
Town	Elephant and Castle
County	
Post code	SE17 1AY
Ordnance survey map reference	
Description of the location	
Telephone number	07753689132

## Applicant Details

Please select the capacity in which you are applying to convert your existing licence

	a person other than an individual (limited company, partnership, etc)
--	---

If you applying as an individual or non-individual please select one of the following:-

	I am making the application pursuant to a statutory function
--	--

## Other Applicants

## Personal Details - First Entry

Name	The Lost Rivers Ltd
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## Address - First Entry

Street number or building name	20
Street Description	Kersley Hall Road
Town	Radcliffe
County	Manchester
Post code	M26 1AT
Registered number ( where applicable )	09820661
Description of applicant ( for example, partnership, company, unincorporated association etc )	Limited Company

## Contact Details - First Entry

Telephone number	
Email address	

## Operating Schedule

When do you want the premises licence to start?

	14/11/2016
--	------------

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

--	--

General description of premises ( see guidance note 1 )

	A box park style multi use construction with main focuses being serving our craft beers, offering high quality food, providing entertainment suitable for all ages mainly in a modern circus style
--	--

Please select the range of the number of people expected to attend the premises at any one time.



	Less than 5000
If 5,000 or more people are expected to attend the premises at any one time. Please state the number expected to attend	

## Operating Schedule part 2

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

	(Please see sections 1 and 14 of the Licensing Act 2003 and schedule 1 and 2 to the Licensing Act 2003)
--	---

## Provision of regulated entertainment

	a) plays
	b) films
	e) live music
	f) recorded music
	g) performance of dance
	h) anything of a similar description to that falling within (e), (f) or (g)

## Provision of late night refreshment

	i) Late night refreshment
--	---------------------------

## Supply of alcohol

	j) Supply of alcohol
--	----------------------

## A - Plays

Will the performance of a play take place indoors or outdoors or both? ( Please read guidance note 2 )

	Both
--	------

Please give further details here ( Please read guidance note 3 )

	Potential film showings for all ages.
--	---------------------------------------

Standard days and timings for Plays ( Please read guidance note 6 )

Day	Start	Finish
Mon	10:00	17:00
	17:00	00:00
Tues	10:00	17:00
	17:00	00:00
Wed	10:00	17:00
	17:00	00:00
Thur	10:00	17:00
	17:00	00:00
Fri	10:00	17:00
	17:00	01:00
Sat	10:00	17:00
	17:00	01:00
Sun	10:00	17:00
	17:00	23:00

State any seasonal variations for performing plays ( Please read guidance note 4 )

	None
--	------

Non standard timings. Where you intend to use the premises for the performance of plays at different times to those listed. ( Please read guidance note 5 )

	N/A
--	-----

## B- Films

Will the exhibition of films take place indoors or outdoors or both? ( Please read guidance note 2 )

	Both
--	------

Please give further details here ( Please read guidance note 3 )

	In the future we would like to option to show film footage
--	--

Standard days and timings for Films ( Please read guidance note 6 )

Day	Start	Finish
Mon	10:00	17:00
	17:00	00:00
Tues	10:00	17:00

	17:00	00:00
Wed	10:00	17:00
	17:00	00:00
Thur	10:00	17:00
	17:00	00:00
Fri	10:00	17:00
	17:00	01:00
Sat	10:00	17:00
	17:00	01:00
Sun	10:00	17:00
	17:00	23:00

State any seasonal variations for the exhibition of films ( Please read guidance note 4 )

	None intended
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Non standard timings. Where you intend to use the premises for the exhibition of films at different times to those listed. ( Please read guidance note 5 )

	None intended
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#### E - Live Music

Will the performance of live music take place indoors or outdoors or both? ( Please read guidance note 2 )

	Both
--	------

Please give further details here ( Please read guidance note 3 )

	We hope to support local emerging music talent
--	--

Standard days and timings for Live Music ( Please read guidance note 6 )

Day	Start	Finish
Mon	10:00	17:00
	17:00	00:00
Tues	10:00	17:00
	17:00	00:00
Wed	10:00	17:00
	17:00	00:00
Thur	10:00	17:00
	17:00	00:00
Fri	10:00	17:00

	17:00	01:00
Sat	10:00	17:00
	17:00	01:00
Sun	10:00	17:00
	17:00	23:00

State any seasonal variations for the performance of live music ( Please read guidance note 4 )

	None planned
--	--------------

Non standard timings. Where you intend to use the premises for the performance of live music at different times to those listed. ( Please read guidance note 5 )

	None planned
--	--------------

#### F - Recorded Music

Will the playing of recorded music take place indoors or outdoors or both? ( Please read guidance note 2 )

	Both
--	------

Please give further details here ( Please read guidance note 3 )

	Mainly background music if there is no live entertainment on at the time, to add to the atmosphere
--	--

Standard days and timings for Recorded Music ( Please read guidance note 6 )

Day	Start	Finish
Mon	10:00	17:00
	17:00	00:00
Tues	10:00	17:00
	17:00	00:00
Wed	10:00	17:00
	17:00	00:00
Thur	10:00	17:00
	17:00	00:00
Fri	10:00	17:00
	17:00	01:00
Sat	10:00	17:00
	17:00	01:00
Sun	10:00	17:00
	17:00	23:00

State any seasonal variations for playing recorded music ( Please read guidance note 4 )

	none planned
--	--------------

Non standard timings. Where you intend to use the premises for the playing of recorded music entertainment at different times to those listed. ( Please read guidance note 5 )

	none planned
--	--------------

## G - Performances of Dance

Will the performances of dance take place indoors or outdoors or both? ( Please read guidance note 2 )

	Both
--	------

Please give further details here ( Please read guidance note 3 )

	We hope to provide dance performances as entertainment ranging from kids productions during the school holidays to potential shows in the evenings
--	--

Standard days and timings for Performance of dance ( Please read guidance note 6 )

Day	Start	Finish
Mon	10:00	17:00
	17:00	00:00
Tues	10:00	17:00
	17:00	00:00
Wed	10:00	17:00
	17:00	00:00
Thur	10:00	17:00
	17:00	00:00
Fri	10:00	17:00
	17:00	01:00
Sat	10:00	17:00
	17:00	01:00
Sun	10:00	17:00
	17:00	23:00

State any seasonal variations for the performance of dance ( Please read guidance note 4 )

	none planned
--	--------------

Non standard timings. Where you intend to use the premises for the performance of dance entertainment at

different times to those listed. ( Please read guidance note 5 )

	none planned
--	--------------

H - Anything of a similar description to that falling within (e), (f) or (g)

Please give a description of the type of entertainment you will be providing

	Unknown as of yet. We anticipate the previous activities to cover the extent of the entertainment
--	---

Will the entertainment take place indoors or outdoors or both? ( Please read guidance note 2 )

	Both
--	------

Please give further details here ( Please read guidance note 3 )

	Unknown as of yet but only similar to the previous entertainment
--	--

Standard days and timings for Anything of a similar description to that falling within (e), (f) or (g) ( Please read guidance note 6 )

Day	Start	Finish
Mon	10:00	17:00
	17:00	00:00
Tues	10:00	17:00
	17:00	00:00
Wed	10:00	17:00
	17:00	00:00
Thur	10:00	17:00
	17:00	00:00
Fri	10:00	17:00
	17:00	01:00
Sat	10:00	17:00
	17:00	01:00
Sun	10:00	17:00
	17:00	23:00

State any seasonal variations for entertainment of a similar description to that falling within (e), (f) or (g) ( Please read guidance note 4 )

	none expected
--	---------------

Non standard timings. Where you intend to use the premises for the entertainment of similar description to that falling within (e), (f) or (g) at different times to those listed. ( Please read guidance note 5 )

	none expected
--	---------------

#### I - Late Night Refreshment

Will the provision of late night refreshment take place indoors or outdoors or both? ( Please read guidance note 2 )

	Both
--	------

Please give further details here ( Please read guidance note 3 )

	Just being able to provide food whilst people maybe drinking
--	--

Standard days & timings for Late night refreshment (Late night start time is from 23.00, see guidance notes 6)

Day	Start	Finish
Mon	23:00	00:00
Tues	23:00	00:00
Wed	23:00	00:00
Thur	23:00	00:00
Fri	23:00	01:00
Sat	23:00	01:00
Sun		

State any seasonal variations for the provision of late night refreshment ( Please read guidance note 4 )

	none expected
--	---------------

Non standard timings. Where you intend to use the premises for the provision of late night refreshment at different times, to those listed. Please list, ( Please read guidance note 5 )

	none expected
--	---------------

#### J - Supply of Alcohol

Will the supply of alcohol be for consumption ( Please read guidance note 7 )

	Both
--	------

Standard days and timings for Supply of alcohol ( Please read guidance note 6 )

Day	Start	Finish
Mon	11:00	00:00
Tues	11:00	00:00
Wed	11:00	00:00
Thur	11:00	00:00
Fri	11:00	01:00
Sat	11:00	01:00
Sun	11:00	23:00

State any seasonal variations for the supply of alcohol ( Please read guidance 4 )

	none expected
--	---------------

Non standard timings. Where you intend to use the premises for the supply of alcohol at different times to those listed. Please list, ( Please read guidance note 5 )

	none expected
--	---------------

Please upload the consent form completed by the proposed premises supervisor

	F6E2D904-2CA6-4AA2-A7BC-B82AEE5D8934.pdf
--	--

Premises Supervisor

Full name of proposed designated premises supervisor

First names	Nicholas James
Surname	Boland

Address of proposed designated premises supervisor

Street number or Building name	██████████
Street Description	██████████
Town	██████
County	
Post code	████████

Personal licence number of proposed designated premises supervisor, if any,

Personal licence number ( if known )	██████████
Issuing authority ( if	Lambeth



known )	
---------	--

K

Please highlight any adult entertainment or services, activities, other entertainment or matters ancillary to the use of the premises that may give rise to concern in respect of children ( Please read guidance note 8 )

	None.
--	-------

L - Hours premises are open to public

Hours premises are open to the public ( standard timings Please read guidance note 6 )

Day	Start	Finish
Mon	10:00	00:30
Tues	10:00	00:30
Wed	10:00	00:30
Thur	10:00	00:30
Fri	10:00	00:30
Sat	10:00	01:30
Sun	10:00	23:30

State any seasonal variations ( Please read guidance note 4 )

	none expected
--	---------------

Non standard timings. Where you intend to use the premises to be open to the public at different times from those listed. Please list, ( Please read guidance note 5 )

	none expected
--	---------------

M - Steps to promote four licencing objectives

a) General - all four licensing objectives (b,c,d,e) ( Please read guidance note 9 )

	<p>Strong management controls and staff training so that they are fully aware of premises licence and what is required to meet the four licensing objectives</p> <ul style="list-style-type: none"> <li>- no selling of alcohol to underage people</li> <li>- no drunk and disorderly behaviour on the premises</li> <li>- vigilant in preventing the use and / or sale of drugs</li> <li>- no violent or anti social behaviour</li> <li>- no harm to children</li> </ul>
--	---

b) the prevention of crime and disorder

	<ul style="list-style-type: none"> <li>- CCTV in and outside and sensitive areas</li> <li>- Security on site at all times, with numbers increasing as suitable to the size of crowd and the time of night</li> <li>- clear notices warning guests of theft</li> <li>- refusing service to drunk customers</li> <li>- no external solicitation outside or nearby</li> <li>- prevention and vigilance in illegal drug use</li> <li>- train staff in requesting guests to act respectfully</li> </ul>
--	--

c) public safety

	<ul style="list-style-type: none"> <li>- Internal and external lighting fixed to promote the objective</li> <li>- EH issues adhered to by trained staff</li> <li>- staff to be trained in underage checks, with a refusal log</li> <li>- log of incidents, inspections etc for any licencing officers</li> <li>- Well maintained FF&amp;E, notices, heating, AC etc</li> </ul>
--	--

d) the prevention of public nuisance

	<ul style="list-style-type: none"> <li>- Noise prevention measures to address the public nuisance objective</li> <li>- Clear signage asking the guests to leave quietly and swiftly</li> <li>- Deliveries between 8am and 6pm only</li> <li>- Challenge 25 in operation and staff training in</li> <li>- Training log to be kept on the premises</li> </ul>
--	---

e) the protection of children from harm

	<ul style="list-style-type: none"> <li>- Photo ID only if suspected of attempted underage drinking</li> </ul>
--	---

Please upload a plan of the premises

	<a href="#">P02-Proposed-Site-Plan..pdf</a>
--	---

Please upload any additional information i.e. risk assessments

	<a href="#">additional-Elephant-info.docx</a>
--	---

Checklist

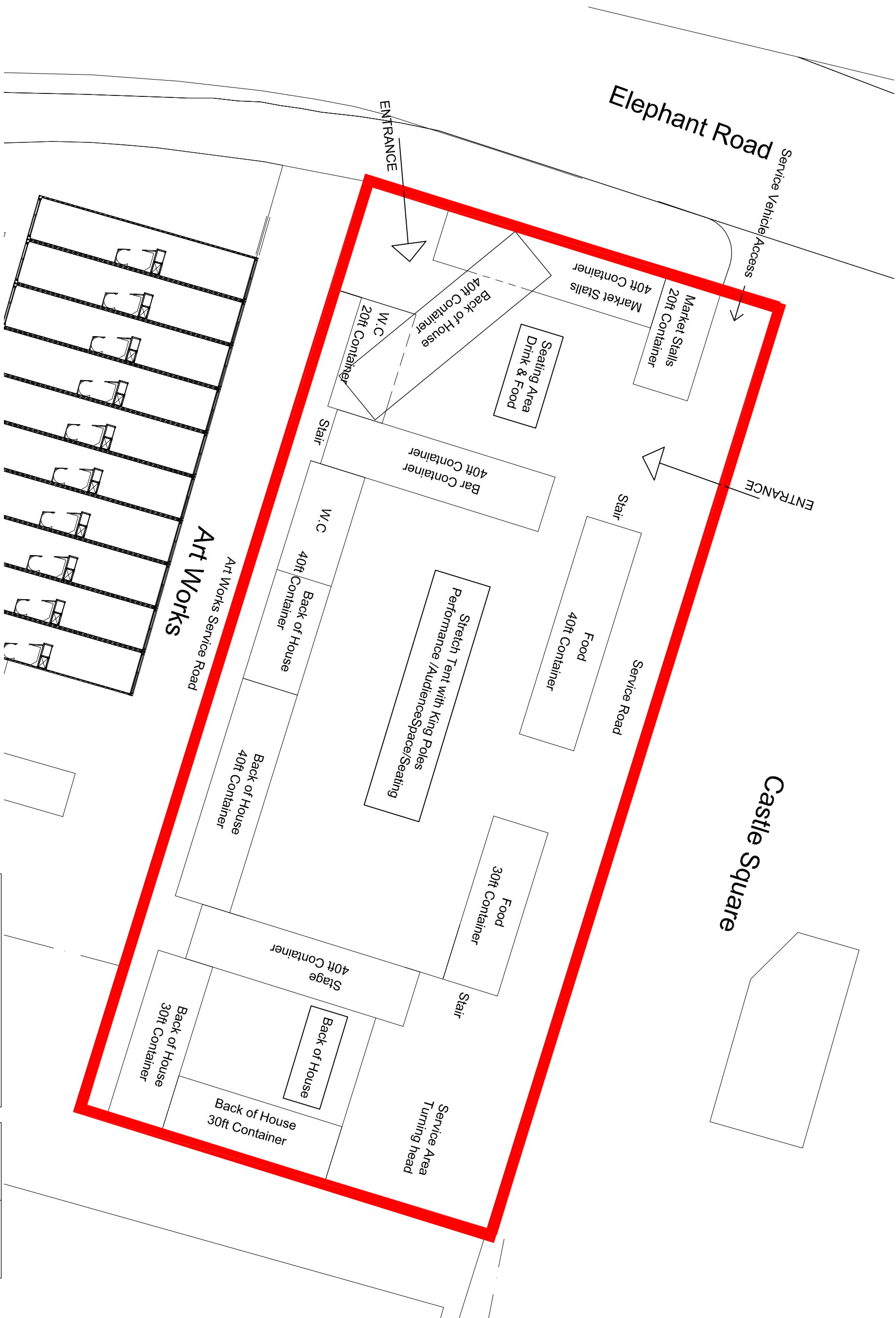
	<p>I have enclosed the plan of the premises.          I understand that I must now advertise my application.          I understand that if I do not comply with the above requirements my application&lt;br&gt; will be rejected.</p>
--	---

Declaration

I agree to the above statement

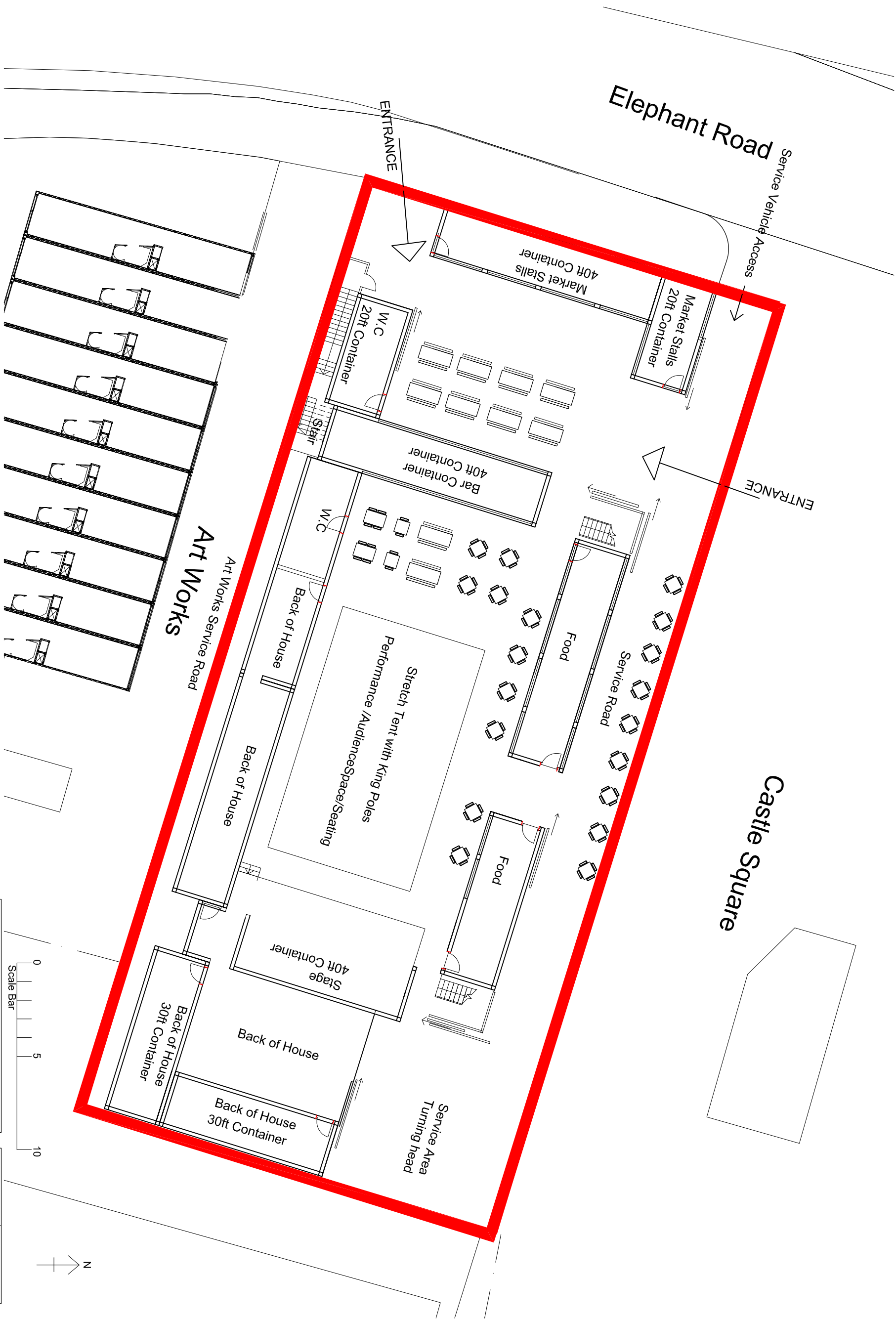
	I agree
PaymentDescription	, ,
AuthCode	517480
LicenceReference	LPA-94212-254
PaymentContactEmail	

The information you provide will be used fairly and lawfully and Southwark Council will not knowingly do anything which may lead to a breach of the Data Protection Act 1998.



project title	
Lost Rivers, Elephant	
drawing title	Proposed Site Plan

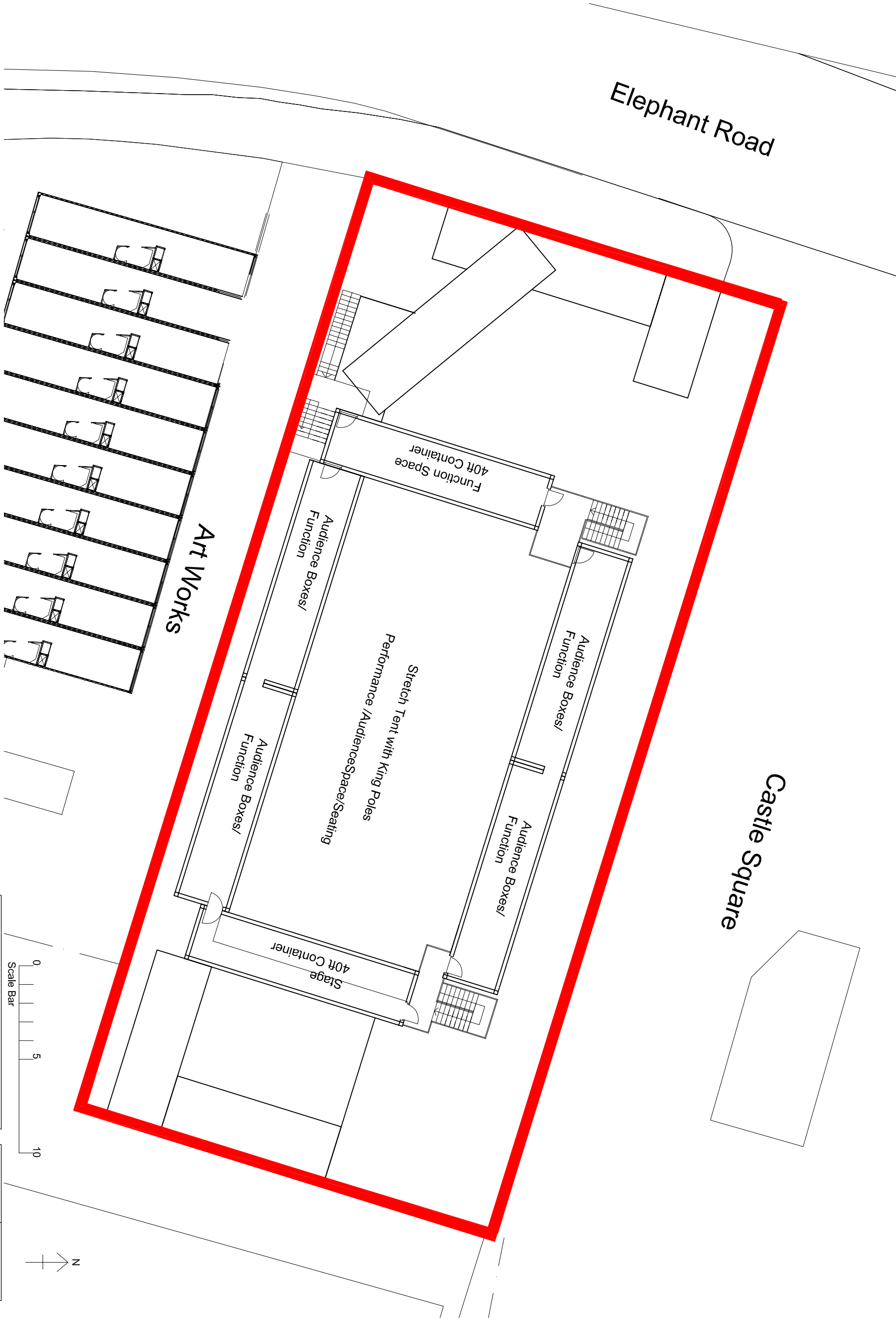
date		project no.	
10-2016	1625		
scale	1:200@A3	drawing no.	P02
status	Planning	revision no.	/



project title	Lost Rivers, Elephant
drawing title	Proposed Ground Floor Plan

date	10-2016	project no.	1625
scale	1:200@A3	drawing no.	P03
status	Planning	revision no.	/

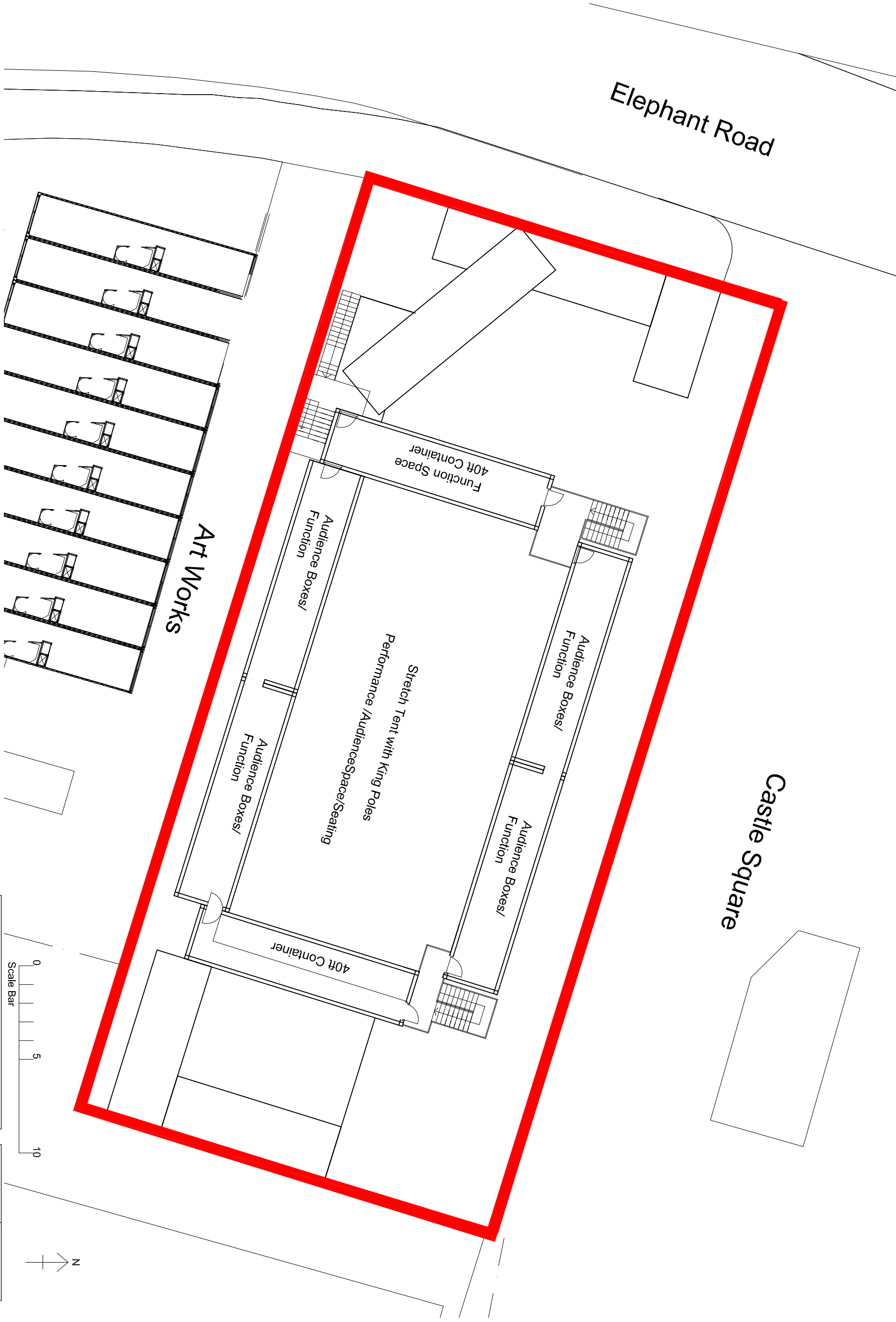
**Guy Walker Architects**  
New Olives  
High Street  
Uckfield  
East Sussex  
TN22 1QE  
Tel: 0779 9061715



project title	
Lost Rivers, Elephant	
drawing title	
Proposed First Floor Plan	

date		project no.	
10-2016		1625	
scale		drawing no.	
1:200@A3		P04	
status		revision no.	
Planning		/	

**Guy Walker Architects**  
New Olives  
High Street  
Uckfield  
East Sussex  
TN22 1QE  
Tel: 0779 9061715



project title	
Lost Rivers, Elephant	
drawing title	
Proposed Second Floor Plan	

date		project no.	
10-2016		1625	
scale		drawing no.	
1:200@A3		P05	
status		revision no.	
Planning		/	

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New Olives  
High Street  
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East Sussex  
TN22 1QE  
Tel: 0779 9061715

## Risk Assessment

## Lost Rivers

Date: 20<sup>th</sup> October 2016

## Lost Rivers Bar

Date: 20/10/2015

## Risk Assessment

<b>Hazard</b>	<b>Likelihood of risk</b>	<b>Level of Risk</b>	<b>Risk Control Measures</b>	<b>Management Review</b>
<b>Manual Handling</b>				
Moving Equipment: Muscle strains Collisions Crushing Falls	Med	Med	Adequate training given and documented. Use of correct lifting techniques & lifting aids. Assistance with difficult / awkward items. Wearing protective gloves / safety shoes.	Ensure adequate training has been given to all employees and has been documented.  Check availability of lifting aids.
Moving Chemicals: Muscle strains Collisions Crushing Falls Chemical Splashes	Low	Med	As above and wearing eye protection where necessary. Ensure containers are secure / leak free. Spillages cleared immediately.	Observe working practices regarding: a) Lifting techniques; b) Use of PPE; c) Spillage clearance procedures; d) Refuse removal.
Moving Refuse: Muscle strains Collisions	Med	Med	Check refuse bags, before lifting, for splits or sharp protrusions.	Are notices displayed requesting sharps / breakages not to be deposited in refuse



Crushing Falls Cuts			Ask clients not to deposit sharps into refuse bins. Use of correct lifting techniques & lifting aids. Assistance with difficult / awkward items. Wearing protective gloves / safety shoes.	bins?  Ensure individuals tasked with manual handling are capable.
Movement of Heavy / Awkward Food Items e.g. Kegs, trays of drinks	High	High	Break down in to smaller quantities where possible, or use alternative products. Use of correct lifting techniques & lifting aids. Getting help with difficult / awkward items. Wearing protective gloves / safety shoes. Store Heavy items on shelving at waist height.	As Above. Also check to see if smaller quantities / alternatives can be purchased.  Check Storage of heavy items.
Movement of Hot Food / Liquids: Muscle strains Collisions Falls Burns / Scalds	Med	High	As above and if load is too heavy split it into smaller pots - do not overfill. Pots to be moved / lifted ensure they have a lid or are cling filmed to prevent spills. Warn other staff that hot food is being moved and clear the route in advance if possible. Ensure hands are adequately protected from the heat.	
Unloading Of Containers	Med	High	Follow advice above. Also hold a briefing with employees on safety aspects prior to commencement. Getting help with difficult / awkward items.	
<b>C.O.S.H.H</b>				
Storage of chemicals. Fire Risks Spillage Splashes to Eyes/Skin Fumes Swallowing Manual Handling Food Contamination	Low	Low	Ensure employees have COSHH training in use of PPE. Store highly flammable chemicals in a fire resistant cupboard. Check tops/lids of containers are secure prior to storage. Ensure containers are not	Ensure adequate training has been given to all employees, and has been documented. Check availability of lifting aids. Observe working practices regarding: a) Lifting technique

			<p>stored on their side - always store upright.</p> <p>Ensure people handling opened containers are wearing PPE.</p> <p>Ensure the Chemical Store has adequate ventilation.</p> <p>Ensure spillages are cleared immediately.</p> <p>Ensure chemicals are never mixed.</p> <p>Store chemicals away from food and food packaging / utensils.</p> <p>Use of correct lifting techniques &amp; aids.</p> <p>Getting help with difficult / awkward items.</p>	<p>b) Spillage clearance procedure</p> <p>c) Storage conditions</p> <p>d) Decanting practices</p> <p>e) Use of PPE</p> <p>Ensure COSHH signage is displayed.</p>
<p>Moving Chemicals:</p> <p>Muscle Strains</p> <p>Collisions</p> <p>Toe / Finger Crush</p> <p>Trip / Slip / Fall</p> <p>Chemical Splashes</p>	Low	Med	<p>Wearing protective gloves / safety shoes / eye protection where necessary.</p> <p>Ensure containers are secure / leak free. Spillages cleared immediately.</p>	Check information contained on cleaning schedule.
<p>Use of Chemicals:</p> <p>Fire Risks</p> <p>Spillages</p> <p>Splashes to eyes / skin</p> <p>Fumes</p> <p>Swallowing</p> <p>Manual Handling</p> <p>Food Contamination</p>	Med	Med	<p>As above and cleaning schedule should state chemical(s) in use, PPE to wear and method.</p> <p>Eye wash station should be readily accessible.</p> <p>Only authorized chemicals must be used.</p>	<p>Check availability of eye wash station.</p> <p>Safety data sheets must be available for all chemicals available for use.</p>
<b>Stacking Kegs</b>				
<p>Handling Kegs:</p> <p>Back Injury</p> <p>Muscle strains</p> <p>Collisions</p> <p>Crushing</p> <p>Falls</p>	Med	Med	<p>Ensure adequate training has been given to all employees and has been documented.</p> <p>Use correct lifting techniques &amp; aids.</p> <p>Getting help with difficult / awkward items.</p> <p>Wearing protective gloves / safety shoes.</p>	<p>Ensure adequate training has been given to all employees and has been documented.</p> <p>Including fork lift truck training - certificate must be on employee file</p> <p>Check availability of lifting aids/fork lift truck.</p>
Moving Kegs:	Med	Med	Ensure kegs are secure / leak	Observe Manual Handling

Back Injury Muscle strains Collisions Crushing Falls			free. Spillages cleared immediately.	poster in cellar a) Lifting technique; b) Use of PPE;
Stacking Kegs: Back Injury Muscle strains Collisions Crushing Falls Cuts	Med	Med	Use of correct lifting techniques & aids. Getting help with difficult / awkward items. Wearing protective gloves / safety shoes. If lifting aid not used two men must carry out this task.	Ensure individuals tasked with manual handling are capable.  SAFETY SHOES MUST BE WORN AT ALL TIMES.
<b>Working with mobile units</b>				
Moving mobile units: Muscle strains Collisions Crushing	Med	High	Before trailers are being erected or moved on site, adequate training to be given to all employees and has been documented, to all employees. Use of correct lifting / moving techniques. Use of lifting aids. Getting help with awkward lifts. Protective Gloves / strong shoes.	Check availability of lifting aids.  Observe working practices regarding: a) lifting b) Use of PPE  Ensure individuals tasked with manual handling are capable.
Use and storage of Knives:  Cuts or wound, injuries caused by contact with blade during use.	High	High	Ensure knives are kept sharp and in good condition. Knives should only be used for the purpose for which they were designed.	Ensure adequate training has been given to all employees, and has been documented.
Cuts caused by inadvertent contact with blades.	Med	Med	When finished with a knife it should be washed or placed somewhere where it cannot cause injury. Knives must never be placed in a sink and left there, they should be washed separately. Knives should be stored in such a way as to ensure they can be safely picked up (I.e.	Observe working practices regarding:  a) Use of knives b) Storage of knives

			on a magnetic knife rack, in a knife block etc.) If stored in a drawer, all handles must be at the front of the drawer.	
<b>Chiller/ Freezer</b>				
Electric Shock.	Low	Low	Ensure that equipment is regularly serviced and well maintained by a competent person.	Ensure adequate training has been given to all employees, and has been documented.
Person trapped inside.	Med	Med	Ensure adequate means of escape is available from inside the walk-in chiller / freezer. Doors should be openable from the inside. Before locking shut walk-in chiller / freezer, ensure a visual and verbal check for occupants is made inside.	Observe working practices regarding the locking of the walk-in chiller / freezer. Check internal door release mechanisms. Check equipment PAT tested within last 12 months.
<b>Gas – CO2</b>				
Toe crushing injuries from CO2 cylinders.	Low	Low	Cylinders must be secured when in use and during transit. Cylinders must be stored on their side or secured if stored upright. Ensure safety footwear is worn.	Ensure adequate training has been given to all employees, and has been documented.
Breathing in CO2 in confined areas.	Low	Low	As above	Observe working practices regarding: a) CO2 security b) CO2 storage c) Wearing of PPE
<b>Use of plumbed in Water Boilers</b>				
Contact with hot equipment and water. Spillages Electrical hazards Pressure vessels Burns and scalds Slips and falls Electric shock	Med	Med	Water boilers only to be used by trained staff. Follow manufacturer's instructions where these are available Water boilers to be maintained by competent persons and in accordance with manufacturer's guidance. Water boilers to be suitably positioned away from busy	Ensure correct training of staff

			<p>circulation routes etc. and at a convenient height for the user.</p> <p>Sufficient clearance between the tap and surface to allow the equipment being filled to be placed directly beneath the dispense tap</p> <p>Spillages to be cleaned up as they occur and wet floor warning signs used when appropriate.</p> <p>Power sockets and leads to electrical equipment to be positioned where they will not be affected by accidental spillages.</p>	
<b>Floor Cleaning</b>				
Slips on wet surface.	Med	Med	<p>Provide full training to appropriate employees in the use of cleaning equipment and the procedures to adopt.</p> <p>Ensure precautions are taken prior to starting, i.e. display warning signs / wet floor notices; restrict access to area by segregation / locking doors; clean busy areas during quiet periods etc.</p> <p>Ensure that excess moisture is removed from the floor prior to moving on. Where possible it should be mopped dry.</p>	<p>Ensure adequate training has been given to all employees, and has been documented.</p> <p>Observe working practices regarding:</p> <ul style="list-style-type: none"> <li>a) Mopping techniques</li> <li>b) Use of signage</li> <li>c) Spillage clearance procedures</li> <li>d) creation of tripping hazards</li> </ul>
Trips and falls.	Med	Med	<p>Ensure sufficient warning signs are available.</p> <p>Ensure equipment does not create a tripping hazard, i.e. electrical leads should not be left across passageways; equipment should not be left near corners or stairways.</p>	
<b>Cleaning of Electrical Equipment</b>				

Electric shock / Burn	Low	Med	<p>Ensure equipment is isolated before attempting cleaning.</p> <p>Ensure employees are trained in the correct cleaning procedure for the equipment.</p> <p>Ensure that a competent person has properly maintained the equipment.</p> <p>Ensure employees visually check the condition of the equipment / flex / and plug as part of the task.</p> <p>Ensure employees are aware of the hazard reporting procedure.</p>	<p>Ensure adequate training has been given to all employees, and has been documented.</p> <p>Check condition of equipment / flex / plug.</p> <p>Check equipment PAT tested within last 12 months.</p> <p>Observe working practices regarding Cleaning procedure.</p>
<b>Cleaning of Tables</b>				
Injuries caused by contact with chemicals	Low	Low	Ensure employees have a COSHH training and training in use of PPE.	Ensure adequate training has been given to all employees, and has been documented.
Cuts from debris on tables	Med	Med	<p>Ensure the correct personal protective equipment is worn where appropriate.</p> <p>Cleaning schedule should state chemical(s) to use, PPE to wear and method.</p> <p>Only authorised chemicals must be used.</p> <p>Safety data sheets must be available for all chemicals available for use</p> <p>Ensure spillages are cleared immediately.</p> <p>Ensure chemicals are never mixed.</p> <p>Ensure all decanted chemicals must be in correctly labelled and suitable containers and at the correct dilution.</p>	<p>Ensure adequate training has been given to all employees, and has been documented.</p> <p>Observe working practices regarding</p> <ul style="list-style-type: none"> <li>a) Spillage clearance procedures</li> <li>b) Decanting practices</li> <li>c) Dilution practices</li> <li>d) Use of PPE</li> </ul> <p>Ensure COSHH signage is displayed.</p> <p>Check information contained on cleaning schedule.</p> <p>Check availability of eye wash stations</p>
<b>Washing of glasses and utensils</b>				
Injuries caused by contact with sharps or chemicals.	Low	Low	Use mechanical washing wherever possible.	Ensure adequate training has been given to all employees, and has been documented.
Cuts from glass or debris in sink	Med	Med	<p>Do not put sharp objects in sink and leave.</p> <p>Always wash glass separate</p>	<p>Observe working practices regarding:</p> <ul style="list-style-type: none"> <li>a) Sharps cleaning</li> </ul>

			from crockery. Ensure employees have training in use of PPE. Ensure the correct personal protective equipment is worn Cleaning schedule should state chemical(s) to use, PPE to wear and method. Only authorised chemicals must be used.	b) Use of PPE  Ensure COSHH signage is displayed.  Check availability of eye wash station.
--	--	--	--	--

### Safety Data Sheet

Product Name: Purple Beer Line Cleaner  
 Supplier: Staples Disposables Ltd

#### Description

A purple sterilising liquid with a hypochlorite odour

#### Benefits and Features

A very effective and safe sterilising cleaner which when used as directed, maintains beer lines, pipes and valves in top condition. Can be used to sterilise all types of liquid pump line systems in the food industry

#### Directions of Use

Dilute the solution to 1:100 (50ml per 5 litres of water)

Run through the lines.

If the exiting colour is green it is a sign of contamination. Keep running through lines until it flows through purple.

Leave in lines for 10 minutes.

When cleaned out, if the solution remains purple the system is then clean.

If the solution is slightly green or even clear, repeat the process again.

Wash lines through thoroughly with water after use.

#### Risk Phrases:

R36/38: Irritating to eyes and skin.

R31: Contact with acid liberated toxic gas

R34: Causes burns

R50: Very toxic to aquatic organisms.

R22: Harmful if swallowed

Due to the high concentration of chemicals, the bottles used may expand

#### Safety Phrases:

S2: Keep out of reach of children.

S46: If swallowed, seek medical advice immediately and show container or this Safety Sheet.

#### Hazardous Ingredients:

Sodium Hydroxide

Potassium Permanganate

Warning

DO NOT mix with other products. May release dangerous gas (chlorine)

#### First Aid Measures (symptoms)

Skin Contact : There may be irritation and redness at the site of contact.

Eye Contact : There may be pain and redness. The eyes may water profusely. There may be severe pain. The vision may become blurred. May cause permanent damage.

Ingestion : There may be soreness and redness of the mouth and throat. Nausea and stomach pain may occur.

Inhalation : There may be irritation of the throat with a feeling of tightness in the chest.

#### First Aid Measures (Action)

Skin Contact : Remove all contaminated clothes and footwear immediately unless stuck to skin. Wash immediately with plenty of soap and water.

Eye Contact : Bathe the eye with running water for 15 minutes. Transfer to hospital for specialist examination.

Ingestion : Wash out mouth with water. Do not induce vomiting. If conscious, give half a litre of water to drink immediately. Consult a doctor.

Inhalation : Remove casualty from exposure ensuring one's own safety whilst doing so.

#### Fire Fighting Measures

Extinguishing Media : Suitable extinguishing media for the surrounding fire should be used. Use water spray to cool containers.

Exposure hazards: In combustion emits toxic fumes.

Protection of fire-fighters : wear self-contained breathing apparatus. Wear protective clothing to prevent contact with skin and eyes.

#### Accidental Release Measures

Personal Precautions: Mark out the contaminated area with signs and prevent access to unauthorized personnel. Do not attempt to take action without suitable protective clothing. Turn leaking containing leak-side up to prevent the escape of liquid.

Environmental Precautions: Do not discharge into drains and rivers. Contain the spillage using bunding.

Clean-Up Procedures: Absorb into dry sand or earth. Transfer to a closable, labeled salvage container for disposal by appropriate method.

#### Handling and Storage

Handling requirements: Avoid direct contact with the substance. Ensure there is sufficient ventilation of the area. Avoid the formation or spread of mists in the air.

Storage Conditions: Store in cool, well ventilated area. Keep container tightly closed.

#### Exposure Control/ Personal Protection

Engineering measures: Ensure there is adequate ventilation in the area.

Respiratory protection: Self contained breathing apparatus must be available in case of emergency.

Hand protection: Protective gloves.

Eye protection: Tightly fitting safety goggles. Ensure eye bath is to hand.



Skin Protection: Protective clothing

Physical and chemical properties

State: Liquid

Colour: Purple

Odour: Characteristic Odour

Solubility in Water: Soluble

Viscosity: Non-viscous

pH: Approx 14

Stability and Reactivity

Stability: Stable under normal conditions

Conditions to avoid: Heat

Materials to avoid: Strong oxidizing agents. Strong acids.

Haz. Decomp, products: In combustion emits toxic flames.

Ecological Information

Mobility: Readily absorbed into soil.

Persistence and degradability: Biodegradable

Bioaccumulative potential: No bioaccumulation potential.

Other adverse effects: Negligible ecotoxicity

Legal Disclaimer

The above information is believed to be correct but does not purport to be all inclusive and should be used only as a guide. The company shall not be held liable for any damage resulting from handling or from contact with the above product.

LOST RIVERS BREWING COMPANY LTD

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Selling Alcohol Responsibly

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ALCOHOL MANAGEMENT PLAN

Introduction

As a responsible events caterer, Lost Rivers Brewing Company Ltd is committed to providing the most responsible retail of alcohol. Our company operates to all current legislation and takes stringent measures to satisfy these criteria. To ensure that our license stays granted we provide responsible management of our bar services at all times for visitors, staff and event organisers.

Since the formation of our company in 1999, we have enforced a rigid policy to provide the responsible sale of alcohol. Our policy aims to ensure that our licensed bar services are managed responsibly and safely. Whilst complying with licensing laws and controlling the consumption of alcohol.

Five Star Catering Ltd is highly aware of our role as a retailer of alcohol and the responsibility this brings. Continual training and liaison with councils and licensing authorities allows us to deter drunkenness, binge drinking and underage drinking.

## ALCOHOL MANAGEMENT PLAN

### Section 1

#### Policy Statement

Lost Rivers Brewing Company Ltd are committed to providing our bar services in a responsible, law abiding manner. This is done in accordance with the main objectives of the Licensing Act 2003: the Mandatory Licensing Condition – Selling Alcohol Responsibly.

The main licensing objectives being:

☐☐ THE PREVENTION OF CRIME AND DISORDER

☐☐ PUBLIC SAFETY

☐☐ THE PREVENTION OF PUBLIC NUISANCE

☐☐ THE PROTECTION OF CHILDREN FROM HARM

To comply with these objectives Lost Rivers Brewing Company Ltd liaises with licensing authorities to offer best practice. We promote the importance of responsible alcohol retail as a key part of our role. We understand the importance of professional management of our bar services and the impact this has on ensuring the safety of our customers and operations. As a pre requisite we insist that any bar service offered is manned by SIA licensed security personnel. Lost Rivers Brewing Company Ltd ensures compliance to licensing laws pertaining to the sale of alcohol by conducting the following procedures:

- ☐☐ Enforce a strict “Think 25” policy

- ☐☐ Refuse service to underage persons (Under 18)/those with no ID/persons whom we suspect of purchasing alcohol illegally

- ☐☐ Refuse service to intoxicated individuals

- ☐☐ To remove intoxicated/abusive members of the public

- ☐☐ Do not provide offers/incentives to our customers that promote irresponsible drinking

- ☐☐ Conduct “Mystery shopper” analysis to check for staff compliance

- ☐☐ Training of our staff on licensing laws and objectives, units of alcohol and alcohol volume – and the promotion of these aspects to our customers

- ☐☐ Compliance with the licensing laws main objectives

## ALCOHOL MANAGEMENT PLAN

### Section 2

#### Staff Training & Management

##### Staff Training

As a responsible retailer Lost Rivers Brewing Company Ltd are committed to training our bar staff and managers. This training provides the staff member with the knowledge to carry out their duties with confidence and in accordance to our A.M.P and applicable licensing laws.

##### Management

Effective management of our bar services provides licensing authorities and event organisers the reassurance that Lost Rivers Company Ltd are obligated to providing the responsible retail of alcohol. This is done through our core bar management structure:

##### Bar Supervisor

Our Bar Supervisors are responsible for the event day/daily supervision of our bar services and staffing. Their priority is to provide effective management of our bar operations and adherence to current legislation.

##### Operations Manager

Our Operations Manager is responsible for coordinating our bar operations. It is their duty to ensure all aspects of our bar services are constructed to the correct specifications and that they comply with Local Authority guidelines and national legislation. They are also required to resolve any bar related problems that may arise.

## ALCOHOL MANAGEMENT PLAN

### Section 3

#### Procedures for the sale of alcohol

Lost Rivers Brewing Company Ltd takes the responsible sale of alcohol seriously. We will not under any circumstance tolerate the following:

?? Underage alcohol consumption

?? Drunk and disorderly behaviour We have in place the following procedures for the sale and supply of alcohol when our bar services are in use:

?? 'Think 25' signage on prominent display throughout the bar set up and at points of sale

?? No alcohol to be sold to persons under the age of 18. Staff will request ID from the customer should they happen to look under the age of 25. Only the following forms of ID are acceptable:

1) Driving license

2) Passport

3) 'PASS' Prove it cards

?? Use of false/stolen ID will be reported to SIA Security personnel for their attention

?? Lost Rivers Brewing Company Ltd reserve the right to refuse service at our discretion

?? All alcohol sales will be done in accordance with the Premises License

?? Designated Personal License holders – Responsible for the supply of alcohol and the management of our bar services

?? Lost Rivers Brewing Company Ltd will not tolerate rude and abusive behaviour

?? SIA personnel will remove anyone posing a potential threat to members of the public /staff and the Police will be informed if necessary

?? All drinks will be served in their correct measures in accordance with the law

?? The ABV of all drinks being sold will be clearly displayed

?? In the interest of public safety all glass containers are to be decanted – No glass should go over the counter to a customer

?? Lost Rivers Brewing Company Ltd will not provide incentives that encourage excessive drinking

or allow customers to partake in drinking games.

## ALCOHOL MANAGEMENT PLAN

### Section 4

#### Weights and Measures

Lost Rivers Brewing Company Ltd will only supply alcohol in approved measures as required by the Weights and Measures Act. These being:

- Pints, half pints (or half pint multiples)

- Multiples of 25 milliliters for gin, rum, whisky and vodka except when they're served as part of a cocktail

- 125 milliliters or 175 milliliters for glasses of wine

- Only Crown or CE marked measures, metering equipment or glasses will be used. For example,



beer can be served using metered pumps or in stamped glasses

?? Spirits will be measured through stamped optics or using stamped measures

?? The tariff will always denote what quantities drinks are sold in and the ABV will be clearly displayed

## ALCOHOL MANAGEMENT PLAN

### Section 5

#### SIA Security Personnel

Lost River Brewing Company Ltd employs SIA security personnel at all bar operations that we provide. They are always present during bar opening times and are highly visible to everyone. All security personnel will have their SIA license on display. Their duties include but are not limited to:

?? Protect staff

?? Carry out ID checks in compliance with our Think 25 policy

?? Refuse service to underage persons/those with no ID

?? To remove intoxicated/abusive members of public

?? Protect property and income

?? Enforcement of the Premises License laws

?? Provide effective response to any given emergency

- ?? Liaise with the local authorities and Police
- ?? Maintain public order
- ?? Control queue numbers and customer flow
- ?? Close down Bar services effectively at requested times

## ALCOHOL MANAGEMENT PLAN

### Section 6

#### Selling Alcohol Responsibly

- ?? Usage of an Age Verification Policy – “Think 25”
- ?? Drinking games are forbidden at all of our bar operations
- ?? No alcohol is to be dispensed directly into the mouth of customer. Provide customers with the option to choose smaller measures of beers, ciders, spirits and wine. All alcoholic drinks sold or supplied will be available in the following measures:
  - ?? Beer/Cider/Ale: Pint or 1/2 pint
  - ?? Gin, rum, vodka or whisky: 25ml
  - ?? Still wine in a glass: 125ml and 175ml

## Cash Handling Procedures

All cash handling will be done on site inside the container.

### Cash Collection Points

- Assigned where the till points shall be positioned
- Will only be assigned where there is evidence that the applicant receives and/or handles cash on a regular basis.

### Cash Handling Staff Authorisation

- Cash may only be handled by a staff member after approval has been granted by another staff member with the appropriate authority to do so, typically by the Operations Manager.

### Safekeeping of Cash

#### Storage of Cash

- During business hours all cash should be securely stored in a locked cash register, cash drawer, or similar, with access restricted to authorised cash handling staff.
- For staff security, during business hours the amount of cash securely stored in a locked cash register, cash drawer, or similar, will be monitored. Where necessary cash will be transferred into a safe or similar for secure storage.
- Outside of business hours, all cash will be securely stored in a safe or similar, away from where cash is typically handled. Cash WILL NOT be stored in an obvious place, such as in a locked cash tin on the cashier counter.

### Credit Card Transactions

Authorised cash handlers must exercise due care to ensure that the:

- Cardholder is the rightful owner of the credit card, typically by verifying the cardholder's signature against that on the credit card; and
- Credit card is active by checking the expiry date printed on the credit card.

### Deposit of Cash & Frequency of Deposit

- Cash drops to the bank will be made sporadically once a day by the Manager or Operations Manager.
- Outside of business hours anything over the value of £10,000 will be moved from the safe to Head Office in Bermondsey.
- Safe will be monitored every day at the start of business and close of business.
- Nominated bank is Metro

### Cashing Up

- All cashing up will take place back of house inside the container away from the public in a safe and secure environment
- During this time, a staff member and security personnel will be on site whilst cash up is completed.



The Licensing Unit  
Floor 3  
160 Tooley Street  
London  
SE1 2QH

**Metropolitan Police Service**  
**Licensing Office**  
Southwark Police Station,  
323 Borough High Street,  
LONDON,  
SE1 1JL

Tel: 020 7232 6756

Email: SouthwarkLicensing@met.police.uk

**Our reference:** MD/21/ 2840/16

**Date:** 15<sup>th</sup> November 2016

**Re:- The Lost Rivers, The Artworks, Elephant Road SE17 1AY**

Dear Sir/Madam

Police are in receipt of an application from the above for a new premises licence to be granted under the licensing act 2003.

This is a multi function multi use space that will contain a variety of businesses, some of which will be selling alcohol and food for consumption on and off the premises.

The following conditions are to be considered for the promotion of the four licensing objectives, in particular the prevention of crime and disorder. Some of the conditions have been offered as part of the operating schedule but the wording is crucial to negate ambiguity.

1. That a CCTV system be installed at the premises and be maintained in good working order and be continually recording at all times the premises are in use under the licence. The CCTV System must be capable of capturing a clear facial image of every person who enters the licenced area and all areas used for licensable activities.
2. All CCTV footage be kept for a period of 31 days and shall on request be made immediately available to officers of the police and the council. There will be at least one person on duty at all times that is familiar with the operation of the CCTV and able to download the footage upon request.
3. That all staff involved in the sale of alcohol are trained in their responsibilities under the licensing act 2003 and training records to be kept and updated every 6 months and shall, upon request, be made immediately available to Officers of the Police and the Council.
4. That two SIA registered door supervisors will be engaged when the premises are in operation. They will be employed at all times the licence is in operation until the end of business and all patrons have vacated the premises they will

be engaged to monitor admission and re-admissions to the premises, security, protection, screening and dealing with conflict.

5. That four SIA registered door supervisors will be engaged when the premises are in operation and DJ or MC are performing to recorded music or Live music is being played.
6. That no spirits (alcohol containing more than 20% ABV) shall be sold by the bottle or half bottle.
7. That suitable notices shall be displayed and announcements made requesting people to leave the premises in a quiet and orderly manner so as not to disturb local residents

The Following is submitted for your consideration, Police would welcome the opportunity to conciliate with the applicant should the need arise.

Yours Sincerely

**PC Graham White 288 MD**

Southwark Police Licensing Unit

**From:** Earis, Richard  
**Sent:** Thursday, October 27, 2016 9:08 AM  
**To:** Regen, Licensing  
**Cc:** 'njb@lostriversbrewery.co.uk'; Newman, Paul  
**Subject:** License application 701922: The Artworks Elephant Road

**RE: New premises license - The Lost Rivers Ltd**  
**CMU 843383**

I have considered the above application and I wish to object to this license application on the grounds of public nuisance.

I strongly recommend that the license is refused for the following reasons:

The application includes live and recorded music, plays, films and performance of dance until 23:00 Sundays, 00:00 Monday to Thursday and 01:00 on Fridays and Saturdays, outdoors in a semi-open arena with a tented cover. This is extremely likely to result in a Public Nuisance. Most usual measures and standard conditions to control noise breakout from premises would be impossible to apply. It would be impossible to run most events regularly to the hours proposed in this outdoor arena as the noise limits necessary to prevent public nuisance would be so low as to make the events unfeasible.

There is inadequate detail in the application on how a public nuisance would be prevented. There is no risk assessment and almost no detail of measures that would be used to prevent public nuisance. The sub-committee's attention is drawn to s.111 of the Statement of Licensing Policy, and the matters that indicate whether the applicant can demonstrate a commitment to high standards of management, and to the lack of any reference in the application to best practice in the operation of open air music venues. The applicant has not conducted a risk assessment of the likelihood of their outdoor music activities causing public nuisance to nearby residents, and has therefore not followed s.216 of the Statement of Licensing Policy. The sub-committee's attention is drawn to relevant considerations listed at s.217, particularly controlling disturbance that may be caused by the use of external areas. The application does not comply with Southwark's Licensing Policy in relation to outdoor areas which at S.224 states (amongst other relevant points) '*Some simple management controls can be put into place which can significantly reduce the risk of nuisance caused to local residents by customers outside of licensed premises. Consideration should be given to placing controls on:*

- *The hours of operation of any licensed external area, requiring customers to return back into the premises at a specific time. In residential areas it is suggested that a closing time no later than 22.00 is appropriate.*
- *Whether it is appropriate to relay music into any external area (licensees must take care not to cause nuisance at any time of the day or night)*

It is not appropriate to have events externally in this location on more than a few days each year and certainly not to the hours proposed at all.

The premises are not in a cumulative impact area, however I would invite the sub committee to note the changing character of the area due to new and recent residential development, and to consider

whether an open air live music venue is appropriate at all in a densely populated residential area. We have a complaint on file from 2015 from a previous event externally in this area which caused nuisance to Strata Tower. Since that time a large number of new flats have been built overlooking and directly adjacent to the site on Elephant Road, shortly to be occupied, with further residential development planned for the South East side of the site. We are in the process of a review of the License of 16 Elephant and Castle as a result of noise problems from people drinking outside which demonstrates the sensitivity of this area. The application does not detail the capacity of this venue so I would recommend that this is clarified however from the licensable area it is clear that there is also a risk of public nuisance from people drinking in external areas and dispersing from the premises. There does not appear to be a Planning Consent for D4 use at this location, which is outside of the consented area of the neighbouring Artworks site.

I would draw the sub committee's attention to the Live Music Act 2012. If the application is granted, subject to confirmation of the licensed capacity of the venue and irrespective of any conditions placed, then the premises could hold amplified live music events externally until 23:00 on any day, 365 days per year.

If in light of the above, the sub committee still be minded to grant permission, I would recommend that all regulated entertainment is removed from the license. This would restrict live music under the Live Music Act to acoustic acts only to 23:00 and hence somewhat reduce risk of nuisance. I would also recommend that the following conditions are attached:

- All live music performances shall be acoustic, other than an electric keyboard with volume control to be used for accompaniment of an artist, with no amplified voice or loud instruments e.g. brass, drums or pipes, permitted
- When licensed entertainment is being provided the premises management shall carry out hourly checks to monitor the sound level at the closest noise sensitive location(s) to the premises and shall ensure that the sound level of the entertainment does not cause a public nuisance in the vicinity of the premises at the/those location(s). A written record of sound level checks shall be kept and shall contain details of: the time, date and location of each check, the person who undertook the check and any actions taken as a result of the check. Each check shall be signed in the record by the person who made the check. The monitoring record shall be kept at the premises and made available to Officers of the Police or Council on request.
- Any background music played shall remain at a volume that permits normal conversation and that the volume control of any music is behind the bar/counter and is in the full control of staff at all times.
- External waste handling, collections, deliveries and the cleaning of external areas shall only occur between the hours of 08.00hrs and 20.00hrs.
- There shall be no movement of musical or amplification equipment to and from the premises between the hours of 23.00hrs and 08.00hrs.
- Suitably qualified or experienced persons shall be employed at all times, whilst the entertainment is being provided, and shall take all reasonable steps to ensure that patrons do not cause a nuisance in the vicinity of the premises.

- Clearly legible signage will be prominently displayed at all patron exits, where it can easily be seen and read, requesting that patrons leave the premises in a quiet and orderly manner that is respectful to neighbours.
- The premises licence holder shall display telephone numbers for local taxi companies and permit patrons to wait inside the premises until the arrival of the taxi.
- The premises licence holder shall display a telephone number for local residents to contact management of the premises as and when necessary.
- A comprehensive Dispersal Policy shall be produced and implemented at the premises, with all staff trained on the most up to date policy. A record of staff training on the Dispersal Policy shall be kept at the premises and a copy of the policy and training records be made available to the council or police on request.
- Drinks must only be served in polycarbonate/plastic or toughened glass drinking vessels
- The Premises licence Holder must comply with the Noise Management Plan submitted to and approved by the Licensing Authority and no changes will be made to the Noise Management Plan without the prior written consent of the Licensing Authority.
- All staff working at the premises shall be trained in the content of the Noise Management Plan and be aware of their responsibilities and duties under it. Records of relevant training shall be kept with the Noise Management Plan.
- The Noise Management Plan shall be reviewed annually, or whenever there is a significant change at the premises, whichever is sooner. For example, a significant change could include a new Licensee or DPS, change to premises layout, a refit, a change to the type or style of licensed entertainment, etc. The Noise Management Plan shall be reviewed after any substantiated complaint to reflect any relevant recommendations from any investigation.

Kind Regards,

Richard

**Richard Earis**

Principal Environmental Protection Officer

**Environmental Protection Team**

**020 7525 2469**

Postal address: Southwark Council | Environmental Protection Team | Regulatory Services | 3rd Floor Hub 1 | PO Box 64529 | London | SE1P 5LX.

Office address (By appointment only): Southwark Council | Environmental Protection Team | Regulatory Services | 3rd Floor Hub 1 | 160 Tooley Street | London | SE1 2QH

[www.southwark.gov.uk](http://www.southwark.gov.uk)



# MEMO: Licensing Unit

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<b>To</b>	Licensing Unit	<b>Date</b>	17 November 2016
<b>Copies</b>			
<b>From</b>	Jayne Tear	<b>Telephone</b>	020 7525 0396
		<b>Fax</b>	020 7525 5705
<b>Email</b>	Jayne.tear@southwark.gov.uk		

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**Subject** Re: The Lost Rivers Ltd, The Artworks, Elephant Road, London, SE17 1AY -  
Application for a premises Licence.

I write with regards to the above application submitted under the licensing act 2003 for a premises licence by Mr Nicholas James Boland (the application is not clear as to whether Mr Boland is the applicant or The lost Rivers Ltd are the applicant as both parts of the application have been filled in and this needs clarification) .

The application seeks the follows licensable activities:

- Plays, films, live music, recorded music, performance of Dance and anything of a similar description to live music; recorded music and performance of dance (all indoors and outdoors) on Monday to Thursday from 10:00 to 00:00, Friday and Saturday from 10:00 to 01:00 and on Sunday from 10:00 to 23:00
- Late night refreshment (indoors and outdoors) on Monday to Thursday from 23:00 to 00:00 and on Friday and Saturday from 23:00 to 01:00
- Supply of alcohol (on and off the premises) on Monday to Thursday from 10:00 to 00:00, Friday and Saturday from 10:00 to 01:00 and on Sunday from 10:00 to 23:00
- Opening Hours to be on Monday to Friday from 10:00 to 00:30, Saturday from 10:00 to 01:30 and on Sunday from 10:00 to 23:30

The premises is described as a *'box park style multi use construction with main focus being serving our craft beers, offering high quality food, providing entertainment suitable for all ages mainly in a modern style circus'*.

This premise is situated within in he Elephant and Castle Major Town Centre Area and under the Southwark Statement of Licensing policy 2016 - 2020 the appropriate closing times Public Houses Wine bars or other drinking establishments: Sunday to Thursday is 23:00 hours and for Friday and Saturday 00:00 hours

I submit this representation with regards to the prevention of crime and disorder and the prevention of public nuisance as the later operation and of people leaving the premises later than at night could impact upon local residents living nearby and in the surrounding streets. The management would have no control of patrons that have left the premises if it were allowed to open later and the possible impact of any rowdy and anti-social behavior or crime and disorder. Furthermore the operating schedule is lacking and the applicant has not provided any controls measures to address the impact of any regulated entertainment that will take place outdoors will have on local residents living nearby.

Due to the limited information on the application I ask the applicant to provide the following information:

- That an accomodation limit of the premises is provided with details of how that will be controlled.
- To provide a written dispersal policy for the premises (depending on the accomodation limited).

To consider amending the application in line with the policy to promote the licensing objectives so that the operating times shall be as follows:

- Amend the hours for Plays, films, live music, recorded music, performance of Dance and anything of a similar description to live music; recorded music and performance of dance (change to indoors only) and late night refreshment **to cease** on Sunday to Thursday to 23:00 and on Friday and Saturday to 00:00
- Amend closing times on Sunday to Thursday to 23:00 and on Friday and Saturday to 00:00
- Amend Alcohol 'on sales' to cease at least 20 minutes before the closing times on each day.

To add a further conditions to the operating schedule:

- That alcohol for consumption off the premies is not sold for immediate consumption in the area around the premises and is supplied in sealed containers that require a tool such as a bottle opener or corkscrew to be opened.
- That clear legible signage shall be prominently displayed where it can be easily seen and read, requesting that alcohol sold as off sales should not be opened and consumed in the vicinity of the premises
- That clear legible signage shall be prominently displayed at all patrons exits, where it can be easily seen and read, requesting that patrons leave the premises in a quiet and orderly manner that is respectful to neighbours

I therefore submit this representation and welcome any discussion with the applicant to consider my suggestions to promote the licensing objectives

Southwark's Statement of Licensing Policy 2016 – 2020 can be found on the following link:

[http://www.southwark.gov.uk/downloads/download/4399/licensing\\_act\\_2003 - southwark statement of licensing policy 2016 - 2020](http://www.southwark.gov.uk/downloads/download/4399/licensing_act_2003_-_southwark_statement_of_licensing_policy_2016_-_2020)

Jayne Tear  
Principal Licensing officer  
In the capacity of Licensing Authority as a Responsible Authority

**From:** Masini, Bill

**Sent:** Wednesday, November 16, 2016 3:06 PM

**To:** Regen, Licensing

**Cc:** Tear, Jayne

**Subject:** Application for new premise Licence - The Lost Rivers Ltd - The Artworks Elephant Road SE17 1AY

As a Responsible Authority under The Licensing Act, Trading Standards are in receipt of the application for a premise licence for The Lost Rivers Ltd at The Artworks Elephant Road SE17 1AY and respond accordingly under the Licensing objectives of The Protection of Children from harm.

Trading Standards note from the application under General description of premises to be "a box park style multi use construction with main focuses being serving craft beers, offering high quality food, providing entertainment suitable for all ages mainly in a modern circus style"

Trading Standards note the requested hours for the supply of alcohol to be between 11:00 and 00.00 Sunday to Thursday and 11:00 and 01:00 Friday and Saturday. The premises are to be open to the public for 30 minutes after these terminal hours for alcohol sales.

Trading Standards welcome the statements in the application about addressing sales of alcohol to children in order to promote the four licensing objectives but for completeness and clarity would like to see the following conditions on the licence.

- That a challenge 25 scheme shall be maintained at the premises requiring that staff selling alcohol request that any customer who looks under 25 years old, and who is attempting to purchase alcohol, provides valid photographic identification proving that the customer is at least 18 years old. Valid photographic identification is composed of a driving licence, passport, UK armed services ID card and any Proof of Age Standards Scheme (PASS) accredited card such as the Proof of Age London (PAL) card.
- That all staff involved in the sale of alcohol shall be trained in the prevention of sales of alcohol to underage persons, and the challenge 25 scheme in operation at the premises. A record of such training shall be kept / be accessible at the premises at all times and be made immediately available for inspection at the premises to council or police officers on request. The training record shall include the trainee's name (in block capitals), the trainer's name (in block capitals), the signature of the trainee, the signature of the trainer, the date(s) of training and a declaration that the training has been received.
- That clearly legible signs shall be prominently displayed where they can easily be seen and read by customers stating to the effect that a challenge 25 policy is in operation at the premises, that customers may be asked to provide proof of age and stating what the acceptable forms of proof of age are. Such signage shall be displayed at all entrances, points of sale and in all areas where alcohol is displayed for sale. The signage shall be kept free from obstructions at all times.
- That a register of refused sales of alcohol shall be maintained in order to demonstrate effective operation of the challenge 25 policy. The register shall be clearly and legibly marked on the front cover as a register of refused sales, with the address of the premises and with the name and address of the licence holder. The register shall be kept / be accessible at the premises at all times. On a monthly basis, the Designated Premises Supervisor (DPS) shall check the register to ensure it is being properly completed. The DPS shall sign and date the register to that effect and where appropriate take corrective action in a timely manner if the register is not being completed correctly. The register shall be made immediately available for inspection at the premises to council or police officers on request.

However, the application fails to address the issue of children being on the premise and their supervision. The application, as presented, seeks to allow unsupervised children on the premise up to 1.30AM. Trading Standards say that is not acceptable and therefore objects to the licence application under the licensing objective of the Protection of Children from Harm. The applicant is invited to address this.

**Bill Masini - Trading Standards Officer**

Southwark Council Trading Standards | Environment & Leisure

3rd Floor Hub 1, PO Box 64529 | London SE1P 5LX

Direct line 020 7525 2629 | Fax 020 7525 5735 | Call Centre 020 7525 2000

Visit our web pages [www.southwark.gov.uk/TradingStandards](http://www.southwark.gov.uk/TradingStandards)

Need clear practical consumer advice? Visit Consumer Direct at [www.direct.gov.uk/consumer](http://www.direct.gov.uk/consumer)



**From:** Sharpe, Carolyn **On Behalf Of** Public Health Licensing  
**Sent:** Wednesday, November 09, 2016 11:05 AM  
**To:** Regen, Licensing  
**Cc:** Public Health Licensing  
**Subject:** RE: RE: The Lost Rivers - The Artworks, Elephant Road

To whom it may concern:

**Re: the Lost Rivers, Elephant Road, London SE17 1AY**

On behalf of the Acting Director of Public Health for Southwark (a responsible authority under the Licensing Act 2003) I wish to make representation in respect of the above.

The representation is made in respect of the following licensing objective(s):

- The prevention of crime and disorder
- Prevention of public nuisance
- Public safety

**General Comments**

The applicant requests a new license for the sale of alcohol on and off the premises between the hours of 11:00 – 00:00 on Mondays to Thursdays, 11:00-01:00 on Fridays and Saturdays and 1100-23:00 on Sundays. I have concerns regarding the hours of alcohol sales requested. Research suggests that increased hours of alcohol sales are associated with increased alcohol consumption, increased alcohol-related injuries, and increased alcohol-related harm. Moreover, Southwark's statement of licensing policy recommends a closing time for alcohol sales of 23:00 on Sundays to Thursdays and 00:00 on Fridays to Saturdays for an establishment in this location.

**Recommendations**

- I recommend the end time for alcohol sales be changed to 23:00 on Sundays to Thursdays and 00:00 on Fridays to Saturdays as per Southwark's Statement of Licensing Policy

If you have any further questions, please do not hesitate to contact me.

Carolyn Sharpe  
*on behalf of Dr Jin Lim, Acting Director of Public Health*

Carolyn Sharpe | [carolyn.sharpe@southwark.gov.uk](mailto:carolyn.sharpe@southwark.gov.uk) | 02075250025

Public Health Officer (People & Health Intelligence), London Borough of Southwark, 160 Tooley Street, London SE1 2QH

**From:** Ian.Clements@met.pnn.police.uk [mailto:Ian.Clements@met.pnn.police.uk]

**Sent:** Thursday, December 22, 2016 12:47 PM

**To:** Mills, Dorcas

**Subject:** RE: FAO PC WHITE - LOST RIVERS RESPONSE TO POLICE OBJECTIONS TO THE ELEPHANT LICENCE APPLICATION

Thank you Dorcas

It looks like we are in a position to withdraw our representation then.

Kind regards

Ian

**From:** Nick Boland [REDACTED]  
**Sent:** Thursday, December 22, 2016 12:32 PM  
**To:** SouthwarkLicensing@met.pnn.police.uk  
**Cc:** Mills, Dorcas  
**Subject:** RE: FAO PC WHITE - LOST RIVERS RESPONSE TO POLICE OBJECTIONS TO THE ELEPHANT LICENCE APPLICATION

Dear PC White,

Just to confirm that we agree to all of the below.

Thank you very much for your time and attention.

Kind regards,

NJB



**Nick Boland**  
 Operations Director



**From:** [Graham.S.White@met.pnn.police.uk](mailto:Graham.S.White@met.pnn.police.uk) [<mailto:Graham.S.White@met.pnn.police.uk>] **On Behalf Of** [SouthwarkLicensing@met.pnn.police.uk](mailto:SouthwarkLicensing@met.pnn.police.uk)  
**Sent:** 05 December 2016 11:52  
**To:** Nick Boland <[nick.boland@lostriversbrewery.com](mailto:nick.boland@lostriversbrewery.com)>  
**Subject:** RE: FAO PC WHITE - LOST RIVERS RESPONSE TO POLICE OBJECTIONS TO THE ELEPHANT LICENCE APPLICATION

Nick,  
 Please see amendment below and full list of agreed conditions.  
 If happy please let me know and I can withdraw my objection.

1. That a CCTV system be installed at the premises and be maintained in good working order and be continually recording at all times the premises are in use under the licence.  
 The CCTV System must be capable of capturing a clear facial image of every person who enters the licenced area and all areas used for licensable activities.

2. All CCTV footage be kept for a period of 31 days and shall on request be made immediately available to officers of the police and the council. There will be at least one person on duty at all times that is familiar with the operation of the CCTV and able to download the footage upon request.
3. That all staff involved in the sale of alcohol are trained in their responsibilities under the licensing act 2003 and training records to be kept and updated every 6 months and shall, upon request, be made immediately available to Officers of the Police and the Council.
4. That two SIA registered door supervisors will be engaged when the premises are in operation. They will be employed at all times **after 19.00hrs Thursday to Sunday when** the licence is in operation until the end of business and all patrons have vacated the premises they will be engaged to monitor admission and re-admissions to the premises, security, protection, screening and dealing with conflict.
5. That no spirits (alcohol containing more than 20% ABV) shall be sold by the bottle or half bottle.
6. That suitable notices shall be displayed requesting people to leave the premises in a quiet and orderly manner so as not to disturb local residents

Regards

Graham

**PC Graham White 288MD**

*Southwark Police Licensing Unit*

*323 Borough High Street*

*London*

*SE1 1JL*

*Tel: 0207 232 6756 (726756)*

[SouthwarkLicensing@met.police.uk](mailto:SouthwarkLicensing@met.police.uk)



**From:** Masini, Bill  
**Sent:** Monday, December 19, 2016 1:19 PM  
**To:** 'Nick Boland'  
**Cc:** Mills, Dorcas  
**Subject:** RE: LOST RIVERS RESPONSE TO TS OBJECTIONS TO ELEPHANT ROAD APPLICATION

Thanks Nick

Dorcas, TS withdraws its rep now!

**Bill Masini - Trading Standards Officer**

Southwark Council Trading Standards | Environment & Leisure

3rd Floor Hub 1, PO Box 64529 | London SE1P 5LX

Direct line 020 7525 2629 | Fax 020 7525 5735 | Call Centre 020 7525 2000

Visit our web pages [www.southwark.gov.uk/TradingStandards](http://www.southwark.gov.uk/TradingStandards)

Need clear practical consumer advice? Visit Consumer Direct at [www.direct.gov.uk/consumer](http://www.direct.gov.uk/consumer)

**From:** Nick Boland [<mailto:> [REDACTED]]  
**Sent:** Monday, December 19, 2016 1:18 PM  
**To:** Masini, Bill; Mills, Dorcas  
**Subject:** RE: LOST RIVERS RESPONSE TO TS OBJECTIONS TO ELEPHANT ROAD APPLICATION

Of course,

I accept the conditions below

Thank you very much

Kind regards,

NJB




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**Nick Boland**

**Operations Director**

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**Lost Rivers Brewing Co.**

**\_\_HISTORY | BEER |**

**CULTURE**

*I*

## Lost Rivers Application

### Amendments to the operating schedule

1. the section of the application requesting performance of Plays, films, live music, recorded music, performance of Dance and anything of a similar description to live music; recorded music and performance of dance to **indoors only**
2. to remove the live music part of the application, as previously stated

### Agreed police conditions ( Lost Rivers)

1. That a CCTV system be installed at the premises and be maintained in good working order and be continually recording at all times the premises are in use under the licence. The CCTV System must be capable of capturing a clear facial image of every person who enters the licenced area and all areas used for licensable activities.
2. All CCTV footage be kept for a period of 31 days and shall on request be made immediately available to officers of the police and the council. There will be at least one person on duty at all times that is familiar with the operation of the CCTV and able to download the footage upon request.
3. That all staff involved in the sale of alcohol are trained in their responsibilities under the licensing act 2003 and training records to be kept and updated every 6 months and shall, upon request, be made immediately available to Officers of the Police and the Council.
4. That two SIA registered door supervisors will be engaged when the premises are in operation. They will be employed at all times **after 19.00hrs Thursday to Sunday when** the licence is in operation until the end of business and all patrons have vacated the premises they will be engaged to monitor admission and re-admissions to the premises, security, protection, screening and dealing with conflict.
5. That no spirits (alcohol containing more than 20% ABV) shall be sold by the bottle or half bottle.
6. That suitable notices shall be displayed requesting people to leave the premises in a quiet and orderly manner so as not to disturb local residents

### Agreed Conditions with Trading Standards

1. That a challenge 25 scheme shall be maintained at the premises requiring that staff selling alcohol request that any customer who looks under 25 years old, and who is attempting to purchase alcohol, provides valid photographic identification proving that the customer is at least 18 years old. Valid photographic identification is composed of a driving licence, passport, UK armed services ID card and any Proof of Age Standards Scheme (PASS) accredited card such as the Proof of Age London (PAL) card.
2. That all staff involved in the sale of alcohol shall be trained in the prevention of sales of alcohol to underage persons, and the challenge 25 scheme in operation at the premises. A record of such training shall be kept / be accessible at the premises at all times and be made immediately available for inspection at the premises to council or police officers on request. The training record shall include the trainee's name (in block capitals), the trainer's name (in block capitals), the signature of the trainee, the signature of the trainer, the date(s) of training and a declaration that the training has been received.
3. That clearly legible signs shall be prominently displayed where they can easily be seen and read by customers stating to the effect that a challenge 25 policy is in operation at the premises, that customers may be asked to provide proof of age and stating what the acceptable forms of proof of age are. Such signage shall be displayed at all entrances, points of sale and in all areas where alcohol is displayed for sale. The signage shall be kept free from obstructions at all times.
4. That a register of refused sales of alcohol shall be maintained in order to demonstrate effective operation of the challenge 25 policy. The register shall be clearly and legibly marked on the front cover as a register of refused sales, with the address of the premises and with the name and address of the licence holder. The register shall be kept / be accessible at the premises at all times. On a monthly basis, the Designated Premises Supervisor (DPS) shall check the register to ensure it is being properly completed. The DPS shall sign and date the register to that effect and where appropriate take corrective action in a timely manner if the register is not being completed correctly. The register shall be made immediately available for inspection at the premises to council or police officers on request.
5. All children must be accompanied and supervised by a responsible adult
6. There shall be no children on the premise after 23:00 hours

**From:** Nick Boland [REDACTED]  
**Sent:** Thursday, March 16, 2017 4:45 PM  
**To:** Mills, Dorcas  
**Cc:** Tear, Jayne; [REDACTED]  
**Subject:** LOST RIVERS ELEPHANT APPLICATION

Dear Dorcas,

Further to our phone call:

We would like to amend the operational schedule by removing the application for regulated entertainment outside (but keep the application for inside), as to satisfy Jayne Tears representation.

Kind regards,

NJB



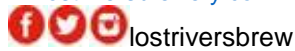
**Nick Boland**  
 Operations Director

.....  
**Lost Rivers Brewing Co.**

**M** +44 (0) 7753 689 132

**T** +44 (0) 20 7378 8978

**W** [lostriversbrewery.com](http://lostriversbrewery.com)



**HISTORY | BEER | CULTURE**

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**From:** Nick Boland [REDACTED]  
**Sent:** Monday, March 06, 2017 11:30 AM  
**To:** Mills, Dorcas  
**Subject:** FW: OPERATIONAL PLAN.docx

Hello,

How lovely to meet you in person!

Thank you so much for your help. This is the original plan so may need to be tweaked when the final conditions come thorough - such as opening times etc

Kind regards,

NJB



**Nick Boland**  
 Operations Director

---

**Lost Rivers Brewing Co.**

**M** +44 (0) 7753 689 132

**T** +44 (0) 20 7378 8978

**W** [lostriversbrewery.com](http://lostriversbrewery.com)

   lostriversbrew

**HISTORY | BEER | CULTURE**



## **Elephant Box Park**

### **Audio Overview**

Audio Mapping

Please see within this brief document the proposed audio systems maximum SPL calculations mapped within a model of the venue with a listening plane surrounding the modelled venue. To clarify the calculations are using broadband pink noise as a measurement. Please see figure 1.1 for a plan view and figure 1.2 for a ISO view.

Figure 1.1

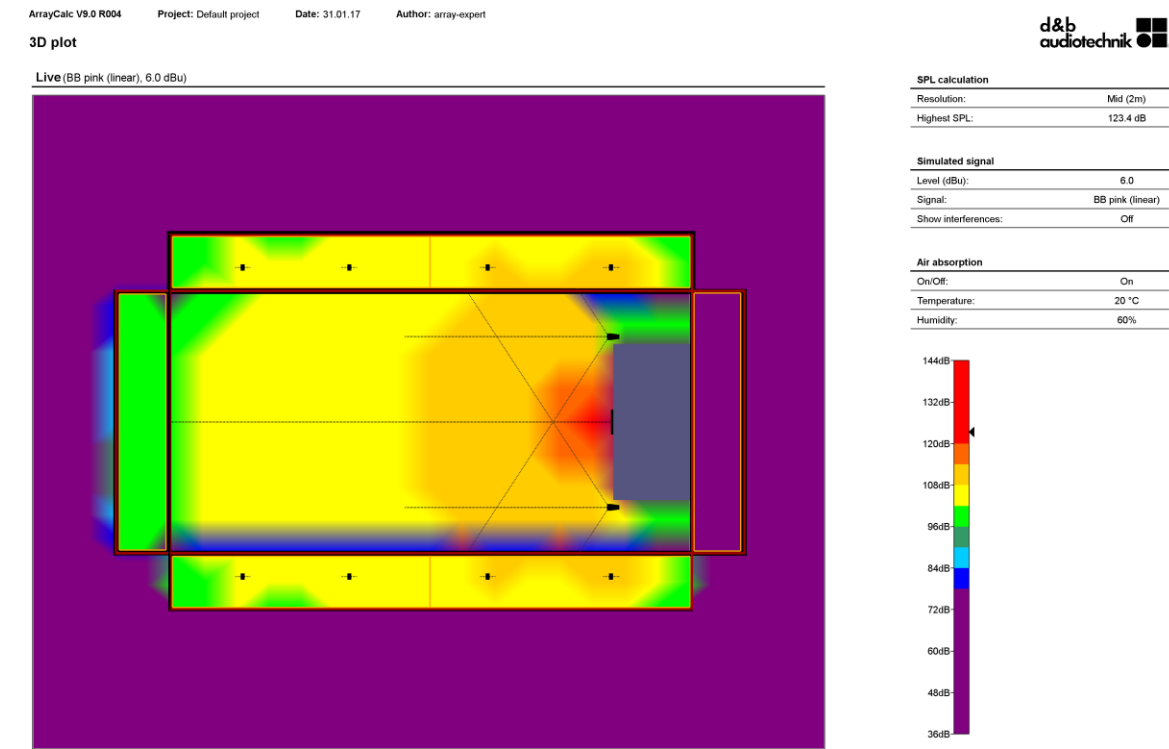
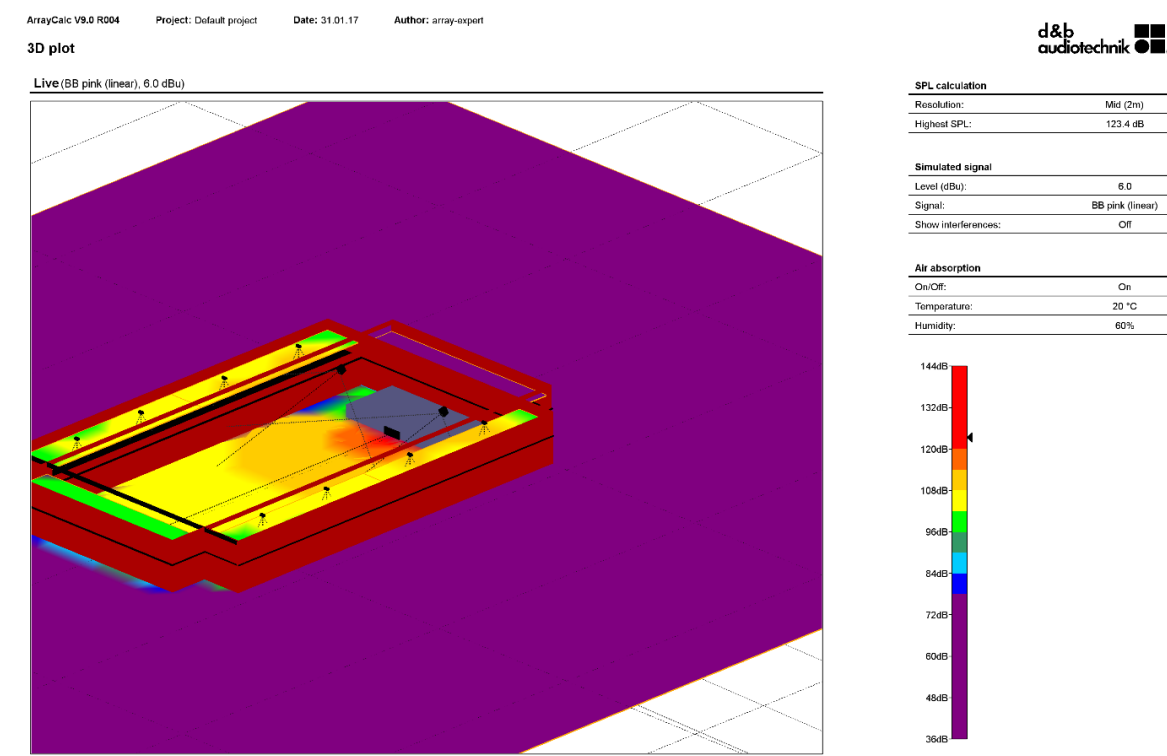


Figure 1.2



**Audio Schematic**

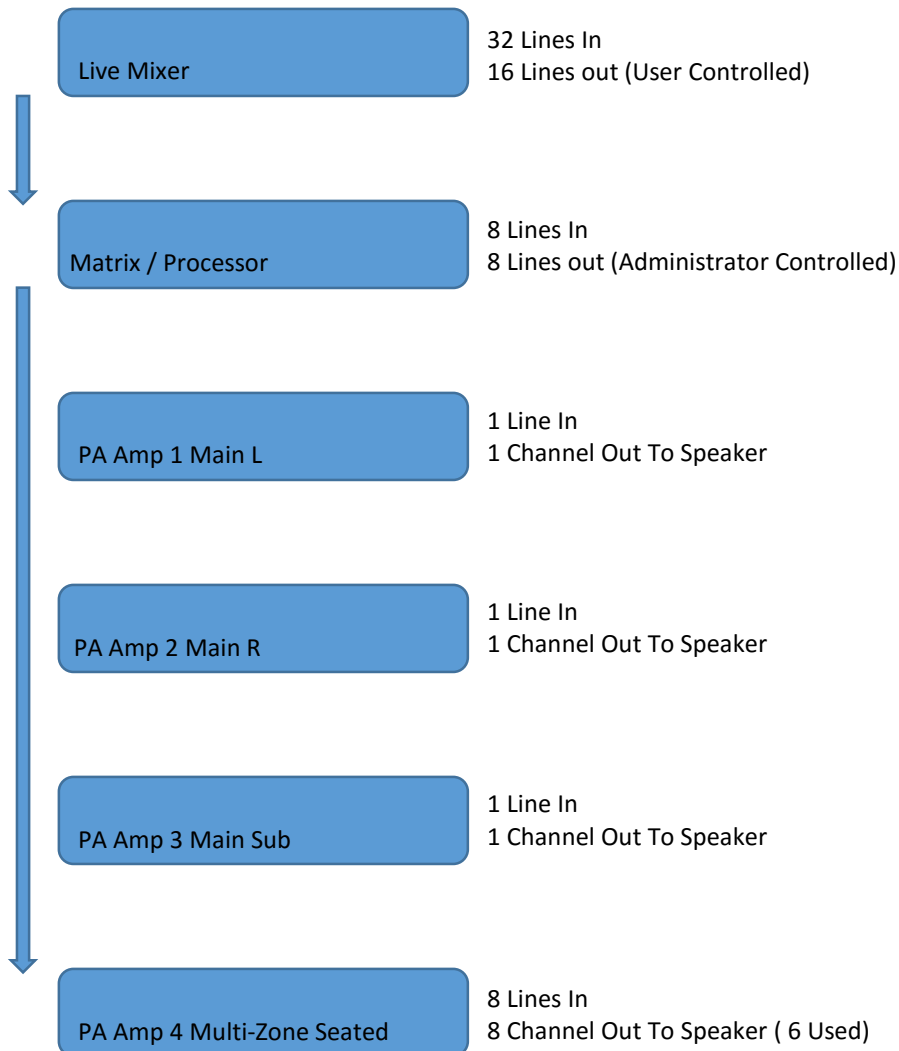
A quick overview of the proposed schematic follows in diagram form (figure 2.1) illustrating the signal path through the audio system. The audio system can be limited over the required individual zones, limits set by the administrator and access blocked to a user who would have control over volumes within permitted parameters



## Audio Schematic

A quick overview of the proposed schematic follows in diagram form (figure 2.1) illustrating the signal path through the audio system. The audio system can be limited over the required individual zones, limits set by Limiters by the administrator and access blocked to a user who would have control over volumes within permitted parameters.

Figure 2.1



## **Proposed Equipment**

- Control
- 1 Yamaha LS9-32 Digital mixing console
- 1 MTX3 Matrix Processor
  
- FOH PA
- 2 D&B Q7
- 2 D&B Q7 flying frame C/W Hook clamp & stand adaptor
- 3 D&B Digital E-pack Mono Amplifier
- 1 D&B B2 sub (c/w NL4 > EP5)
- 1 Rack & Power Distro
  
- Seated Zones (x6)
- 6 EVID FM4.2 Flush Mount Speaker (pair)
- 1 XMV8140 Power Amp



## **LRB TRADING LIMITED T/S LOST RIVERS ELEPHANT**

### **Plan of Management and Security Management Plan**

#### **Venue: LOST RIVERS ELEPHANT**

### **Introduction**

#### **HISTORY | BEER | CULTURE**

The Lost Rivers Brewing Co. is shaking up the brewing world as it enters the mainstream. Already leaving our mark in some of London's best loved establishments, we are now creating our own quality ales such as the Walbrook, Neckinger and Silk Stream, named after London's 'lost rivers' hence the name 'The Lost Rivers Brewing Co. As well as focusing on the brewing world we aim to align ourselves with some of the most influential performing artists, creatives, urban athletes and musicians via festivals, exhibitions and major cultural events. The Lost Rivers Brewing Co. is the brainchild of three friends who wanted to revolt against the bigger beer 'factories' and create a whole new drinking culture. In a light-bulb moment they united their own individual companies (Convive and London Cellar) plus over 50 years' experience in the brewing world to form The Lost Rivers Brewing Co. and offer a complete brewing, distribution and retail solution. We are proud to be different. Our philosophy is that drinking should not solely be about the ales but also about the experience. We want the Lost Rivers Brewing Co. to be a cultural experience, a brand which is the coolest on the market and relevant to everyone...historians, beer lovers and culture vultures alike. Everything we do, say, report, print, type should reflect this vision - it's our identity. Our DNA that can be applied to all developments - if it does not fit our DNA we don't do it!



## The Venue

The Lost Rivers Brewing Co. is extremely excited at the opportunity for this unique site at this moment of time in its development. Our experience and knowledge fits perfectly with what should be achieved prior to the re-generation of Elephant and Castle. Lost Rivers aim to deliver an eclectic 7 days per week operation. Offering the best food, drink and entertainment in the Capital. Hosting international performance artists to local market traders. School holidays will be catered for with family shows and games. Made from shipping containers, the Contampitheatre will be three stories high with 'Royal Boxes' at 1st and 2nd floor level, offering private spaces for group bookings. Ground floor theatre and cabaret style seating will complete the layout, while a purpose designed stage and aerial rig will host the highest flying, circus cabaret acts on the planet, offering you a fantastic night out and a truly unique experience. The Lost Rivers Brewing company are the team behind the venue, however the high end, expertly curated shows will be the creations of Digital Circus and Creative Production Companies, such as Zero Central.

Lost Rivers intend to offer: seasonal and themed productions, corporate and private party packages, circus classes, team building workshops, rehearsal space, comedy nights, poetry and spoken word, plays, musicians, dancers, kids' play groups, conferences and seminar training events, photography space, exhibitions and community networking events.

We see these as potential features of the Lost Rivers big picture. During school holidays and Saturday mornings, a children's programme could run too, making use of the large projection facilities.

## Opening Dates & Times

We will be opening during the following dates:

Winter 2016 – Summer 2019

The venue will eventually operate seven days a week in accordance with the following opening hours:

Monday	Thursday	10.00hrs – 23.00hrs
--------	----------	---------------------



Friday                      Saturday                      10.00hrs – 01.00hrs

Sunday                                      12.00hrs – 23:00hrs

Special event hours will be covered by TEN's

### **Capacity**

The larger part -The Castle - 320pax

The smaller part - Elle Lodge – 150pax

So, 470 pax in total

### **Daily Venue Operation**

#### **Patron Access**

#### **On Arrival**

The entry of the venue will be open to the public and ease of access from all directions. Of an evening and for special events / functions within the space, additional barricades / partitioning will be assembled to maintain safe patronage of the venue.

#### **Ordering**

Patrons can order both their drinks and food from the bar staff directly and we will provide table service for parts of the main auditorium.

#### **Delivery of Food / Clearing of Tables**

The guests will either collect their own food or have it delivered to them depending on the night/event etc. We love clean tidy venues and will collect and dispose of any rubbish as swiftly as possible. We are very pro-recycling.

#### **Bathrooms**

Each side of the venue has two sets of fully functional and purpose fitted toilet facilities already encased in especially made shipping containers.



## Queuing

When the venue approaches capacity or during events, patrons will be managed in the following manner:

- A temporary barrier area will be set up from the main door down the driveway toward Elephant Road. The temporary barrier line will be set away from the edge of the licenced / activation area, with a two-person width capacity so as not to infringe on the footpath area, or passing of any other pedestrians. This line does not run across any other premises at the property, it does not infringe any signage, windows, access to building amenities, power, water or building access. This area does not infringe on general pedestrian traffic.
- Our normal security company will make sure the patrons are well behaved and can enter the premises as swiftly and trouble free as possible.
- If the queue approaches capacity on non-ticketed events, the security team will close the queue and advise anyone approaching the queue that the venue will not be accepting any more guests for 30 minutes.
- At all times our fire regulation capacity levels will be observed.

## Management Operational Checklist

- The Lost Rivers Elephant will have a licensed dedicated security guard on as per the License. That two SIA registered door supervisors will be engaged when the premises are in operation. They will be employed at all times after 19.00hrs Thursday to Sunday when the licence is in operation until the end of business and all patrons have vacated the premises they will be engaged to monitor admission and re-admissions to the premises, security, protection, screening and dealing with conflict.
- For times outside the above, roving security personnel will patrol the site and throughout the night
- Alcohol may be purchased from the bar for consumption within the venue but will only be permitted to be removed from the site if in a suitable and securely sealed container. Security will manage the ingress and egress point to ensure that alcohol is neither brought onto site, nor removed from the premises unless in appropriate packaging.
- Patrons wishing to purchase alcohol will be subject to UK licensing laws. The bar staff will be briefed to properly scrutinise patrons who do not look to be over the age of 25



years. If required, patrons will need to show proper 'Proof of Age' identification to satisfy Security and/or Bar Staff before being permitted to purchase alcohol. The roving security will also be assessing patron age and check proof of age.

- This also falls into our Mystery Shopper programme, high lighting age aware procedures
- Patrons who do not have acceptable proof-of-age will be refused service, and their details logged in the refusal log, which will be kept behind the bar for inspection
- There will always be a Duty or General Manager on duty during any opening times.
- We display Challenge 25 Posters on all bars
- All beverages will be opened for onsite consumption
- For offsite consumption shall only be in receptacles that require a tool such as bottle opener or corkscrew to open
- Low alcoholic and non-alcoholic beverages will be available at all bar
- If any patron is identified by bar staff as exhibiting signs of intoxication, staff will firstly refuse service of alcohol and will then refer the person to the Security. Any person deemed by staff or security to be intoxicated or affected by other substances will, subject to Duty of Care responsibilities, be removed from the licensed premises
- If a patron is removed from the premises, security will confirm if the patron is with friends / family accompanying them; if so Security will confirm if they have safe transport (taxi / public transport / private car with non-drinking driver) organised to their home.
- The house rules will be posted at the entrance to the venue, back of house areas and behind the bar
- All liquor serving staff and other key employees will have signed the appropriate paperwork which proves their understanding of challenge 25, the licencing objectives and if not a license holder themselves then will have signed the DPS permission form. All available behind the bar for inspection
- Patrons will be encouraged to match food with their alcohol purchase via the wait staff, venue host, bar staff, bar manager and the Site Manager
- Patrons will be encouraged to drink water free of charge
- Non alcoholic items will be displayed on menus, menu boards and on table signage
- Lost Rivers Elephant has a zero tolerance policy on drugs. All patrons will be passively screened by security for any symptoms of drugs. Any person suspected to be under the influence of drugs, distributing or taking drugs will be ejected from the venue and



reported to police. The bathrooms are to be well lit and security and cleaning will do regular bathroom sweeps, with hourly sign sheets

- If a person is under the influence of drugs and requires assistance, security will call for medical assistance. Security will also advise and assist in directing patrons under the influence of drugs to a safe passage home via public, private or taxi transport
- Details of taxi ranks and all public transport options will be provided and the post code clearly displayed for Uber users
- All incidents will be recorded and kept on file in the venue office

### **Food & Beverage Staff for Full Service**

- Bar Staff (x 4) – positioned behind each bar
- Appropriate number of bar barks for the event
- Kitchen Staff (x5) – positioned in the kitchen container
- Depending on the night, additional hosts and floor staff will be employed as required

### **Security**

Security Guards – as per the licence requirements stated above.

During the evenings of Friday, Saturday and during events increased security will be employed in direct correlation with the number of guests.

Respect, courtesy and dignity are the standards by which patrons will be dealt with whilst on our premises. Whilst keeping this in mind, all staff including security will be mindful of refusing service and/or entry to any patron who displays any signs of intoxication, cannot prove their age or is generally unruly.

- All liquor serving staff employed at the site will be a licence holder or have signed the previously mentioned paperwork. That all staff involved in the sale of alcohol are trained in their responsibilities under the licensing act 2003 and training records to be kept and updated every six months and shall, upon request, be made immediately available to Officers of the Police and the Council.





## CCTV

We have a fully functional 16 camera system to satisfy the section of the licence require that:

- That a CCTV system be installed at the premises and be maintained in good working order and be continually recording at all times the premises are in use under the licence
- The CCTV System must be capable of capturing a clear facial image of every person who enters the licenced area and all areas used for licensable activities.
- All CCTV footage be kept for a period of 31 days and shall on request be made immediately available to officers of the police and the council. There will be at least one person on duty at all times that is familiar with the operation of the CCTV and able to download the footage upon request

We are undertaking several measures to ensure the safety of patrons, security of the site and surrounding environment:

- Clicker for venue capacity count during the busier times
- Camera surveillance within the venue
- Adhering to house policy always for all patrons & staff
- Queue policy, limiting the number of patrons and providing venue host assistance to keep patrons informed of wait times
- Venue entrance / exit brightly lit

## House Rules

The Management of Lost Rivers Elephant promote the enjoyment of patrons and our community by enforcing the following House Rules:

- Management reserves the right to cease the sale of any product at any time
- Anyone deemed to be intoxicated will not be admitted to the venue, or provided service
- Management reserves the right to limit alcohol purchase to one drink per person on any occasion
- Persons caught vandalising or causing damage to the venue or surrounding areas will be referred to the Police
- Any persons found stealing will be referred to the police and barred from the venue
- Soliciting or campaigning for political purposes shall not be permitted within the venue



- Persons who in the opinion of staff and security are found to be harassing other patrons will be asked to leave the venue
- Soliciting business, marketing or campaigning, is not permitted within the venue unless a pre-organised trade event
- The venue has a zero tolerance policy on drugs – anyone suspected to be in the possession, under the influence or distributing drugs will be asked to leave immediately and maybe referred to police

### **Staff Training**

That all staff involved in the sale of alcohol are trained in their responsibilities under the licensing act 2003 and training records to be kept and updated every 6 months and shall, upon request, be made immediately available to Officers of the Police and the Council.

### **Licencing Objectives and Expectations to be Upheld**

- The prevention of crime and disorder
- Public safety
- The prevention of public nuisance
- The protection of children from harm

At no time will any person exhibiting any of the following, be admitted into, or served in the venue:

- is intoxicated
- is aggressive, quarrelsome or disorderly
- is, or is suspected of being, under the influence of any illicit substance
- is, or is suspected of being, in possession of any illicit substance
- Sound pollution training and instruction of every internal employee and external contractor, to be signed off and available for examination

### **Consider Our Neighbours**

Lost Rivers, Elephant will ask that patrons please leave the venue and surrounding area clean and with minimal noise. Patrons who make excessive noise, loiter or otherwise disrupt the good order of the neighbourhood will be referred to police. Signs are posted upon several points of exit.



Management and event staff will regularly monitor inside and outside the premises (particularly the immediate surrounds) with an aim to prevent patrons loitering in the area as well as taking action to minimise noise and anti-social behaviour.

Please refer to the Dispersal Plan

Additional general security procedures are as follows:

- Management will not permit any over intoxicated person to enter the premises and will bring to the notice of the Manager or Licensee any persons on the premises who might be considered to be intoxicated.
- Staff will collect any rubbish on the footpath immediately outside the premises that may be associated with the premises during all opening hours and at the close of the trading period.
- Digital recordings from CCTV cameras shall be kept for 31 days and a copy shall be made available to the Police or special inspector within 24 hours after receipt of a written request for access to them. Access shall be immediately granted to police to view CCTV.
- Signage will be installed to remind customers to minimise their noise as they leave the premises with respect to nearby residents, and if required management will ask people to leave the premises in a quiet and orderly manner.
- If required management and staff will contact and cooperate with the Police and Council.
- Crowds might typically be experienced in outdoor public areas as people leave the premises and congregate in groups. The management of crowds will require management and staff to regularly monitor the situation and take action as necessary e.g. requesting customers to keep the noise at an appropriate level and if necessary asking people to move along. Staff will also ensure that circulation paths are kept free of people and furniture.
- Large groups of people might typically be experienced at peak periods such as lunchtime trade or dinner service particularly when leaving the premises. The management of these groups will require management and staff to regularly monitor the situation and take action as necessary e.g. requesting customers to keep the noise at an appropriate level and if necessary asking people to move along. Staff will also ensure that circulation paths are kept free of people and furniture.



## Transport

A variety of public transport is available to patrons in the immediate vicinity. The over ground railway station entrance is meters away, the tube entrance within minutes, a multitude of bus routes are also within minutes' walking distance.

## Noise Management Plan and Procedures

These measures will be taken to manage the noise:

- Lost Rivers Elephant will comply with the noise conditions applied by Council
- A 'Formula Sound AVC2' sound limiting device shall be installed, set and maintained, to ensure the maximum levels of volume and bass of music, song or speech from live music or licensed entertainment permitted by the amplification system, does not cause a public nuisance in the vicinity of the premises or intrude inside the nearest or most exposed noise sensitive premises
- The limiter will be tamperproof from the front and locked in secure cabinet
- Any change to the equipment involved in the amplification, broadcast or limiting of sound from licensed entertainment shall be notified in advance to the Environmental Health Responsible Authority. Following any such change, the sound limiter/s shall be re-set, in conjunction with a qualified sound engineer, to ensure that any music, speech or song from live music or licensed entertainment does not cause a public nuisance in the vicinity of the premises or intrude inside the nearest or most exposed noise sensitive premises
- That the sound limiting device shall be maintained at the set level there-after
- All amplified audio and musical equipment used in the premises, permitted under the Licensing Act 2003 or the Live Music Act 2012, shall be played through the installed sound limiting device
- That any additional amplification equipment imported on to the premises by third parties, permitted under the Licensing Act 2003 or the Live Music Act 2012, be connected to and use the installed sound limited circuit
- Suitably qualified or experienced persons shall be employed at all times, whilst the entertainment is being provided, and shall take all reasonable steps to ensure that patrons do not cause a nuisance in the vicinity of the premises



- When live music or licensed entertainment is being provided the premises management shall carry out regular checks to monitor the sound level at the closest noise sensitive location(s) to the premises and shall ensure that the sound level of the entertainment does not cause a public nuisance in the vicinity of the premises at the/those location(s). A written record of sound level checks shall be kept and shall contain details of: the time, date and location of each check, the person who undertook the check and any actions taken as a result of the check. Each check shall be signed in the record by the person who made the check. The monitoring record shall be kept at the premises and made available to Officers of the Police or Council on request
- Any background music played shall remain at a volume that permits normal conversation and that the volume control of any music is behind the bar/counter and is in the full control of staff at all times
- Patrons will be directed away from the local residential buildings to transport points and asked to respect surrounding businesses when leaving by venue staff and security. See Dispersion Plan
- The premises is unlikely to generate any offensive noise
- Loitering and antisocial behaviour will be discouraged and monitored by management and staff which will assist in mitigating any potential internal and external noise impacts on surrounding properties. At close of business, a staff member will actively monitor the exit points and adjoining area to encourage patrons to disperse from the immediate area as swiftly as possible



## **Waste**

We intend to use a zero land fill company who recycle the maximum amount of waste.

A number of measures will be taken to manage and minimise waste:

- Waste will be collected for each of the bin points at regular intervals by the staff
- All drinks will be served in biodegradable (or recyclable) glasses to minimize glass waste
- There will be minimal plastic waste from commercial food packaging and the main takeaway packaging being biodegradable
- All waste will be separated into recyclable units

## **Cleaning**

Cleaning of the premises will be undertaken on a daily basis by our normal cleaning company who service over 180 leisure outlets every day and will involve removal of litter, breakages, stains and clean the bathrooms.

The waste generated from site will be placed directly in our bins for collection by the waste company.

## **Emergency & Evacuation Procedures**

All Emergency and evacuations will be managed by the LBR Elephant management staff. These staff will direct all patrons and to the clearly marked fire exits.

The following plans will be put in place in case of any emergency of evacuation required at Lost Rivers Elephant:

## **Evacuation**

In case of an evacuation:

- Music will be turned off.
- The bar and kitchen will cease trade.
- All kitchen and bar equipment will be turned off.
- The security guard will announce “Ladies & Gentleman can you please move to the door immediately in a calm manner, we have been asked to evacuate the building”
- The security guard will call emergency services



- The security guard will point patrons to the evacuation point.
- The Chef will check the office, kitchen and floor to make sure everyone has left the venue.
- The security guard will check the bathrooms to make sure they are clear.
- Security will direct emergency services when on site.

### **Evacuation Point**

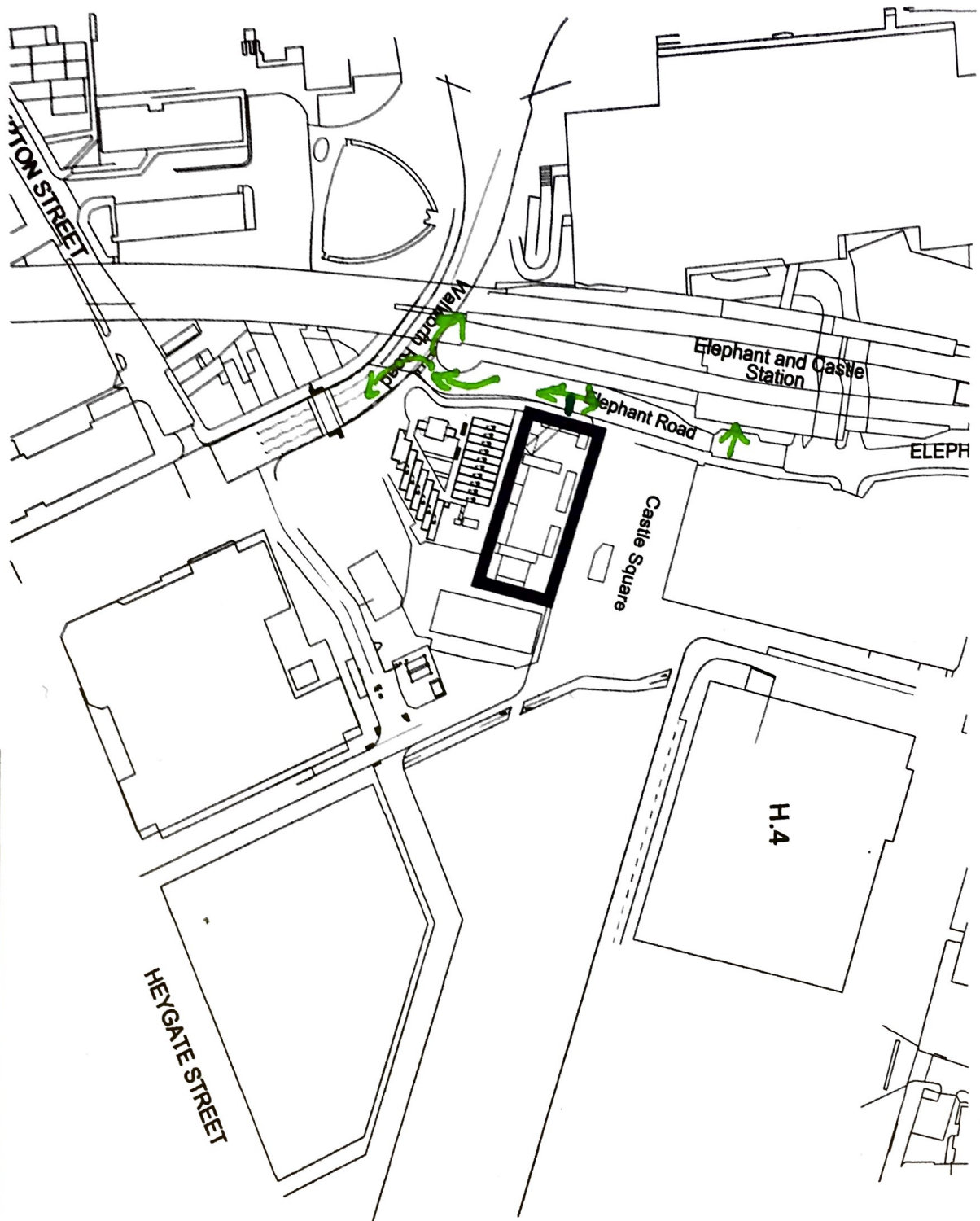
For an evacuation, patrons will be asked to proceed to the area immediately in front of the Art Works. Should the issue be in the Art Works itself then the muster point is on the opposite side of the road.

### **First Aid Kits**

Located behind each bar, in the office and one including a burns pack in the kitchen container.

### **Staff Training**

Staff will be taken through an induction with a geography of the building including fire extinguishers, escape routes, fire evacuation and medical emergency drill prior to the venue opening.

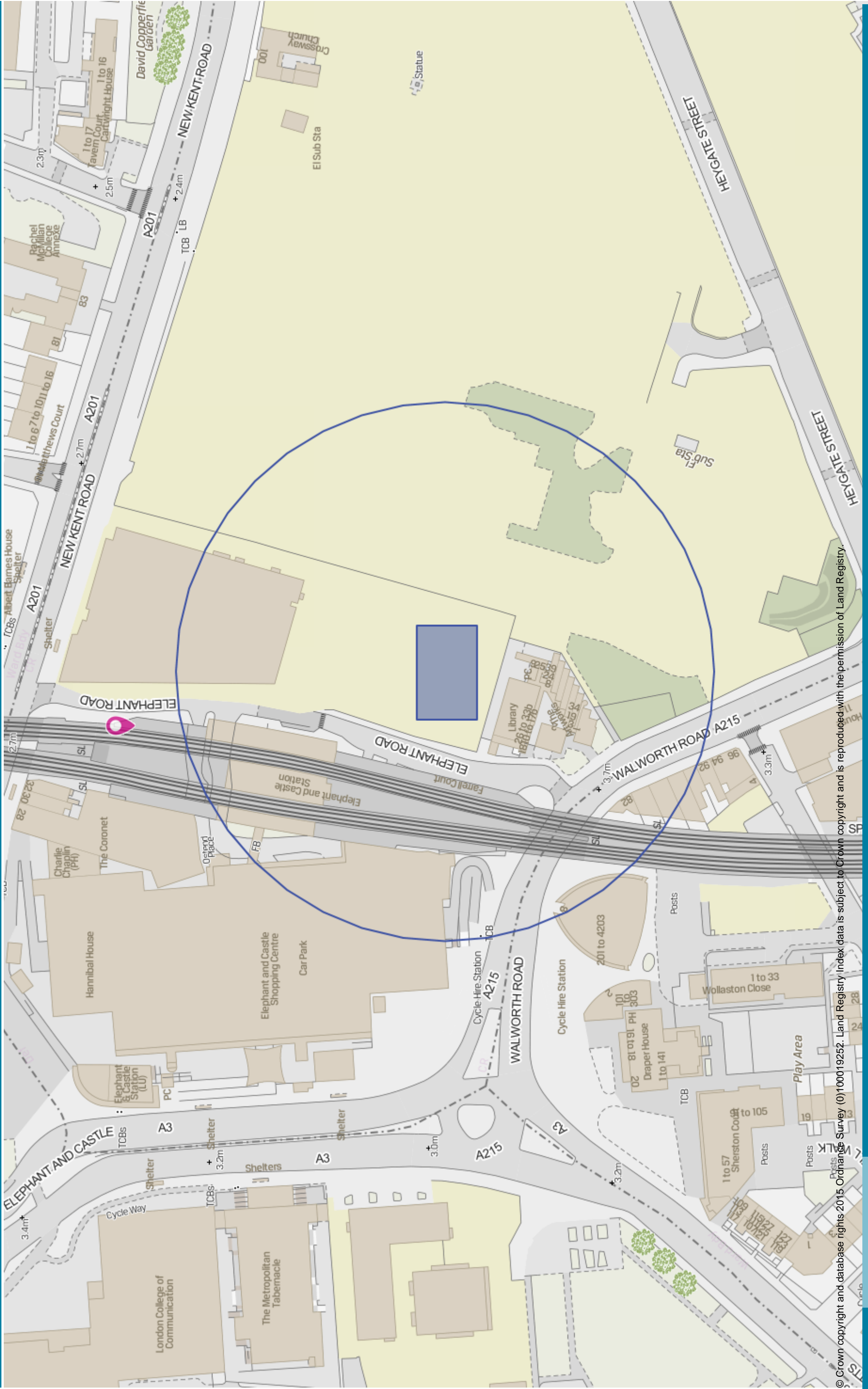


Project No.	1825
Client	Lost Rivers, Elephant
Drawing No.	1-12500-A3
Site Location Plan	

Date	10-2016	Project No.	1825
Scale	1:12500@A3	Drawing No.	P00
Author		Reviser No.	/
Planning			

**Guy Walker Architects**  
 New Olives  
 High Street  
 Uckfield  
 East Sussex  
 TN22 1QE  
 Tel: 0779 9061715





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