

Item No. 6.	Classification: Open	Date: 27 January 2016	Meeting Name: Licensing Sub-Committee
Report title:		Licensing Act 2003: Jack's Bar, Railway Arch 96, Joan Street, London SE1 8DA	
Ward(s) or groups affected:		Cathedral	
From:		Strategic Director of Environment and Leisure	

RECOMMENDATION

1. That the licensing sub-committee considers an application made under Section 51 of the Licensing Act 2003 by Southwark Council's environmental protection team (EPT) for a review of the premises licence issued in respect of the premises known as Jack's Bar, Railway Arch 96, Joan Street, London SE1 8DA.
2. Notes:
 - a) The grounds for the review are stated in paragraph 12 to 15 of this report. A copy of the full application is provided as Appendix A.
 - b) A copy of the current premises licence issued in respect of the premises is attached to this report as Appendix B.
 - c) Paragraphs 16 – 24 of this report deals with the representations submitted in regards to the review application. Copies of the representations are attached as Appendices C & D.
 - d) 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

3. 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.
4. Within Southwark, the licensing responsibility is wholly administered by this council.
5. 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.

6. 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.
7. The applications 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. 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.
8. The premises licence once issued remains valid for the life of the business unless surrendered or revoked. However, under section 51(1) of the Act it remains open to any responsible authority or interested party to apply to the local licensing authority for a review of the premises licence where there are concerns regarding one or more of the four stated licensing objectives.

KEY ISSUES FOR CONSIDERATION

The premises licence

9. The premises licence issued in respect of the premises known as Jacks, Railway Arch 96, Joan Street, London SE1 8DA was first issued in September 2005 to Windmill Taverns Limited. The current licence permits the following licensable activities during the hours shown:
 - Live music
Monday to Wednesday 19:00 - 23:30
Thursday to Saturday 19:00 - 00:30
Sunday 19:00 - 22:30
 - Recorded music
Monday to Wednesday 11:00 - 23:30
Thursday to Saturday 11:00 - 00:30
Sunday 11:00 - 22:30
 - Sale of alcohol (on premises)
Monday to Wednesday 11:00 - 23:00
Thursday to Saturday 11:00 - 00:00
Sunday 11:00 - 22:30
 - Opening hours
Monday to Wednesday 07:00 - 23:30
Thursday to Saturday 07:00 - 00:30
Sunday 07:00 - 22:30
10. A copy of the current premises licence is attached to the report as Appendix B.

Designated premises supervisor

11. The designated premises supervisor (DPS) is Mr John McElhinney who holds a personal licence issued by London Borough of Lambeth and has been the DPS since 18 November 2013.

The application for a review of the premises licence

12. On 07 December 2015 an application for the review of the premises licence was submitted by Southwark Council's Environmental Protection service. The grounds for the review relate to the following licensing objective:
 - The prevention of public nuisance
13. The grounds for the review are stated as to address the premises licence after numerous complaints have been made to Southwark Council regarding public nuisance and along with numerous visits by council officers who have witnessed public nuisance occurring.
14. The purpose of the review of the premises licence is to seek to address the existing conditions on the premises licence and to apply further conditions to prevent future public nuisances being created by this premises.
15. The review outlines the current conditions relating to the prevention of public nuisance, gives details of the visits made by council officers over the previous 18 months, the complaints received and engagement undertaken by the council with the premises management. Recommendations for new conditions are included in the review application, a copy of which is attached as Appendix A.

Representations from responsible authorities

16. There have been three representations made by responsible authorities as follows:
17. The council's health and safety team made representation under the public safety objective and supports the review. It states that there are no risk assessments made at the premises under the Noise at Work Regulations 2005. Secondly that management need to explain and set capacity figures for the each area of the premises.
18. The council's licensing service submitted a representation in support of the review under the prevention of public nuisance and also under the prevention of crime and disorder and public safety. It asks that this review is looked not only on an individual basis, but collectively in conjunction with the reviews submitted for the adjacent premises, Thai Silk and EV Restaurant as each is contributing to a cumulative public nuisance. The representation asks for the suspension of conditions relating to live and recorded music be lifted under section 177A(4) proposes a further condition to be imposed and adjustments to the conditions proposed by the environmental protection team review.
19. The public health representation supports the review application under the prevention of public nuisance and explains the health affects caused by noise pollution stating that noise pollution has been associated with a range of significant negative effects on health and wellbeing, including changes in mood, hypertension, and various heart troubles. In addition, it is probable that the noise pollution is leading to sleep deprivation for local residents, as the records of both the council teams' visits and the noise complaints reported loud noise at various times of night. Sleep deprivation has also been associated with a range of significant negative effects on health and

wellbeing, including reduced cognitive ability, depression, obesity, heart disease, hypertension and diabetes.

20. The responsible authorities' representations are attached as Appendix C.

Representations from other persons in support of review application

21. There are nine representations submitted by other persons, three from the ward councillors and six from local residents.
22. The ward councillors support the review and state that the premises has given rise to noise nuisance and anti-social behaviour from not adhering to licence conditions, allowing patrons to drink outside beyond the hour allowed and in areas outside the licensable area using the street as an extension of their premises. Also citing music noise escape from the premises by leaving the premises doors open.
23. The residents' representations cite public nuisance from the noise from crowds outside the premises with some patrons becoming intoxicated, over spilling into the public areas including the street from loud voices, shouting and screeching. Patrons are also blocking the safe passage for pedestrians who wish to walk down the street. Other issues include loud music from the premises with speakers placed near the entrances and the doors kept open; the noisy collection of refuse, including bottles in the early hours of the morning; litter, including broken glassware, left in the street for the council to clear up; vehicle noise from patrons leaving the premises including slamming car doors; patrons urinating in the street and patrons causing damage to residents vehicles.
24. The other persons' representations are attached as Appendix D.

Response to the review application

25. At the time of writing the premises licence holder has not submitted a response to the review application and representation, any submissions received prior to the hearing will be circulated.

Further information – deregulation of entertainment

26. Entertainment deregulation came into force on 6 April 2015.
27. Live unamplified music is deregulated between 08:00 and 23:00 on any premises.
28. Live amplified music is deregulated between 08:00 and 23:00 provided the audience does not exceed 500 people.
29. 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').

Licensing operating history

30. Windmill Taverns Limited applied for a premises licence on 2 September 2005, the application was for live and recorded music and sale of alcohol.

31. On 5 October 2006 a variation application was submitted to extend the hours on a Thursday night to 00:30. The application was opposed and was granted by the licensing sub-committee with additional conditions relating to the outside area.
32. On 25 September 2009 at 20:05 a licensing officer conducted an inspection of the Jack's Bar and the following issues were found and a warning letter was issued:
 - Breach of condition 9501 (340): That all escape routes and emergency exits will be immediately available for use and kept free from any obstruction at all times the premises is in use under the licence. Both rear fire exits were obstructed at the time of visit.
 - Breach of condition 9504 (343): That open containers are not to be taken away from the premises. At the time of visit there were a large number of customers consuming alcohol in open containers beyond the premises. According to the plans the premises includes the actual building, any outside space is not highlighted within the cartilage of the premises and is not considered part of the premises.
 - The premises licence (or certified copy) was not kept at the premises. Breach of Sections 57(2) of the Licensing Act 2003
33. A revisit was made on 13 November 2009 and the premises was found to be compliant.
34. On 22 June 2011 an application was made to vary the premises licence by extending the hours of the licensable activities and the opening hours on a Monday to Saturday to 03:00. This application was opposed by local residents and the application was refused at a hearing of the licensing sub-committee.
35. An application to vary the DPS to Mr John McElhinney was submitted on 18 November 2013 and granted.
36. On 1 March 2014 at 00:05 a visit was made to the premises by a licensing officer working on the night time economy team, there was some noise escape from the premises but not loud enough to cause concern, the premises was closing soon and patrons leaving in an orderly manner.
37. On 20 March 2014 at 16:45 a licensing officer conducted an induction meeting with the manger he was provided with a copy of the premises licence, the officer reiterated the requirement to comply with all licence conditions and pointed out in particular those conditions relating to the prevention of nuisance. The officer advised that all staff should be conversant with all of the conditions and that staff should be trained to keep noise caused by customers to a minimum.
38. An advisory letter was hand delivered to the premises at the time of the visit and an email covering other matters discussed at the induction meeting was sent the following day. A copy of the letter and email are attached as Appendix E.
39. On 3 May 2014 at 21:45 hours a visit was made to the area and officers observed some music breakout from Jacks when premises door opens to admit patrons, some noise from patrons outside speaking whilst smoking and drinking but not excessive.
40. On 12 July 2014 at 21:28 officers visited the premises and observed that there were about 30 people sitting outside Jack's Bar eating and drinking, the premises was not very busy inside and people were all watching the football on TV. No noise was

emanating from the premises other than the hustle and bustle of people talking outside the doors were open. The management were advised of noise complaints and advised to close doors should entertainment be provided.

41. On 18 July 2014 at 23:45 officers parked on Hatfields under the railway arch. They could hear the bass beat of house type music. They identified and visited the source of the noise Jacks, there were about 12 people sitting outside smoking and few males in the walkway directly outside Jacks. The officer spoke to the same manager as on the previous week and negotiated a reduction in the volume of the music. The manager was defensive trying to place the blame on the other two premises (EV and Thai Silk) which were closed at that time. Whilst leaving the officer observed three males who came out of Jack's Bar one of whom started shouting and joking about. Jack's Bar management and SIA staff, who were still present did not attempt to address the behaviour until asked by the licensing officer.
42. A little later on the same evening at 00:15 the officers observed four males coming from the walkway in Isabella Street shouting and joking. They got into a car parked directly in front of them. They put on loud music in the vehicle and then turned it down and then it went up again. One of them went back to the walkway and then came back to the car. Jack's Bar was the only premises open in Isabella/Joan Street at that time.
43. On 23 July 2014 a temporary event notice (TEN) was submitted for the premises for 10 August 2014, the TEN was objected to by the EPT and the Licensing Sub-Committee decided at hearing to issue a counter notice to prevent the TEN from going ahead.
44. On 30 July 2014 at 23:10 a licensing inspection was made at Jack's Bar. The premises was compliant apart from when officers arrived there were still several people sitting outside drinking. The manager was advised of the condition on the licence concerning people sitting outside after 23:00 to 09:00 and they asked the doorman to tell the patrons that were outside to take their drinks inside.
45. On 1 August 2014 at 18:42 officers visit Isabella Street area and observed a large numbers of people outside EV and Jack's Bar with a few outside Thai Silk. The officers had trouble getting through the crowds. They went inside Jack's Bar and spoke to the manager to advise that they could hear bass from quite a distance and asked for it to be lowered. He said it was the busiest they had ever been. The licensing officer advised that the problems needed to be addressed.
46. The officers returned at 22:13 and observed that there was a large number of people outside Jack's Bar and music could be heard as doors to Jacks were open.
47. On 3 August 2014 at 00:49 hours officers visited the area, which was found to be quiet.
48. On 8 August 2014 at 20:00 officers visited Isabella Street. On the approach to Isabella Street from Hatfields (walking past Styles House) crowd noise could be heard and increased significantly at the junction of Isabella Street and Hatfields. There were approximately 65 people drinking, smoking, and socialising across the length of Isabella Street. The terrace areas of EV, Jacks and Thai Silk were all being used to capacity. Isabella Street, whilst busy, was easily traversable and a wheel chair or pushchair would have been able to navigate the street without any problems. Loud music with a prominent bass was being played at Jack's Bar and could clearly be heard all along Isabella Street and at the junction of Isabella Street and Hatfields. There was crowd noise from Isabella Street which could be heard at the entry to Styles house, but was unlikely to be the cause of a nuisance. There were SIA door

supervisors at each premises and what appeared to be an SIA marshal positioned on Isabella Street directly outside Jacks. People drinking, smoking, and socialising in the passage way between Isabella Street and the tube station.

49. On 19 December 2014 at 21:50, officers visit and observed approximately 8-10 people outside Jacks bar drinking in the passage thoroughfare which was not part of their premises. SIA staff then approached and moved the people inside the premises. There were no customers outside EV restaurant, we also visited Thai Silk and noticed lots of people in the outside smoking area.
50. On 6 February 2015 at 22:37 officers visited the area and could hear dance music from Jacks, getting louder when the door is open. Six people were outside, some shouting. The officers observed a male stumble out of Jack's who appeared to be heavily intoxicated. The officers spoke to a new manager and had only worked there for a week and requested they reduce music volume and clear up vomit at the entrance. Across Isabella Street, there were six people sitting on wooden tables and chairs put in area with plants.
51. On 22 July 2015 at 20:45 officers visited Jack's Bar, which was very busy. Music from the venue was not exceptionally loud. There were two SIA staff at the entrance in the external front beer garden / smoking area and there appeared to be a zero tolerance approach of SIA staff in relation to control and management of patrons in the external area of the premises.
52. On 31 July 2015 at 21:49 officers visited Jack's Bar. Officers had just visited Thai Silk who were asked to close their doors and reduce the music volume. It became evident that Jack's Bar was also causing noise nuisance from loud music. Officers spoke to the duty manager who stated that a sound limiting device (SLD) had been fitted. The folding doors along the entire front of the premises were open and officer surmised that and the SLD had probably been set with them closed. The licensing officer advised that the music was too loud, and that the limiter would need to be reset. The manager claimed that none of the people behind the ventilation shaft on the other side of Isabella St were his customers although there was a lot of empty glassware and rubbish.
53. On 28 August 2015 at 20:15 officers visited and observed crowds of people standing on the walkway outside EV's bar, Jack's Bar and Thai Silk drinking and chatting. Thai Silk had their front doors open music was very loud. All three venues were playing loud music and had their entire frontage open and people were sitting on the opposite side of the walkway and passageway in the gardens. Security SIA staff were on site and there were approximately 100+ people outside at the time of the visit. Music was amplified and causing significant local public nuisance.
54. A further five visits made during September found no noise or non-compliance issues with Jacks.
55. On 25 September 2015 at 21:00 officers visited Isabella St area and stood outside Styles house at the Hatfields side where music noise was evident, especially bass. Isabella Street was busy with patrons, the front doors of all premises were open and playing loud music. The designated premises supervisor (DPS) from Thai Silk recognised the officers and shortly after music levels from Thai Silk were reduced and the front doors were closed. The licensing officer spoke with the manager of Jack's Bar, who stated that he would reduce the volume. Officers entered EV's bar and spoke with a member of staff who immediately reduced the volume and came outside to check the volume and stated he would shortly be closing the front doors. As the officers left Isabella Street, it was noted that Jack's Bar had not reduced music volume.

56. On 5 November 2015 an email was received from the premises licence holder Windmill Taverns Limited giving feedback from their perspective on how they were attempting to address the problems created by the popularity of the premises in Isabella/Joan Street and problems in implementing an action plan in conjunction with the two adjacent licensed premises. A copy of this email is submitted as Appendix F.

Temporary event notices

57. There have been four temporary event notices in the last 2 years detailed as follows:

Start date	End date	Times	Max no people	sale of alcohol	On/off premises	Regulated Ent.	late night refresh	Counter notice
13/04/2014	14/04/2014	23:30 to 03:00	220	Yes	On Premises	Yes	No	No
29/06/2014	29/06/2014	00:00 to 03:00	210	Yes	On Premises	Yes	Yes	No
06/07/2014	06/07/2014	00:00 to 03:00	210	Yes	On Premises	Yes	Yes	No
10/08/2014	10/08/2014	00:00 to 03:00	200	Yes	On Premises	Yes	Yes	Yes

The local area

58. A map of the area is attached to this report as Appendix G. The premises is identified by a diamond at the centre of the map. For purposes of scale only, the circle on the map has a 100 metre radius. The following licensed premises including terminal hours are also shown on the map:

- EV Restaurant Bar, 97-99 Isabella Street, London SE1(Monday to Sunday till 01:00)
- Thai Silk, Arches 94-95 Joan Street, London SE1(Monday to Sunday till 03:00)

Southwark council statement of licensing policy

59. This application was received prior to 1 January 2015, therefore the licensing policy in force at the time of application should be used for the purpose of assisting with the determination of this review application.
60. Council assembly approved Southwark's statement of licensing policy 2011-14 on 12 October 2011. Sections of the statement that are considered to be of particular relevance to this application are:
- Section 3 which sets out the purpose and scope of the policy and reinforces the four licensing objectives.
 - Section 5 which sets out the council's approach with regard to the imposition of conditions including mandatory conditions to be attached to the licence.
 - Section 6 details other relevant council and government policies, strategies, responsibilities and guidance, including the relevant articles under the Human Rights Act 1998.
 - Section 7 provides general guidance on dealing with crime and disorder and deals with licensing hours.

- Section 8 provides general guidance on ensuring public safety including safe capacities.
- Section 9 provides general guidance on the prevention of nuisance.
- Section 10 provides general guidance on the protection of children from harm.

61. 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.

Resource implications

62. No fee is payable in respect of an application for licence review.

Consultation

63. Consultation has been carried out on this application in accordance with the provisions of the Licensing Act 2003. A public notice was exhibited outside the premises for a period of 28 days.

Community impact statement

64. 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

65. The sub-committee is asked to determine, under Section 52 of the Licensing Act 2003, an application, made under Section 51 of the same act, for a review of premises licence. At any stage, following the grant of a premises licence, a responsible authority or any other person may ask the licensing authority to review the licence because of a matter arising at the premises in connection with any of the four licensing objectives.

66. The principles which sub-committee members must apply are set out below.

Principles for making the determination

67. The licensing authority must hold a hearing to consider an application for review of a premises licence where:

- The application is properly made in accordance with Section 51 of the Act
- The applicant has given notice in accordance with Section 51(3) of the Act
- The advertising requirements provided for under Section 51(3) of the Act are satisfied
- The licensing authority has considered the ground(s) of review not to be frivolous, vexatious or repetitious
- The licensing authority has considered the ground(s) of review to be relevant to one or more of the licensing objectives.

68. The four licensing objectives are:
- The prevention of crime and disorder
 - The protection of public safety
 - The prevention of nuisance
 - The protection of children from harm.
69. Each objective must be considered to be of equal importance. The authority must, having regard to the application and any relevant representations, take such of the following steps as it considers appropriate for the promotion of the licensing objectives. The steps are to:
- Modify the conditions of the licence by altering, omitting or adding any condition
 - Exclude a licensable activity from the scope of the licence
 - Remove the designated premises supervisor
 - Suspend the licence for a period not exceeding three months
 - Revoke the licence.
70. For the purpose of determining a relevant representation under section 52 of the Act a “relevant representation” means representations which:
- Are relevant to one or more of the licensing objectives
 - Are made by the holder of the premises licence, a responsible authority or an other person within the prescribed period
 - Have not been withdrawn
 - If made by an interested party (who is not also a responsible authority), that they are not, in the opinion of the relevant licensing authority frivolous or vexatious.
71. Modifications of conditions and exclusions of licensable activities may be imposed either permanently or for a temporary period of up to three months.
72. The authority may decide that no action is necessary if it finds that the review does not require it to take any steps appropriate to promote the licensing objectives.
73. In deciding what remedial action if any it should take, the authority must direct its mind to the causes or concerns that the representations identify. The remedial action should generally be directed at these causes and should always be no more than an appropriate and proportionate response.
74. It is of particular importance that any detrimental financial impact that may result from a licensing authority’s decision is appropriate and proportionate to the promotion of the licensing objectives in the circumstances that gave rise to the application for review.

Reasons

75. Where the authority determines an application for review it must notify the determination and reasons why for making it to:
- The holder of the licence
 - The applicant
 - Any person who made relevant representations
 - The chief officer of police for the area (or each police area) in which the premises are situated.

Hearing procedures

76. 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.
77. This matter relates to the review of the premises licence under section 51 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

78. 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, public health, childrens' services and the planning authority.
79. 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.

80. 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.
81. 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.
82. 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.
83. The sub-committee can only consider matters within the application that have been raised through representations from interested parties and responsible authorities. Other persons must live in the vicinity of the premises. This will be decided on a case to case basis.
84. 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.
85. 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

86. Members are required to have regard to the Department for Culture, Media and Sport 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 Corporate Services

87. The head of community safety and enforcement has confirmed that the costs of this process are borne by the service.

BACKGROUND DOCUMENTS

Background papers	Held At	Contact
Licensing Act 2003 DCMS 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 Phone number: 020 7525 5748

APPENDICES

No.	Title
Appendix A	Review application
Appendix B	Premises licence
Appendix C	Representations from responsible authorities
Appendix D	Representations from other persons
Appendix E	Licensing advisory letters
Appendix F	Email from premises licence holder
Appendix G	Map of local area

AUDIT TRAIL

Lead Officer	Deborah Collins, Strategic Director of Environment and Leisure	
Report Author	Dorcas Mills, Principal Licensing Officer	
Version	Final	
Dated	13 January 2016	
Key Decision?	No	
CONSULTATION WITH OTHER OFFICERS / DIRECTORATES / CABINET MEMBER		
Officer Title	Comments sought	Comments included
Director of Law and Democracy	Yes	Yes
Strategic Director of Finance and Governance	Yes	Yes
Cabinet Member	No	No
Date final report sent to Constitutional Team	13 January 2016	