

15/03/2017

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

Ref No. 780485

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

	Dulwich Picture Gallery (Sophie Schneider, Head of Operations)
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Premises Details

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

£	0
	Band D and E only applies to premises which uses exclusively or primarily for the supply of alcohol for consumption on the premises
	No

Premises trading name

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

Address Line 1	Dulwich Picture Gallery (temporary Pavilion and Gardens)
Address Line 2	Gallery road
Town	London
County	
Post code	SE217AD
Ordnance survey map reference	
Description of the location	
Telephone number	██████████

Applicant Details

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

	a charity
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Other Applicants

Personal Details - First Entry

Name	Dulwich Picture Gallery (Sophie Schneider)
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Address - First Entry

Street number or building name	Dulwich Picture Gallery
Street Description	Gallery road
Town	London
County	
Post code	SE21 7AD
Registered number (where applicable)	1040942
Description of applicant (for example, partnership, company, unincorporated association etc)	Charity registered with the UK Charity Commission

Contact Details - First Entry

Telephone number	[REDACTED]
Email address	[REDACTED]

Operating Schedule

When do you want the premises licence to start?

	01/06/2017
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If you wish the licence to be valid only for a limited period, when do you want it to end?

	31/08/2017
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General description of premises (see guidance note 1)

	Dulwich Picture Gallery (DPG), a public art gallery with a shop, café and gardens, has an existing premises licence (ref 855319). DPG recently submitted a planning application (ref 17/AP/0624) to build a temporary Pavilion within the grounds, east of the main entrance. It is flexible, multi -purpose space which can be configured for different purposes.
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	<p>Subject to the planning application, the Pavilion will be in place from 1 June 2017- 31 August 2017 and we intend to carry out some licensable activities within the Pavilion as well as in our grounds by hosting a programme of public events including film screenings and small scale live music or performances, inspired by the Gallery's existing artistic programme.</p> <p>There will also be a small fixed bar/cafe pod in the Pavilion which will sell and serve alcohol as well as snacks. The Pavilion will be hired out for private events to generate income for our Charity, using both internal and external catering companies.</p> <p>Typically the Pavilion will be available on Mondays for local community groups to hire, Tuesday – Thursday and Saturday evenings it will be available for private hire, and on Fridays and Sundays a series of cultural public events e.g. film screenings. As well, on Saturday and Sunday daytimes there will be a family offer.</p> <p>The days and hours requested in this licence are intentionally broad to allow us flexibility whilst we continue to shape our public programme and events; however it is not envisaged that it will be used for all licensable activities across all days and times applied for.</p> <p>The general proposed opening times of the Pavilion are Monday – Wednesday, 8am – 10pm Thursday – Sunday and Bank holidays, 8am – 11pm.</p>
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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)
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Provision of regulated entertainment

	b) films
	e) live music
	f) recorded music
	g) performance of dance

Provision of late night refreshment

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Supply of alcohol

	j) Supply of alcohol
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B- Films

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

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

	Film screenings on some Fridays and Sundays in the Pavilion. Given the need to create a darker space for film screenings, the Pavilion will be configured as a more enclosed space and therefore 'indoors' has been selected above. Although a small number of panels may be open for air flow and access.
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Standard days and timings for Films (Please read guidance note 6)

Day	Start	Finish
Mon		
Tues		
Wed		
Thur		
Fri	18:00	23:00
Sat		
Sun	18:00	23:00

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

	1 June 2017- 31 August 2017
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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)

	Bank Holiday Monday 28 August 2017 18.00-23.00
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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
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Please give further details here (Please read guidance note 3)

	Small scale live music performance. Given the Pavilion structure can be configured in a variety of ways, both indoors and outdoors has been selected.
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Standard days and timings for Live Music (Please read guidance note 6)

Day	Start	Finish
Mon		
Tues		
Wed		
Thur		
Fri	17:00	23:00
Sat	12:00	23:00
Sun	12:00	23:00

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

	1 June 2017- 31 August 2017
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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)

	Bank Holiday Monday 28 August 2017 12.00-23.00
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F - Recorded Music

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

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

	Small scale recorded music performance. Given the Pavilion structure can be configured in a variety of ways, both indoors and outdoors has been selected.
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Standard days and timings for Recorded Music (Please read guidance note 6)

Day	Start	Finish
Mon		
Tues		

Wed		
Thur		
Fri	17:00	23:00
Sat	12:00	23:00
Sun	12:00	23:00

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

	1 June 2017- 31 August 2017
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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)

	Bank Holiday Monday 28 August 2017 12.00-23.00
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G - Performances of Dance

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

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

	Small scale dance performance. Given the Pavilion structure can be configured in a variety of ways, both indoors and outdoors has been selected.
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Standard days and timings for Performance of dance (Please read guidance note 6)

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

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

	1 June 2017- 31 August 2017
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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)

	Bank Holiday Monday 28 August 2017 12.00-23.00
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J - Supply of Alcohol

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

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

Day	Start	Finish
Mon	12:00	22:00
Tues	12:00	22:00
Wed	12:00	22:00
Thur	12:00	23:00
Fri	12:00	23:00
Sat	12:00	23:00
Sun	12:00	23:00

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

	1 June 2017- 31 August 2017
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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)

	Bank holiday Monday 28 August 2017 12.00- 23.00
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Please upload the consent form completed by the proposed premises supervisor

	DPS-consent.pdf
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Premises Supervisor

Full name of proposed designated premises supervisor

First names	Mark
Surname	Hone

Address of proposed designated premises supervisor

Street number or	██████
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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 known)	London Borough of Camden

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)

	n/a
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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	08:00	22:00
Tues	08:00	22:00
Wed	08:00	22:00
Thur	08:00	23:00
Fri	08:00	23:00
Sat	08:00	23:00
Sun	08:00	23:00

State any seasonal variations (Please read guidance note 4)

	1 June 2017- 31 August 2017
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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)

	Bank holiday Monday 28 August 2017 08.00-23.00
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M - Steps to promote four licencing objectives

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

	<p>Typically the Pavilion will be available on Mondays for local community groups to hire, Tuesday – Thursday and Saturday evenings it will be available for private hire to generate income for the Charity, and on Fridays and Sundays a series of small scale, cultural events will take place. On Saturday and Sunday daytimes there will also be a family offer.</p> <p>The Gallery takes a responsible approach to licencing and is experienced in running indoor and outdoor events. All activity is carefully planned by our experienced and competent Gallery staff to ensure it is safe and enjoyable for participants and we are conscious of our neighbours and the local community and therefore consider carefully how we promote the licencing objectives.</p>
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b) the prevention of crime and disorder

	<p>The Gallery’s regular and robust security arrangements will apply throughout with security personnel contributing to the prevention of crime and disorder. From 17.00 – 09.00 the Gallery has a security guard on site at all times who does regular external patrols, and additional security personnel will be brought in for specific events if deemed appropriate. There is extensive CCTV coverage across the site and an out of hours intruder alarm in the Gallery and offices. The Gallery has a strong relationship with the local Metropolitan Police who also do patrols in the area.</p> <p>During public opening times and during events a Duty Manager will be on site as well as a Supervisor and /or Events Organiser. Staff will be rostered according to the requirements of each event required. Some events will be ticketed and/or private.</p>
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c) public safety

	<p>The Pavilion will be built to a standard safe for use by the public and a building regulations inspector has been appointed to manage the process and ensure compliance. We will use a reputable construction company along with our appointed CDM consultants.</p> <p>The flexible, open design of the Pavilion is such that visitors can enter and exit directly from the Pavilion into the landscape, as well as from the ramp and step marked on the plan attached to this application. Two of the panels are fixed, with the other panels being moveable depending on event configuration. DPG staff will be trained in the safe moving and fixing of panels. An exit will be maintained at all times with at least 1 x 2m width panel being open at all times to allow ingress/egress.</p> <p>The site itself already has a robust evacuation procedure in place and we carry out regular testing and drills, with all members of the public requested to leave the main site via the 3 exits (2 on Gallery road and 1 on College road). This procedure will remain in place throughout the Pavilion 3 month lifespan.</p> <p>DPG is in the process of tendering for a bar/catering company and once appointed the building regulations inspector will work closely with the caterer to ensure compliance. Electrical wiring will be installed by a qualified electrician and any portable electric appliances in the Pavilion will show evidence of PAT testing.</p> <p>Dulwich Picture Gallery already has a comprehensive Health and Safety policy in place with risk assessments being carried out as appropriate. This rigour will be extended to include the activity of the Pavilion within our grounds.</p> <p>Depending on event capacity an appropriate number of first aid trained staff will be present on site for the duration of events. The Gallery also has first aid points at the Gallery admissions desk and Sackler Art room.</p> <p>Emergency service access- the attendance of emergency services will be coordinated by the event officer and Duty Manager and the Gallery car park will be kept accessible for emergency vehicles to use.</p>
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	<p>Slips, trips and falls- there is external lighting within the grounds and if appropriate to the event the staff will carry torches.</p> <p>Food poisoning- only reputable caterers will be used at the events and traders will be required to provide copies of their employees food hygiene certificates and food safety management system.</p>
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d) the prevention of public nuisance

	<p>Staff working at the events will be alert and ready to spot any trouble makers and defuse tense situations. They will be equipped with radios and able to call for assistance.</p> <p>The Gallery will ensure that it only works with reputable catering companies and that a policy is in place so that customers buying alcohol that look under the age of 18 will be asked for verification and if they cannot prove their age the sale will be refused and the refusal logged in a refusal register. Drinks will not be served to those obviously under the influence.</p> <p>Staff and signage will encourage visitors to leave the premises quietly and in respect of our local neighbours, and visitors will be encouraged to leave via the Gallery road entrance at night where there are fewer residents.</p>
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e) the protection of children from harm

	<p>The admission of children to films will be restricted in accordance with the recommendations of the British Board of Film Classification. Where the programme includes a film in the 12a, 15, or 18 category then no person appearing to be under the age of 12 (and unaccompanied in that case), 15 or 18 as appropriate will be admitted. The Gallery shall display in a conspicuous position a sign in the following terms – ‘persons under the age of (insert appropriate age) cannot be admitted’</p>
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Please upload a plan of the premises

	Pavilion-proposed-plans-and-boundary.pdf
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Please upload any additional information i.e. risk assessments

	Pavilion-Plans.pdf
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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 will be rejected.</p>
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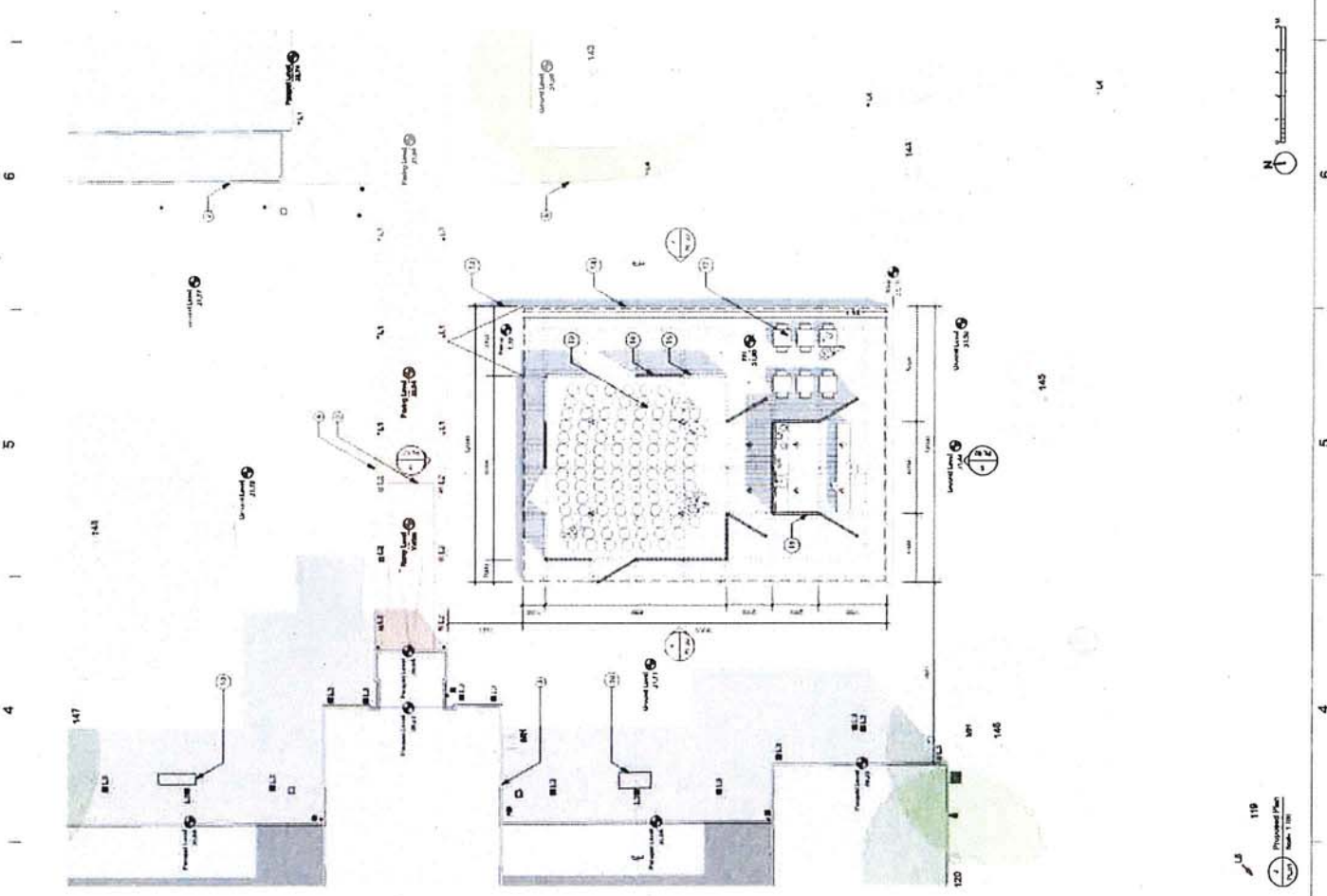
Declaration

I agree to the above statement

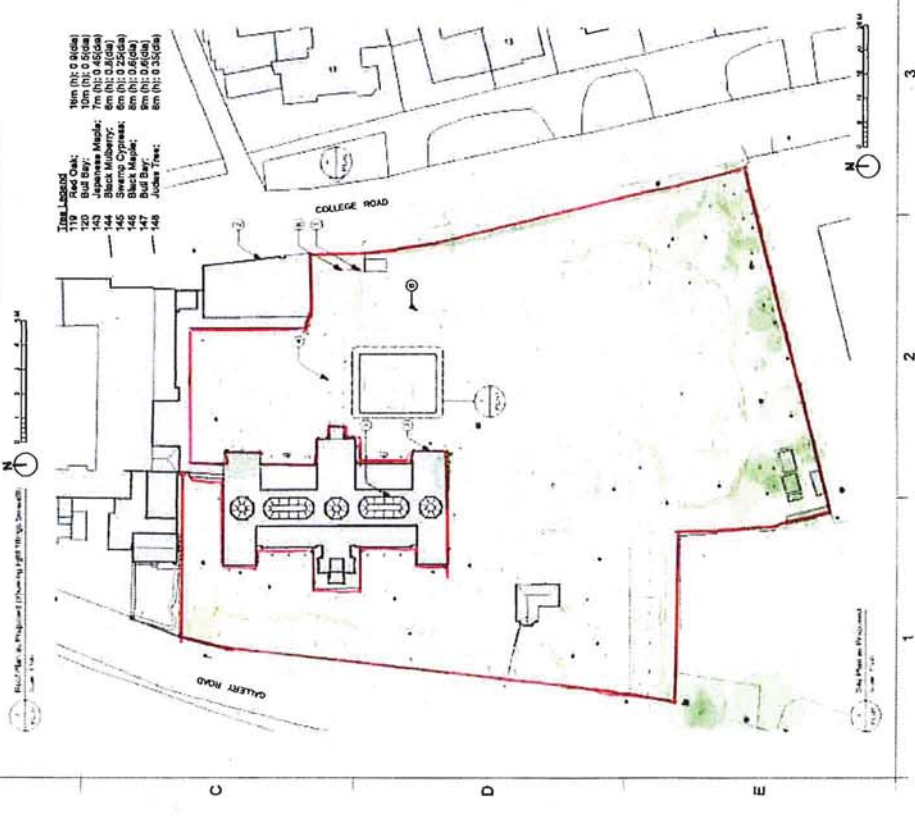
	I agree
PaymentDescription	, ,
AuthCode	██████
LicenceReference	██████████
PaymentContactEmail	

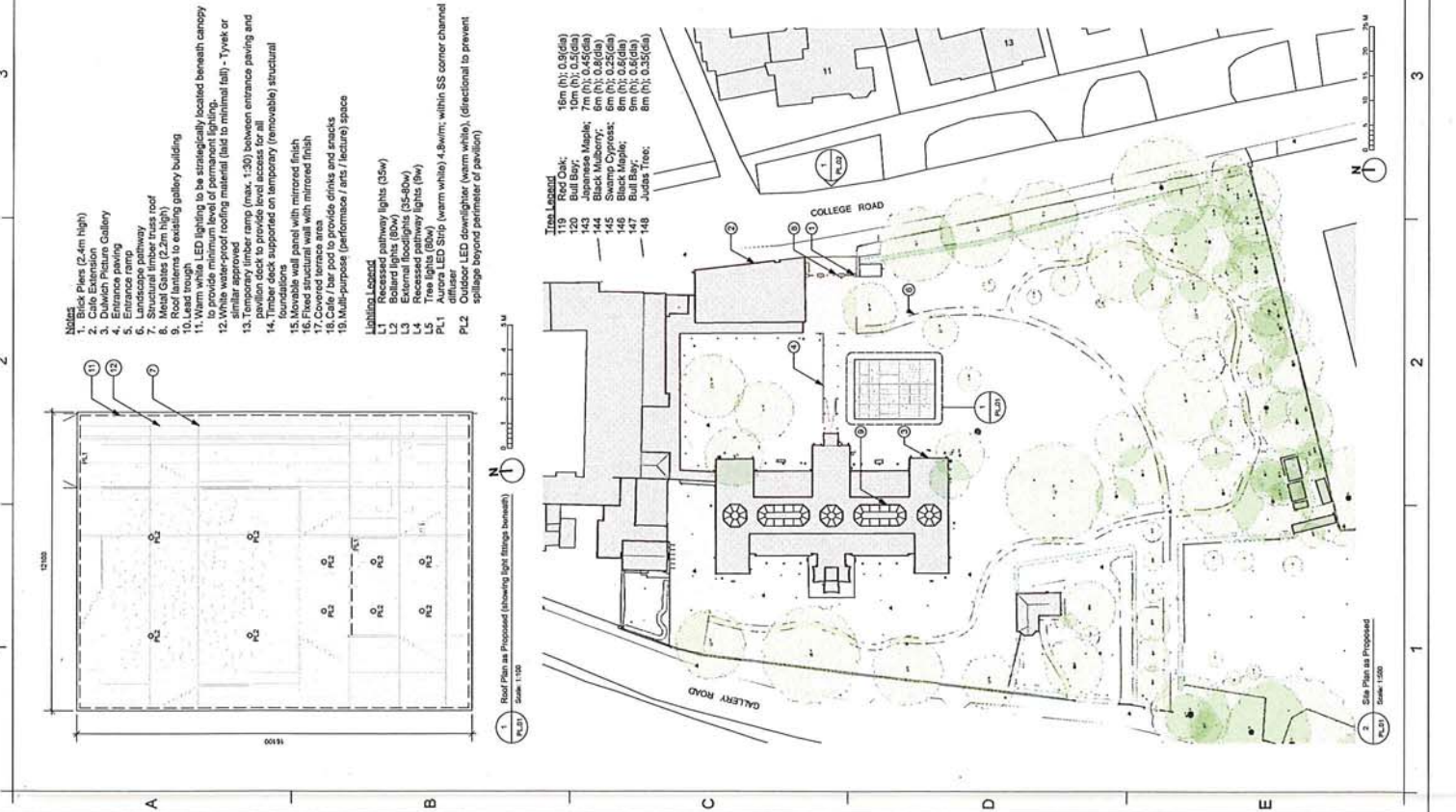
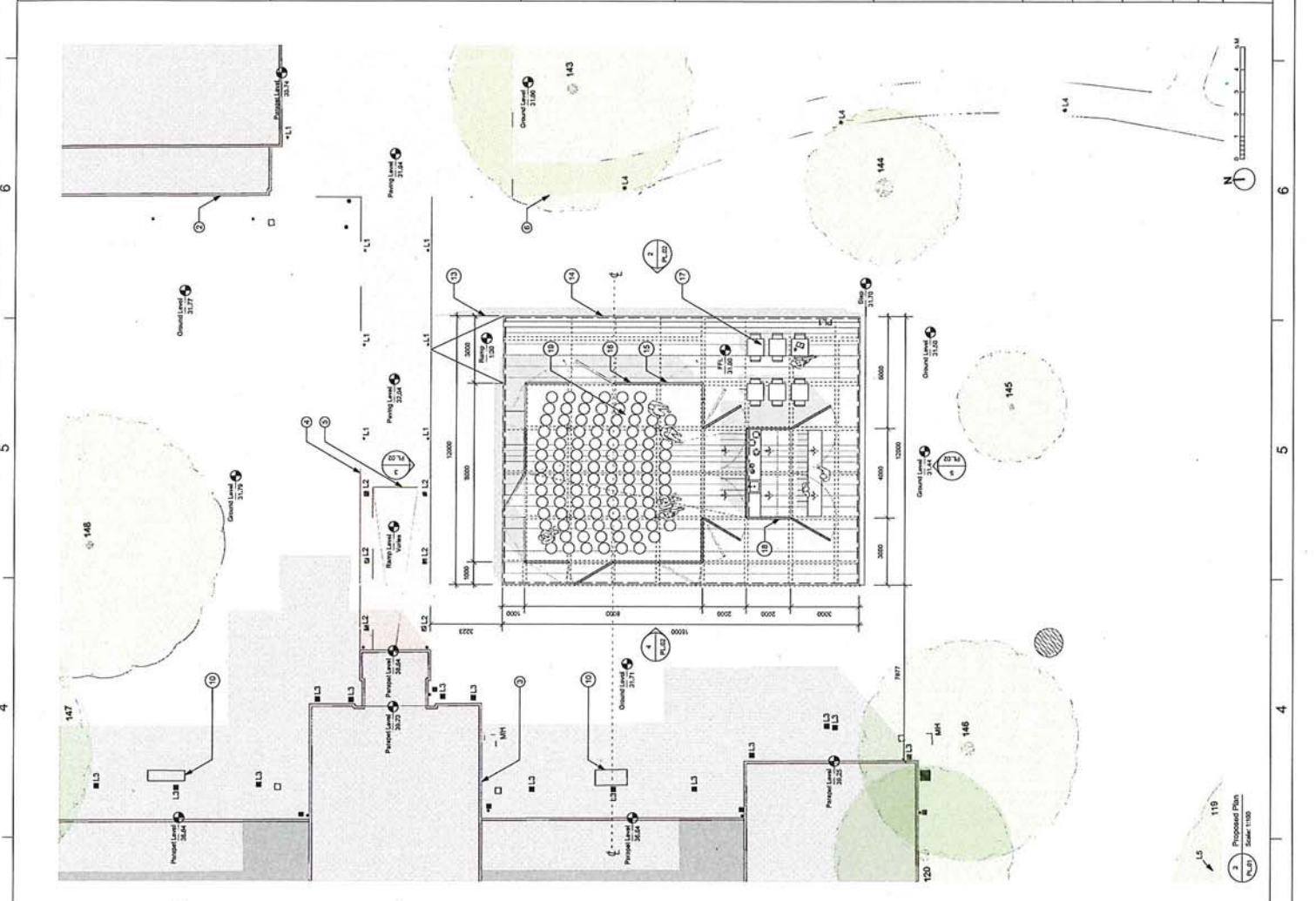
The information you provide will be used fairly and lawfully and Southwark Council will not knowingly do anything which may lead to a breach of the Data Protection Act 1998.

<p>Notes</p> <p>The proposed building is a new addition to the existing building. It is designed to be a high-quality, sustainable building that will provide a high-quality environment for its users. The building is designed to be a high-quality, sustainable building that will provide a high-quality environment for its users.</p>	<p>Intended for Planning</p> <p>07/03/27</p>	<p>Comments</p>	<p>App No</p>	<p>IF-DO</p> <p>IF-DO Architecture & Design 1st Flr, 17, Kingsland Court, Higher Road, London, E8 3AF 020 7461 1100 www.if-do.co.uk</p>	<p>Project Greenwich Exhibition</p> <p>Client Greenwich Picture Gallery</p> <p>Showing the Proposed Plans</p>	<p>Scale 1:500 / 1:100 (as shown)</p> <p>Date 07/03/27</p> <p>Drawn by [Name]</p> <p>Checked by [Name]</p> <p>Project No 1701</p> <p>Drawn No PL01</p>
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- Notes**
1. Blat Plank (2.4m high)
 2. Cable Extension
 3. Ditch Picture Gallery
 4. Entrance canopy
 5. Entrance ramp
 6. Landscaping pathway
 7. Structural timber truss roof
 8. Timber deck supported on temporary (removable) structural foundations
 9. Road lanterns to existing gallery building
 10. Lead trough
 11. Warm white LED lighting to be strategically located beneath canopy
 12. White water-proof roofing material (lead to minimal lead) - Tyvek or similar approved
 13. Temporary ramp (max 1:30) between entrance paving and existing gallery building
 14. Timber deck supported on temporary (removable) structural foundations
 15. Structural steel with masonry block
 16. Fixed structural walk with masonry finish
 17. Covered entrance area
 18. Cable / bar pod to provide drinks and snacks
 19. Multi-purpose (performance area / security space)
- Lighting Legend**
- L1 Recessed pathway lights (35w)
 - L2 Recessed pathway lights (35-40w)
 - L3 Recessed pathway lights (35-40w)
 - L4 Recessed pathway lights (35w)
 - L5 Tree lights (30w)
- PL1** LED 5000 (warm white) 4 beam; with SS corner cabinet diffuser.
- PL2** Outdoor LED downlighter (warm white), (directional to prevent spillage beyond perimeter of pavilion)





- Notes**
1. Back Plans (2.4m high)
 2. Cafe Extension
 3. Dulwich Picture Gallery
 4. Entrance ramp
 5. Entrance ramp
 6. Landscape pathway
 7. Structural timber truss roof
 8. Structural timber truss roof
 9. Roof lanterns to existing gallery building
 10. Lead trough
 11. Warm white LED lighting to be strategically located beneath canopy to provide minimum level of permanent lighting.
 12. Temporary timber ramp (max. 1:30) between entrance paving and pavilion deck to provide level access for all
 13. Temporary timber ramp (max. 1:30) between entrance paving and pavilion deck to provide level access for all
 14. Temporary timber ramp (max. 1:30) between entrance paving and pavilion deck to provide level access for all
 15. Movable wall panel with mirrored finish
 16. Fixed structural wall with mirrored finish
 17. Covered terrace area
 18. Temporary timber deck, steps and cracks
 19. Multi-purpose (performance / arts / lecture) space

- Lighting Legend**
- L1 Recessed pathway lights (35w)
 - L2 Recessed lights (80w) (35-50w)
 - L3 Recessed lights (80w) (35-50w)
 - L4 Recessed pathway lights (9w)
 - L5 Tree lights (80w)
 - PL1 Aurora LED Strip (warm white) 4.8w/m; within SS corner channel
 - PL2 Outdoor LED downlighter (warm white), (directional to prevent spillage beyond perimeter of pavilion)

- Tree Legend**
- 120m (h): 0.25(dia)
 - 120m (h): 0.25(dia)
 - 120m (h): 0.25(dia)
 - 143 Japanese Maple: 7m (h): 0.45(dia)
 - 144 Black Mulberry: 6m (h): 0.45(dia)
 - 145 Swamp Cypress: 8m (h): 0.25(dia)
 - 146 Sweetgum: 9m (h): 0.45(dia)
 - 147 Bull Bay: 8m (h): 0.45(dia)
 - 148 Judas Tree: 8m (h): 0.35(dia)

